STUDENT/PARENT HANDBOOK

SY2025-2026

Hayfield High School
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Hayfield, MN 55940

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www.hayfield.k12.mn.us



School Board Approved:
Original: 20240814 / Revised: 20250611

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I. Introduction

Welcome
Welcome to Hayfield High School (HHS), home of the Vikings. As we navigate the school year together, we want to emphasize the importance of ongoing trust and communication. We want what is best for each one of our students and when schools, families, and communities can work together, great learning opportunities can take place.

The HHS Handbook is organized into nine sections. The Appendix contains supplementary information.

- Introduction
- General Information
- Attendance
- Academic
- Conduct and Rules
- Student and Support Services Programs
- Health and Safety
- Activities
- Appendixes

This handbook contains general policies and guidelines, which govern the organization and administration of HHS. It is your responsibility to read the handbook and to know and follow the policies and guidelines.

Some of the policies and procedures contained within this handbook have been shortened due to space constraints. Complete copies of policies are available on the district website (www.hayfield.k12.mn.us) or in the office. The administration will deal with items or situations not covered in this handbook. Changes and/or amendments to this handbook may be made during the school year. Changes will be posted on our website and in the office. Please contact the principal if you have any questions regarding this handbook.

Superintendent
Gregg Slaathaug
Hayfield Community Schools (HCS)
gslaathaug@hayfield.k12.mn.us
507-477-3235 x 1557

6-12 Principal
Jim Hecimovich
Hayfield High School (HHS)
jhecimovich@hayfield.k12.mn.us
507-447-3235 x 1555

Office Manager
Jess Meek
Hayfield High School (HHS)
jmeek@hayfield.K12.mn.us
507-477-3235 x 1525

Hours of Operation
Hayfield High School (HHS) hours of operation are:

- Office: 7:30-3:30 PM
- Teachers: 7:30-3:30 PM
- Students: 8:05-2:57 PM

Period Schedule

Period	Regular	Late Start	Early Release
1st Period	8:05-8:47	10:05-10:33	8:05-8:28
2nd Period	8:51-9:33	10:37-11:05	8:32-8:55
3rd Period	9:37-10:19	11:57-12:24	8:59-9:21
4th Period	10:23-11:05	12:28-12:55	9:25-9:47
Lunch/Homeroom (Grades 9-12)	L: 11:07-11:29 H: 11:33-11:53	L: 11:07-11:29 H: 11:33-11:53	L: 11:07-11:29 H: 11:33-11:53

Homeroom/Lunch (Grades 6-8)	H: 11:09-11:30 L: 11:31-11:53	H: 11:09-11:30 L: 11:31-11:53	H: 11:09-11:30 L: 11:31-11:53
5th Period	11:57-12:39	12:59-1:26	9:51-10:13
6th Period	12:43-1:25	1:30-1:57	10:17-10:39
7th Period	1:29-2:11	2:01-2:27	10:43-11:05
8th Period	2:15-2:57	2:31-2:57	11:57-12:30

Staff Directory
Email suffix: @hayfield.k12.mn.us

Name	Role	Email	Names	Role	Email
Anderson, Mackenzie	Social Studies	manderson	Pack, Chris	Math/AD	packch
Baker, Kellie	Art	bakerke	Reynolds, Vince	Social Studies	packch
Birkett, Kelly	Science	birkeke	Schmeling, Jen	Spanish	schmeje
Buezis, Anne	Social Studies	abuezis	Schmeling, Kelli	Science	kschmeling
Crable, Misty	SPED (DCD)	mcrable	Selk, Craig	Math	selkcr
Crowson, Jack	Agriculture	jcrowson	Slaathaug, Tina	PE	tslaathaug
Grav, Dorian	Business	gravdo	Stuve, Kelsey	SPED (SLD)	kstuve
Greenfield, Brandon	English	bgreenfield	Wagner, Jana	FACS	wagneja
Hansen, Ron	SPED (EBD)	hansero			
Heimermann, Tyler	Industrial Tech	theimermann			
Himlie, Adam	English	ahimlie			
Himlie, Tricia	SPED (SLD)	thimlie	**Support Personnel**		
Hoebing, Laura	English	lhoebing	Bestor, Tracie	Counselor	tbestor
Krekling, Kasey	PE/Health	kreklka	Hansen, Jamie	Social Worker	hanseja
Lynch, Megan	Band/Choir	mlynch	Morris, Bob	SRO	bmorris
McCabe, Maurice	Math	mmcabe	Nelson, Michelle	Nurse	nelsomi
Meyer, Bryon	Science	bmeyer	Thurman, Samantha	SPED Coord	sthurman

NOTE: To speak with a staff member directly, call the high school office at 507-477-3235 and your call will be transferred. You may be transferred to voice mail due to unavailability.

II. General Information

Announcements
Students are responsible for listening to and/or reading announcements. Daily announcements are on the high school website and will be on TVs around the school.

Calendar
The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at https://hayfield.k12.mn.us/wp-content/uploads/2025/01/Calendar-2025-2026-01-03-25.pdf .

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

Parents with concerns are asked not to interrupt the school day by unexpectedly visiting the school, but to call the office and arrange an appointment with our staff members. *A complete copy of Hayfield Community Schools Policy No. 103, "Complaints – Students, Employees, Parents, Other Persons"* is available upon request in the principal's office or it may be viewed on the Hayfield Website.

Data Privacy
The HHS recognizes its responsibility regarding the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statute. The military will be provided the student information based upon federal law. Student pictures and personal data will be printed in school publications and given to the media for dissemination on occasions that warrant publication as news items. Parents/guardians and/or students must notify the school within the first five (5) school days if they want the information to remain private. A complete copy of *Hayfield Community Schools Policy No. 515, "Protection and Privacy of Pupil Records"* is available upon request in the principal's office, or it may be viewed on the Hayfield website.

Divorce
Divorce impacts many of our students. Divorces end in mutual agreement and respect between the parties involved. It is unfortunate; however, some end with a lack of consensus leaving the student(s) caught in the middle of disagreements. HHS is committed to providing the best possible learning environment for our students. We are not in the position, nor will we place ourselves in the position of marital mediation. If there is information concerning the student(s) of which the school should have knowledge due to the outcome of the divorce, it is your responsibility to notify the school. We can only enforce legal orders and decrees for which we have received notification. These include restraining orders, court orders, and divorce decrees. Please provide the school with the necessary copies.

Both divorced parents are responsible for keeping communication open about the welfare of their student(s) attending HHS. Under Minnesota Statute 120A.22, the non-custodial parent, upon request, has the right of access to, and to receive copies of, school records and information, to attend conferences, and to be informed about the student's welfare, educational progress, and status. HHS will only provide the custodial parent with the aforementioned information unless the non-custodial parent makes a written request. In addition, the school does not require staff to hold separate meetings for each parent.

E-Learning Day Plan
Hayfield Community Schools do not participate in E-Learning.

Eighteen-Year-Old Students
The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in the school district policy and this handbook. A student who is 18 years and older, and under the direct care of their parents/guardians, is required to have parent/guardian permission and or excuse for absences, field trips or other decisions required by a student under the age of 18 years.

Emergencies
The HCS has a comprehensive crisis management plan that is reviewed and updated annually.

Fire/Tornado/Intruder Response Drills:
Fire, tornado and intruder response drills will be held regularly during the school year. Procedures for these drills will be reviewed with students, so they are aware of what action is necessary.

School Closings (Before School):
The following media platforms will announce closing information on HCS:

- JMC Messenger (Email/Text)
- KIMT (TV) - Channel 3
- KAAL (TV) - Channel 6
- KTTC (TV) - Channel 10
- KROC (Radio) - 106.9 FM/1340 AM
- KYBA (Radio) - 105.3 FM
- KWWK (Radio) - 96.5 FM
- KDCZ (Radio) - 1260 AM

School Closings (During School):
When serious weather strikes or other emergencies arise requiring the school to be closed early, announcements will be made over the media platforms listed above. It is crucial that your student knows where to go if this situation arises, so we are not sending him/her to a locked or empty house. If the weather looks threatening and no one is home, call the school to let us know where your students should go. *Discuss with your student ahead of time a safe alternative if no one is at home.*

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

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

Family Night
Wednesday nights have been reserved for "Family Night;" therefore, students or teachers will schedule no school events on Wednesday evening after 6:00 P.M. Exceptions must be approved by the superintendent and will only be considered for unique circumstances (i.e., rescheduling, staffing shortage).

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges, a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips are considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

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

Graduation Ceremony
Students who have successfully fulfilled all graduation requirements prior to graduation day are invited to participate and walk in commencement ceremonies. Students who participate in commencement ceremonies will wear the traditional cap and gown, worn unaltered, from the package as delivered from the manufacturer.

Students who do not meet the graduation requirements as set by the state of Minnesota and the Hayfield School Board will not be allowed to actively participate in commencement ceremony. Students must fully meet all requirements to walk during graduation. Students must attend the graduation rehearsal to actively participate in the commencement ceremony. "Super Seniors" will not participate in the commencement ceremony.

NOTE: "Super Seniors" are students remaining in school for an additional year or two and are not a member of the current senior class.

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

Library and Media Center
The library/media center is open from 7:30 to 3:30 PM. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lost and Found
The school maintains a lost and found area in the main lobby. We encourage labeling (full name) of all personal articles brought to school. Encourage your son/daughter to check lost and found. Items will be on display for parents at the fall conferences. Items are donated at the end of each semester.

Messages to Students
Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

Nondiscrimination
The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, status regarding public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

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

Parent and Teacher Conferences
Parent-Teacher Conferences are scheduled during late fall. Please consult the school calendar for conference dates and times. Parents do not have to wait for scheduled conferences to meet with teachers. Please call ahead to make an appointment to meet with your student's teacher. Keep the lines of communication open to ensure a successful year.

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

Online Resources
HHS maintains a website at www.hayfield.k12.mn.us. A wealth of information is available to parents, students, and the public. Our website can be used to access teacher webpages, forms, announcements, calendars, menus and so much more. If you cannot locate what you are seeking, please notify us.

HHS uses *JMC* as our student information system. *JMC* provides a parent component, *jmc Family,* allowing easy access to current student information, such as grades and attendance. Parents can update household information right from the *jmc Family* portal, such as phone numbers, email and mailing addresses. Students are encouraged to check on their academic progress using the access provided through *jmc Family*.

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

Lockers and Personal Possessions within a Locker
Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus

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

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

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

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

School-Sponsored Media
The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers will supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- is obscene to minors.
- is defamatory.

- is profane, harassing, threatening, or intimidating.
- constitutes an unwarranted invasion of privacy.
- violates federal or state law.
- causes a material and substantial disruption of school activities.
- is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031.
- advertises or promotes any product or service not permitted for minors by law.
- expresses or advocates sexual, racial, or religious harassment or violence or prejudice or
- is distributed or displayed in violation of time, place, and manner regulations.

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

Student Records
Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy can be found on the school district's website at https://hayfield.k12.mn.us/schoolboard/policies/

Student Surveys
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Student Surveys" policy can be found on the school district's website at https://hayfield.k12.mn.us/schoolboard/policies/

Tractor Day (Ag Sponsored)
A tractor day may be organized by the agricultural teacher and with the approval of the administration. Participation is considered a privilege.

Tractor Day Guidelines:
- Only one (1) tractor day may be scheduled per school year.
- Occur prior to the last two (2) weeks of the school year.
- Be academically eligible. Behavioral conduct will be reviewed for participation.
- Be at least 16 years of age and possess a valid driver's license. Permits are invalid.
- Attending the school resource officer (SRO) and principal expectations/safety briefing.

The agricultural teacher will specify a sign-up/deadline schedule. Only registered students are permitted to participate.

Transportation of Public-School Students
The school district will provide transportation, at the expense of the school district, for all student residents who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

Extracurricular Transportation
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.

Vehicle Parking and Conduct

Vehicles must be within the lines of the designated space and not in staff designated parking. Vehicles parked outside their designated space or in staff parking may be towed at the owner's expense. To protect our students and their vehicles, the parking lot is off-limits to the public during the school day. Vehicles may not be driven at any time during the day except to leave school with an approved excuse. A staff member may give temporary permission to an individual student if deemed necessary. School authorities and law enforcement will strictly handle speeders and reckless drivers. We need to provide a safe environment for our students coming to and leaving the school grounds. Students may lose their privilege to park on school grounds if they violate any of the above conditions.

Video and Audio Recording

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

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

Visitors

Adult Visitors
Safety is our number one concern at HHS. All people, other than school district employees, must sign in as office visitors. Visitors to the school will be given a "Visitor" label to wear while in the building or on the property. Persons found without the "Visitor" label will be stopped, questioned, and escorted to the office to register. Parents and guests are considered visitors during the school day. Parents are welcome to have lunch at school and should call the office in advance to notify the building secretary. Reservations for lunch should be made by 9:30 AM.

Student Visitors
Students will not be allowed to bring student visitors to school. If students do bring visitors with them, they will be sent back home.

III. Attendance

Attendance Policy
This policy provides information about the legal necessity to attend school consistently. The information in this policy outlines the steps and procedures to be followed by students, parents, teachers, and administrators. For detailed information, see the "Student Attendance" policy (*Appendix 6*).

Absence Reporting Procedures

1. Call or email the high school office before 8:30 AM on the day of absence or the night prior. Messages can be left on the voicemail system 24 hours/day. Be sure to state your child's name, grade, and reason for absence.

   Office Manager
   Jessica Meek
   Hayfield High School (HHS)
   Office: 507-477-3235 (Option #1)
   Email: jmeek@hayfield.k12.mn.us

2. Parents unable to call or email must confirm absence with a note when the student returns. Note must explain the reason for the absence.

3. Failure to notify the school will result in an unexcused absence. Notification will be accepted up to 2 days after the student returns to school.

Absence Classifications
All absences and tardiness will be classified by the school administration as *"Excused"* or "*Unexcused."*

Excused

Excuse Absence Classifications and Limitations:

1. **Parent Excused** – Parent excuses have limitations.
2. **Official Excused** – Parents are strongly encouraged to provide official appointment documentation whenever possible. Only official documentation from the provider qualifies. Types of official documentation would include medical/dental/legal appointments, college visits (up to 2), and driving tests (up to 2). Official excuses do not count against parent excuses. There are no limitations on official excuses.

Excused Absences:

To be considered an excused absence, the student's parent or legal guardian may be asked to verify the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- Illness.
- Serious illness in the student's immediate family.
- Death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious instruction not exceeding three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions (OSS/ISS) are excused absences allowing students to make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- Vacations with family (5 days cumulative), with pre-approval by the administration (See Extended Absences).
- A student's condition requires ongoing treatment for a mental health diagnosis.

Expectations of Excused Absences:

- Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- The work missed because of absence must be made up within two (2) days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused

Unexcused Absences:

The following are examples of absences which will not be excused:

- Truancy.
- Absence of a student not approved by the parent and/or the school district.
- Excessive absences a student approved by the parent (See Excessive Absences).
- Absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home, unless pre-approved by the administration.
- Work at a business, except under a school-sponsored work-based learning (WBL) program.
- Personal trips to schools or colleges, exceeding two (2) days.
- Oversleeping
- Unexcused tardy of 5 minutes or greater.
- Any other absence not included under the attendance procedures set out in this policy.

Expectations of Unexcused Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- Students with unexcused absences shall be subject to discipline in the following manner:
    - From the first through the third cumulated unexcused absence in a semester, the student will not be allowed to make up work missed due to such absence.
    - After the fourth cumulated unexcused absence in a semester, a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of five unexcused absences and that, after the fifth unexcused absence, the student's grade shall be reduced by one increment (Example A to A-) where the unexcused absence occurred, and for each unexcused absence thereafter.
    - After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

Absences for Appointments
A student may be excused for medical/dental/legal appointments, but it is recommended that appointments be scheduled at times least disruptive to the student's school schedule. The absence will be coded as excused with written verification provided by the professional. Students who leave school and return during the day must report to the office before leaving and upon their return. Students leaving the building without authorization will receive an unexcused absence from each class missed. Parent contact (telephone or note) must be made within one school day after the student returns to school.

College Visits
Juniors and seniors may be allowed excused absences for college visits by notifying the HHS office in advance. The college's admissions office must verify college visits to be considered excused.

Compulsory Attendance (Minnesota Statute 120A.22)
Under Minnesota State Law, you, as parent or guardian, are obligated to compel the attendance of your student at school. The law states that a student's parent is responsible for assuring that the student acquires knowledge and skills essential for effective citizenship. Once a pupil under seven is enrolled in kindergarten or a higher grade in a public school, they are subject to the compulsory attendance provisions found in Minnesota State Law.

Excessive Absences
The parent of a student that is absent from school for four (4) or more consecutive days or ten (10) or more cumulative days due to an excused reason may be required to provide an official statement (e.g., doctor's notice, court notice, etc.). The official statement must be recorded on an official letterhead excusing the days absent from school. Unverified absences above the four (4) consecutive and ten (10) cumulative days will be coded as unexcused. A notice will be mailed to the parent/guardian once the above limits have been reached. Half-day absences will accumulate and count towards the total number of excused absences (K-6). Attendance corrections must be made within 2 weeks of the absence(s). The school will not change any attendance coding after the 2-week period unless an official statement (see above) is provided.

Extended Absences (Family Trips/Vacations)
The school recognizes the right of parents to take their students on trips/vacations during the school year and the educational value of family trips/vacations.

Family Trips/Vacations Guidance
- The school office must be notified in advance of the trip/vacation.
- Arrangements must be made by the parent and/or the student with the individual teacher(s) prior to the absence to complete schoolwork *in advance* of the trip/vacation or make-up upon return.
- The school will grant excused absences for up to a maximum of 5 school days.
- Parents requesting absences more than 5 days per school year are highly discouraged; however, we understand extraordinary circumstances. Please contact the building principal in advance to discuss extensions.

Make-up of Missed Assignments

Advance Make-up
A student who knows s/he will be missing classes should bring a note from home to the office, or the parent/guardian should call the school at least 1 day prior to the absence. A student missing all or part of the school day due to school-sponsored activities (e.g., field trips, academic meetings, etc.) must arrange with the individual teachers for the work missed during the absence. It is the student's/parent's responsibility to request work from their teachers.

Regular Make-up
A student is granted at least 2 days to complete missed work. Make-up of missed work is not granted per day when a student misses more than one consecutive day. Teachers will communicate their procedures for make-up work due to absences at the beginning of the year. A request for schoolwork to be sent home can only be made on the second consecutive day of a student's absence. Please request this when you call in the student's absence to guarantee work will be ready for pick-up. Work can be picked up in the office at the end of the school day or sent home with a neighbor or sibling.

Leaving School
HHS operates a closed campus, and students are expected to remain within the building during the school day. If a student must leave school during the day, written or verbal permission from the parent/guardian must be given to the office before they leave the building. All students must sign out in the office before leaving school. Leaving the building without authorization will result in an unexcused absence from each class missed. After the fact, no excuse will be accepted, and no credit will be given for the work missed.

NOTE: HHS offers work-based learning (WBL) to those who qualify. For more details see Work-based Learning in this handbook.
NOTE: Students are not to open any outer doors to let others into the building, even if they know/recognize the individuals.

Organized Skip Days
HHS does not endorse organized skipping of school, such as Senior Skip Day. Students enjoy plenty of non-academic activities throughout the school year (e.g., homecoming, snow week, etc.), so the need for an additional unauthorized day is unnecessary. It sends the wrong message to students regarding personal responsibility to accomplish their job, attending school. HHS asks each parent/guardian to convey the message of ethical decision-making, and the importance of responsibility, which is necessary in the working world. Consequences may be given to those students choosing to participate in organized skipping of school.

Sign-in/Sign-out Procedures
A student leaving early or arriving late at school due to illness or an appointment must be signed-in/signed-out by the Secretary in the high school office. High school students leaving the building without authorization will result in an unexcused absence from each class missed. After this fact, no excuse will be accepted, and no credit will be given for work missed.

Truancy

Continuing Truant (Minnesota Statute 260A.02, Subdivision 3)
"Continuing Truant" means a student who is subject to the compulsory instruction requirements and is absent from instruction in a school without valid excuse within a single school year for:

- Three or more class periods on three days if the child is in middle school, junior high school, or high school (6-12).

Habitually Truant (Minnesota Statute 260C.007, Subdivision 19)
"Habitual Truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse one or more class periods on seven school days if the student is in middle school, junior high school, or high school (6-12), or a student who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section Minnesota Statute 120A.22, Subdivision 8. Students classified as Habitually Truant are referred to Dodge or Mower County Court Services for juvenile court proceedings.

IV. Academics

Academic Honor Roll
Honor rolls are published every quarter to recognize outstanding academic achievement. The following are the criteria for a student to be listed on the honor roll:

- A-Honor Roll - 3.67 GPA
- B-Honor Roll - 3.0 GPA
- At least half of the credits must be a letter grade, not Pass/Fail.

Academic Lettering

Students in grades 9-12 are eligible for academic lettering. Students earning a 3.67 GPA in each of the first three-quarters of the current school year will receive an academic letter. No application is necessary.

Alternative Educational Opportunities
Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include tutoring, interventions, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the HHS office.

Cheating and Plagiarism (Scholastic Dishonesty)
Scholastic dishonesty is prohibited. Students who cheat, commit plagiarism or use Artificial Intelligence (AI) in any way not explicitly allowed by the classroom teacher on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy (*Appendix 5*).

Purpose
All students are encouraged to show personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and on an equal basis to others.

Definition
Academic dishonesty includes, but is not limited to the following:

- Cheating on a quiz or test by any means other than your own memory.
- Copying an assignment or worksheet or sharing information about an assignment or test.
- Offering another student the answers to an assignment, worksheet, or test.
- Theft of items such as: worksheets, notes, notebooks, tests, and/or answer keys.
- Lying to a faculty member about academic activities.
- Failing to indicate quotations taken from a source or to identify the source when writing.
- Copying any pre-written essays or assignments found on the Internet/Artificial Intelligence (AI) or using an essay from another person.

Penalty (Grades 8-12)
Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own work. A person who knowingly shared answers will receive a zero on that assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis. A discipline referral is made in JMC for documentation purposes

Penalty (Grades 6-7)
Students who act in an academically dishonest manner will have the opportunity to redo the assessment for full credit. Students will receive lunch detention until the assignment is resolved and will report to the teacher during homeroom until the redo has been completed. A discipline referral is made in JMC for documentation purposes. NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion.

College in the Schools (CIS)
College in the Schools (CIS) is an opportunity for students to gain college credits on campus at no additional cost to the student. Students will have the opportunity to register for any CIS classes during pre-registration. CIS classes count as both high school and college credit. Please see the registration guide for specific courses and additional information.

Diploma with Distinction
The Diploma with Distinction is an opportunity for students to challenge themselves in the best viable way to prepare for the future whether the student is planning on attending college, the trades, the military or entering the workforce. The Diploma with Distinction challenges students to get the most out of their education at HHS. To qualify for the Diploma with Distinction a student must:

- Earn 12 semester credits for distinction with a cumulative 3.00 GPA in distinction classes.
- Distinction classes are taken for a letter grade. (Pass/fail not allowed.)
- Students must be enrolled at HHS for a minimum of 3.5 credits for each of the student's junior and senior year.
- Distinction credits must come from three different academic departments.

Early Graduation

Hayfield High School (HHS) does not participate in early graduation.

Extended School Year Opportunities
The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the special education coordinator.

Special Education Coordinator
Samantha Thurman
sthurman@hayfield.k12.mn.us
507-477-3235 x 1526

Field Trips
Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades
Students' grades will be reported four times during the year. Report cards will be available online for review. Online grade reports may be reviewed at https://hayfield.onlinejmc.com/

Grading Percentages
All teachers in grades 6-12 will be using the following grading scale when determining student academic grades.

- 100-94% A
- 93-90% A-
- 89-87% B+
- 86-84% B
- 83-80% B-
- 79-77% C+
- 76-74% C
- 73-70% C-
- 69-67% D+
- 66-64% D
- 63-60% D-
- 59-0% F

Graduation Requirements
Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Hayfield High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade 10. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

Course Credits Required
To receive a diploma, students must successfully complete at least 28 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4½	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics

Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	3½	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	1	Must be sufficient to satisfy the state standards in physical education and health
Personal Finance	½	Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10. 11, or 12.
Elective Courses	11½ (minimum)	

~~NOTE: Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10. 11, or 12.~~
NOTE: Students not achieving minimal yearly credits will have access to credit recovery and summer school.

Promotion and Retention
All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

Minnesota Academic Standards
All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards
All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building principal.

Homework
Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

NOTE: More information about homework, such as whether students are expected to complete homework assignments on time, consequences of not completing assignment(s) on time, and the role of parents/guardians may be answered by the classroom teachers.

High Honors and Honors
Students will have the opportunity to graduate with honors, dependent upon their cumulative GPA in grades 9-12.
- High Honors: 3.85-4.00 GPA
- Honors: 3.67-3.84 GPA

Missing Assignment Codes and Grade Calculations
HHS uses five (5) missing assignment codes in the *JMC* gradebook to indicate missing scores.

Missing Assignment Codes:
M - Missing Exempt Score
MI - Missing Including Score (Counts as zero percent)
HI - Handed-In Exempt Score
X - Exempt Score
P - Pending Score

National Honor Society

Admission
Students must have a 3.67 GPA to be eligible for membership consideration. The characteristics of scholarship, character, and leadership/service all have equal value in determining the final selections for membership into the National Honor Society. Eligible members of the junior and senior class complete a student activity form, author an essay, and send out recommendation forms to five (5) teachers of their choice. Points are awarded for: activities listed, class rank and character qualities of integrity, behavior, ethics, and cooperation with both students and faculty. A percentage of total points will determine induction into the Hayfield Chapter of NHS. Hayfield High School holds the annual induction at the Academic, Arts, and Awards banquet in May.

Dismissal
Members who fall below the standards that were the basis for their selection or who fail to fulfill the activity requirements of the Hayfield Chapter will be promptly warned in writing by the chapter advisor. The person will be given a reasonable amount of time to correct the deficiency. Only one warning will be given before dismissal. However, in the case of a flagrant violation of school rules or civil laws (this includes but is not limited to: drinking, tobacco possession and/or usage, disrespect for others, cheating, etc.), a member does not have to be warned. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Advisory Committee.

Parent Right to Know
If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Post-Secondary Enrollment Options (PSEO)
Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the School Counselor by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact:

Guidance Counselor
Tracie Bestor
tbestor@hayfield.k12.mn.us
507-477-3235 x 1532

V. Conduct and Rules

Policy
All students are entitled to learn and develop in a setting which promotes respect for self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must behave appropriately and maintain a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The school district believes that a fair and equitable student discipline policy will contribute to the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 through 127.39.

In view of the foregoing and in accordance with Minn. Stat. 127.41, the school board, with the participation of school district administrators, teachers, employees, students, parents and community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students at the school district. The school board reviews Hayfield Community Schools Policy No. 506, "Student Discipline," annually (MS 121A.65)

Assemblies
Assemblies are planned periodically as dedicated events on the school calendar and are part of educational value covering such things as school pride, cultural experiences or professional speakers. These programs are of educational value and are required of students, just as classes are. Special attention to etiquette and good citizenship is expected of all students. Assemblies may have assigned seating by class.

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

Authority of Staff
The principal, teachers and staff of this school district are vested with legal public authority. Refusal on the part of the student to respect this authority shall be considered as insubordinate conduct.

Backpacks
In maintaining a safe school, backpacks, duffel bags, fanny packs, messenger bags, etc., will not be allowed in classrooms during the school day.

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

Bus Conduct
HCS uses Hayfield School Bus Company (HSBC) to provide student transportation. HHS and HSBC work together to ensure student safety. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect when a student is riding the bus or is at the bus stop. The HSBC transportations director and/or principal, or the principal's designee, will impose consequences for school bus/bus stop misconduct. Serious misconduct may be reported to local law enforcement.

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

Rules at the Bus Stop:
- Get to your bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.
- All rules and behavior expectations during the school day also apply at the school bus stop.

Rules on the Bus:
- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not vandalize/damage the school bus.
- Ride only your assigned bus and do not exit the bus unless at your assigned destination.
- All rules and behavior expectations during the school day also apply on the school bus.

Consequences:
The consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the HSBC transportations director and/or principal. Parents or guardians will be notified of any suspension of bus privileges.

Consequences for High School (7-12):

- 1st offense — warning
- 2nd offense — 5 school-day suspension from riding the bus.
- 3rd offense — 10 school-day suspension from riding the bus/meeting with parent.
- 4th offense — 20 school-day suspension from riding the bus.
- 5th offense — suspended from riding the bus for the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.
NOTE: The administration and/or the Director of Transportation reserve the right at any time to assign seating to students based upon conduct and safety.

Vandalism/Bus Damage:
Students damaging school buses will be fiscally responsible for their actions. Failure to pay such damages (or plan to pay) within two weeks may result in the loss of bus privileges until damages are paid.

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

Caps and Headgear
Students may not have headgear on in the school building (e.g., ball caps, hats, etc.) during the official school day. The official school day begins with the first class of the day (1st period) and concludes at the end of the last class of the day (8th period). The official school day includes breakfast, lunch and passing times. Headgear will be stored in the locker. Headgear worn in the building will be taken away from the student until the end of the school day. Students may be allowed to wear headgear on special dress up days approved by the principal (e.g., one day during homecoming week). Bandanas are not acceptable during school days or at school sponsored events.

Canine Detection (HHS)
HHS contracts with InterQuest Detection Canines of Minnesota to assist with school security to provide a tool for substance abuse prevention, and to send a message to students, parents, and the community that the school has initiated a proactive position on the presence of prohibited items. HHS is committed to reducing the presence of drugs, alcoholic beverages and weapons on school and campus grounds. InterQuest Detection Canines of Minnesota provides random, unannounced visits to our school and campus. The dogs used are people-friendly and trained for weapon, drug, and medication detection.

Code of Student Conduct
For detailed information on the Student Code of Conduct, see the "Student Discipline" policy (*Appendix 5*).

Consequences of Discipline Violation
For detailed information on consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Dances
HHS dances are open to students in grades 9-12. Prom is the only one open to students in grades 11-12.

Dance Guidelines:

- The administration reserves the right to deny access to HHS dances for any reason.
- Guest students must be high school graduates or in good standing at their present school.
- Each HHS student may bring one pre-approved guest under the age of 21. They must arrive and leave with their guests. Non-Hayfield students will need to provide a copy of a picture identification card (e.g., student ID card, driver's license, etc.) with the guest form. A picture identification form will also be required to gain admittance to the dance.

- HHS students are responsible for their personal conduct and that of their guest. If the conduct of either the host or guest violates the HCS Policy No. 506, Student Discipline," student handbook, and/or applicable laws, both the host and guest will be removed from the dance and will not be allowed to attend future dances.
- HHS students and their guests who leave the dance will not be readmitted for any reason.
- Students in grades 6-8 may not attend high school dances.
- Drinks or containers will not be allowed into the building.

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

It is the school district's policy to attempt non-exclusionary discipline to the extent reasonable and appropriate based on the facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the school district's discretion. At a minimum, violation of school district rules, regulations, policies, and procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct. For a more comprehensive list of possible consequences, see Consequences of Discipline Violation in this handbook.

Basic Expectations
- Be prompt and prepared.
- Respect authority.
- Respect the rights of others.
- Respect for property.
- Display a concern for learning.
- Display appropriate social skills.

Students may be disciplined for conduct at any time or in any place 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. Each classroom teacher has a discipline plan. The plan outlines clear expectations, consequences, and a parent notification/conference component. A complete copy of Hayfield Community Schools Policy No. 506, "Student Discipline," is available upon request in the principal's office or it may be viewed on the Hayfield Website.

Discipline Complaint Procedure
Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, or the implementation of the behavior and discipline policies are not being implemented appropriately or are being discriminately applied. The process is initiated by submission of a complaint in writing to the Superintendent or the superintendent's designee. The complaint must be submitted in writing and dated by the person making the complaint (MS 121A.61).

Dress and Appearance

Policy
The policy of the school district is to encourage students to be dressed suitably [or appropriately] for school activities and in keeping with community standards.

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

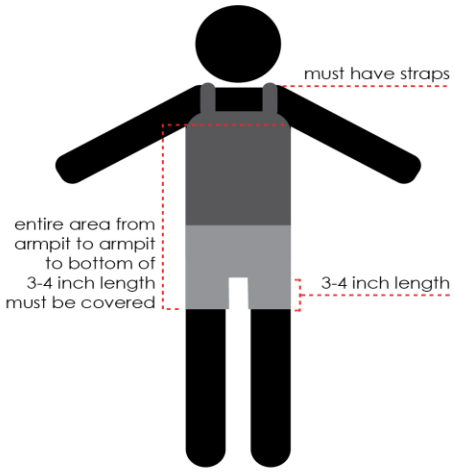
Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
- does not injure people or damage property;
- does not materially and substantially disrupt or interfere with the educational process or classwork;
- does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
- does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- Clothing for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing for the activity (i.e., physical education or the classroom).
- Footwear that does not present a safety hazard.
- Headwear for medical or religious reasons.
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

Student clothing may not include the following:

- Students may not wear inappropriate clothing or headwear, including hoodies.
- Extremely brief garments and see-through garments may not be worn.
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image)



- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

Drug-Free School and Workplace

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

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

Facility Cleanliness
We are proud of our facilities at Hayfield High School. We encourage all that use this building to do their part to keep this facility in good condition. Please do not litter or cause damage to the building. If you see something in disrepair, please bring it to the attention of the building administrator. The building is a smoke-free/ tobacco-free building. Allowing food and drink (excluding water) beyond the cafeteria is a privilege, not a right. Failure to dispose of trash in an appropriate manner will result adding restrictive privileges.

Field Trips
Field trips are a privilege and not a right due to their supplemental educational nature. Your student must meet the classroom requirements for field trip attendance. Classroom teachers will communicate all requirements and expectations to students. Students losing the privilege of a field trip will be required to attend school for that day under Minnesota's Compulsory Education Law (M.S. 120.101). The school will notify parents of all scheduled field trips in advance. As a parent/guardian, you retain the right to not allow your student to attend such field trips if you give the school written notice. Should you exercise the right to withhold your student from a particular field trip, they will be required to attend school for that day as outlined in the above paragraph, and they may be assigned an alternative assignment.

Good Faith Exception
A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice because of the violation (MS 121A.48).

Grounds for Dismissal (MS 121A.45)
HCS/HHS shall not dismiss any pupil without attempting to use non-exclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property (MS 121A.45).

Grounds for Possible Dismissal:

- Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

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

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

Internet Acceptable Use
All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

NOTE: A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is included in this handbook (*Appendix 12*).

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

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

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

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

Lunch Guidelines
HHS operates a closed lunch campus. A student may either bring lunch to school or receive a cost-free meal in the cafeteria. The cafeteria does provide microwave ovens for student use. Parents may also drop off food for lunch/breakfast after school begins. NO food may be ordered and delivered from outside establishments during the school day. The student lunch accounts are computerized. Please keep a positive balance in your account, particularly if the purchase of additional meals or ala carte is approved by the parent. Students may deposit money in their accounts in the office. Lunches or ala carte items may not be charged to another student's account.

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

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

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

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

Personal Electronic Communication Devices
Personal Electronic Communication Devices (aka, cellphones, etc.) are not to be used during official school hours outside of designated times (see Hayfield Community Schools Policy No. 324.5, "Personal Electronic Communication Devices."). The designated times are lunch break and during passing times. Cell phones are to be turned off and placed in the cell phone pockets holders found in each classroom. Teachers wishing to have students use cell phones for justifiable educational reasons (e.g., text responses, etc.) may do so with administrative permission. Guidelines must be developed and articulated for educational reasons. Failure to comply with the cell phone policy will result in the following consequences:

- 1st offense - Confiscated and returned to student at the end of the school day (student conference).
- 2nd offense - Confiscated and returned to the parent (parent conference).
- 3rd offense - Confiscated and returned to the parent.

NOTE 1: If a parent cannot attend the conference, the student's phone will be stored in the vault until they can come. Parents will not be able to have the phone released to the student through a phone call.
NOTE 2: SMART watches will be dealt with on a case-by-case basis if found to be inappropriately used.
NOTE 3: Cyberbullying/Meanness will result in the immediate ban of cell phone usage for the remainder of the school year.
Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy. The warning may include reminders for all students to place their cell phones in the wall pockets provided in each learning area. Established learning area routines are also considered a warning.

Exceptions to the policy:

- Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- A personal electronic communication device may be stored in student vehicles parked on school district property provided that the device is not removed from the vehicle while on school district property.
- Students who need to make a call may request permission to use a telephone in the building office.

Personal Music Devices and Headphones/Earpieces
Personal music devices are not to be used during official school hours (8:05-2:57 PM). Personal music devices and headphones/earpieces are to be stored out of view when not in use. Guidelines must be developed and articulated for educational reasons. Failure to comply will result in the following consequences:

- 1st offense - Confiscated and returned to student at the end of the school day (student conference).
- 2nd offense - Confiscated and returned to the parent (parent conference).
- 3rd offense - Confiscated and returned to the parent.

NOTE 1: If a parent can't attend the conference the student's music device and/or headphones/earpieces will be stored in the vault until they can come. Parents will not be able to have the phone released to the student through a phone call.

Pranks
Hayfield students should always attempt to portray positive school spirit and a sense of community. At no time does the district support activities that reflect negatively upon its Schools. Students may receive consequences for actions that may be construed as pranks to include, but not limited to, any type of destruction of property, trespassing, and/or physical or mental anguish to an individual. Consequences may apply to off-campus behaviors associated with the school, such as Homecoming.

Public Display of Affection
Students are asked to refrain from displaying affectionate behavior, beyond hand holding. Couples will be corrected by staff members if observed and are to accept these corrections in a constructive manner. Parents will be notified if the situation is not corrected, and further action taken if necessary.

Release from Class for School Sponsored Events/Activities Set-up
Students must be in good academic/behavior/attendance standing at Hayfield High School to be released from classes for school sponsored events/activities set-up during the school day (e.g., FFA, Homecoming, Prom, etc.). Grades in all assigned classes must be verified as C+/P or greater. Attendance and behavior must be deemed by the office to be satisfactory. HHS has a form required for use by staff to release students. Parental permission is not necessary, nor can it override the process to participate.

Removal of a Student from Class
Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include the following:

- Conduct which materially and substantially disrupts the rights of others to an education.
- Conduct which endangers school district employees, the student or other students, or the property of the school.
- Violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or other conduct, which at the discretion of the teacher or administration, required the removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. Students who are involved in extracurricular activities and removed from a class may be ineligible to participate in practice or an event that day. The determination will be made by the administration.

Social Media
Social media is widely used by society, particularly young people. As a result, this policy has been designed to protect the integrity of our school district, personnel and students. Students should be aware that postings on social media sites are viewable by media, faculty, future employers, and college officials. Inappropriate material found by third parties affects the perception of our school district in general and our student body in particular. Examples of inappropriate and offensive behaviors in online communities can include depictions of the following, though this list is not meant to be all inclusive:

- Photos, videos, tweets, retweets, comments, or posts showing the personal use or possession of alcohol, drugs, tobacco, and paraphernalia. • Photos, videos, tweets, retweets, comments, or posts that are of a sexual nature. This includes links to websites exhibiting pornography and other inappropriate material.
- Content posted online is unsportsmanlike, derogatory, demeaning or threatening to any individual or entity. Examples include comments about our school, another school, coaches, teammates, opponents, and those of differing socio-economic background, gender, and race.
- No posts should depict or encourage illegal, violent, or unacceptable activities such as hazing, sexual harassment/assault, full or partial nudity, fighting, vandalism, academic dishonesty, gambling, drug/alcohol use.
- Remember, everything you post is public information and can become out of your control the moment it is placed online – even if you limit access to your site. Once you post to a social networking site that photo or comment becomes the property of that site and may be searchable even after you remove it. If you are ever in doubt as to the appropriateness of a post, consider whether it reflects positively on you, your family, school, and community. Protect yourself by maintaining a self-image that you can be proud of for years to come!

Finally, freedom of speech is not unlimited and does not equal freedom from consequences. Disciplinary consequences may apply to inappropriate and/or offensive use. For those students engaged in our extra-curricular and co-curricular activities any violation of this policy will be treated like a MSHSL "code of conduct" violation which would be a minimum of 2 weeks/2 contests or a longer suspension at the discretion of the administration.

Student Recordings

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors in the restrooms and locker rooms. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events and activities.

Telephone Use
Office phones should be used for school business or emergencies. If a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime or after school.

Trespassing on School Property (MS, Sec 609.605, subd 4)
It is a misdemeanor for a person to enter or be found on school property within six months after being told by the school principal or the principal's designee to leave the property and not return, unless the principal or the principal's designee has given the person permission to return to the property. As used in this paragraph, "school property" has the meaning given in section 152.02, subdivision 14a, clauses (1) and (3).

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

Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds
HCS/HHS is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the priority, and they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with Minnesota Statute 121A.55, 121A.67, and Hayfield Community Schools Policy No. 532, "Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds."

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

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

VI. Student and Support Services Programs

Guidance Counselor and Social Worker Center
The Guidance and Social Worker Center is open to all students and should be used during study hall, before and after school, if possible. Students will need a pre-arranged pass to see a counselor. No student will be allowed to leave a classroom without a pre-arranged pass. Appointments should be made in advance to facilitate individual needs. Personal questions about courses, high school plans, post-high school plans, tests, financial aid, transcripts, and personal issues may be discussed with a counselor. The parents or guardians are welcome to consult with a counselor. Transcripts will be printed at a cost of $1 per transcript. The counseling office is not a student lounge. The Center is on the lower level of the high school (Room 23).

Guidance Counselor
The guidance counselor aids students with such concerns as suitable course selection, vocational choices, course or schedule changes, personal concerns, college information, scholarship applications and other problems, which might be solved through discussion with a concerned adult.

Guidance Counselor
Tracie Bestor
tbestor@hayfield.k12.mn.us
507-477-3235 x 1532

Office Manager (Guidance Counselor)
Tanya Rieken
reiketa@hayfield.k12.mn.us
507-477-3235 x 1587

Social Worker
The social worker is available daily to address personal/family concerns. Arrangements can be made directly through the office. Student confidentiality is considered vital. The social worker, who is also available to work with families on a limited basis.

Social Worker
Jamie Hansen, LSSW
hanseja@hayfield.k12.mn.us
507-477-3235 x 1574

Office Manager (Social Worker)
Tanya Rieken
reiketa@hayfield.k12.mn.us
507-477-3235 x 1587

Organizations and Activities
The list of options below is a good representation of the organizations and activities that students are encouraged to join. Most require commitment outside of the school day.

Concert Band, Concert Choir, Drama, FFA, Viking Singers, Jazz Band, National Honor Society, SADD, Student Council and Trap Shooting Team.

Recognitions and Awards
Students at HHS receive recognition for their personal, academic, extra-, and co-curricular accomplishments. The various awards and recognitions are the following:

- Academic/Arts/Athletic Letters and Awards
- Honors - graduate with a GPA 3.67 to 3.84 (*GPAs are not rounded up)
- High Honor - graduate with a GPA 3.85 to 4.0 (*GPAs are not rounded up)
- A & B Honor Rolls
- Individual Organization Awards
- Numerous scholarships
- Recognition letters
- Special recognitions

School Lettering
High School students may earn a school letter in all school activities plus academic achievement. Requirements vary for earning a letter in each activity. Activities include:

Drama, NHS, Student Council, Speech, Yearbook, Band, Choir, FFA

Post-Secondary Visitation
Juniors and seniors are allowed time to visit post-secondary institutions (e.g., colleges, trade schools, union training programs, etc.). No more than two (2) visits will be allowed per school year. Additional visits may be granted by the administration on a case-by-case basis. The guidance counselor is available to assist students/parents with visitation arrangements. Notes from

parents/guardians are required and must be received by office personnel prior to the day of the visit. Phone calls from parents/guardians are also acceptable. Notes or phone calls received after student absence will not be accepted. Students are highly encouraged to return to school with official appointment documentation. This will prevent using limited parent excuses.

Schedule Changes
Students will be allowed to change their schedule for academically related reasons or necessary changes approved by the principal and/or counselor. Parents/guardians must provide written approval supporting the change. Schedule changes will be allowed within the first four days of the new semester. Students must make an appointment with the school counselor to change their schedules. Students complete the schedule change form and submit it to the counselor prior to the appointment. You are required to attend the class(es) you are requesting a change from until the schedule change process is completed.

VII. Health and Safety

School Nursing Services
HCS provides school nursing services for our students. The school nurse is available daily to address health concerns. The nurse is authorized to administer prescriptive and non-prescriptive medications, with proper documentation, when they need to be administered during the school day. Student confidentiality is considered vital. The health office is in the cafeteria area (Room 132). Contact information:

School Nurse
Michele Nelson, RN
Health Office, Room 132
nelsomi@hayfield.k12.mn.us
507-671-1558

Accidents
All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse and high school office. Depending upon the severity of the injury, as determined by the school nurse or office staff, a parent would be notified by telephone. If the student requires immediate medical attention, the nurse, principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s). The nurse will administer appropriate first aid for minor injuries. When the parent/guardian, or alternative emergency contact cannot be reached, the student will remain in school custody depending upon the severity of the injury. In the case of an emergency, the student shall be transported to a hospital or by ambulance or other appropriate form of transportation. The School District assumes no responsibility for medical treatment of students.

NOTE: In an emergency, we would not transport to a doctor's office. And the family physician would not be contacted. First, we would not have consents to do such a thing and secondly, we don't ask for that information so would not have it.

Asbestos Management Plan
The school district has developed an asbestos management plan. Hayfield Community Schools contracts with the Institute for Environmental Awareness (IEA) to manage our plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management
The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

Emergency Contact Information
Parents are reminded to update emergency contact information on *jmc Family Portal.*

Illness and Communicable Diseases
If your student becomes sick or injured at school, we will allow him/her to rest or recover in the nurse's office. Should no improvement be seen and/or your child have a fever, the nurse will notify you using the telephone numbers provided on our *JMC Student Management System*. Please keep your information updated on *jmc Family Portal.*

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting illness to others.

NOTE: Students are sent home for other indications. Follow MDH guidance which uses Hennepin County Epidemiology Infectious diseases in childcare settings and schools manual : https://www.hennepin.us/daycaremanual#Sec1
NOTE: We have health information form that includes emergency contacts for medical emergencies. JMC does not typically contain those contacts.
NOTE: Dodge County Public Health provides information regarding infectious diseases at https://www.co.dodge.mn.us/departments/public_health.php.
NOTE: DCPH website has vaccine information. Infectious disease information comes from Hennepin County as listed above. That's where MDH refers schools to for a resource.

Immunizations
All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. All students are expected to comply on the first day of their entry into school this fall except for students transferring into school. Students transferring may have up to 30 days to provide immunization information. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse, Michelle Nelson, at 507-671-1558.

NOTE: Exemption documents must be notarized.

Medications at School During the School Day
The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in the administration of a student's prescription medication. A complete copy of Hayfield Community Schools Policy No. 516, "Student Medications," is available upon request in the principal's office or it may be viewed on the Hayfield Website.

NOTE: Field/Camping Trips: Medications ordered for administration during the school day will be sent on field trips with delegated staff with proper medication administration training.
NOTE: Over-the-counter pain relievers may be carried by the student with parent permission. The medication must be in the original container.

Pesticide Application Notice
The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Terry Picha, Director of Buildings and Grounds at 507-671-1540.

Safety
The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the high school office upon entering the building, except for events open to the public. All visitors will be required to sign in at the high school office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal. Visitors may not be other students not enrolled in Hayfield Community Schools.

VIII. Activities

Activities Director
Chris Pack
Hayfield High School (HHS)
packch@hayfield.k12.mn.us
507-477-3235 x 1560

Office Manager (Activities Director)
Jess Meek
Hayfield High School (HHS)
jmeek@hayfield.K12.mn.us
507-477-3235 x 1525

Overview
HHS provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Academics is the school district's priority. Students who participate in school-sponsored activities represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. Spectators at school-sponsored activities will behave appropriately. Students and employees are subject to discipline. Parents/guardians and other spectators are subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events. HCS is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Activities Director, Chris Pack at packch@hayfield.k12.mn.us, (507) 477-3235 x 1560.

HHS offers the following clubs and organizations for all students:

Band	SADD (Students Against Destructive Decisions)
Choir	Speech
Fall Play	Spring Musical
FCA (Fellowship of Christian Athletes)	Student Council
FFA	Viking Singers
Jazz Band	Yearbook
National Honor Society	

HHS offers the following Minnesota State High School League athletic programs:

FALL	**WINTER**	**SPRING**
Cross-Country	Basketball	Baseball
Football	Hockey (Shared)	Golf
Volleyball	Wrestling (Shared)	Softball

Trap Shooting (Clay Targets)	Dance Team (Shared)	Track
Soccer (Shared)		Trap Shooting (Clay Targets)

Academic Eligibility
Students must be full time students according to the Minnesota Department of Education criteria. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the seventh grade. Failure to maintain satisfactory progress may affect extra-curricular activities' eligibility.

- Grade 7-12 students who are failing a class during grade checks (end of the 3rd, 5th, 7th, and 9th week of each quarter) will be ineligible for the following weeks' events.
- Grade 7-12 students declared ineligible will not travel with the team if transportation requires early release from school.
- If any students are ineligible during a grade check, they will check again at the end of the next week. If they pass all classes at that time, they will be eligible. If they fail at least one class, they will be ineligible for the next week.
- Students must practice during the ineligible period.
- Students that miss games/meets due to ineligibility are not eligible to letter in that sport.

Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Exceptions to this policy may be granted on an individual basis for students with disabilities, based on consultation with the athletic director, coach, parents, and principal.

NOTE: Coaches and advisors are responsible for seeing that the students follow the ineligible lists. The Athletic Director is responsible for seeing that the coaches follow the ineligible lists.

Academic Dishonesty
All documented incidents of academic dishonesty are a violation of *Hayfield Community Schools Policy No. 590* (Student Code of Responsibilities). Violations are the same as listed above for chemical violations.

Admission Prices and Season Passes
Admission to regular season football, volleyball, basketball, and wrestling events is $7 for adults and $5 for students K-12 outside our district and senior citizens (ages 62 and older) not from our school district. Senior citizens (ages 62 and older) from the school district, K-12 Hayfield students, and children younger than kindergarten are free. Season passes are available for purchase at games or from the high school office and are $75 for adults and $50 for children/senior citizens.

Awards Banquet
Every activity may have a banquet to honor student participants. The coach/advisor will make the decision of whether to host one. Coaches/advisors are responsibility for determining the date, time, location of the event, and invite appropriate student participants and parents/guardians. Banquets will take place within the boundaries of the school district unless prior administrative approval is granted. HHS strives to support local businesses throughout the district.

Chain of Communication
No program is immune to disagreements, including extra-curricular activities. Most disagreements are simply due to poor communication, but some situations can be more serious. To attempt solving disagreements, it is necessary to use a well-defined chain of communication. The chain must be made known to students and to parents so proper connections can be made. The goal is to solve disagreements efficiently and quickly.

HHS Chain of Communication:
1. Player to Coach
2. Parent to Coach w/ Player
3. Parent to Activities Director w/ Player
4. Parent to Building Principal w/ Player
5. Parent to Superintendent of Schools w/ Player
6. Parent to Board of Education w/ Player

Parents/guardians/players having disagreements will be referred to the first link (No.1) in the chain of communication. Links will be followed in order. Staff working directly with the students will be informed of the problem as soon as possible to resolve the situation.

Meetings can be in person or by telephone. Parents will not confront a coach before or after a practice or contest. Off-limit discussion topics include playing time, team strategies and other student athletes.

Directory Information
Public information should include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events.

Eligibility

Physicals and Forms
Physicals, eligibility forms, parent permit forms, insurance forms, and user's fees must be submitted to the Head Coach, Advisor, or Athletic Director before students will be permitted to practice or participate in any extra-curricular or co-curricular activity. Lists of pre-requisites for all Hayfield activities, clubs/organizations, and athletics are on file in the Athletic Director's office.

Attendance
A student must be in attendance every class period and in school/classroom by 8:05 AM in order to participate or practice in an extra- curricular or co-curricular activity. Students who are absent because of an excused absence, such as dentist or doctor appointments, college visits, etc., will be allowed to participate or practice. Medical appointments must be cleared through the office with a statement from the doctor or dentist indicating your attendance. Administration reserves the authority to allow participation in practices and events at any given time.

Injuries
It is the responsibility of the athlete to report to his/her coach all injuries that have been sustained while participating either in practice or contests. Any student receiving an injury or having an illness serious enough to warrant medical attention, must present the "Participation after Major Surgery, Serious Illness, or Injury" form provided by the MSHSL before he/she will be permitted to practice or participate in any activity. These forms may be obtained from the Head Coach, Athletic Director, Advisor, or office.

Mood-Altering Chemicals
The Minnesota State High School League penalties for use of mood-altering chemicals are listed below.

A student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all the following conditions are met:

- The first violation the student shall lose eligibility for the next event or contest. Second or subsequent violations the student may lose eligibility for all activities, events and contests. Any disciplinary action will be determined by the administration.
- The term "good standing" shall mean that the student is eligible for all the conditions and eligibility requirements of that school as well as the eligibility requirements of the MSHSL Bylaw 206.00. A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period as determined by the school principal acting on the authority of the local board of education.
- Each participant who meets the requirements for a letter in an activity will receive a six-inch letter the first time he/she earns it. A participant must complete the season and have the recommendation of the coach or advisor. Anyone, after qualifying for a letter, who is found in violation of the MSHSL Rules shall forfeit his/her right to letter. Coaches for each respective activity set the qualifying letter criteria.
- No refund of participation fees will be given following the first contest. Extenuating circumstances may be considered upon written request to the AD.

Extra-Curricular Playing Time Philosophy

Grades 7-8
HHS wants our youngest students to participate in as many activities as possible. No cuts are made at this level, but not all students will necessarily play for the same amount of time. Coaches are expected to play all eligible players. The only exception would be during tournament play. We hope students participating in extra-curricular programs enjoy the experience, regardless of their skill levels. Most programs allow students to compete against opponents with similar skill levels. Winning is important, but it is not the major objective. Developing social and athletic skills through the winning and losing process is the most important objective. HHS desires our students to continue extra-curricular activities through high school.

Grades 9-12

HHS challenges our older students to participate at higher skill levels which requires far greater dedication on the part of the students. Cuts are not made at the "C" and "JV" levels. Varsity level may find it necessary to cut students from the roster due to skill levels or restrictions based on official varsity squad sizes. Winning will not be sacrificed by allowing everyone to play. Playing time is not guaranteed.

Elevating Players
Coaches may choose to elevate players if they demonstrate unique talent and clearly exhibit an obvious advantage to the team.

Equipment and Uniforms
Equipment and uniforms issued to athletes are the property of the school district and must be returned at the end of each season. Damage to school-owned equipment and uniforms will be the fiscal responsibility of the participant.

Fan Bus
HHS occasionally offer fan bus(es) for unique events. A nominal fee is charged for this service. Students transported to an event on the bus are to return on the bus unless a parent/guardian contacts the chaperone and personally takes the student from his/her supervision. Any student riding the fan bus will follow the bus rules in place for any regular route. Infractions of bus rules may result in suspension from fan buses and possibly further consequences by the district.

Fees
Extra-curricular fees are set annually by the school board.

Fees for Students (7-12):

Sports (9-12)	$80/sport
Sports (7-8)	$55/sport
Co-Curricular Activity	$30/activity
Sports (3 or more)	$55/sport
Family Maximum	$325/Year

- Fees must be paid, and all required documents completed before participation.
- Managers' fees are waived.
- Refunds are provided up to the first contest, medical reasons or family moves. Refunds are pro-rated.
- No refund for violation of training rules or quitting the team after the first contest.
- Anyone cut from a team will have their fees returned.

Fees for low-income families may be waived or reduced accordingly if the family has completed the Application for Educational Benefits and qualifies under the guidelines of the Minnesota Department of Education. Forms are available in the District Office.

Game Schedules
To view current event schedules or sign-up for reminders and schedule changes, go to the district's home page (www.hayfield.k12.mn.us). Under Quick Links located on the right side of the home page, you select Activities Calendar. Under Activities From there, select the "Notify Me" link. You can request email and/or text reminders for all games and schedule changes made throughout the year for every level of any sport.

Injury Reporting
It is the responsibility of the athlete to report to the coach all injuries that have been sustained while participating either in practice or contests. Any student receiving an injury or having an illness serious enough to warrant medical attention, must present the "Participation after Major Surgery, Serious Illness, or Injury" Form provided by the MSHSL before he/she will be permitted to practice or participate in any activity. These forms may be obtained from the Head Coach, Athletic Director, Advisor, or office.

Late Bus
HHS offers a late bus to students needing transportation services after onsite extra-curricular practices conclude. The late bus route includes the communities of Oslo, Sargeant, Waltham, and Brownsdale. The bus driver will accept only pre-purchased punch cards (no cash). Punch cards are purchased in the HHS office. The bus will leave from the back of the high school office at 5:30 PM.

Punch Card Options and Costs:

1-Ride Card	$1
10-Ride Punch Card	$10
25-Ride Punch Card	$20

Managers and Volunteer Assistant Coaches
Student managers will be from grades 7-12. The Activities Director will approve all volunteer assistant coaches. Volunteers are subject to a background check.

MSHSL Behavior Standards and Expectations
Minnesota State High School League (MSHSL) updated their behavior expectation (02/01/2024). These policies "elevate standards of sportsmanship and encourage the growth of responsible citizenship among the students, members schools and their personnel," consistent with the Minnesota State High School League's Founding Purposes and the belief that sportsmanship needs to have a constant presence in all school-based activity programs. The League and its member schools work intentionally to create safe, welcoming, and inclusive environments for fine arts activities and sports in our schools and competitions.

NOTE: School officials are responsible for the proper conduct of teams, team members, students, and spectators regardless of where the contest is being held. (Bylaw 409).

Behavior Expectations:
To create safe, welcoming, and inclusive environments in fine arts and sports in our school and competitions, I will:

- Lead by positive example and demonstrate respect and support for others.
- Follow all MSHSL, school and venue expectations.
- Refrain from using profanity or ethnic, racial, religious, ability or gender-based comments, posts or messages directed at participants, directors, coaches, officials, spectators, or team representatives.
- Act as a responsible and respectful digital citizen who positively uses social media platforms.
- Speak or act in support of others when they are harmed by words or actions.
- Honor each contest and all involved, including participants, directors, coaches, officials, spectators, and team representatives.
- Hold lofty standards for myself, engage positively and demonstrate sportsmanship.

Requirements of Attendees:

Prohibited Items:

- Flags, whiteboards, large signs on sticks, signs with vulgar, obscene or inappropriate language or images, or that obstruct the views of others or similar items.
- Balloons, confetti, glitter, baby powder, pom poms or other similar celebratory items
- Artificial noise makers (i.e., megaphones, cowbells, sirens, whistles, thunder sticks and other comparable items)
- Drones and laser lights
- Firearms or other weapons
- Vapes, alcohol, tobacco, cannabis, or illicit drugs.

The following are prohibited at MSHSL postseason events. These may be prohibited as determined by the venue during the regular season:

- Backpacks and other bags
- Outside food and drink
- Cameras and tripods
- Pets

Dress Code/Attire:

- Spectators may not wear masks or costumes that limit the ability to identify individuals. Masking for medical purposes is allowed.
- Spectators must wear clothing that covers the torso.
- Clothing worn must not be vulgar, obscene, or inappropriate.

Behaviors:

- No one may interfere with the contest in any way.
- Only members of the official squad may be on the contest surface.
- The use of appropriate language is always expected. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable.
- Respect the Flag and the National Anthem.

NOTE: Venues may have additional requirements and prohibited items.

MSHSL Handbook/Governance Documents
For detailed information regarding MSHSL Bylaws, visit https://www.mshsl.org/mshsl-handbook-governance-documents

Non-School Sponsored Transportation (Personal Transportation)
Students are not allowed to drive themselves to any extra-curricular or co-curricular activities, except for prior approval from parents and administration. Special Circumstances frequently arise concerning students who use our co-curricular transportation system. Therefore, this policy is written to avoid confusion, misunderstandings, and ill feelings between school personnel and the public we serve. Students being transported to co-curricular events or practice sessions will be picked up and dropped off only at the school designated locations. Exceptions to this general rule will be as follows:

- A parent or guardian may take responsibility for personally transporting their student to and from a co- curricular event or practice session if they make that request ahead of time, or in person, at the time of the request.
- A student will not be allowed to go to or return from a co-curricular event or practice session with someone other than his/her parent or guardian unless the following conditions exist, and the following arrangements are made in advance.
- Unusual circumstances exist that would accommodate the need of the parent or student.
- Parent or guardian personally makes the request to the supervisor of activity.
- The supervisor receives a written request the day before the event in question, so that the authenticity of the request can be verified.

Parent Night
Coaches will recognize parents/guardians at one home event of their choice. Student athletes and parents will be introduced at a time predetermined by the coach and AD. Parents/guardians of student-athletes will be admitted to the event cost free.

Participating in Two Sports within the Same Season
HHS student athletes wishing to compete in two sports within the same season may do so if requirements are met.

Requirements:
- Pay the fee for each sport.
- Meeting between the athlete, parents, and head coaches of both sports prior to the season beginning. The purpose of the meeting is to ensure expectations are clearly defined.
- Declare which sport will be the primary sport. The athlete faced with conflicting practices and events will automatically default to the primary sport, unless worked out by the two coaches ahead of time. If the primary sport has practice and the secondary sport has a game/meet, the athlete will go to the game/meet. Some occasions may allow the athlete to practice and play both sports on the same day.
- The athlete may change the primary sport once during the season. The decision will occur before one-half of the regular season events have concluded for each sport. A date will be set during the pre-season meeting with the coaches.
- If the athlete quits one of the two sports, they must go to all practices and games/meets for the remaining sport.
- The athlete will meet lettering requirements to letter in each sport. Absences from attending the other sport's practices or events will not be counted as unexcused.
- Athletes will be encouraged to practice their skills for both sports outside of scheduled practices whenever possible to make up for missed practice time in each sport.

Player Bus/Van Policy
Coaches/directors are to ensure the bus/van is clean and not damaged after scrimmages/games/contests. At a minimum, one coach/director will chaperone the bus to and from scrimmages/games/contests. If food or drink is taken on the bus/van, it should not be consumed on the bus/van unless all garbage is put in its proper place and not left on the floor or the seats. Coaches/directors will ensure the cleanliness of the vehicle.

Practices
All HHS extra-curricular activities practice outside the regular school day. Practice times vary depending on the time of year and coach's schedule. Every attempt is made to have practices for junior high directly after school. Winter and early spring season will have early and late practices for grades 9-12 due to limited gym space. On Wednesday (church night) practices are to be over by 6:00 PM. Coaches and AD will provide their team with practice times/schedules at the beginning of the season. Practice times may change at the discretion of the coach.

Registration
Registration for extra-curricular activities can be done online.

School Attendance Eligibility
A student must be in attendance every class period on time, and in the classroom by 8:05 AM to participate or practice in an extra-curricular or co-curricular activity. Students who are absent because of an excused absence, such as appointments (i.e., dentist, doctor, court, college visits, etc.) will be allowed to participate or practice if the HHS office has been provided an official statement from the appointment provider indicating your attendance.

Students who have an unexcused absence from any class during the day will not be allowed to participate in extracurricular activities for that day. The office must be notified and given a reason for any absence prior to the absence occurring or students risk being ineligible for participation. Students who are absent for more than half the scheduled class periods, on a given day, will not be allowed to participate in practice, athletic events, contests, or performances for that day.

NOTE: Coaches and advisors are responsible for seeing that students follow the ineligible lists. The Athletic Director is responsible for seeing that the coaches follow the ineligible lists. Exceptions to this policy may be granted on an individual basis for students with disabilities, based on consultation with the athletic director, coach, parents, and principal.

Unexcused Absences from Practices/Games/Performances
All participants are expected to attend every practice, game, and performance. We realize there will be times students need to miss due to illness and other reasons. Please communicate with the coaches/advisors if you will miss a practice, game or performance. Unexcused absences will be handled by each coach/advisor with their own activity policy and could result in missing games or performance time.

Senior Night
"Senior Night" is optional for each program. The head coach/advisor, with coordination through the AD, will make the decisions. Expenses (i.e., flowers, candy, etc.) will be paid by players/parents or sponsoring groups/clubs.

Sexual/Racial/Religious Harassment/Violence and Hazing in League-Sponsored Athletic and Fine Arts Activities
A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year. MSHSL outlines this topic in detail under Bylaw 209.00. Cross Reference: Bylaw 206 (Good Standing and General Eligibility Requirements). Hayfield Community Schools provides additional information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*), and the school district's "Hazing Prohibition" policy (*Appendix 9*).

Social Media Guidelines for Extra/Co-Curricular Participants
Participating as a Viking is a privilege and honor. Participants in HHS activities are held to a high standard of personal conduct. They are seen as role models in our school and surrounding communities. As leaders you have the responsibility to represent your team/activity, coaches, directors/advisors, school, and yourselves in a positive manner always. Social media sites are popular and used by many student-participants in one form or another. For the complete set of guidelines, see "Social Media" found under section VIII. General Student Information.

Sport Physicals and Eligibility Documents
Students competing in athletics must have an up-to-date physical on file with the school before participating in practices and/or games. Athletic physicals are valid for three years (3) from the date of the physical examination. Student-athletes typically get physicals before the start of their 7th and 10th grade years.

MSHSL eligibility documents must be completed online each school year. HHS requires athletes and parents/guardians to acknowledge by signature having read and understand the information presented in the appendix section (X. Appendix) of the student/parent handbook. Sign-off on the school's activities handbook, which includes the social media guidelines, each school year.

Sportsmanship
HHS expects all fans attending events to display good sportsmanship. Spectators will treat athletic participants, coaches, officials, and representatives of competing schools with respect. Event supervisor(s) monitor events to ensure a positive atmosphere exists for spectators, participants, and officials.

Spectator Code of Conduct:
- Take part in cheers and applaud good performances.

- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from booing, foot stomping, or negative comments to officials or participants.
- Always stay off the playing floor or contest area.
- Show respect for public and private property.

Spectator Conduct Consequences:

First Offense:
The event supervisor(s) will informally meet with the spectator and explain the impropriety of the behavior. The supervisor(s) may eject the individual from the contest if the violation is blatant. The supervisor will also explain the consequences of future violations.

Second Offense:
The individual will be ejected from the contest and will be told that any further problems will result in suspension for the remainder of the year.

Third Offense:
The individual will be suspended from attending contests for the remainder of the year, or longer if deemed appropriate.

Violations

The penalty for a violation of the Minnesota State High School League's rules concerning the use of mood-altering chemicals would be a loss of eligibility. Each period of ineligibility would start after confirmation of the violation. Penalties shall be accumulative beginning with and continuing throughout the student's participation on a Varsity, Junior Varsity, "B" Squad, "C" Squad, Eighth, or Seventh Grade team or activity. If a student is involved in more than one category, the student must satisfy the violation in each category. If a student commits a violation and is not involved in an activity or team at the time, the violation stays on record and will be enforced during the next activity or team in which the student chooses to participate. A student must remain out for the activity if they are to receive credit for the contests missed. If a student is cut from the team or quits, the consequences remain until the next season of participation.

Category I: (All Athletics)
- Violation 1: Two (2) contests or fourteen (14) consecutive calendar days, whichever is greater.
- Violation 2: Next six (6) consecutive contests or twenty-one (21) consecutive calendar days, whichever is greater.
- Violation 3: Next twelve (12) consecutive contests or twenty-eight (28) consecutive days, whichever is greater.

Category II: (Fine Arts: Band, Chorus, Drama, and Speech)
- Violation 1: Next public performance
- Violation 2: Next two public performances
- Violation 3: Next three public performances

Category III: (FFA)
- Violation 1: Next three weeks
- Violation 2: Next six weeks
- Violation 3: Next nine weeks

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, unless the administration waives this requirement. When appropriate, the school may refer a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

After the third violation it is recommended that the student should be referred for assessment of potential chemical abuse, misuse, or dependency by a community agency or a professional. Students who receive an MSHSL violation will not be eligible for the remainder of that season for any All Conference, All State, or any other MSHSL awards/honors or selection to any all-star teams by coaches' associations. Students would also forfeit their position as a captain for any sport they served their penalty during, as well as the ability to letter in that sport. Athletes may be eligible for team awards at the coach's discretion. Student Code of Conduct violations also carry a loss of eligibility. The violations are the same as listed above for chemical violations.

IX. Appendixes

1. School District Policy Cross Reference Table

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2. Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees

Policy 505

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.

B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;

2. is libelous or slanderous;

3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

4. advertises or promotes any product or service not permitted to minors by law;

5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;

2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

4. the quantity or size of materials to be distributed;

5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

6. whether distribution would require that non school persons be present on the school grounds;

7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

A. Any student or employee wishing to distribute (as defined in this policy) non school-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.

3. Location where material will be distributed.

4. If intended for students, the grade(s) of students to whom the distribution is intended.

B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.

E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.

B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

3. Student Records

Policy 515

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

   The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;

4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder. The name and address of the office that administers FERPA is:

   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-8520

7. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and

8. That copies of the school district's policy regarding the protection and privacy of school records are located at the district office.

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private, or confidential.

2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.

4. It establishes procedures and regulations for access to and disclosure of education records.

5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Directory Information

Pursuant to applicable law, Hayfield Community Schools gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Under federal law, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

a. a student's social security number;

b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;

c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;

d. personally identifiable data which references religion, race, color, social position, or nationality; or

e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

f. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

g. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

h. In order to make any or all of the directory information listed above "private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- Name of student and parent, as appropriate;
- Home address;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

Information to Military Recruiters

Pursuant to applicable law, Hayfield Community Schools gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision 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 cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

To refuse release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, building principal by September 15 each year. This written request must include the following information:

- **Name of student and parent, as appropriate;**
- **Home address;**
- **Student's grade level;**
- **School presently attended by student;**
- **Parent's legal relationship to student, if applicable;**
- **Specific category or categories of information which are not to be released to military recruiters without prior consent;**
- **Specific category or categories of directory information which are not to be released to the public, including military recruiters.**

NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

4. Student Surveys

Policy 520

Independent School District No. 203 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:

    a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

    b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

        (1) political affiliations or beliefs of the student or the student's parent;

        (2) mental and psychological problems of the student or the student's family;

        (3) sex behavior or attitudes;

        (4) illegal, antisocial, self-incriminating, or demeaning behavior;

        (5) critical appraisals of other individuals with whom respondents have close family relationships;

        (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

        (7) religious practices, affiliations, or beliefs of the student or the student's parent; or

        (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

    c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:

        (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

        (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.

        (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.

    d. This notice does not preempt applicable state law that may require parental notification.

    e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.

g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

(1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.

(2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

(3) Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue SW
Washington, DC 20202-8520

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law).

- ACT Demographic Survey (Grade 11)
- Minnesota Department of Health Survey – Personal Choices (Grades 8-12)
- Others

Date:
Grades:
Activity:
Summary:

Consent or Opt-out:

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to the building principal. The building principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

5. Student Discipline

Policy 506

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or to prevent imminent bodily harm or death to the student or another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers

shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate in the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures.

B. To attend school daily, except when excused, and to be on time to all classes and other school functions.

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities.

D. To make necessary arrangements for making up work when absent from school.

E. To assist the school staff in maintaining a safe school for all students.

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them.

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect.

H. To be aware of and comply with federal, state, and local laws.

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate.

J. To respect and maintain the school's property and the property of others.

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency, and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language.

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.

2. The use of profanity or obscene language, or the possession of obscene materials.

3. Gambling, including, but not limited to, playing a game of chance for stakes.

4. Violation of the school district's Hazing Prohibition Policy.

5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission.

6. Violation of the school district's Student Attendance Policy.

7. Opposition to authority using physical force or violence.

8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy.

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances.

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia.

12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects.

13. Violation of the school district's Weapons Policy.

14. Violation of the school district's Violence Prevention Policy.

15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon.

16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive.

17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

19. Violation of any local, state, or federal law as appropriate.

20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.

21. Violation of the school district's Internet Acceptable Use and Safety Policy.

22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy.

23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy.

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property.

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker.

26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy.

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy.

28. Possession or distribution of slanderous, libelous, or pornographic materials.

29. Violation of the school district' Bullying Prohibition Policy.

30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity.

32. Falsification of any records, documents, notes, or signatures.

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel.

36. Violation of the school district's Harassment and Violence Policy.

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment.

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure.

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property.

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist.

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation.

43. Violation of the school district's Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees Policy.

44. Violation of the school district's one-to-one device rules and regulations.

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy.

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence of student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff.

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning.

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If

confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact.

D. Parent conference.

E. Removal from class.

F. In-school suspension.

G. Suspension from extracurricular activities.

H. Detention or restriction of privileges.

I. Loss of school privileges.

J. In-school monitoring or revised class schedule.

K. Referral to in-school support services.

L. Referral to community resources or outside agency services.

M. Financial restitution.

N. Referral to police, other law enforcement agencies, or other appropriate authorities.

O. A request for a petition to be filed in district court for juvenile delinquency adjudication.

P. Out-of-school suspension under the Pupil Fair Dismissal Act.

Q. Preparation of an admission or readmission plan.

R. Saturday school.

S. Expulsion under the Pupil Fair Dismissal Act.

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[NOTE: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

C. Procedures for Removal of a Student from a Class.

1. Specify procedures to remove a student from a class to be followed by a teacher, school administrator or other school district employee.

2. Specify required approvals necessary.

3. Specify paperwork and reporting procedures.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Designation of where student is to go when removed.

2. Designation of how student is to get to designated destination.

3. Whether student must be accompanied.

4. Statement of what student is to do when and while removed.

5. Designation of who has control over and responsibility for student after removal from class.

F. Procedures for the Return of a Student to a Specific Class from Which the Student was Removed.

1. Specification of procedures.

2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions.

1. Specification of Procedures.

2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Students with Disabilities; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment.

2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26; and

2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy.

2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

   a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or another school-based preschool or prekindergarten program; or

   b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. <u>Suspension Procedures</u>

1. "Suspension" means 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 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 where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all schoolwork assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6^{th}) consecutive day of suspension or the tenth (10^{th}) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

    a. strongly encourages a parent or guardian of the student to attend school with the student for one day;

    b. assigns the student to attend school on Saturday as supervised by the principal or the principal's designee; and

    c. petitions the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes

sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclutionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or

low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement about alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is <u>not</u> a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline <u>is</u> a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint.

2. provide an opportunity for involved parties to submit additional information related to the complaint.

3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record.

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions.

5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and

6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

6. Student Attendance

Policy 503

I. PURPOSE

A. The school board believes that regular school attendance is related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth.

(b) family emergencies.

(c) the death or serious illness or funeral of an immediate family member.

(d) active duty in any military branch of the United States.

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) work at home with excuse, up to 3 days: or

(g) vacation with families, up to 5 days; or

(h) personal trips to schools or colleges, up to 2 days; or

(i) other exemptions included in this attendance policy.

(2) that the child has already completed state and district standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public-school building, and it must not,

in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

c. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) Work missed because of absence must be made up within 2days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

(1) Truancy. An absence by a student which was not approved by the parent and/or the school district.

(2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

(3) Work at home, exceeding 3 days.

(4) Work at a business, except under a school-sponsored work release program.

(5) Vacations with family, exceeding 5 days or without prior notification.

(6) Personal trips to schools or colleges, exceeding 2 days without prior approval.

(7) Absences resulting from cumulated unexcused tardies (8 tardies equal one unexcused absence).

(8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

(4) Students with unexcused absences shall be subject to discipline in the following manner:

(b) After the third (3) cumulated unexcused absence, a student's parent or guardian will be notified by first class mail that his or her child's attendance record.

(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that

the school strongly urges the student's parent or guardian to request such a conference.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

   a. Students tardy at the start of school must report to the school office for an admission slip.

   b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

   Valid excuses for tardiness are:

   a. Illness.

   b. Serious illness in the student's immediate family.

   c. A death or funeral in the student's immediate family or of a close friend or relative.

   d. Medical, dental, orthodontic, or mental health treatment.

   e. Court appearances occasioned by family or personal action.

   f. Physical emergency conditions such as fire, flood, storm, etc.

   g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

   a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

   b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 8 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted, and participation permitted.

3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

IV. DISSEMINATION OF POLICY

A. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

B. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school: or

2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means of the following:

1. That the child is truant.

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences.

3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34.

4. That this notification serves as the notification required by Minnesota Statutes section 120A.34.

5. That alternative educational programs and services may be available in the child's enrolling or resident district.

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.

7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes section 260.

8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes chapter 260A.

7. 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 a student's ability to learn and/or a teacher's 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation.

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages 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 remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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.

J. The school district will act to investigate all complaints of bullying reported to the school district 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 intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or another electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school

transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" 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.

G. "Prohibited conduct" means bullying cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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 witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, 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. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. 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 who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. 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 and other prohibited conduct.

D. 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 target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. 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.

B. Article II, paragraph D. regarding malicious conduct must be conspicuously posted throughout each school building.

C. This policy shall be conspicuously posted in the administrative offices of the school and the school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with student, at the time of employment with the district or the school.

E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.

G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

8. Harassment and Violence Prohibition

Policy 413

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district policy.

III. DEFINITIONS

A. "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.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability 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. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual

   a. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;

   b. has a record of such an impairment; or

   c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors having legal status or custody with:

   a. the minor's parent or parents or the minor's legal guardian or guardians; or

   b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make
   or communicate decisions The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

1. Sexual harassment includes 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 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 student(s) by teachers, administrators or other school district 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 sexual orientation, including gender identity and expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 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;

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.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district

personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. 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. If the complaint involves the building report taker, 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 Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker 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 may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates the superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.[1]

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

[1] In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

L. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon 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 completion of an investigation that determines a violation of this policy has occurred, 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 requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, 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, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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 or another state or federal agency, 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 Minnesota Statutes chapter 260E 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 students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

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. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

9. 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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. 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.

I. 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 school-related 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. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "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 target or 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. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

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

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the 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 building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, 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 and applicable school district policies and regulations.

E. 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 who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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, harassment, or intentional

disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

10. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

Policy 419

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes, but is not limited to, devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

B. The school district will develop a method of discussing this policy with students and employees.

11. School Meals Policy

Policy 534

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account. When the balance reaches zero, a student may charge no more to this account. When an account reaches zero balance, a student shall not be allowed to charge second meals or a la carte items until a positive balance is deposited into the meal account.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.

C. Each school that participates in the free school meals program must:

(1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and

(2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.

D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families can check meal account balances and make deposits online.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than $*[insert amount]*, not paid prior to *[enter time period (e.g., end of the month, end of the semester, end of the school year)]*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

E. The school district must not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district must not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;

2. students and families who transfer into the school district, at the time of enrollment; and

3. all school district personnel who are responsible for enforcing this policy.

B. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.

C. If the school district contracts with a third party for its meal services, it must provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

12. Device Program

Policy 524

Internet Use and Safety

Purpose
The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

General Statement of Policy
In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Educational Purpose
The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Use of System is a Privilege
The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

Focus of Digital Technology
The focus of the Hayfield Community Schools is to prepare students for their future, a world of digital technology and information. Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and the learning tool of these twenty-first century students is the Device. The individual use of Devices is a way to empower students to learn at their full potential and to prepare them for the real world of college and the workplace. Devices encourage students to solve problems and think critically by stimulating analytical thinking. Learning results from the continuous dynamic interaction among students, educators, parents and the extended community. Technology immersion does not diminish the vital role of a quality standards-based curriculum and highly effective instruction, but instead enhances the presentation of both and transforms the teacher from a director of learning to a facilitator of learning.

Computer Use
Acceptable use of technology at Hayfield Schools is a privilege extended to individuals who wish to enhance their learning experiences. Each user has the privilege to make use of authorized hardware and software found at the Hayfield Schools buildings. A technology usage policy will be signed by the student and parent before access privileges are given.

Guidelines
Students at Hayfield are expected to comply with the following procedures:

- Students will follow the signed acceptable use statement.
- No student is allowed to use any other users' account to access computers.
- Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.

- The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
- Forwarding non-educational material, including chain letters, is discouraged.
- Students will maintain and take care of all leased district equipment.

Consequences
Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences may be imposed:

- Appropriate legal action will be taken.
- Conference with parent or guardian will be held.
- Individual access privileges will be revoked.
- Loss of network use for a determined period of time will occur.
- School disciplinary action according to the general school rules as outlined in the student handbook will be implemented.
- If the district incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

NOTE: The policies, procedures and information within this document apply to all Devices used at Hayfield Community Schools, including any other device considered by the Administration to come under this policy.
Teachers may set additional requirements for device use in their classroom.

Receiving/Returning of Device

Receiving Your Device
Device handbooks will be distributed each fall during "Device Orientation." Parents & students must sign and return all required documents before the Device can be issued to their child. The ability to sign up for and pay for insurance is only available during the first two weeks the student starts at HCS. Once the paperwork has been turned in, the device will be prepared by the Informational Technology (IT) Department. Devices will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original Devices each year while enrolled at HCS.

Returning Your Device
Devices are returned during the final week of school. Students attending credit recovery will return theirs immediately after completing course work. If a student transfers out of the HHS during the school year, the Device will be returned at that time. Students who graduate early, are suspended or expelled, or withdraw enrollment at HHS for any other reason must return their individual school Device on the date of withdrawal.

If your Device has been determined to be intentionally damaged, defaced or in a condition not attributable to normal wear and tear, you will be fined respectively for the damage at the end of the year during student Device check-in or when checking out to transfer to another district.

If a student fails to return the computer at the end of the school year or upon withdrawal of enrollment at HCS, that student will be subject to criminal prosecution or civil liability and for the replacement cost of the computer. Failure to return the computer or reimburse the district for its replacement cost will result in a theft report being filed with the Dodge/Mower County Sheriff's Departments.

Device Care, Protection and Storage
Students are responsible for the general care of the Devices they have been issued by the school. Devices that are broken or fail to work properly must be taken to the designated area.

General Precautions

- No food or drink is allowed next to your Device while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Device.
- Students should never carry their laptop while the screen is open and must always carry them in the provided protective case.
- To conserve battery life, Devices should be placed in sleep mode (by closing the cover) or shut down.
- Devices must remain free of any writing, drawing, stickers, or labels that are not the property of the HCS.
- Devices are sensitive to temperature extremes. Don't leave them in an area where the sun will bake them (like your locked car). If the Device gets cold, let it warm up to room temperature before operating.

- Devices must never be left in an unlocked car or any unsupervised area.
- Students are responsible for keeping their Device's battery charged for school each day.
- To not comply with the General Precautions may result in being required to check out and return the Device each day from the designated area for a minimum of one week on the first offense, a minimum two weeks on the 2nd offense, and any additional offenses may result in the loss of Device privileges as determined by the building principal.

Carrying Devices
The protective cases provided with the laptop will have sufficient padding to protect it from normal treatment and provide a suitable means for carrying the device within the school. It is suggested that students keep laptop cases when transporting or when not in use.

Screen Care
The Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the netbook when it is closed.
- Do not place anything near the Device that could put pressure on the screen.
- Do not pick up laptops by their screen.
- Do not press on laptop screens.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Device against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

Device Identification
Student Devices will be labeled in the manner specified by the school. This labeling will not be removed for any reason. If a Devices loses its labeling, the student will immediately turn in the Devices for relabeling. The district will maintain an inventory of all Devices with label identification, student assignment and serial numbers.

Password Protection
Student netbooks will be password protected. This password will be assigned by the district. Students who change their password must remember it, as the district does not keep a record of modified passwords. Students will keep that password confidential. If a student fails to keep this confidentiality agreement and if any part of this policy has not been followed, appropriate disciplinary steps will be followed.

Storing Your Devices
When students are not using their Devices, it is the student’s responsibility to keep it secure.
Nothing should be placed on top of the Devices when it is stored in the locker. When allowed, 6-12 students are encouraged to take their Devices home every day after school, regardless of whether they are needed. Devices should not be stored in a student’s vehicle at school or at home.

Devices Left Unattended
Under no circumstances should Devices be left unattended (except in designated areas). Any device left unattended is in danger of being stolen. If a Device is found unattended, it will be taken to the designated area or the office.

Using Your Device at School
Devices are intended for educational use at school each day. In addition to teacher expectations for Device use, school messages, announcements, calendars and schedules may be accessed using the Device. Students must be responsible to bring their Device to all classes, unless specifically instructed not to do so by their teacher.

Devices Left at Home
If a student leaves their Device at home, one will not be provided for them. Failing to have materials ready for class will have consequences determined by each classroom teacher. Additional offenses may result in the loss of Device privileges as determined by the building principal.

Devices Undergoing Repair

The designated area will make loaner Devices available when a student Device is dropped off for repair due to normal wear and tear or for warranty issues. If the repair is required due to a violation of General Precautions or malicious intent, the student will be required to check out and return the loaner Device each day from the designated area.

Laptop Repair Procedure
Students are responsible for dropping their laptops off in the High School Office where they will fill out the appropriate paperwork. The technology department (TD) will pick the device up and determine the cause of the problem. Once the problem is fixed, the TD will determine costs and pass that information back to the Office who will contact the parents. The student can then pick up the device from the Office once the payment has been made.

Charging Your Device's Battery
Devices must be brought to school each day in a fully charged condition. Students need to charge their Devices each evening. If a student does not have a fully charged Device or suffers a shortage of battery life during a day, it is the responsibility of that student to charge their Device during lunch or another time of non-use.

Device Settings
- Students may not change any Device control panel settings from the original defaults.
- Inappropriate media may not be used as a screensaver or be saved on the Device.
- Images of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures or any other material that is not school-appropriate will result in disciplinary actions.
- Passwords on screensavers are not to be used.
- Hard drive passwords are forbidden. If used, students may be responsible for the cost of replacement hardware.

Sound, Music, Games or Programs
- Sound must be always muted unless permission is obtained from the teacher for instructional purposes.
- NON-EDUCATIONAL Internet Games are not allowed on the Devices during instructional times. NO games or apps may be installed.
- Do not save any music, games, or programs to the Devices. All software must be district approved.
- Devices will not be backed up before reimaging. Students are responsible for their own data.

Home Internet Access
Students are allowed to set up home internet access on their Devices. Laptops can access DSL, cable and wireless internet, but they will not support dial-up access. The district does not provide support for home access. Internet content filtering is only available in school.

NOTE: Parent supervision is necessary at home.

Repairing or Replacing Your Device

Warranty
This coverage is purchased by the Hayfield Community Schools as part of the purchase price of the equipment. This coverage warrants the Devices from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Devices or Devices replacement. The warranty does not warrant damage caused by misuse, abuse, accidents or computer viruses. Please report all Device problems to the designated area.

School District Device Usage Fee
The school district shall provide repairs at no cost to the student for normal wear and tear. The usage fee is available for students and parents to cover device repair or replacement in the event of theft (police report required), loss, or accidental damage.

The device usage fee is $60.00 annually for each device. The family maximum is $150. This benefit is not retroactive during the school year. In addition, families for which the device usage fee might be a hardship could make an application to the Superintendent to make affordable payments. This application must be done in advance to allow processing time.

NOTE: Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally.
NOTE: If you decide not to pay the usage fee, you accept full responsibility for the repair or replacement cost of the device. Devices may not go home with the students. You are required to check-out and turn-in the device to the media center daily.

School/Student Responsibilities
Students will be held responsible for maintaining their individual school device and keeping them in good working order. See "General Precautions" for information and expectations for taking care of the devices. Devices that malfunction or are damaged must be reported to IT.

The school district will be responsible for repairing:
- Devices that malfunction due to manufacturing or software defects.
- Devices that suffer damage from normal use.
- Any issue covered under warranty

The student/family ~~without insurance coverage~~ will be responsible for:
- Repair cost due to accidental damage or intentional damage.
- Full cost if replacement is necessary.
- Cost of Charger or case if beyond repair.

NOTE: Students will be entirely responsible for the cost of repairs to Devices that are damaged intentionally. Devices that are stolen must be reported immediately to IT and the sheriff's department. A sheriff's report will be required by the district to prove the claim of loss.

Claims
If a family has insurance coverage, all insurance claims must be reported to IT. If a device is stolen or damaged by fire, students or parents must file a police or fire report and bring a copy of the report to the technology director before a device can be replaced. The district will work with the Dodge/Mower County Deputies to alert the sheriff's departments to be aware of this district-owned equipment.

Device Technical Support
The Technology Director coordinates the repair work for devices. Services provided include the following:
- Hardware maintenance and repairs
- Password identification
- User account support
- Operating system or software configuration support
- Application information
- Re-imaging hard drives
- Updates and software installations
- Coordination of warranty repairs
- Distribution of loaner Devices and batteries

Managing Your Files and Saving Your Work

Saving Documents with the Devices
Devices will not be backed up before reimaging. Students are responsible for their own data. You should save important documents on your OneDrive to prevent loss of data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Network Connectivity
The HCS makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

Software on Devices

Originally Installed Software
The software and apps originally installed by the HCS must remain on the Devices in usable condition and always be easily accessible. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Devices at the completion of the course. Periodic checks of Devices will be made to ensure that students have deleted software that is no longer required in class and that the school has not exceeded its licenses.

Virus Protection
The laptop has anti-virus protection and/or other programs that help protect the device software. If a virus is found upon scanning, contact the help desk immediately.

Additional Software
Students are not allowed to load extra software or apps on their Devices.

Inspection
Devices are the property of the school. The Administration and/or staff can request a Devices inspection at any time. Random Device inspections may be held periodically.

Procedure for changing or re-loading software
If illegal software is discovered, the software or files will be subject to deletion, and could warrant that the hard drive be re-imaged. If technical difficulties occur, the hard drive may have to be re-imaged to solve the problem. In such cases, the school does not accept responsibility for the loss of any software deleted due to a re-imaging procedure.

Software upgrades
Upgraded versions of licensed software are available from time to time. Students with laptops are encouraged to update software loaded on the device. Students may also be required to check-in their devices for periodic updates.

Managing Your Files & Saving Your Work

Saving Documents with the Devices
Devices will not be backed up before reimaging. Students are responsible for their own data. You should save important documents to OneDrive. It is the student's responsibility to ensure work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Bring/Buy Your Own Device (BYOD)
~~Hayfield High School does not allow BYOD currently. Personally owned devices may not be brought into the school.~~

This program will allow students in grade 6-12 to bring their own laptop for educational use. The primary reason for transitioning to this program is to continue to keep a laptop in every student's hand but also allow students to choose a device they feel most comfortable with barring some specifications. This also allows the students to bring home the laptop daily and keep the device should you leave the district or upon graduation.

This program is set up to be as simple as possible. Students in grades 6 and 10 of the current school year will get the opportunity to receive a $100 credit toward the purchase of a laptop when purchased though the vendor provided by the Hayfield Community Schools. This will allow 6th graders to get a discounted laptop for 4 years. Upon entering 10th grade these students will get another opportunity to receive a $100 credit towards a laptop when purchased through a vendor provided by Hayfield Community Schools for use until graduation and possibly into college. If you choose not to purchase a device you may continue to lease a laptop from the school for a tech fee like in previous years, or you may use an already owned laptop is it meets specific specifications.

All laptops need to be a Microsoft windows device or Apple Macintosh device. Absolutely no Ipads or Chromebooks will be permitted for use as they are not useable for state testing. Windows devices must have windows 11 with at least a 11.6 inch screen, 4 GB or RAM and 128 GB SSD. If you choose to purchase a Macintosh device it must be at MacOS Sonoma or newer at least a 11.6 inch screen, 4 GB of RAM and 128 GB SSD. Devices can be more but must not be less than previously described. All students have access to Microsoft office 365 at no cost, this allows access to Email, Microsoft word, PowerPoint and excel.

As part of the Bring your Own Device program the IT Department will provide basic tech support but will not be replacing or fixing personally owned devices. If you lease a laptop the school will still replace and repair devices for a cost.

Terms of Agreement
Using technology correctly and responsibly is important.

- Students will not damage, change or tamper with hardware, software, settings or interfere with the operation of the network in any way.
- Students will respect copyright laws and properly cite sources.
- Students will not seek, view, send or display offensive messages or media.
- Students will not use district technology to engage in illegal activities.

- Students will not engage in activities that waste limited resources such as server space, bandwidth, or printing capacity or that would disrupt the use of the network by others. *This includes but is not limited to excessive printing, file storage, online games and video/audio streaming not related to educational projects, as determined by the supervising instructor, or building administrator.
- Students will not gain unauthorized access to another's folders, work or files.
- Students will not use personal accounts or personal electronic devices at school except with the permission of administration.
- Students will not use any form of electronic communication during instructional time school hours without permission from school staff.
- Students will not use any form of electronic communication to harass, intimidate or bully anyone.
- Students will not attempt to access the Internet via any connection that bypasses the HCS's security system and Internet content filters.
- Students will keep passwords private and will not disclose personal information to any online service or app (full name, address, phone) and will follow class guidelines regarding information included when publishing work online.
- Students will treat online spaces as they would a classroom space by using appropriate and respectful language, posting on school-appropriate subjects, and including only appropriate content and images.
- Students will comply will all specific instructions from school staff, all board policies, the student handbook, and all school rules and expectations when using school issued resources whether on or off school property.
- Students must be prepared to be held accountable for their actions. This includes the loss of privileges or other consequences if these rules are violated.
- Students understand that they have no right or expectations of privacy in their electronic communications at school.

District Internet and E-mail Rules
Federal legislation in the form of the Children's Internet Protection Act requires filtering and Hayfield Community Schools comply with this request. Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. Note that e-mail is not guaranteed to be private. General school rules for behavior and communications apply. Junior and Senior High school students will use the Internet on an independent basis in accordance with the above policies. Remember that this resource is provided to students by the school district for educational use. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared. Individual users of the district computer networks are responsible for their behavior and communications over these networks. It is required that users comply with district standards and honor the agreements they have signed. Beyond the clarifications of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the networks. Misuse of the Internet, computer network, computers or equipment may lead to revocation of the user's Internet access; access to District computers, computer network and equipment; and possible discipline, including suspension, expulsion, loss of credit, reduction of grade and/or criminal prosecution. Students are reminded that inappropriate use of e-mail such as forwarding pornography or inappropriate jokes, or threatening others, will result in disciplinary action.

Unacceptable Uses
While not an exhaustive list, the following uses of the school district system and Internet resources or accounts are considered unacceptable. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors.
- obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- materials that use language or images that are inappropriate in the education setting or disruptive to the educational process.
- information or materials that could cause damage or danger of disruption to the education process.
- materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system and will not use the school district system in such a way as to disrupt the use of the system by other users.

- Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
- Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
- This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless: (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.
- In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
- These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or applications.
- Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

Filter

With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technological protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

- Obscene;
- Child pornography; or
- Harmful to minors.
- Weapons
- Online shopping (Ebay, craigslist)
- Chat rooms

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy

- By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement

- The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-

deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet. 33

User Notification
All users shall be notified of the school district policies relating to Internet use.

This notification shall include the following:

- Notification that Internet use is subject to compliance with school district policies.
- Disclaimers limiting the school district's liability relative to information stored on school district diskettes, hard drives, or servers.
- Information retrieved through school district computers, networks, or online resources.
- Individual property used to access school district computers, networks, or online resources.
- Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
- A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
- Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

Parents' Responsibility; Notification of Student Internet Use
Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

- A copy of the user notification form provided to the student user.
- A description of parent/guardian responsibilities.
- A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
- A statement that the Internet Use Agreement must be signed by the user and the parent or guardian prior to use by the student.
- A statement that the school district's acceptable use policy is available for parental review.

What Can Families Do?

- Be certain your student understands the rules for responsible use of technology.
- Be certain you know what Internet sites your student is visiting.
- Establish age-appropriate ground rules for home technology use.
- Supervise online experiences.
- Ask your students to show you what they have learned about technology and online safety.
- Stay connected.

HHS believes all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Our goal in providing these services is to enhance the educational development of our students. Responsible use of technology includes activities that support teaching and learning.

Implementation; Policy Review

- The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

13. Grading for Learning

Grading for Learning

Rationale:
Hayfield High School believes that grading should be consistent, accurate, meaningful, and supportive of learning. Our goal is to improve the grading system to gain a more accurate representation of student learning.

Definitions:
Formative Assessments (Assessment ***for*** learning) are designed to provide practice and direction for improvement for individual students or for a whole class. Formative Assessments include labs, quizzes, practice activities, daily rehearsals, participation, class discussion, entrance and exit tickets, worksheets, and other homework.

Summative Assessments (Assessment ***of*** learning) are designed to provide information used in making judgments about a student's achievement at the end of a sequence of instruction. All courses in grades 6-12 will have a minimum of two (2) summative assessments per grading term. Summative assessments include tests, quizzes, projects, presentations, performances, papers/essays, and semester finals.

Grading:
Academic Grades
Academic grades in grades 9-12 will be calculated using a weighted scale of 75% summative assessments (tests, quizzes, papers, projects, presentations, and performances) and 25% formative assessments. Academic grades will be reported using the A-F scale and the Uniform Grading Scale.

In 5th and 6th grade academic grades will be calculated by using a weighted scale of 50% summative and 50% formative assessments.

In 7th and 8th grade academic grades will be calculated by using a weighted scale of 60% summative assessments and 40% formative assessments.

Final Exams
All 9-12 courses will have a final summative assessment that represents the essential learning of the course. Assessments may include, but are not limited to, oral presentations, essays, short answer or multiple-choice exams, portfolios, and performances. The final assessment will be recorded as a separate grade and can count for no less than 10% and no more than 20% of a student's course grade. The final assessment is to be a culmination of knowledge from the content covered in the semester and a final should be given at the end of the semester, according to the finals schedule. Classroom teachers may choose to offer two semester final summative

assessments in lieu of one year-end assessment. Retakes and 50% round-up will not be offered on final exams. All courses in grades 6-8 may elect to do finals, but they are optional. They retake and late work parameters do not apply to final exams.

Grading Parameters

A. Academic grades should reflect student academic achievement.

B. Grading may be used for disciplinary purposes.

C. Students and parents will be provided with information regarding grading practices.

D. Additionally, JMC Online will be available to parents so they can access, via computer, their child's academic grades and scores.

E. The professional judgment of teachers should be respected.

F. The following should be used in grading for formative and summative assessments as it applies to when they are turned in.

Due Date	Credit Received
Turned in on time (Due Date)	100%
Formative Assessments—After the due date, prior to the end of the chapter summative assessment	90%
Formative Assessments—Within 5 school days after the end of the unit summative assessment.	50%
Formative Assessments—6 or more school days after the end of a unit summative assessment	0%
Summative Assessments—Turned in within 5 school days after the due date	90%
Summative Assessments—Turned in 6 or more school days after the due date and prior to the end of the quarter	50%

G. Due to the dramatic impact of a zero on an academic grade, teachers may assign a grade of no lower than 50% to a summative assessment provided that the basic requirements of the assessment are met; a zero will be used only if a student chooses to make no effort to complete an assessment.

H. Missing assessments will be reflected in the grade book as late/included (LI). This means the assessment either has not been completed or did not meet the minimum requirements. It is calculated into the student's current grade as a zero.

I. Students will have one opportunity to re-take summative assessments and will have five school days to do so. Re-takes will cover the same content but maybe in a different format. Teachers may give students the opportunity to take only part of the summative assessment as a retake. Students will be expected to initiate a re-take according to the teacher's schedule and must have all formative assessments completed prior to a re-take. A student's re-take score will be the score entered for the summative assessment.

J. The purpose of extra credit is to provide additional academic practice to enhance the learning of course standards. A teacher is not required to offer extra credit in any given course. Extra credit will be recorded separately from a student's summative and formative assessment grades and will not exceed 2.5% of the student's overall grade. At a teacher's discretion, bonus points, affecting no more than 5% of the assessment grade, may be included in a particular summative assessment. All extra credit should be related to the academic content of the course.

K. Academic Integrity:

> ***Purpose:*** All students are encouraged to show personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and on an equal basis with others.
>
> ***Definition:*** Academic dishonesty includes, but is not limited to the following:
> 1. Cheating on a quiz or test by any means other than your own memory.
> 2. Copying an assignment or worksheet or sharing information about an assignment or test.
> 3. Offering another student the answers to an assignment, worksheet, or test.
> 4. Theft of items such as: worksheets, notes, notebooks, tests, and/or answer keys.
> 5. Lying to a faculty member about academic activities.

6. Failing to indicate quotations taken from a source or to identify the source when writing.
7. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

Penalty (Grades 8-12): Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own work. A person who knowingly shared answers will receive a zero on that assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis. A discipline referral is made in JMC for documentation purposes

Penalty (Grades 6-7): Students who act in an academically dishonest manner will have the opportunity to redo the assessment for full credit. Students will receive lunch detention until the assignment is resolved and will report to the teacher during homeroom until the redo has been completed. A discipline referral is made in JMC for documentation purposes. NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion.

L. Attendance may be considered when determining academic grades. Students will be required to make up work missed due to excused absences or tardies. Students who have 7 or more days of unexcused absences will be referred to the Attendance Review Board in cooperation with Dodge County.

M. Scores on group projects should have a minimal impact on a student's overall grade. Group projects should have an individual score included as part of the assessment.

N. Teachers will provide clear explanations of all summative and formative assessments within JMC.

O. Academic grades will be based on student performance on preset standards and not on achievement compared to other students.

14. Parent/Guardian Refusal for Participation in Statewide Assessments



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

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.

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.

Statewide Assessments Help Families and Students

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.

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.

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

Explore the Statewide Testing page for more information.

(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 2024 to 2025 school year.)

15. Agreements

Activities Agreement Form

By signing this agreement (Activities), you affirm that you understand the HHS Social Media Guidelines for student-participants and all other parts of IX. Activities, and the requirements you must adhere to as an HHS student-participant. You also affirm that failure to adhere to the social media guidelines and expectations outlined in IX. Activities will result in consequences within the student code of conduct policy.

Printed Names (Student Participant): _____

Signature (Student Participant): _____

Date: _____

Printed Name (Parent/Guardian): _____

Signature (Parent/Guardian): _____

Date: _____

Handbook Agreement Form

(Student in Grades 6-12) I have read and do understand the information provided in the Student Handbook and agree

to abide by them. I further understand that should I commit any violation, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Printed Names (Student User): _____

Signature (Student Participant): _____

Date: _____

Grade: _____

(Parent/Guardian) As the parent/guardian of this student, I have read and do understand the information in the Student Handbook and have discussed the materials with my student.

Printed Names (Parent/Guardian): _____

Signature (Parent/Guardian): _____

Date: _____

Internet Use and Safety Agreement Form

(Student in Grades 6-12) I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet found in the Student Handbook and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

Printed Names (Student User): _____

Signature (Student Participant): _____

Date: _____

Grade: _____

(Parent/Guardian) As the parent/guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet found in the Student Handbook. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. I give parental permission for my student to use software accounts such as email, Learning Management Systems, and other educational tools that will be used in the classroom curriculum.

Printed Names (Parent/Guardian): _____

Signature (Parent/Guardian): _____

Date: _____

Web Page Publication Agreement Form

The Hayfield Community Schools may publish videos/pictures of the students in various school activities or student work on the school's webpage and Facebook account. Doing this would make the videos, pictures, and/or student

work accessible to anyone on the Internet. Please indicate whether you wish for your child to be included in this.

Please initial your choice:

_____ Yes, include my child in these publications.

_____ No, do not include my child in these publications.

Printed Names (Parent/Guardian): _____

Signature (Parent/Guardian): _____

Date: _____

Internet Use Refusal Statement

Parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option. To exercise this option, you will need to submit a letter to the building principal.