2024-2025

Hayfield Elementary School

ISD #203
Hayfield Community Schools

Student and Parent Handbook

Mission: To provide a safe learning environment that prepares, challenges, and inspires students for life.

This handbook may be changed or amended at any time.
Changes will be posted in the principal's office.
If you have any questions about a provision, contact the administration.

Hayfield Elementary School
Student and Parent Handbook
2024-2025

Web site address: www.hayfield.k12.mn.us

Dear Parents,

This handbook has been prepared to help students and parents become better acquainted with the elementary school programs and policies in the Hayfield Community Schools. It is hoped that the information included here will provide you with answers to questions you may have and help you understand our total educational system.

We believe that building a strong foundation is key to a child's success at school. The teacher, the principal, and family each play an important role in developing your child's skills. With joint effort, we can help each child achieve his/her full potential. We invite you to become interested and actively involved in that process. Please visit with your child about school, visit his/her classroom, and contact your child's teacher or principal if you have any questions or concerns.

We hope you and your child enjoy the 2024-2025 school year.

Sincerely,

Kayla Stanton
Hayfield Elementary Principal

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Elementary Principal and High School Principal/504 Coordinators
Superintendent/Title IX Coordinator

Hayfield Public Schools
9 Sixth Avenue SE
Hayfield, MN 55940

Vision

A Caring Community Inspiring Lifelong Learning

Mission

To provide a safe learning environment that prepares, challenges, and inspires students for life

District Aims and Goals

Aim 1: Maximize Student Achievement

Goal 1: All students will meet or exceed proficiency levels in reading, writing, mathematics and science.

Goal 2: All students will earn a high school diploma.

Aim 2: Safe and Respectful Learning Community

Goal 1: All students and staff will learn and work in a safe and healthy environment.

Goal 2: All students and staff will welcome and respect all individuals.

Aim 3: Efficient and Effective Operations

Goal 1: The District will hire and retain a high performing workforce.

Goal 2: The District will practice responsible fiscal management.

Goal 3: The District will use continuous improvement and utilize technology.

Hayfield Community Schools believes active parental involvement, consistent communication between school and home, and student engagement in school and community activities are important in inspiring lifelong learners.

Elementary School Policies, Procedures, and Information

Hayfield Elementary School Hours

School Begins **8:05 AM**
School is Dismissed **2:50 PM**

Children who are not transported by bus should plan to arrive at school no earlier than 7:45A.M. and should be dropped off in front of the building. Bus routes will drop off/pick up in the back of the building.

Accidents

Any accident involving injury to a student or damage to school property should be reported to the school immediately. The school does not provide student accident insurance.

Age Verification and Legal Name

Students new to the district or enrolling for the first time are required to present documentation showing birth date and legal name. This requirement may be met with a birth certificate, passport, or court order for name change.

Verification needs to be done at registration or within two (2) weeks after entering school. Exclusion from school may occur if documentation is not provided. We must use the **legal name** of the child for our records. Please notify your child's classroom teacher if you would like your child's "nickname" to be used informally at school. For us to make an official change of name on our records, the custodial parent must provide a copy of the legal document indicating the change.

Animals in School



We cannot allow children to bring pets or animals to school due to allergies and air quality. We do know children love to show and tell about their pets and we ask they bring photos rather than the live animal.

Attendance

Minnesota State Law and Education Department regulations require daily attendance. Students are required to be in attendance each school day from the beginning to the end of the day. Regular attendance is necessary for the student's academic success. It also promotes a positive work ethic for employment skills and future success.

Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student's attendance. An attempt should be made to limit absences and avoid unnecessary absences.

Parents/guardians must notify the school office via note, email or telephone before 8:30 A.M. on the day their child will be absent.

The school voice mail is open 24 hours per day. The phone numbers or emails are:
Hayfield Elementary School – 507-671-1518 or email: jotterbein@hayfield.k12.mn
~~ricketc@hayfield.k12.mn.us~~

You will need to give your name, the ~~your~~ student's name, the ~~your~~ child's teacher's name, and the reason for the absence. The call ensures the safety of your child as well as allows us to inform the teacher of your child's absence. If a phone call, note, or email is not received when a child is absent, the school office will call the parents/guardians. If parents cannot be reached by phone, a note from parents is expected on the day following the absence. Failure to call or send a note may result in an unexcused absence. We appreciate your cooperation in ensuring the safety of your children.

Excused absences:
The following reasons constitute excused absences from regular attendance at school:

1. Illness
2. Serious illness in student's immediate family
3. A death in student's immediate family or a close friend or relative
4. Medical or dental treatment (to be arranged outside of school time whenever possible)
5. Vacation with family (must be arranged through office before leaving)
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Official school field trip or outing
8. Removal of student pursuant to a suspension
9. Any other absence deemed excusable by the administration

Unexcused absences:
A referral is made to Dodge or Mower County upon the seventh (7^{th}) unexcused absence.
Some examples of possible unexcused absences are:

1. Leaving school without permission
2. Haircuts or beauty shop appointments
3. Visiting friends or relatives (unless prearranged)
4. Hunting or fishing, unless on a prearranged family vacation
5. Missed bus or ride
6. Oversleeping
7. Unexplained personal reasons or personal business
8. Plays, movies, recreational activities that are for entertainment

In the case of excessive tardiness and/or absences, parents may receive a letter notifying them of the issue. The letter outlines future consequences if the tardy/attendance issue continues.

Athletics and Activities



The high school does have a full slate of athletic events during the entire year. If your elementary student attends any event at the high school, you are asked to talk to him or her about proper behavior at these events. We do talk to students at school, but it would be helpful if it came from the home also. Students of any age group may be asked to leave an event if they fail to act properly. For the sake of all who attend the various activities at school, students and adults are asked to display good sportsmanship and courtesy.

Elementary students participating in activities that are conducted immediately after school must report to the area where the activity is being held. If the activity starts at a later time, the student must go home and come back at the activity's start time. There is no supervision provided for elementary students unless they go to the School Age Child Care (SACC) program.

Bike Safety



Many students ride bikes to school. Bikes are not to be ridden on the school grounds on school days. Upon arrival at the school grounds, the student must walk his/her bike directly to the bike rack and park it. Bike riders must follow the directions of the school patrol or crossing guards. Failure to follow these simple rules could result in the restriction of the bike rider's privileges. Parents must assume the responsibility of the bike rider on his way to and from school. Parents must also assume the responsibility for bikes stolen from the school parking rack. Please provide your child with a lock for his or her bike.

Bullying Policy

Bullying means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.
Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: harming a student; damaging a student's property; placing a student in reasonable fear of harm to his or her person or property; or creating a hostile educational environment for a student.
For more information, contact the office to view School Board Policy #514.

Bus Safety and Conduct



A high percentage of all students in our district ride school buses to and from school. We are required to teach a unit of bus safety the first few weeks of the school year to every grade level. We also make students aware of all bus rules and policies relating to bus conduct periodically throughout the school year. Please take time to discuss bus safety and appropriate conduct with your child.
If your child is having problems on the bus, feel free to contact the bus driver, the bus owner, or the school to discuss the situation.
Riding the bus to school is a privilege, not a right. The vehicle should be treated with respect, as should the property of others who are also riding. Many of the difficulties which occur on our buses begin by students not showing the proper respect to people or property. Each bus has surveillance camera capabilities. The cameras help monitor situations on the bus and also serve as added security. Consequences may be imposed based on student misbehavior. Consequences may be assigned seats, loss of bus riding privileges, etc.

Bus Service

Hayfield Community Schools provide bus service to all students who live over one mile from the school. Students assigned to a bus route are notified by the bus owner about the time and place of pick-up and delivery. There are several bus pick-up points within the communities of Brownsdale, Hayfield, Sargeant and Waltham.

Bus drivers are instructed to deliver each student to the designated point of delivery unless parents notify the bus driver of a change in writing. Teachers are also instructed to make sure students go home their normal way unless notified in person or in writing of the change. We do have a procedure to follow if guests are riding a bus:

1) The guest must have a note signed by his or her parents to show the teacher and the bus driver. This note must include the date and the place the child is going to visit.
2) The hosting child or parents must contact the bus driver to make sure the number of guests will not cause a problem. The parent must then write a note to show the teacher and the bus driver. This note must include a list of the guests and the date they will be riding the bus.

If your child requires transportation, you **must** fill out the Bus Registration form. This form can be found on our school's website under District>Transportation>Bus Registration. This form must be completed before the student is allowed to ride the bus.

If your child is going to be transported to and/or from a daycare, you **must** fill out the transportation form with the bus company before the school year starts or one week before the child starts daycare. If your child is changing daycare, you must fill out a new form one week before the change.

Cell Phones

Cell phones must be turned off and out of sight in a classroom and media center. This includes all field trips and other educational settings not inside the school building. Students may be asked to turn in their cell phones at the beginning of the day, but at a minimum will be required to ~~must~~ keep their cell phones in their locker during the school day. Students may use cell phones to call parents/guardians before or after school~~, or they can come to the office and use a cell phone during the school day~~.

Change of Address or Contact Information

If you move during the school year, please contact the elementary school office promptly with your new address. We also require you to notify the office when you change your phone number, cell phone number, email address, etc. We must have accurate emergency contact information for your child's safety.

Classroom Placement for the Next School Year

The assignment of students to classrooms is a task requiring careful planning by the school staff. The district-wide procedure used to develop elementary school class lists accommodates both parental input and professional judgment, with the final decision for classroom placement resting with the school.
Using a team approach, the principal, special education coordinator, title 1 teacher and grade level teachers address the following criteria when placing students in instructional groups:

- Heterogeneous Groups: A mixture of academic abilities, talents, personalities, and gender.
- Students with Special Needs: Students who are learning disabled, are physically handicapped or have emotional and/or behavioral considerations will be placed appropriately.
- Special Information: Identified by the parent/guardian.

Parents or guardians must complete the *Placement Consideration Form* if they feel that there is special information that would be helpful in placing their child. This form can be found on the district website under Parent Resources or contact the office manager in either elementary office.

Community Education

The Hayfield Community Education program provides opportunities for community residents and students to participate in activities such as recreational activities, arts and crafts, educational enrichment experiences, youth and/or family trips. Community Ed classes (adult and student) will be posted at hayfield.k12.mn.us>district>community ed. There is also an online registration form under this tab. Community Education welcomes individuals interested in sharing their talents with others through a class or activity. Please contact Hayfield Community Education coordinators, Jessica Meek jmeek@hayfield.k12.mn.us and Tanya Rieken rieketa@hayfield.k12.mn.us , for information and questions.

Concerns or Complaints

In an effort to promote an open line of communication between the school district and its residents, the school board and the administration are requesting that a person follow the procedures that are set forth in school board policy #206. The policy states the following regarding complaints or concerns:

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Procedure #1 or other problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

Conferences

Back to School Conferences are scheduled for:
Wednesday, August 28, 2024 and Tuesday, September 3, 2024.

Elementary students and parents will have a 30-minute conference with their child's teacher. During the conference the teacher will share important classroom and school information. They will also administer literacy and math assessments to determine your child's reading and math levels. Parents will complete necessary paperwork during this time. An adult must accompany their child. Parents will also be able to take care of other business during these two days. **THE FIRST DAY OF SCHOOL FOR PRE-K MINI VIKES AND BOOST PROGRAMS, ECSE, AND GRADES K-5 WILL BE THURSDAY, SEPTEMBER 5, 2024**.

Parent-Teacher Conferences are scheduled for Thursday, November 14 and Monday, November 18, 2024

We strongly recommend that students participate in conferences. This allows them to have ownership in the process and be accountable for their own education. If your child is living between two homes, please attempt to have both parents attend at the same conference time. Working together to support your child's education will increase your child's academic success and assist in providing consistent homework practices in each household.

Please remember that you need not wait for an invitation to have a conference. Additional conferences are encouraged if you or the teacher feels there is a need. Contact your child's teacher if you desire an additional conference.

Parents will sign-up for Back to School and fall conferences through JMC. Parents will be notified when sign-up is open through email. If you have any questions regarding sign-up, please contact either elementary school office or your child's teacher.

Crisis Management Plan

Children and their safety are of vital importance to the District and staff. The Hayfield School District has established a policy to assure their well-being. The Crisis Management Plan is available in each building office. We want to have both a welcoming and safe school environment for our children and their parents and we appreciate your cooperation.

D.A.R.E. – Drug Abuse and Resistance Education

The D.A.R.E. (Drug Abuse and Resistance Education) program is taught at the fifth grade level. Students work with the D.A.R.E. officer assigned to us for 16 weekly lessons to learn about the dangers of using chemicals. Parent information is available from the classroom teachers. D.A.R.E. graduation is scheduled after completion of the course. We encourage parents to rearrange their schedule to attend this important event. The D.A.R.E. program is a collaborative effort between the Dodge County Sheriff's office, our school, parents, and community leaders. For more information on the program and related sites, go to www.DARE.com.

Data Privacy Act

The building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with the written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

1. When school officials have a legitimate educational interest in the student's records.
2. When student records are forwarded to other schools or post-secondary education institutions to which the student transfers, applies for admissions or enrolls.
3. When the student's records are in connection with financial aid for which the student applies or received.
4. When it is for educational research, with the permission of the Superintendent. Researchers may review records and report information, which does not identify individual students.
5. To federal, state and local authorities when law specifically requires such information.

The school district may release what is termed student "Directory Information" which includes the following student information: student's name, address, telephone number, date and place of birth, sex, major field of study, participation in officially organized activities and sports, weight and height, dates of attendance, grade levels completed, awards received, and previous educational institutions attended. This information would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may routinely be released in the form of newspaper releases, class lists, athletic programs, or special event programs. If any parent, guardian or student (18 years or older) does not want this information to be released without prior written consent, they must notify in writing the superintendent's office. The following information must be included: Name of student, Home address, School presently attended by student, Parent's legal relationship to student, and Specific categories of directory information that will not be made public without the parent's prior written consent. A copy of the complete policy can be obtained in the superintendent's office.

Discipline

Whenever a group of people, young or old, gathers together for a specific purpose, rules of order and behavior must be established. In our school, the teachers set up the rules for their own classrooms, following guidelines set up by the board and administration. The ultimate goal of good discipline is to help students develop self-control, self-respect, and respect for the people and property around them. The school requests parental cooperation in achieving this goal.

OUR SCHOOL RULES: BE RESPECTFUL – BE RESPONSIBLE – BE SAFE

Dress and Personal Code

Purpose: The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

General Statement of Policy:

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

A. Appropriate clothing includes, but is not limited to, the following:
   1. Clothing appropriate for the weather.
   2. Clothing that does not create a health or safety hazard.
   3. Clothing appropriate for the activity (PE vs. classroom)

B. Inappropriate clothing includes, but is not limited to, the following:
   1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
   2. Clothing which bears a message that is lewd, vulgar, or obscene.
   3. Apparel promoting products or activities that are illegal for use by minors.
   4. Objectionable emblems, sign, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which indicates gang membership.
   5. Any apparel or footwear that would damage school property.

C. Hats are not to be worn in the building, except with the approval of the building principal. The following suggestions are made to parents of elementary students:
   1. Children should wear proper outdoor clothing to ensure that they stay warm and dry.
   2. Protective footwear such as overshoes or boots should be worn during the wet and cold seasons.
   3. Shoes, rather than heavy boots, should be worn in the school during the day.
   4. Clothing worn in the elementary buildings should not be distracting for the educational process.

Parental cooperation in sending children to school appropriately dressed is very much appreciated.

Early Childhood Screening

Early childhood screening is a program designed to catch problems in the child's life at an early age. This screening is **MANDATORY** for parents with children ages 3 and 4 to participate in. It presents results to the school district prior to kindergarten enrollment. The Hayfield School District provides this opportunity throughout the school year. If you have a child ages 3 and 4 years, and are not contacted during the school year, please call the

Commented [KS1]: should this say 5? This takes place for students ages 3-5 correct?

elementary office to schedule an appointment (507-671-1518). If you are unable to attend and ECS offered by the District, you may obtain the screening through a health care provider.

Electronic Devices

The elementary school prohibits the use of cell phones, smart watches, and other personal electronic devices during school hours. These electronic devices are distractions from learning and are expensive items that can be easily stolen. For these reasons, the devices are not to be used at school, during class, recess, or lunchtime. These devices can be kept in their backpack and are to be turned off during school hours. Students who need to make phone calls will need to use classroom phones. Parents who need to contact their child will need to do so by calling the office. The school and district will not be held responsible for loss of or damage to electronic devices.

Field Trips



Educational field trips may be taken during the school year at the administration and teacher's discretion. When the trips are made in school buses outside the school district boundaries, parents will be notified. The school board has implemented a field trip procedure that may require chaperones to have a background check completed prior to the field trip. Teachers or school personnel will notify chaperones if this needs to be completed. The paperwork must be submitted at least two weeks prior to the field trip.

Fire, Tornado, and Emergency Lockdown Drills

Fire and tornado drills are conducted periodically so that in case of fire or another emergency the building may be vacated with the minimum amount of time. Specific directions on how to evacuate are posted in each room and all staff members have copies of them. We conduct a minimum of five fire drills per year and one tornado drill per year.

Lockdown drills are conducted to keep students, staff, and visitors safe within the building. Lockdown drills are conducted five times per year.

Commented [KS2]: Do we do this 5 times? Do we need to say parents have the right to opt out per the new state laws?

Commented [TR3R2]: Yes, we have lockdown drills 5X/year

Fundraising Program Participation

All fundraising efforts at Hayfield Elementary School are conducted through classroom and grade levels and supervised by staff members. Students are encouraged to work with their teacher for any type of community service projects they would like to support, such as natural disaster help for the America Red Cross. Students who are fundraising for outside organizations are prohibited from soliciting at school. They are encouraged to conduct their fundraising outside of school and under parent supervision.

Our elementary school participates in the following programs, enabling us to receive money to be used for student programs. Please support them as you can.

POP TABS – Collect pop tabs from your favorite pop cans and bring them to school. Pop tabs are collected for Ronald McDonald House. Parents/students can drop pop tabs off in the office.

Commented [KS4]: Is this current? Any to add?

Commented [TR5R4]: All other programs have been discontinued.

Harassment and Violence Policy

It is the policy of the Hayfield School District to maintain a working and educational environment for students and employees that is free from all forms of violence and harassment. This includes comments that are made which are vulgar, sexual, religious, racial, age, disability or gender related. The District's Harassment and Violence Policy is available in each office.

Health Services

Elementary age children in grades 1-5 receive vision and hearing screening and kindergarten as requested by their classroom teacher. Boys in kindergarten will have color vision screening.
Disease prevention and control investigations are done for lice, scabies, impetigo, pink eye, and other contagious health problems. Health education is also available to students, faculty, and parent/guardians on a variety of topics. Maturation education is done for 4th and 5th grades. A nurse is available upon request to students in our schools. The nurse also works with the Early Childhood Developmental screening programs and with the Special Education department. The nurse is also available for consultation about illness or disease of your child.
If your child has special health or physical problems, please inform us so that we can alter the educational program accordingly. If school personnel detect any problems in this area, you will be notified.

Illness: A child should not come to school (and will be sent home from school) if they have or have had the following symptoms: A fever of 100 degrees F or more in the past 24 hours; vomiting or diarrhea in the past 24 hours; an undiagnosed skin rash; dry cough; runny nose; sore throat; or shortness of breath.

In the event your son/daughter becomes ill and needs to be taken home, you will be contacted. It is the parent's responsibility to make the necessary arrangements for their child to be picked up. Parents must always report to the elementary office when picking up your child. Your child will report to the office for pick up.

Taking Medicine in School: For the safety of students, it is recommended that medication be given at home whenever possible. For example, medication prescribed three times a day can be given before school, after school, and at bedtime. If medication must be given during school hours, we want you to be aware of the following school medication policy: School personnel can only give medication (prescription and over-the-counter like Tylenol) with the written order of a health care provider and the written consent of a parent/guardian. You may get a copy of the medication consent form from the school health office or the school website. All medicine must be in the original pharmacy containers.

Homelessness Support and Youth in Transition

Children and youth who experience homelessness have the right to receive a free, appropriate public education ensured by The McKinney-Vento Act. The law requires schools to remove barriers to enrollment, attendance and success for homeless students.

The McKinney-Vento Act sets high priority on students receiving education and services at his/her school of origin (the school a student attended when first homeless). This provision provides students some stability when other factors are in flux.

There are resources available to help families who are in transition, including free meals, transportation, and Title services. Contact the district's Homeless Liaison officer for more information.

Commented [KS6]: Is this current?

Commented [TR7R6]: Michele Nelson teaches those classes. I believe it is still for 4th and 5th grade.

Commented [KS8]: Who is this? Include contact information here.

Commented [9R8]: Jamie Hansen

Homework

Homework in the elementary grades will be minimal and should fall into one of these two classifications:

1. Work assigned by the teacher for the purpose of reinforcing skills already taught at school.
2. Projects, reports, etc. that are to be completed at home to supplement individual needs and interest. In most cases, plenty of classroom time is given to complete daily assignments. If the student uses this time efficiently, there should be no need for homework every night. Projects and reports are normally assigned so that ample time is available without the need of a child "burning the midnight oil." If you believe your child is bringing a lot of homework home regularly, it may indicate a need for a conference with the teacher.

When homework is assigned, we ask for parental cooperation and support of your child's successful completion of the work. Please help make sure assignments are completed and returned to school.

Hayfield Community Schools offer a free ***After-School Academy***. The After-School Academy is a program for students who would benefit from homework support. We offer a snack, guidance in completing homework, reading activities, math activities, and much more. This program is staffed by classroom teachers and paraprofessionals. Program details such as schedule, eligibility and transportation will be determined based on state funding, which needs to be approved. Program information and details will be distributed in the fall.

Immunizations

Each student shall follow the current Minnesota Immunization Law. Those students not in compliance shall be excluded from school until immunizations are given. Please contact the school nurse if necessary.
Before a student enters school, the Minnesota State Department of Health requires that the child be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and varicella or have a notarized exemption from immunizations. It is the responsibility of the parent/guardian to have the immunizations up-to-date and report the dates to the school nurse.

Instructional Materials

Instructional materials and library resources are furnished to all elementary students free of charge. These materials are loaned to each child with the understanding that the child will take care of them and treat them with respect. If the materials are not taken care of or are damaged, a fine may be imposed based on the extent of the damage, the age of the materials, and the cost of the replacement.

Instructional Programs

Students in the Hayfield Community Schools are taught in a student centered environment. The school's philosophy stresses the importance of the student's academic, social, and emotional development with emphasis on the student's needs to feel successful and important. The faculty and staff are expected to be ~~sensitive and~~ understanding about student needs and problems. Instruction is on a continuous progress basis and designed to promote independence on the part of the student as he or she progresses from kindergarten through grade twelve. A basic curriculum is provided for each student in the elementary grades with emphasis on the communication skills of reading, writing, listening, speaking, viewing and exchanging ideas as well as mathematics.

Students also receive instruction from specialists in the areas of music and physical education on a regular basis. These programs are excellent and very popular with the students. Another favorite among the students is the Media Center. Students are scheduled for one period each week with a certified librarian to develop library skills.
A wide range of special help is available to students who need academic support. Supplemental Title I help is provided in reading and math to students who qualify under the federally funded program. Special education services and 504 plans are provided for all students who require them. An elementary social worker or school counselor is also a regular part of our district program.

Instrumental Music

Hayfield Community Schools provide each student an excellent opportunity to become involved in the band program. General music classes in the elementary grades teach basic musical notation and an appreciation of a variety of musical instruments and types of music. In the fourth grade, through the use of the recorder, each child is introduced to the playing of an instrument.
In the beginning of fifth grade, all interested students are invited to begin instruction on a band instrument. The school helps parents and the student decide what instrument to play and gives any help requested in obtaining a quality instrument. Lessons are provided free of charge during the school day to instruct students in the instrument chosen. Students are grouped as a band and perform at concerts throughout the school year.

JMC Online – Student/Parent Portal

JMC Online is the district student information system. Through the parent portal, all Hayfield families have access to important student information such as attendance and contact information. In addition, families will have access to grades for students in grades K-12. The parent portal access requires a login and password. Please obtain a login and password by registering online at http://www.hayfield.k12.mn.us/jmconline.htm. Our hope is that this feature will allow you access to your child's information in a more convenient manner. Please contact your child's elementary office if you need assistance. Parents can pay student fees, lunch accounts, snack cart, field trips, Community Education, and many other fees through JMC.

Kindergarten

Children entering kindergarten must have registration materials on file prior to the first day of school. Students admitted to kindergarten must be five (5) years of age on or before September 1st. A birth certificate, an up-to-date immunization record, and verification of Early Childhood Screening are required to register.

Late Start Days

There are several "Late Start Days" scheduled throughout the school year to give teachers the opportunity to work together for data analysis, instructional planning and sharing/collaborating of strategies for our students' education. These are generally one per month and the dates are shown on the school calendar. School will start at 10:05 on these days for all students. Please make note of these dates and make sure your child and his/her teacher are aware of after school plans on these dates. We also encourage you to make appointments during this time, so your child is not missing any instruction.

Library Information

The library is open to every student, every day of the school week for book exchange. Students have one library class each week with the school librarian with time for book check out. Students may check out two books per visit. The loan period is two weeks and books may be renewed at that time. No more than four books can be checked out total before some need to be returned without permission from the library staff. Kindergarten students may check out one book and that book needs to be returned before another book can be taken home.

Overdue notices are given out when books are kept longer than two weeks and are not renewed. Fines are issued for lost or damaged books. The library has the right to limit books when there are fines or overdue books.

The library catalog and student checkout record can be accessed by parents or students through the elementary school web page.

Lockers

Each student will be assigned a locker or a cubby. Lockers and cubbies are for storage of personal items (i.e. coats, boots, etc.). If it is necessary to attach items to the interior of the metal locker, we require that they be magnetic as to not harm the finish. No items may be attached to the exterior of the lockers by students. The administration reserves the right to inspect any school locker for cleanliness, library books, textbooks, etc. The school is not responsible for losses from lockers and cubbies.
No stickers/adhesives can be placed on the inside and outside of lockers and cubbies.

Lost and Found

The elementary school has a "Lost and Found" area. A large variety of lost and found articles wind up there each year. Most of the articles are in extremely good condition. If your child loses an article of clothing, please take the time to come in and check our "Lost and Found."
We strongly suggest that parents permanently label all jackets, coats, boots, mittens, tennis shoes, etc. with your child's name. At the end of each quarter, unclaimed items will be disposed of or donated to charity (Salvation Army, Goodwill, or church organizations).

Lunch Program

Hayfield Schools contracts with Taher Food and Services Management to serve meals each school day. Breakfast and lunch are served in all schools. Breakfast is served daily from 7:30-8:05 A.M. Breakfast will not be available on late start days. All meals served must meet requirements established by the U.S. Department of Agriculture. If your child has dietary restrictions prescribed by a physician, please contact the school nurse.

School Funding Opportunity (free or reduced meals) Application

Breakfast and lunch meals are available at a reduced price or free to students whose families meet the income guidelines established by the USDA. The Minnesota Department of Education monitors the Food Service program. If you feel your family might qualify for this benefit, please contact Hayfield Elementary Office at (507) 477-3235 for an application. The information is confidential, and students who receive the benefits are not identified. You may apply at any time during the school year. In the operation of child nutrition programs, no child will be discriminated against because of race, gender, color, national origin, age, or disability. If you are on the

free/reduced program and your income changes during the school year, we ask you to complete a new application form.

Commented [KS10]: Free lunch from the state?

Hot Lunch Program Payment Information

Meal payments can be made at any of the school offices or online through JMC. The responsibility lies with the student and parent/guardian to maintain an adequate balance. Your family lunch account information at Hayfield Schools is available on JMC. You can go on-line and learn the balance of your family's account as well as see the amount and the date of the last payment. E-mails will be automatically sent to all accounts with a balance of $6.00 or less. If you see any errors in your account, please notify the school as soon as possible. If your family's account has a negative balance your child(ren) will not be allowed any additional entrees or milk for breakfast or lunch until the account is adequately funded.

Families are encouraged to pay their lunch account with a debit/credit card through JMC. Under the lunch tab in the Parent Portal, click on the blue "JMC Online Deposit (Family Account) button at the top of the screen. Add the amount and the card information then hit the "Submit Deposit" button at the bottom. Students may also bring lunch money to school in a sealed envelope with their name, lunch number and what the money is for clearly marked on the outside.

It is important to note that all ~~kindergarten~~ students will be able to have breakfast and lunch for free for the 2024-2025 school year. ~~All students whose families qualify for assistance will be able to have breakfast and lunch for free.~~ If you have any questions about the Food Service program, please contact Kim Sorenson, Food Services Director, at 507-671-1548.

Commented [KS11]: Updates

No Tobacco or Vaping

School District #203 is a smoke free environment. Smoking, smokeless tobacco, and vaping are prohibited in school buildings, school vehicles, or on school grounds at any time. Visitors are required to follow this policy.

Parties

Three parties per year are scheduled for the elementary grade students: Halloween, Christmas, and Valentine's Day.

For the Halloween parties, students may dress up. Their costumes must be non-violent in nature and have no weapons. All hair spray and hair paint need to be applied at home.

PLEASE REMEMBER THAT ONLY COMMERCIALLY PREPARED AND PURCHASED FOOD TREATS CAN BE BROUGHT TO SCHOOL FOR SHARING. THIS APPLIES TO BIRTHDAY TREATS AS WELL AS CLASSROOM PARTIES.

Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate or over a school intercom by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Students will be instructed in the proper etiquette toward the flag and in patriotic exercises, correct display of the flag, and respect for the flag.

Parental Custody

In cases where parents are separated or divorced, it is recommended that the school have documentation of custody and visitation rights. This is particularly true when one parent has sole legal and/or physical custody, or when there is a legal restriction on the non-custodial parent's access to the child(ren) or their school record. Minnesota Statutes Section 120A.22, Subdivision 1a, and Section 518.17, Subdivision 3 provide that "upon request, a non-custodial parent has the right of access to, and to receive copies of school records and information, to attend conferences, and to be informed about the child's welfare, educational progress, and status, as authorized under section 518.17, subdivision 3. The school is not required to hold a separate conference for each parent."

The custodial parent is responsible to:

- Provide a copy of the signed and certified court order to the school
- Provide the school with any revisions/updates in the court order that affect custody, visitation, or record-access rights.

The school is responsible to:

- Maintain a copy of the relevant sections of the court order.
- Inform appropriate school personnel of the provisions or restrictions in the court order.
- Abide by the provisions and/or restrictions ordered.

Recess

Students will be going outside each day for recess, weather permitting. Students are expected to come to school prepared for the weather and should wear jackets, snow pants, boots, hats, and mittens as needed.

Students will not be going out for recess if the temperature is -0 degrees Fahrenheit or colder, with or without wind chill. The students also stay in if it is raining or if the grounds are too wet or icy. If a student has a medical reason for not going outside, please send a doctor's note with their reason and the date(s) they are to stay indoors.

Release of Information

In line with the Federal Minnesota Privacy Act you are hereby informed of our intention to release students' names and pictures periodically in newspaper articles and various newsletters and on the district website. Parents who do not want their child's name released in news articles must submit their request via JMC during on-line registration.

Report Cards

Progress reports are emailed four times each year, at approximately nine-week intervals. These evaluations are meant to show your child's individual growth and development in academic, social, emotional, and physical areas. If you have any questions concerning the report form or have concerns about your child's progress, please feel free to contact your child's teacher or the principal.

If a child is involved in any supplementary or special programs, the reporting process is built into the program. Parents are involved in setting up the program and kept informed of the progress being made.

Parents of students in grades 4th and 5th will have access to JMC Online, an online access to your child's grades throughout the school year. Parents are assigned username/password when the student begins school in the district.

Respect of Public and Private Property

Please remind your children that the proper care and use of school equipment and supplies will extend their usefulness. Costs of equipment and supplies constantly rise. Economically we must try to extend the life span of our equipment and supplies.

Encourage your youngster to respect the property of your neighbors as they go to and from school. Use sidewalks whenever they are available and deposit litter only in proper containers. Caring for a lawn is a difficult task. We encourage our students to not make the job of caring for the school and grounds more difficult. Reminders to your youngster along these lines would be very beneficial to all concerned.

Multi-Tiered System of Supports (Formerly RtI)

Multi-Tiered System of Supports (MTSS) is a multi-tier approach to the early identification and support of students' ~~with learning~~ academic and behavioral needs. The MTSS process begins with high-quality instruction and universal screening of all children ~~in the general education classroom~~. ~~Struggling learners are provided with interventions at increasing levels of intensity (length of intervention session and frequency of sessions) to accelerate their rate of learning.~~ All students receive intervention, extension, and/or enrichment based on their academic strengths and needs.

Hayfield Community Schools use the FastBridge Benchmark and progress monitoring system in reading and math as our universal screening tool. The benchmark assessments are administered three times a year (fall, winter, and spring). Progress monitoring is completed as often as needed to determine a student's rate of learning growth and effectiveness of the intervention. Another component of MTSS is the Problem-Solving Team, which is in place at the elementary school in our district. This team consists of educational professionals who meet regularly to discuss student progress towards the Minnesota academic standards. This team supports classroom teachers in determining which interventions are appropriate for a struggling student and monitoring their effectiveness.

School Age Child Care - SACC

SACC serves children the summer before preschool through grade 6. Hayfield Community Schools will not deny or discriminate based on race, color, creed, religion, disability, or national origin in its enrollment policies. SACC offers a variety of activities in both group and individual situations at Hayfield Elementary School. Some of the activities include arts and crafts, sports, creative and dramatic play, recreational skills, community exploration, reading, science, manipulative and construction toys, outdoor play, and special events.
SACC will operate on school days from 6:00 A.M. until school begins and then again after school is dismissed until 6:15 P.M. SACC will also offer childcare on no-school days as well as snow days. SACC will be closed on all major holidays. A summer SACC program is offered at Hayfield Elementary School operating from 6:00 A.M. to 6:15 P.M. For questions and information on billing and enrollment, contact the SACC Coordinator at 507-671-1517.

School Board

The School Board sets educational policies and the budget for all schools in District #203. The Board meets on the second Wednesday of each month. The public is invited and encouraged to attend these meetings. The School Board is comprised of seven elected officials.

School Closings Due to Emergencies

The decision to hold or cancel school is made by the superintendent after very careful consideration of the health and safety of our students enrolled in our schools. During the winter months especially, weather causes many concerns for a large rural and bus district like Hayfield. We ask that you listen to the local radio and TV stations whenever the weather looks threatening.

We broadcast school announcements via School Messenger, on our district website (www.hayfield.k12.mn.us) and the following television stations: Local Cable Channel 12, KAAL (CH 6), and KTTC (CH 10).

Please keep the following things in mind concerning emergency closings:

1. The decisions to hold school or not will be made as early as possible.
2. School may be closed, or school may be scheduled to start late. Late starts are used to allow safer travel. The School Messenger system is activated when a decision is made and a message will go to the phone number(s) you have in our database. Please continue to listen to the radio and TV stations for further updates. These notifications will also be posted on the district web site: www.hayfield.k12.mn.us or www.cancellations.com
3. School may be dismissed earlier than normal if the weather gets bad during the day. Again, the School Messenger system will be activated and you should tune into the same radio and TV stations.
4. Plan ahead. Have arrangements made in advance with neighbors and friends in case of inclement weather. On these days School Age Childcare will be available at the Hayfield Elementary. Costs of this service will be the responsibility of the child's parents.
5. Please do not make unnecessary phone calls to the school concerning school closings. These lines must be kept open for urgent or emergency communications.
6. Please dress your children appropriately during the winter months. It is essential for their health and safety in an emergency.
7. In the event a sudden severe storm comes upon us during the day that makes any travel impossible, arrangements will be made to feed and shelter students in the school or at the home of families in town.

We ask that parents not pick up their children at school during severe weather. Your children are safer at school with the severe weather plan in place than on the road when a severe storm strikes.

School Messenger

The school district uses an emergency notification system to notify all staff and parents through the phone system. If the school district is experiencing an emergency (threats, school closings, etc.), the district will be able to send out a message by phone to all phone numbers listed in our school database (home, work, and cell.) The district may also be using this system for important notifications (upcoming events, parent-teacher conferences, etc.). Therefore, it is imperative parents/guardians keep these phone numbers up to date throughout the school year.

School Supplies

Students are asked to bring supplies such as pencils, crayons, paper, book bag, etc. Specific supplies for each grade level and classroom vary. Each classroom teacher will notify students and parents/guardians about needed supplies. All students must have soft soled, non-marking shoes for participation in physical education activities. Supply lists are available on the district webpage. **Labeling of student property helps if any items are lost.**

School Use

The schools in the Hayfield District are available to groups and individuals under policies set by the local school board. School and school related functions or activities have priority scheduling rights. Others are scheduled on a first come, first served basis. Information can be obtained by calling your local school office.

Special Education Opportunities

Special education programs are available for all students with disabilities, whether physical, emotional, behavioral, or cognitive. There is a wide range of services available. It is important that no negative connotations be attached to a student who qualifies for a special program. We will assure each student receives his or her right to an education.

Students Leaving School Early

The school district strongly recommends parents to view the school calendar when considering possibilities for appointments. Some appointments can be made during early releases or days when school is not in session for students. We do understand that on occasion a student may need to be excused from school for a dental or doctor appointment. Please send a note to your child's teacher stating the time of pick-up. This note will also be transferred to the elementary offices for notification. Elementary students in Hayfield will not be allowed to report to the high school office to meet older siblings. **To ensure student safety, parents must report to the elementary office when picking up your child**.

Student Property

Students are encouraged to keep toys, electronic devices and like objects at home, unless brought for a specific activity such as show and tell, hobby day, or another special event. Items brought to school should be clearly labeled. The student is responsible for the condition of his/her property. Items which are dangerous, expensive, fragile, or of great sentimental value should be kept at home. **We also do not permit the swapping or trading of toys or cards at school or on the bus (e.g. Pokémon cards.) Toy weapons are not allowed at anytime (**See Weapons Policy). These items should not be brought to school. They interfere with the educational progress and serve as targets for theft. If having a certain item in school causes a problem, the parent/guardian may be notified and requested to pick up the item at school.

Technology Agreement

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. The student and parent will need to complete the agreement via JMC during registration.

Guidelines

Students at Hayfield are expected to comply with the following procedures:

1. Students will follow the acceptable use agreement.
2. No student is allowed any other users' file.
3. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
4. The use of the computer to transmit or view pornography, or any other information generally considered inappropriate in a school setting, is forbidden.
5. Forwarding non-educational material, including chain letters, is discouraged.

Consequences for violations of the Technology Agreement

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:

1. Appropriate legal action will be taken.
2. Conference with parent or guardian will be held.
3. Individual access privileges will be revoked.
4. Loss of network use for a determined period of time will occur.
5. School disciplinary action as outlined in the student handbook.
6. Student will be responsible for incurred costs.

Telephone Calls

The school telephones are maintained for school business and students are not to use the telephones during school hours for social reasons. Any student who wishes to use the school phone must first gain permission from a school official.

Parents who wish to call the office may do so between 7:30 AM and 3:30 PM in Hayfield. Messages may be left at any of the school personnel's extension 24 hours a day.

Testing Program

All Hayfield Elementary students will be assessed throughout the school year. Students in grades K-5 are assessed through benchmark assessments in literacy and math, administered three times each year – fall, winter, and spring.

Students in grades 3-5 are assessed with the Minnesota Comprehensive Assessments in reading and math. Fifth graders will also take the science assessment. The testing schedule is set by the district based on the calendar set by the Minnesota Department of Education. As a result of state and federal expectations, it is essential that our students be in attendance on all testing dates. Under the "No Child Left Behind Act" school districts are required to test at least 95% of eligible students. As family plans are made, testing dates should be avoided. Should you have any concerns regarding testing times, please seek the advice of your child's teacher.

All children with a language other than English will participate in the ACCESS for ELL testing in grades 3-12. Parents are notified of ELL program placement and testing information at the beginning of the year.

Title I Program

Title I of the Elementary and Secondary Education Act provides financial assistance to state and local education agencies to meet the needs of educationally at-risk children. The goal of Title I is to provide instructional services and activities which support these students in meeting the challenging state academic standards in reading and math. Multiple assessments (benchmark assessments, classroom tests, etc.) and other sources of learning data are used to determine eligibility for Title I services. The Title I program will provide your child with extra educational assistance beyond the regular classroom program in reading and math. Hayfield Community Schools provide paraprofessional assistance within classrooms in kindergarten through grade 5. The classroom teacher and paraprofessional work closely together to provide the support and learning opportunities for these students to be successful.

Treats

There are special occasions when parents/guardians sometimes send treats to school for the entire class. According to Minnesota State Department of Health guidelines **ONLY COMMERCIALLY PREPARED AND PURCHASED FOOD TREATS CAN BE BROUGHT TO SCHOOL FOR SHARING. THIS APPLIES TO BIRTHDAY TREATS AS WELL AS CLASSROOM PARTIES.** Thank you for your cooperation in following this health-related policy.

Visitors

All visitors must report to the elementary office to SIGN IN before entering a classroom as we work to ensure the safety of all students. We ask that you sign in and out and wear a visitor's badge during your stay. FOR THE SAFETY OF OUR STUDENT BODY, we **require ALL visitors** to our schools observe these expectations.

Volunteer Opportunities

Volunteers provide invaluable time and talent to our schools. Areas where volunteers are needed include room parents, classroom volunteers, vision and hearing screening, and much more. If you are interested in working with children, please contact the school. The only necessary qualification is to enjoy children and complete a background check.

Weapons

Definitions: "Weapons" includes a firearm, whether loaded or unloaded, any device designed as a weapon or through its use capable of threatening or causing bodily harm or death or any device or instrument, which is used to threaten or cause bodily harm to death. Examples of weapons are: guns, including air guns, pellet guns, BB guns, look-alike guns such as water pistols or toys that could be mistaken for real, and non-functioning guns that could be used to threaten others, knives; or other propellants, stun guns; and ammunition.
Possession – includes having a weapon on one's person or in an area subject to one's control, at school, on a school bus, on or near school premises or at school sponsored home or away activities.
Consequences: Due to their inherent nature, possession of a weapon may result in (a) confiscation of the weapon; (b) immediate suspension; and (c) notification of the police and other appropriate authorities; and (d) possible expulsion and/or exclusion proceedings will be implemented.

A student who finds a weapon on the way to school, in the school, or on school grounds, and takes the weapon immediately to the principal's office shall not be in possession of a weapon.

According to the Minnesota Crime Bill of 1995, a school board must expel, for a period of at least one year, a pupil who is determined to have brought a firearm to school, but may modify this requirement on a case by case basis. A copy of the entire policy is available in the Superintendent's Office.

Website

Hayfield Schools offer the opportunity for parents and the community to stay updated on school activities through our district website. Please visit our website at: www.hayfield.k12.mn.us to access current information on activities, staff, school closings, and teacher web pages.

Withdrawing Students from School

Parents are asked to notify the office if you will be transferring out of our school. This will ensure that your child's records will arrive in the new district at the earliest possible time.