HAYFIELD ELEMENTARY SCHOOL

2026–2027

STUDENT & FAMILY HANDBOOK

DISTRICT MISSION

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

Hayfield Community Schools • ISD #203

www.hayfield.k12.mn.us

WELCOME TO HAYFIELD ELEMENTARY

Dear Hayfield Families,

Welcome to the 2026–2027 school year! At Hayfield Elementary, I want every child and family to feel known, supported, and connected. Our theme this year is All In — a reminder that the strongest school communities are built when students, staff, and families work together for every learner.

This handbook is designed to be an easy-to-use family reference. Inside, you will find important information about our school day, communication, attendance, transportation, student supports, safety, and many of the everyday procedures that help our school run smoothly.

You will also see our PRIDE expectations woven throughout our work. PRIDE gives students and adults a shared language for how we learn, work, and care for one another: Positivity, Respect, Integrity, Dependability, and Effort.

I value family partnership and encourage you to reach out whenever you have a question, concern, or something you would like us to know about your child. Working together makes a difference, and I look forward to a wonderful year with our Hayfield learners.

Warmly,
Kayla Stanton
Hayfield Elementary Principal

DISTRICT INFORMATION

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

Elementary Principal, High School Principal, 504 Coordinators, Superintendent, Title IX Coordinator

VISION	A Caring Community Inspiring Lifelong Learning
MISSION	To provide a safe learning environment that prepares, challenges, and inspires students for life.

DISTRICT AIMS AND GOALS

Aim 1: Maximize Student Achievement
Goal 1: All students will meet or exceed proficiency levels in reading, writing, mathematics and science.
Goal 2: All students will earn a high school diploma.

Aim 2: Safe and Respectful Learning Community
Goal 1: All students and staff will learn and work in a safe and healthy environment.
Goal 2: All students and staff will welcome and respect all individuals.

Aim 3: Efficient and Effective Operations
Goal 1: The District will hire and retain a high performing workforce.
Goal 2: The District will practice responsible fiscal management.
Goal 3: The District will use continuous improvement and utilize technology.

FAMILY-SCHOOL PARTNERSHIP

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

FAMILY QUICK GUIDE

SCHOOL DAY

Student Arrival + Breakfast	7:45 a.m.
Full Day	8:05 a.m. – 2:50 p.m.
Late Start	10:05 a.m. – 2:50 p.m.
Early Release	8:05 a.m. – 12:30 p.m.

WHO CAN HELP?

Elementary Office & Screening	Jill Otterbein ☎ 507-671-1518 ✉ jotterbein@hayfield.k12.mn.us
Nurse	Michele Nelson ☎ 507-671-1558 ✉ nelsonmi@hayfield.k12.mn.us
Principal	Kayla Stanton ☎ 507-671-1522 ✉ kstanton@hayfield.k12.mn.us
School Age Child Care (SACC)	Rachel Dublin ☎ 507-671-1517 ✉ dublira@hayfield.k12.mn.us
Special Services	Terri Thompson, Special Education Coordinator ☎ 507-671-1555 ✉ tthompson@hayfield.k12.mn.us Tanya Reiken, Office Manager ☎ 507-671-1587 ✉ rieketa@hayfield.k12.mn.us
Taher Food Service	Andrew Morales ☎ 507-671-1548 ✉ amorales@hayfield.k12.mn.us
Transportation	Salena Knudson ☎ 507-671-1612 ✉ sknudson@hayfield.k12.mn.us

ATTENDANCE & ABSENCES

If your child will be absent or late, please notify the elementary office before 8:30 a.m. on the day of the absence.

JMC FAMILY PORTAL

Please keep phone numbers, email addresses, emergency contacts, and other family information current in JMC. Accurate information helps ensure you receive important school and emergency communications.

THE ABC FAMILY GUIDE

Use this guide as a reference throughout the school year and contact the elementary office whenever you have a question or need help finding information.

A ARRIVAL, ATTENDANCE, & ACTIVITIES

Accidents

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

Age Verification & Legal Name

Families enrolling a student for the first time must provide documentation verifying the student's birth date and legal name. Acceptable documentation may include a birth certificate, passport, or a court order showing a legal name change.

Verification needs to be complete at registration or within two (2) weeks of entering school. Exclusion from school may occur if documentation is not provided.

School records must use a student's legal name. If your child uses a nickname or preferred name informally, please share that information with the classroom teacher. Official name changes require legal documentation.

Animals at School

To support student health, allergies, and air quality, pets and other animals should not be brought to school unless they are part of an approved educational activity. Students are welcome to share photos of their pets instead.

Attendance

Regular attendance is an important part of student learning and school success. Minnesota State Law and Education Department regulations require daily attendance. Students are expected to attend each school day from the beginning through dismissal unless there is an approved reason for absence.

If your child will be absent, please notify the elementary office by note, email, or phone before 8:30 a.m. on the day of the absence. When reporting an absence, include your name, the student's name, the classroom teacher, and the reason for the absence. If the office has not received notification, staff will attempt to contact the parent/guardian.

- Excused absences may include illness, family illness or death, medical or dental appointments, prearranged family vacation, emergency conditions, school-sponsored activities, suspension, or another reason approved by administration.
- Unexcused absences may include leaving school without permission, missed transportation, oversleeping, unexplained personal business, or recreational activities not prearranged with the school.
- Families may be contacted when attendance or tardiness becomes excessive. School staff will follow district policy and applicable Minnesota attendance requirements.

Athletics & Activities

Elementary students and families attending school activities are expected to show respectful behavior, good sportsmanship, and courtesy. Students may be asked to leave an event when behavior does not meet school expectations.

When an elementary activity begins immediately after school, participating students should report directly to the supervised activity area. If the activity begins later, students must go home and return at the activity start time unless they are enrolled in School Age Child Care (SACC).

B BIKES, BULLYING, & BUSES

Bike Safety

Families are responsible for bicycle safety and supervision while students travel to and from school. Because the school is not responsible for bicycles stored at the rack, students are encouraged to use a bike lock.

Students who ride bicycles to school should walk their bikes once they reach school grounds and park them at the bike rack. Students are expected to follow the directions of school patrols and crossing guards. Failure to follow these safety regulations could result in the restriction of the bike rider's privileges.

Bullying Prevention

Hayfield Community Schools is committed to a learning environment in which students feel safe, respected, and able to learn. Bullying behavior that harms a student, damages property, creates fear of harm, or substantially interferes with a student's educational experience is not permitted.

Concerns about bullying should be shared with a teacher, principal, or another trusted school adult so the concern can be addressed. The complete district bullying policy is available through School Board Policy #514.

Bus Safety & Conduct

Students receive bus safety instruction and are expected to follow bus rules throughout the school year. Riding the bus is a privilege, and students are expected to treat the driver, other riders, and bus property with respect.

Bus cameras may be used to support student safety and help staff review concerns. Consequences for unsafe or inappropriate behavior may include assigned seating or loss of bus-riding privileges.

Bus Service

Bus service is provided for eligible students who live over a mile from the school. Students assigned to a bus route are notified by the bus owner about the time and place of pick-up and delivery. There are several bus pick-up points within the communities of Brownsdale, Hayfield, Sargeant, and Waltham.

Families must complete the required Bus Registration form before a student rides the bus. This form is located on our district website.

Students will be sent home using their regular transportation plan unless the school and bus company receive appropriate notice of a change. The following procedure is required for students to ride as guests on a bus:

- The guest must have a note signed by his or her parent/guardian to show the teacher, the office, and the bus driver. This note must include the date and the place the child is going to visit.
- The hosting child's parent/guardian must contact the bus drive to make sure the number of guests will note cause a problem. The parent/guardian must then write a note to show the teacher, the office, and the bus driver. This note must include the date and the guest/s who are riding the bus.

C CELL PHONES, CONCERNS, & CONFERENCES

Cell Phones & Personal Electronic Devices

Cell phones, smart watches, and other personal electronic devices must remain turned off and stored during the school day, including recess, lunch, field trips, and other educational settings. Students who need to contact a parent/guardian during the school day should work with school staff. Families who need to reach a student should contact the elementary office.

The school and district are not responsible for loss of or damage to personal electronic devices brought to school.

Contact Information

Please keep addresses, phone numbers, email addresses, and emergency contacts current in the JMC Family Portal. Accurate information helps us communicate with you and respond quickly when your child needs support.

Classroom Placement

Classroom placement is completed carefully by school staff with the goal of creating balanced learning communities. Staff consider student learning needs, strengths, classroom dynamics, support services, and other information that may affect a child's success.

Families are welcome to share information about their child's learning or social-emotional needs with the child's current teacher. Requests for a specific teacher are not part of the placement process and will not be considered. Final classroom placement decisions rest with the school.

Community Education

Hayfield Community Education provides recreational, enrichment, arts, family, and learning opportunities for students and community members. Current offerings and registration information are available through the district website. Please contact Hayfield Community Education Coordinators, Jessica Meek jmeek@hayfield.k12.mn.us and Tanya Rieken rieketa@hayfield.k12.mn.us, for information and questions.

Concerns or Complaints

Hayfield Elementary values open, respectful communication and strong partnerships with families. Questions and concerns are best addressed through direct communication with the person closest to the situation.

Families are encouraged to begin with the following:

- Start with the staff member involved. For a classroom, academic, behavioral, or other student-related concern, please begin by contacting your child's teacher. Many questions and concerns can be resolved through a conversation and shared understanding.
- Contact the principal when additional support is needed. If the concern is not resolved, involves a broader building matter, or you are unsure where to begin, please contact the elementary principal.
- Additional follow-up will occur as appropriate. Depending on the nature and seriousness of the concern, administration will determine the appropriate next steps. Serious allegations may be referred directly to the superintendent in accordance with district policy.

Concerns or complaints may be shared orally or in writing. Families may file a complaint at any level of the school district; however, Hayfield Community Schools encourages concerns to be addressed at the building level when appropriate. For additional information regarding the district's complaint process, please refer to School Board Policy 103 – Complaints: Students, Employees, Parents, Other Persons. View Hayfield Community Schools Policy 103.

Conferences

Back-to-School Conferences are scheduled for Tuesday, September 8, 2026. Families and students will meet in an open house fashion, to learn about classroom expectations, complete beginning-of-year activities, and build a strong home-school connection before the first day of school on Wednesday, September 9, 2026.

Parent-Teacher Conferences are scheduled for Tuesday, November 17 and Thursday, November 19, 2026. We encourage student participation in conferences. To provide consistency in scheduling and communication, one conference time will be scheduled per student. An additional or separate conference time will be provided when required by a court order on file with the school. Please remember that you do not need to wait for a scheduled conference to connect with your child's teacher; additional meetings are encouraged whenever a family or teacher feels they would be helpful.

D DATA PRIVACY, DISCIPLINE, & DRESS

Data Privacy & Student Records

Hayfield Community Schools recognizes its responsibility to protect the privacy of students and their educational records. Student records are maintained and shared in accordance with state and federal law, including the Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act.

Student information may be shared without parent/guardian consent in certain circumstances permitted by law. For example, records may be shared with school officials who have a legitimate educational interest, with another school when a student enrolls or transfers, in response to certain court orders or legal requirements, or when information is necessary to address a qualifying health or safety emergency.

The district may also designate certain student information as directory information, which is subject to the procedures and protections outlined in district policy. Questions about student records, access to records, or data privacy may be directed to the school office or district administration. For complete information regarding student records and privacy rights, please refer to School Board Policy 515 – Protection and Privacy of Pupil Records.

Discipline, Behavior, & PRIDE

Our goal is to help students build self-control, responsibility, positive relationships, and respect for people and property. Classroom expectations and school responses to behavior are guided by district policy and by our shared PRIDE language. At Hayfield Elementary, PRIDE gives students and adults a common language for how we learn, work, and care for one another:

P	**Positivity**	I choose a positive attitude and help others feel like they belong.
R	**Respect**	I treat classmates, adults, property, and myself with respect.
I	**Integrity**	I make good choices even when no one is watching.
D	**Dependable**	I keep my promises, complete my work, and help my team.
E	**Effort**	I put forth my best effort in everything.

Dress & Personal Appearance

Students should come to school dressed for learning, movement, and the weather. Families share primary responsibility for student clothing and appearance.

Students have the right to make choices about their dress and appearance as long as those choices do not materially interfere with learning, school activities, the rights of others, or the health and safety of the student or others.

Families should help students come to school prepared with:

- Clothing appropriate for the weather and school activity, including physical education and outdoor activities.
- Footwear that allows students to participate safely in school activities.
- Clothing and accessories that do not contain messages or images that are lewd, vulgar, obscene, discriminatory, harassing, or promote products or activities that are illegal for minors.
- Nail polish and nail accessories that do not distract from learning, interfere with participation in school activities, or create a safety concern.
- Clothing that provides appropriate coverage as outlined in district policy.

When a student's clothing or appearance does not meet these expectations, staff will address the concern privately and respectfully whenever possible, with the goal of minimizing lost instructional time. Families will be contacted when appropriate. For complete information regarding student dress and appearance, please refer to School Board Policy 504 – Student Dress and Appearance.

E EARLY CHILDHOOD SCREENING

Early Childhood Screening (ECS)

Early Childhood Screening is mandatory before kindergarten enrollment and is intended to identify developmental or health needs early. Hayfield Community Schools offers various screening opportunities throughout the year. If you have a child 3 or 4 years of age, and are not contacted during the school year, please contact Jill Otterbein at 507-671-1518 or jotterbein@hayfield.k12.mn.us. If you are unable to attend an ECS offered by the District, you may obtain the screening through a health care provider.

F FIELD TRIPS & FUNDRAISING

Field Trips

Educational field trips may be scheduled during the school year. Families will be notified when appropriate. Some field trips may require volunteer chaperones to complete a background check before participating. The paperwork must be submitted at least two weeks prior to the field trip.

Field Trip Drop-Off & Pick-Up. Families may choose to drop off their child at the field trip location or pick up their child directly from the field trip. The elementary office must be notified in advance of any alternate field trip transportation plans so the office can communicate the change with the classroom teacher and appropriate staff. When picking up a student from a field trip location, parents/guardians must check out with the classroom teacher or designated staff member before leaving with their child.

Fundraising & Community Service

School-sponsored fundraising and community-service activities must be supervised by staff and approved by administration. Students should not solicit for outside organizations during the school day unless the activity has been approved by the school.

H HARASSMENT, HEALTH SERVICES, & HOMELESSNESS

Harassment & Violence

Hayfield Community Schools is committed to maintaining a safe, respectful learning and working environment free from harassment and violence. The district prohibits harassment or violence based on a person's protected class, including race, color, creed, religion, national origin, sex, age, marital or familial status, status with regard to public assistance, sexual orientation, gender identity or expression, or disability.

Harassment may include physical, verbal, or electronic communication that creates an intimidating, hostile, or offensive environment; substantially interferes with a student's learning or an individual's work; or otherwise negatively affects educational or employment opportunities. Violence includes actual, attempted, or threatened physical harm as defined by district policy.

Reporting a Concern: Students and families are encouraged to report concerns about harassment or violence to a teacher, principal, or another trusted school adult. A formal reporting form is not required. Reports made in good faith will not negatively affect a student's grades, educational environment, or opportunities, and retaliation against a person who reports harassment or violence or participates as a witness is prohibited.

The district will respond to reports according to Policy 413, including investigating reported concerns and taking appropriate action when necessary. The privacy of students, reporters, individuals involved, and witnesses will be respected as much as possible while allowing the district to fulfill its responsibility to investigate and respond. For complete information regarding harassment, violence, reporting, investigation, and district response, please refer to School Board Policy 413 – Harassment & Violence.

Health Services

School health services support student wellness, required screenings, illness response, and coordination of health needs during the school day. Please let the school know if your child has a health concern or physical need that may affect participation at school. The nurse is available for consultation and health education for a variety of topics including illnesses and diseases.

Screening. Elementary age children receive vision and hearing screening. Boys in Kindergarten will have color vision screening.

Illness. A child should not come to school, and will be sent home from school, if they have or have had the following symptoms:

- A fever of 100 degrees for the past 24 hours
- Vomiting or diarrhea for the past 24 hours
- Undiagnosed skin rash
- Dry cough, runny nose, and/or sore throat
- Shortness of breath

If a student becomes ill during the school day and needs to go home, a parent/guardian or authorized adult will be contacted. Families should report to the elementary office when picking up a student.

Medication. Whenever possible, medication should be given at home. When medication must be administered during the school day, families must follow district health procedures. School personnel can only give:

- prescription medication with the written order of a health care provider
- over-the-counter medication (Tylenol, ibuprofen, etc.) with the written consent of a parent/guardian

The consent form is available on the school website or can be printed for you from the health office. All medicine must be in the original pharmacy containers.

Immunizations. Students must meet current Minnesota immunization requirements or have an allowable exemption on file. Families are responsible for keeping immunization information current with the school. Questions may be directed to the school nurse.

Homelessness Support & Youth in Transition

Children and youth experiencing homelessness have rights under the McKinney-Vento Act, including access to a free and appropriate public education and support in removing barriers to enrollment, attendance, and school success. Supports may include transportation, meals, and educational services. Families may contact the district's Homeless Liaison for assistance.

Homework

Homework in the elementary grades is intended to be limited and purposeful. When assigned, it may reinforce skills already taught or support a project or learning need. If homework is regularly taking an excessive amount of time, families are encouraged to contact the classroom teacher.

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

I INSTRUCTIONAL MATERIALS & PROGRAMS

Instructional Materials

Instructional materials and library resources are provided for student use. Students are expected to care for school materials and return them in good condition. Families may be responsible for the cost of lost or damaged materials as allowed by district practice.

Instructional Programs & Student Support

Hayfield Elementary provides a student-centered learning environment that supports academic, behavioral, social, and emotional growth. Elementary instruction includes literacy, mathematics, science, social studies, health, music, and physical education, along with additional supports and services based on student need.

Our Multi-Tiered System of Support (MTSS) helps ensure students receive the right level of instruction and support at the right time. The process begins with strong core instruction and universal screening. Assessment and progress-monitoring information help teachers understand student strengths, identify needs, and determine next steps. Based on individual needs, students may receive intervention, extension, or enrichment.

Hayfield Community Schools uses FastBridge Benchmark and progress monitoring in reading and the i-Ready Diagnostic in mathematics as universal screening tools. Benchmark assessments are administered three times each year—fall, winter, and spring. Progress monitoring is completed as often as needed to determine a student's rate of growth and the effectiveness of interventions.

Another important component of MTSS is the elementary Problem-Solving Team. This team of educational professionals meets regularly to review student progress toward Minnesota academic standards as well as students' social, emotional, and behavioral needs. The team collaborates with classroom teachers to identify appropriate supports and interventions and monitor their effectiveness.

Classroom teachers and school teams work collaboratively to monitor student growth and adjust support as needed. Students who qualify may also receive additional services through programs such as Title I, special education, Section 504, and school-based student support services.

J JMC

JMC Family Portal

JMC is the district's student information system and an important tool for families. Families can use the portal to access information such as attendance, contact information, grades, registration items, and eligible school payments. Contact the elementary office if you need help accessing your account.

K JMC

Kindergarten

Children entering kindergarten must have all required registration materials on file before the first day of school. Students entering kindergarten must be five years old on or before September 1.

Families must also provide:

- Required age documentation
- Current immunization information or applicable exemption documentation
- Verification of completed Early Childhood Screening

L LATE START, LIBRARY, & LOCKERS

Late Start & Early Release Days

Late Start and Early Release Days provide staff time for collaboration, data analysis, instructional planning, and professional learning. Dates are listed on the district calendar. Families should review the calendar and plan transportation and childcare accordingly.

Library

Students have regular access to the school library for book checkout. The library catalog and student checkout record can be accessed by parents or students through the elementary school web page.

Students may check out two books per visit, with the exception of Kindergarteners who may check out one book. The loan period is two weeks and books may be renewed at that time. No more than four books can be checked out before some need to be returned without permission from the library staff.

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

Lockers & Cubbies

Students are assigned a locker or cubby for personal belongings. Items should not damage school property. The school is not responsible for items that are lost from lockers or cubbies, and school officials may inspect school storage spaces for cleanliness, library books, textbooks, etc.

Lost & Found

The elementary school has a Lost and Found area. Please label coats, snow pants, boots, mittens, shoes, and other personal items with your child's name. Families are encouraged to check Lost and Found when something is missing. Unclaimed items may be donated or disposed of periodically.

M MEALS AND SNACKS

Meals & Snacks

Hayfield Schools contracts with Taher Food and Services Management to serve meals each school day. Breakfast and lunch are served in all schools. All meals served must meet requirements established by the U.S. Department of Agriculture. If your child has dietary restrictions prescribed by a physician, please contact the school nurse.

Breakfast. Breakfast is served daily to elementary students from 7:45–8:05 a.m. Breakfast will not be available on late start days.

Snacks & Classroom Treats. Students may have opportunities for snacks during the school day as determined by the classroom teacher. When food is shared for birthdays, classroom celebrations, or other special occasions, all treats and snacks must be commercially prepared and purchased to support food safety.

Families should also be mindful of classroom allergy or dietary restrictions communicated by the school. Please contact your child's teacher with questions before sending food to share with the class.

School Funding Opportunity (Free or Reduced Meals) Application. Breakfast and lunch meals are available at a reduced price or free to students whose families meet the income guidelines established by the USDA. The Minnesota Department of Education monitors the Food Service program.

If you feel your family might qualify for this benefit, please contact the Hayfield Elementary Office at (507) 477-3235 for an application.

- The information is confidential, and students who receive the benefits are not identified.
- You may apply at any time during the school year.
- In the operation of child nutrition programs, no child will be discriminated against because of race, gender, color, national origin, age, or disability.
- If you are on the free/reduced program and your income changes during the school year, we ask you to complete a new application form.

It is important to note that all kindergarten students will be able to have breakfast and lunch for free for the 2026–2027 school year.

Payment Information. Meal payments can be made at any of the school offices or online through JMC. The responsibility lies with the student and parent/guardian to maintain an adequate balance.

Your family lunch account information at Hayfield Schools is available on JMC. You can go online and view the balance of your family's account, see the amount and date of the last payment, receive automatic emails when your account balance is $5.00 or less.

If you see any errors in your account, please notify the school as soon as possible. If your family's account has a negative balance, your child(ren) will not be allowed any additional entrees or milk for breakfast or lunch until the account is adequately funded.

If you have any questions about the Food Service program, please contact Andrew Morales, Food Services Director, at 507-671-1548.

P PARTIES, PARENTAL CUSTODY, & PICK-UP

Parties & Classroom Celebrations

Three classroom parties are scheduled for elementary students each year: Halloween, Christmas, and Valentine's Day.

Students are welcome and encouraged to dress up for classroom celebrations when appropriate. All costumes and attire must be school appropriate and non-violent in nature. Weapons or look-alike weapons are not permitted. Hairspray, face paint, makeup, and other costume preparations should be applied at home before students arrive at school.

Families will receive additional information from the classroom teacher regarding celebration plans, food expectations, costumes, and classroom activities.

Parental Custody, Records, & Communication

The school follows applicable court orders regarding custody, access, visitation, records, and communication. Families are responsible for providing the school with a current, signed court order and any updates that affect school procedures.

In cases where parents are separated or divorced, the school follows applicable laws and current court orders regarding custody, visitation, access to students, educational records, and school communication.

Unless restricted by a court order, a non-custodial parent may have the right to access and receive copies of school records and information, attend conferences, and receive information regarding their child's welfare, educational progress, and status. The school will not hold a separate conference for each parent.

Families are responsible for:

- Providing the school with a copy of any current, signed and certified court order that affects custody, visitation, access to the student, educational records, or communication.
- Providing the school with any revisions or updates to the court order.

The school is responsible for:

- Maintaining relevant documentation provided to the school.
- Informing appropriate school personnel of provisions or restrictions that affect school procedures.
- Following the provisions and restrictions outlined in the current court order on file.

School communication, access to educational information, and conference arrangements will follow applicable law, district procedures, and any current court order on file with the school.

Pick-Up & Leaving School Early

When a student needs to leave school early, please notify the elementary office with the reason and expected pickup time. For student safety, the adult picking up the child must report to the elementary office. Elementary students will not be sent to the high school office to meet an older sibling.

Pledge of Allegiance

The Pledge of Allegiance is recited at school in accordance with Minnesota law and district practice. Students or staff who choose not to participate may do so, and everyone is expected to respect that choice.

Property

Toys, trading cards, electronics, and other personal items should generally remain at home unless a teacher has approved them for a specific activity. Items that are dangerous, expensive, fragile, or highly sentimental should not be brought to school. Trading or swapping personal items at school or on the bus is not permitted.

Students are responsible for personal belongings brought to school. If an item interferes with learning or safety, school staff may hold the item and contact the family.

R RECESS, RELEASE OF INFORMATION, & REPORT CARDS

Recess

Students should come to school prepared to go outside for recess each day. Because Minnesota weather and temperatures can change quickly, appropriate outdoor clothing is important for students to safely and comfortably participate in recess.

Students will not be going out for recess if the temperature in -0 degrees Fahrenheit or colder, with or without wind chill. The students also may stay inside if it is raining or if the grounds are too wet or icy. Students who need to remain indoors for a medical reason should provide documentation as requested by the school.

Recess Attire. At the beginning of each seasonal change, the elementary office will communicate recess attire guidelines to families. Guidelines will be shared for fall and spring, including expectations for jackets, sweatshirts, footwear, and other outdoor clothing as temperatures change, and for winter, including expectations for winter coats, snow pants, boots, hats, mittens/gloves, and other cold-weather gear. Families are asked to use these guidelines when helping students prepare for school each day. Weather conditions can vary, so students should come prepared for outdoor recess unless the school communicates otherwise.

If your family needs assistance obtaining appropriate outdoor clothing, please contact the elementary office. We are happy to help connect families with available resources.

Release of Information & Student Images

In line with the Federal Minnesota Privacy Act, the district may share student names, photographs, or other directory information through school communications, news coverage, programs, or the district website. Families who wish to restrict release must submit their request via JMC during online registration.

Report Cards & Progress Information

Families receive regular information throughout the school year regarding their child's academic progress and growth.

- Report Cards are sent to families via email four times each school year and provide information about student progress toward grade-level learning expectations.
- Family Reports are sent home three times each school year and include student results from state-mandated assessments.

Families are encouraged to review these reports and contact their child's classroom teacher whenever they have questions about their child's progress, assessment results, or learning needs.

Respect for Property

Students are expected to care for school materials, equipment, buildings, grounds, and the property of others. Families can support this expectation by reminding students to use school and community property responsibly.

S SAFETY, SACC, & SCHOOL CLOSINGS

Safety & Crisis Management

Student and staff safety is a priority at Hayfield Elementary. Throughout the school year, students and staff practice emergency procedures so they are prepared to respond safely and appropriately in the event of an emergency. Safety procedures are taught and practiced using age-appropriate language and with consideration

for the developmental and individual needs of our students. In accordance with Minnesota requirements, the district conducts at least 5 Fire Drills, 5 Lockdown Drills, and 1 Tornado Drill.

The district maintains a Crisis Management Plan, available in the building office. Safety procedures are designed to support a school environment that is both welcoming and prepared.

School Age Child Care (SACC)

School Age Child Care (SACC) serves children beginning the summer before preschool through grade 6. Hayfield Community Schools will not deny or discriminate based on race, color, creed, religion, disability, or national origin in its enrollment policies.

SACC provides before-school, after-school, non-school-day, snow-day, and summer childcare according to program availability. Children have opportunities to participate in a variety of individual and group activities, including arts and crafts, sports, creative and dramatic play, recreation, community exploration, reading, science, construction and manipulative activities, outdoor play, and special events.

School-Year Hours

- Before school: 6:00 a.m. until school begins
- After school: School dismissal until 6:00 p.m.

Childcare is also offered on non-school days and snow days. SACC is closed on major holidays.

Summer SACC

- A summer SACC program is offered from 6:00 a.m.–6:00 p.m.

For questions regarding enrollment or billing, please contact Rachel Dublin, the SACC Coordinator, at 507-671-1517.

School Board

The Hayfield Community Schools Board is comprised of seven elected officials. It establishes district policy and budget priorities. Board meetings are open to the public in accordance with applicable law. Current meeting dates, agendas, and board information are available through the district.

School Closings & Emergency Weather

The decision to hold or cancel school is made by the superintendent after careful consideration of the health and safety of our students enrolled in our schools. During the winter months especially, weather causes many concerns for a large rural and bus district like Hayfield.

Families should watch district communication channels for official updates and keep contact information current. Please avoid unnecessary phone calls to the school regarding closings or schedule changes so school phone lines remain available for urgent and emergency communication.

Families are encouraged to plan in advance for transportation and childcare changes that may occur because of weather-related delays, early dismissals, or school closings. During severe conditions, please follow district directions regarding student pickup and travel.

Students should come to school appropriately dressed for winter weather. Proper winter clothing is important not only for outdoor activities but also for student health and safety should an unexpected weather or transportation emergency occur.

In the event a sudden severe storm or emergency makes travel unsafe or impossible during the school day, the district will make arrangements to safely shelter and provide for students until safe travel arrangements can be made.

School Communication

The district uses its family notification system for emergency messages and other important school information. Please keep phone numbers and email addresses current in JMC so you receive timely communication.

School Hours

Students who are not transported by bus should arrive no earlier than 7:45 a.m. The school day begins at 8:05 a.m. and dismissal is at 2:50 p.m. Bus drop-off and pickup follow designated school transportation procedures.

School Supplies

Grade-level supply lists are shared with families and are available through school communication channels. Students should have the supplies requested by their classroom teacher and soft-soled, non-marking shoes for physical education. Labeling personal items is strongly encouraged. If your family needs assistance purchasing school supplies, please contact the elementary office. We are happy to help connect families with available support and resources.

School Use

District facilities may be available for approved community use under policies set by the School Board. School-sponsored activities receive scheduling priority. Contact the district for current facility-use procedures.

Special Education

Special education services are available to eligible students with disabilities. Services are individualized to support access to education and student growth. Families with questions about special education supports may contact their child's teacher, case manager, or school administration.

T TECHNOLOGY AGREEMENT, TESTING, & TITLE

Technology Agreement & Acceptable Use

School technology is provided to support teaching and learning. Students and families are expected to follow the district's acceptable-use expectations and complete all required technology agreements during registration.

Students are expected to:

- Follow the district's acceptable-use agreement and staff directions when using school technology.
- Access only their own files and accounts.
- Use school technology respectfully. Hate mail, harassment, discriminatory remarks, and other inappropriate or anti-social behavior are prohibited.
- Refrain from accessing, viewing, or transmitting pornography or other content considered inappropriate in a school setting.
- Use district technology for educational purposes and avoid forwarding non-educational materials, including chain letters.

Technology Agreement Violations

Parents/guardians will be notified of technology agreement violations. Depending on the nature and severity of the violation, consequences may include:

- A conference with the student and/or parent/guardian.
- Temporary or permanent loss of technology or network privileges.
- School disciplinary action consistent with the student handbook.
- Financial responsibility for costs or damages incurred.
- Appropriate legal action when necessary.

Technology expectations and consequences will be applied in accordance with district policy and the technology agreement.

Telephone Calls

School phones are intended for school business. Students who need to make a call during the school day should receive permission from a staff member. Families who need to reach a student during the day should contact the elementary office.

Elementary office hours are 7:30 a.m. to 3:30 p.m. Messages may be left at any of the school personnel's extensions 24 hours a day.

Testing & Assessment

Students participate in classroom, district, and state assessments throughout the year. Benchmark assessments help staff understand student strengths, needs, and growth. Students in state-tested grades also participate in Minnesota Comprehensive Assessments, and eligible multilingual learners participate in ACCESS testing.

Families will receive information about important testing windows. Whenever possible, please avoid scheduling vacations or non-urgent appointments during state testing.

Title I

Title I provides additional instructional support to help eligible students meet state academic standards in reading and mathematics. Multiple sources of learning information —including benchmark assessments, classroom assessments, and other student learning data—are used to identify students who may benefit from additional support.

At Hayfield Elementary, Title I services provide students with additional educational assistance beyond the regular classroom program in reading and mathematics. Classroom teachers, paraprofessionals, and other support staff work collaboratively to provide instruction and learning opportunities matched to individual student needs.

Hayfield Community Schools also provides paraprofessional support within classrooms to help students build skills and experience success.

Tobacco or Vaping

Hayfield Community Schools is a tobacco- and vape-free environment. Smoking, smokeless tobacco, vaping, and related use are prohibited in school buildings, school vehicles, and on school grounds in accordance with district policy.

V VISITORS & VOLUNTEERS

Visitors

All visitors must report to the elementary office before entering the school. Visitors are expected to sign in, follow office directions, and wear a visitor badge while in the building. These procedures help us maintain a welcoming and safe environment for students and staff.

Volunteers

Family and community volunteers are valued partners in our school. Volunteer opportunities may include classroom support, school events, screenings, and other activities. Volunteers working with students are required to complete a background check.

W WEAPONS, WEBSITE, & WITHDRAWING

Weapons

Weapons and look-alike weapons are prohibited at school, on school transportation, on or near school premises, and at school-sponsored activities in accordance with district policy.

A weapon includes a firearm, whether loaded or unloaded, or any device or instrument designed as a weapon or capable of threatening or causing bodily harm. Examples may include guns, air guns, pellet or BB guns, look-alike or toy guns that could be mistaken for real weapons, knives, stun guns, ammunition, and other dangerous devices or instruments.

Possession includes having a weapon on one's person or in an area under the student's control.

Violations involving weapons may result in confiscation, suspension, law-enforcement notification, expulsion or exclusion proceedings, and other disciplinary action as required by district policy and law.

A student who discovers a weapon should not handle it unnecessarily and should immediately alert a staff member or administrator. A student who finds a weapon on the way to school, at school, or on school grounds and immediately turns it in to the principal's office will not be considered to be in possession of a weapon.

In accordance with Minnesota law, a student determined to have brought a firearm to school may be subject to expulsion for at least one year, although this requirement may be modified on a case-by-case basis.

For complete definitions, procedures, and consequences, please refer to the district's School Weapons Policy.

Website

The district website is a central source for school information, calendars, staff contacts, announcements, forms, and other family resources: www.hayfield.k12.mn.us.

Withdrawing from School

If your family is moving or your child will transfer to another school, please notify the elementary office as soon as possible. This allows staff to support the transition and send records to the receiving school in a timely manner.