STUDENT/PARENT HANDBOOK

SY2024-2025

Hayfield High School
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Hayfield, MN 55940

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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 eight sections.

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

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 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, Katherine	Band	kanderson	Meyer, Bryon	Science	bmeyer
Anderson, Mackenzie	Social Studies	manderson	Pack, Chris	Math/AD	packch
Baker, Kellie	Art	bakerke	Reynolds, Vince	Social Studies	reynovi
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			
Himle, Adam	English	adhimle	**Support Personnel**		
Hoebing, Laura	English	lhoebing	Bestor, Tracie	Counselor	tbestor
Johnson, Michelle	Grade 6	mjohnson	Hansen, Jamie	Social Worker	hanseja
Krekling, Kasey	PE/Health	kreklka	Morris, Bob	SRO	
Lynch, Megan	Choir	mlynch	Nelson, Michelle	Nurse	nelsomi
McCabe, Maurice	Math	mmccabe	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/2024/03/Calendar-2024-2025-1-25-24.pdf

Complaints and Concerns
Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The 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 the 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 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 a separate meeting for each parent.

E-Learning Day Plan
Hayfield Community Schools does 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 student 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 noninstructional 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 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 a 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. "Super Seniors" will not participate in the commencement ceremony.

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

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 each semester's end.

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 with regard to 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 the 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 on 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 Policy 505.

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 shall 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 Policy 515. 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 Policy 520.

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 resident students 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' parent 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 persons, 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 Policy 503.

Absence Reporting Procedures

1. Call or email the high school office before 8:30 AM on the day of the 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
Excused 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 to exceed 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 can 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 that 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 the 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 absents 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 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 work missed.

NOTE: HHS offers work-based learning (WBL) to those who qualify. For more details see Work-based Learning in this handbook.

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
Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism 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 506.

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:

- 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 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 contacting their building Principal who will assist them in the process.

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	4	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
Elective Courses	12½ (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) – Policy 598
Minnesota law provides 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 guidance 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 district-wide 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 503.

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 514.

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 while 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.

Cell Phones
Cell phones are not to be used during official school hours outside of designated times. 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 have been 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 can't attend the conference the student's phone will be stored in the vault until the parent can meet with administration to pick up the phone.
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.

Code of Student Conduct
For detailed information on the Student Code of Conduct, see the "Student Discipline" policy 506.

Consequences of Discipline Violation
For detailed information on consequences for violations, see the "Student Discipline" policy 506.

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:

- 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. They must arrive and leave with their guest.
- 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 506.

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 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.

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 if 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.

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 a medical or religious reason.
- 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.

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. For detailed information see Policy 413.

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 526.

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. For detailed information see Policy 413.

NOTE: See Policy 524 for a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy.

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 506.

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 Music Devices and Headphones/Earpieces
Personal music devices are not to be used during official school hours, 8:05am-2:57pm, due to safety concerns. Personal music devices and headphones/earpieces are to be stored out of view when not in use. Guidelines have been 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 personal music device and/or Headphones/Earbuds will be stored in the vault until the parent can meet with administration to pick up the devices.

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.

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 seven (7) 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 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 seven (7) such periods. Students who are involved in extra-curricular 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 that 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 to 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 vehicles, 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 see Policy 419. 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 guardian 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, 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 visitation. 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 an 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 should become 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 the 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	One Act Play
Choir	SADD (Students Against Destructive Decisions)
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	Golf
Volleyball	Wrestling	Softball
Trap Shooting (Clay Targets)		Track
		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.
- If any students are ineligible during a grade check, they will check again at the end of the next week. If they are passing 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 to see 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 student 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 shall 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 High School Office, Head Coach, 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 HHS activities, clubs/organizations, and athletics are on file in the Athletic Director's office.

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 before the absence occurs 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 that day. The administration reserves the authority to allow or deny participation in practices, events, etc. at any given time.
Note: Coaches and advisors are responsible to see that the ineligible lists are followed by students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches. 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.
See Attendance, page 11 for further details.

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 in 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

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 a 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

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). For additional information see Policy 413 & 526.

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 through rSchoolToday when registering for sports and activities.

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 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 captaincy position 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.