

STUDENT HANDBOOK

SY2023-2024

Hayfield High School
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(All revisions are highlighted in **green** and **yellow**)

School Board Approved:
Original: 20230809 / Revised: 20231013

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The procedures included within this handbook are school policy and provide the guidelines for school operations. Complete policies are available during business hours in the main office or can be located online.

District Vision

A Caring Community Inspiring Lifelong Learning

District Mission Statement

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

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:

Principals and 504 Coordinators
 Superintendent/Title IX Coordinator

Hayfield Public Schools
 9 Sixth Avenue SE
 Hayfield, MN 55940

High School/Middle School Day

Period Schedules

REGULAR DAY (8 Periods)	
8:05 – 8:47	1
8:51 – 9:33	2
9:37 – 10:19	3
10:23 – 11:05	4
11:07 – 11:53	Gr. 9-12 Lunch/Homeroom Gr. 6-8 Homeroom/Lunch
11:57 – 12:39	5
12:43 – 1:25	6
1:29 – 2:11	7
2:15 – 2:57	8

Late Start (8 Periods)	
10:05 – 10:33	1
10:37 – 11:05	2
11:07 – 11:53	Gr. 6-9 Lunch/Homeroom Gr. 11-12 Homeroom/Lunch
11:57 – 12:24	3
12:28 – 12:55	4
12:59 – 1:26	5
1:30 – 1:57	6
2:01 – 2:27	7
2:31 – 2:57	8

Foundations of School Society

Respect for All Students

All students will respect each other’s cultural, religious, sexual, disability, gender, race, and ethnicity. Racial, ethnic intolerance and sexual harassment are unacceptable behaviors for any student. Respect for others will apply in all areas of school life, including classrooms, study hall, locker rooms, etc. All students must behave in a mature and respectful manner at any school function or activity on or off campus.

Respect for All Staff

The purpose of behavioral expectations or school discipline is to develop responsible school behavior and self-discipline. Students are expected at all times by their words, attitudes, actions, and behavior to show respect to Hayfield School teachers, students, and staff personnel, substitute teachers, and guests to our building.

Areas of Responsibility: (see District Policy 506)

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

Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate

agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

Principals: The school high school and elementary principals are given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

Teachers: All teachers shall be responsible for providing a well-planned teaching and learning environment and shall have primary responsibility for student conduct with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct.

Other School District Personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Superintendent.

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

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

The Pledge of Allegiance

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times a week. A person in the main office shall conduct the recitation over the school intercom system. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Student Rights (see Policy District 506)

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

Student Responsibilities (see District Policy 506)

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures.
- To attend school daily, except when excused, and to be on time to all classes and other school functions.
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
- To make necessary arrangements for making up work when absent from school.
- To assist the school staff in maintaining a safe school for all students.
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them.
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect.
- To be aware of and comply with federal, state, and local laws.
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and cooperate with school staff as appropriate.
- To respect and maintain the school's property and the property of others.
- To dress and groom in a manner which meets standards of safety and health and common standards of decency, and which is consistent with applicable school district policy.
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language.
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

Student Discipline (see District Policy 506)

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

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

Code of Student Conduct (see District Policy 506)

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
2. The use of profanity or obscene language, or the possession of obscene materials.
3. Gambling, including, but not limited to, playing a game of chance for stakes.
4. Violation of the school district's Hazing Prohibition Policy.
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission.
6. Violation of the school district's Student Attendance Policy.
7. Opposition to authority using physical force or violence.
8. Using, possessing, or distributing tobacco or tobacco paraphernalia.
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances.
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana, medical cannabis, or THC derivatives, even when prescribed by a physician, and one student sharing prescription medication with another student).
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia.
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects.
13. Violation of the school district's Weapons Policy.
14. Violation of the school district's Violence Prevention Policy.
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon.
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive.
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.
19. Violation of any local, state, or federal law as appropriate.
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.
21. Violation of the school district's Internet Acceptable Use and Safety Policy.
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, 506-6 including picture phones.
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy.
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property.
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker.
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy.

27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy.
28. Possession or distribution of slanderous, libelous, or pornographic materials.
29. Violation of the school district' Bullying Prohibition Policy.
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity.
32. Falsification of any records, documents, notes, or signatures.
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.
35. Impertinent or disrespectful language toward teachers or other school district personnel.
36. Violation of the school district's Harassment and Violence Policy.
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons.
38. Committing an act which inflicts great bodily harm upon another person, even if it is accidental or a result of poor judgment.
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure.
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people.
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist.
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation.
43. Violation of the school district's Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees Policy.
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy.
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Disciplinary Action Options (see District Policy 506)

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning.
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact.
- D. Parent conference.
- E. Removal from class.
- F. In-school suspension.
- G. Suspension from extracurricular activities.
- H. Detention or restriction of privileges.
- I. Loss of school privileges.
- J. In-school monitoring or revised class schedule.
- K. Referral to in-school support services.
- L. Referral to community resources or outside agency services.
- M. Financial restitution.
- N. Referral to police, other law enforcement agencies, or other appropriate authorities.
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication.

- P. Out-of-school suspension under the Pupil Fair Dismissal Act
- Q. Preparation of an admission or readmission plan.
- R. Saturday school.
- S. Expulsion under the Pupil Fair Dismissal Act.
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary actions as deemed appropriate by the school district.

Academics

Graduation Requirements and Opportunities for Grades 6-12

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: 3.67-3.85 GPA

Diploma with Distinction

The Diploma with Distinction is an opportunity for students to challenge themselves in the best possible 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 Hayfield high School. To qualify for the Diploma with Distinction honor 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 Hayfield High School 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.

Participating in Commencement Exercises (Graduation)

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 ceremonies. Students must fully meet all requirements to walk during graduation.

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.

Post-Secondary Enrollment Options (PSEO) – Policy 598

Minnesota law provides sophomores, juniors, and seniors the opportunity to take courses, full or part-time, at any post-secondary institution in the state. If interested in this program for advanced study, students should contact the principal or counselor as there are certain requirements and deadlines to be met. Students are still required to fulfill all graduation requirements and failure to arrange credits in advance may result in failure to graduate. Diplomas will be withheld until grades are received from the college attended. PSEO students are not to be in the school building during the school day unless it is during a scheduled class. PSEO students are responsible for adhering to the Visitors' Policy as stated in the High School Student and Parent Handbook. A visitor is considered to be any person not attending on-site classes at Hayfield High School. Students attending on-site classes at Hayfield High School are not permitted to have visitors during the school day. Students who are enrolled full-time in PSEO programs are required to make appointments in advance with the principal and/or counselor prior to coming to the Hayfield High School campus.

Student Planners

HHS student planners are required for each student in grades 6 through 9. The cost of the planner is \$6.

Grading Cutoffs

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

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:

1. High Honor Roll - 3.67 GPA
2. 'B' Honor Roll - 3.0 GPA
3. At least half of the credits must be a letter grade (no 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.

Academic Eligibility (District Policy 599)

1. Students receiving an incomplete will be declared ineligible for extracurricular activities until the incomplete is removed.
2. Students may practice during the ineligible period.
3. Grade 7 students are exempt from this policy during the first quarter (Fall) of their academic career.

Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules.

Note: Coaches and advisors are responsible to see that the ineligible lists are followed by the students. The Athletic Director is responsible for seeing that the ineligible lists are followed by the coaches.

1. This policy applies to all students in all extra curriculum activities (arts, athletics, FFA, etc.)
2. Grades 7-12 students may not have an F during any of the grade checks throughout the course of their season. Grade checks will occur four times a quarter at the end of the 3rd, 5th, 7th, 9th weeks. Grades checks will occur on Friday (or last school day of the week) and ineligible students will miss the following Monday-Sunday. Following one week of ineligibility, the student may begin to participate as long as the student is passing all courses, including homeroom. Students who continue to have one F will be ineligible for another week. It is the responsibility of the athletic director for checking and communicating with coaches, supervisors, and teachers for ineligible students.

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, write 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.

Report Cards

Report cards are issued four (4) times per year and can be accessed on JMC the week following the end of each quarter. Report cards should include letter grades, teacher comments. A paper document can be requested by contacting the high school office. Honor roll certificates and awards will be given to students by their teachers in homeroom.

Incomplete Grades

Students will be allowed ten (10) school days from the end of each quarter to turn an incomplete into a letter grade. The time allowance for incompletes begins the last school day of the quarter in which the student received the incomplete. Once this time has

passed without satisfactory progress, the student will fail the course for the quarter. Incompletes are given on an individual need basis for extenuating circumstances, not for poor planning.

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.

Study Halls

Study halls may be scheduled to provide students with an opportunity to use non-class time appropriately. Students enrolled in a study hall are responsible to the teacher assigned to the study hall. Attendance and behavior policies for study halls are the same as for academic classes. Students must come prepared to work quietly and independently, bringing with them all the necessary materials. will be allowed to have water containers. No cards or games will be allowed in the study hall or the media center. **A student is only allowed to have one scheduled study hall per semester.**

Student Aide

Student aides may only be junior or senior students. They must have successfully completed the Education Foundations course before being considered. Minimum grade point average is 3.0. Major discipline infractions will exclude participation.

Field Trips

Curriculum-based field trips can add an extra dimension to student learning. Fees may be charged for field trips. Only curriculum-based field trips will be offered during school time apart from the senior class trip. Seniors not attending the senior class trip will be expected to be in class. No athletics and only limited activity field trips will be offered.

Before going, students are expected to have work completed for their classes. To attend, the student and the parent must agree to the rules and regulations for the trip. A field trip permission slip must be completed, signed by the parent(s)/guardian(s) and returned to the sponsoring teacher with the completed make-up slip as evidence that work is completed one day prior to departure.

Students electing not to attend curriculum-based field trips will be given proper opportunity to recover class credit earned by those students on the field trip.

Textbooks

Textbooks are furnished free of charge by the school district. Students are expected to take care of books to prevent soil or damage. All books should be covered. When covers are placed on books, they are not to be fastened to the book itself with scotch tape, paste, or other adhesives. The name of the student should be written in ink in the space provided in each book. Teachers will note the condition of the book at the time it is issued to the student. The student should call to the attention of the teacher any defects which he/she thinks have been overlooked by the teacher. The student must pay for any lost or damaged book. The range for repair or replacement of each book varies based on usage and availability. Student agendas are considered the same as a textbook. It will cost \$5 to replace a lost or damaged agenda.

Technology

Technology is furnished to students upon the payment of the technology fee as determined by the district. Students are expected to take care of their school issued technology to prevent damage. Technology should be used appropriately and stored in the school designated case. School issued technology devices are not covered by the school's insurance and students are responsible for all damage, repairs, and replacement of damaged or missing parts.

Supplies

Students are expected to bring with them to every class the supplies necessary to complete the course of study. Classes that require extra supplies will be identified and students are expected to pay in advance or reimburse the district for those expenses.

Grading for Learning

Rationale:

Hayfield High School believes that grading should be consistent, accurate, meaningful, and supportive of learning. Our goal is to improve the grading system to gain a more accurate representation of student learning.

Definitions:

Formative Assessments (Assessment *for* learning) are designed to provide practice and direction for improvement for individual students or for a whole class. Formative Assessments include labs, quizzes, practice activities, daily rehearsals, participation, class discussion, entrance and exit tickets, worksheets, and other homework.

Summative Assessments (Assessment *of* learning) are designed to provide information used in making judgments about a student's achievement at the end of a sequence of instruction. All courses in grades 6-12 will have a minimum of two (2) summative assessments per grading term. Summative assessments include tests, quizzes, projects, presentations, performances, papers/essays, and semester finals.

Grading:

Academic Grades

Academic grades in grades 9-12 will be calculated using a weighted scale of 75% summative assessments (tests, quizzes, papers, projects, presentations, and performances) and 25% formative assessments. Academic grades will be reported using the A-F scale and the Uniform Grading Scale.

In 5th and 6th grade academic grades will be calculated by using a weighted scale of 50% summative and 50% formative assessments.

In 7th and 8th grade academic grades will be calculated by using a weighted scale of 60% summative assessments and 40% formative assessments.

Final Exams

All 9-12 courses will have a final summative assessment that represents the essential learning of the course. Assessments may include, but are not limited to, oral presentations, essays, short answer or multiple-choice exams, portfolios, and performances. The final assessment will be recorded as a separate grade and can count for no less than 10% and no more than 20% of a student's course grade. The final assessment is to be a culmination of knowledge from the content covered in the semester and a final should be given at the end of the semester, according to the finals schedule. Classroom teachers may choose to offer two semester final summative assessments in lieu of one year-end assessment. Retakes and 50% round-up will not be offered on final exams. All courses in grades 6-8 may elect to do finals, but they are optional. They retake and late work parameters do not apply to final exams.

Grading Parameters

- A. Academic grades should reflect student academic achievement.
- B. Grading may be used for disciplinary purposes.
- C. Students and parents will be provided with information regarding grading practices.
- D. Additionally, JMC Online will be available to parents so they can access, via computer, their child's academic grades and scores.
- E. The professional judgment of teachers should be respected.
- F. The following should be used in grading for formative and summative assessments as it applies to when they are turned in.

Due Date	Credit Received
Turned in on time (Due Date)	100%
Formative Assessments—After the due date, prior to the end of the chapter summative assessment	90%
Formative Assessments—Within 5 school days after the end of the unit summative assessment.	50%
Formative Assessments—6 or more school days after the end of a unit summative assessment	0%
Summative Assessments—Turned in within 5 school days after the due date	90%
Summative Assessments—Turned in 6 or more school days after the due date and prior to the end of the quarter	50%

G. Due to the dramatic impact of a zero on an academic grade, teachers may assign a grade of no lower than 50% to a summative assessment provided that the basic requirements of the assessment are met; a zero will be used only if a student chooses to make no effort to complete an assessment.

H. Missing assessments will be reflected in the grade book as late/included (LI). This means the assessment either has not been completed or did not meet the minimum requirements. It is calculated into the student's current grade as a zero.

I. Students will have one opportunity to re-take summative assessments and will have five school days to do so. Re-takes will cover the same content but maybe in a different format. Teachers may give students the opportunity to take only part of the summative assessment as a retake. Students will be expected to initiate a re-take according to the teacher's schedule and must have all formative assessments completed prior to a re-take. A student's re-take score will be the score entered for the summative assessment.

J. The purpose of extra credit is to provide additional academic practice to enhance the learning of course standards. A teacher is not required to offer extra credit in any given course. Extra credit will be recorded separately from a student's summative and formative assessment grades and will not exceed 2.5% of the student's overall grade. At a teacher's discretion, bonus points, affecting no more than 5% of the assessment grade, may be included in a particular summative assessment. All extra credit should be related to the academic content of the course.

K. Academic Integrity:

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

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

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

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

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

NOTE: If extensive plagiarism occurs, the student may receive a zero per teacher discretion.

L. Attendance may be considered when determining academic grades. Students will be required to make up work missed due to excused absences or tardies. Students who have 7 or more days of unexcused absences will be referred to the Attendance Review Board in cooperation with Dodge County.

M. Scores on group projects should have a minimal impact on a student's overall grade. Group projects should have an individual score included as part of the assessment.

N. Teachers will provide clear explanations of all summative and formative assessments within JMC.

O. Academic grades will be based on student performance on preset standards and not on achievement compared to other students.

Attendance Information

Attendance Policy

The purpose of this policy is to provide information about the legal necessity to attend school on a consistent basis. The information contained in this policy outlines the steps and procedures to be followed by students, parents, teachers, and administrators. A complete copy of the Hayfield Community School District Policy No. 503, "Student Attendance," is available upon request or may be viewed on the Hayfield Website.

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

1. Illness.
2. Serious illness in the student’s immediate family.
3. A death or funeral in the student’s immediate family or of a close friend or relative.
4. Medical, dental, or orthodontic treatment, or a counseling appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsored outing.
9. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
11. Active duty in any military branch of the United States.
13. Vacations with family (5 days cumulative), with pre-approval by the administration.
14. A student’s condition that requires ongoing treatment for a mental health diagnosis.

Consequences of Excused Absences:

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up within 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 Absences: The following are examples of absences which will not be excused:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
3. Work at home, unless pre-approved by the administration.
4. Work at a business, except under a school-sponsored work release program.
5. Personal trips to schools or colleges, exceeding two (2) days.
6. Oversleeping
7. Unexcused tardy of 5-minutes or greater.
8. Any other absence not included under the attendance procedures set out in this policy.

Consequences of Unexcused Absences:

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
2. Days during which a student is suspended from school shall not be counted in a student’s total cumulated unexcused absences.
3. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
4. Students with unexcused absences shall be subject to discipline in the following manner:
 - a. 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.
 - b. 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.

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

Absence Excuse Types and Limitations

Parent Excused – Parent excuses have limitations.

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.

Excessive Absences

The parents of students absent from school for four (4) or more consecutive days or ten (10) or more cumulative days due to excused reasons 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 explaining the days absent from school. Unverified absences (Parent Excused) 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. Attendance corrections must be made within 2 days of the return of the student.

Tardiness

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. After five minutes, students are considered unexcused absent. Tardiness is recorded in the office and three unexcused tardies in a class will count as one day of unexcused absences. Course grades where excessive tardiness occurred will be reduced by one increment (Example: A to A-) at mid-semester and semester end.

Closed Campus

Hayfield High School is a closed campus. Students are not allowed to leave campus at any time unless it is an approved (excusable) absence.

Leaving the Building during the School Day

All students must receive permission from office personnel prior to leaving the building. Permission is granted using an office issued blue slip. The blue slip is presented to the teacher at the time of departure. To receive a blue slip, a note from parents/guardians must be received by office personnel by 8:00 AM. Phone calls from parents/guardians are also acceptable. Notes or phone calls received after student departure will not be accepted. Students are highly encouraged to return to school with an official appointment documentation. This will prevent using limited parent excuses. Students will not be permitted to leave school for home or any other location to retrieve items and return to school. Items forgotten will need to be delivered by a parent/guardian or other persons outside of school. Students are not permitted to leave the building to retrieve items from vehicles parked on/off campus.

Lunch Attendance

All students will be expected to spend their entire lunch period in the lunchroom and/or designated supervised areas. If arrangements have been made with a staff member to be under their supervision, a pass/note from the supervising staff member is required to be given to lunchroom supervisors prior to departing the lunchroom.

Assemblies

Assemblies are considered part of the total educational program. Attendance is required.

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.

Discipline (see District Policy 506)

District Detention

Detentions are assigned for offenses, which include but are not limited to tardiness, dress code violations, unexcused absences, lunchroom violations, technological inappropriateness, disrespect, etc. Parents will be notified regarding the incident or infraction.

Teacher Detention

A teacher detention may be assigned for violations of tardies, violations of teacher expectations or school policies within the classroom. Teachers will inform students of the detention. Any teacher detention time assigned needs to be served in their classroom before or after school at the teacher's discretion within five (5) school days of the offense or the time may be submitted to the office and doubled as district detention.

In-School Suspension (ISS)

ISS is used at the discretion of the administration. Teachers will provide the assignments for the absence. ISS is an excused absence.

Out-of-School Suspension (OSS)

The guidelines for out-of-school suspension are set by the State of Minnesota which includes flagrant or dangerous violations of school guidelines. Parents will be notified and a plan for re-admittance will be set forth in writing and signed by the student, his/her parents, and a member of the Administrative Team. Teachers will provide the assignments for the absence. OSS is an excused absence.

Expulsion and Grounds for Dismissal

A student can be expelled or excluded from school for a willful violation of a reasonable school board regulation; willful conduct that significantly disrupts the rights of others to an education or the rights of school staff to perform their duties; or willful conduct that endangers the student, others, or school property. If a student is expelled or excluded from school, the student is not permitted to be present at any school or district buildings, grounds, school buses, school functions, activities, or trips except for the purpose of attending an alternative education program as part of the student's disciplinary action.

Backpacks

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

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 for the first offence, for five school days on the second offense, and then the remainder of the year for any additional offenses. Parents will need to pick up caps and headgear after the 2nd + offense. 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.

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. During testing, teachers will designate a location within the classroom where cell phones will be kept until testing is completed. 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: SMART watches will be dealt with on a case-by-case basis if found to be inappropriately used.

Clothing

We believe students and parents should be able to distinguish between appropriate and inappropriate clothing. Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for activities (i.e., physical education or the classroom).

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, personal possessions or jewelry communicating a message that is racist, sexist or otherwise derogatory to protected minority groups, evidence gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Hayfield Public School District Policy 413, “Harassment and Violence.”

Additional clothing restrictions include:

- Hats are not allowed in the building except with approval of the building principal (i.e., dress-up day, student undergoing chemotherapy, medical situation, etc.).
- Jackets worn for outerwear will be kept in lockers after entering the school building.
- Placing of the hood-up on hooded garments will not be allowed.
- No bandannas or flying of gang colors will be allowed anywhere on the body.
- No “Wheellie” shoes allowed.
- Sunglasses are not to be worn in the building (medical conditions excluded).

*Hayfield students are responsible for making sure their dance guest is dressed appropriately!

Law Enforcement Referral

Serious behavior violations, such as those listed below, may be referred to law enforcement.

Physical/sexual assault of student/staff	False alarms	Arson
Use of smoke bombs or explosives	Possession of weapons	Extortion
Possession/use/selling of alcohol/drugs	Willful vandalism	Forgery
Possession/use of tobacco	Threatening staff/students	Disorderly conduct

Lockers

Lockers are considered the property of the school district and school authorities may search any locker at any time, without notice or student consent, and without a search warrant. Personal property in the locker may also be searched if authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Should a search of the personal property be necessary, students may be notified unless the disclosure would impede an ongoing investigation by police or school officials. Lockers are issued to students at the beginning of the year. Each student is assigned a locker for the storage of books and equipment. Students are not to switch lockers. Use only the locker that is assigned to you. Out of respect, students are not to go into another student’s locker. Each student is responsible for keeping his/her assigned locker clean both inside and out. Damages caused by misuse of tape, etc. will be charged to the student responsible. Stickers are not allowed on lockers. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or valuables in their lockers. Turn in such items to the office for safekeeping. Locks may be used by students in grades 6-12. The lock must be a combination lock, not key operated. The use of a lock will NOT be an excuse for tardiness to class. A complete copy of Hayfield Public School District Policy No. 502, “Search of Student Lockers, Desks, Personal Possessions and Student’s Person,” is available upon request in the principal’s office or it may be viewed on the Hayfield Website.

Parking and Use of Vehicles

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.

Personal Music Devices and Headphones/Earpieces

Personal music devices are not to be used during official school hours. Personal music devices and headphones/earpieces are to be stored out of view when not in use. Use during class may be granted with teacher’s discretion. Ear buds may only be used during lunch.

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.

Students Reaching 18 Years Old

An 18-year-old and older student must comply with all school regulations even though the law grants adult privileges. 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.

Alcohol and Drugs (see District Policy 417)

At no time may students, while at Hayfield High School, on the grounds, or at the bus stops, or while representing Hayfield High School at curricular, co-curricular or extra-curricular activities, possess, use, or be under the influence of alcohol, tobacco, or illegal drugs.

Students who violate Hayfield High School and state regulations regarding the use of alcohol, tobacco, or chemicals will forfeit the privilege to perform publicly or hold office in an activity. Students participating in Minnesota State High School League activities will be sanctioned according to MSHSL guidelines. Law enforcement will be called for each offense.

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.

Student Health and Safety

Health Services

District 203 will provide health services. The Health office is located across from the kitchen. A nurse or health aide is available for students requiring medical attention during the school day. Students receiving medical services on a regular basis will be issued a pass that should be kept on the inside front cover of the student agenda.

Any student who becomes ill or is injured during the school day must go to the Health Office. The nurse or health aide may contact a parent or guardian and will notify the office if the student is leaving the building. It is the parent's responsibility to provide transportation home for ill or injured students.

Vision and hearing checks will be performed on 7th and 10th grade students. Dates and times to be determined by the school nurse.

If a student's health requires medication to be given during school hours, the school will need to have the following:

1. All prescription and over-the-counter medication taken at school must have both doctor and parent authorization and be dispensed from the Health Office.
2. An adult or authorized person must bring all medications to the school.
3. Written authorization from a doctor (including emergency room MD) stating
 - the name of the medication
 - the dosage
 - the time(s) it is to be given
 - the reason your child needs the medication
 - any special directions for administering the medication
4. Parent permission for your child to receive the medication in school.

5. The medication must be supplied in a prescription bottle or container properly labeled by a pharmacy or physician. Parents should request that the pharmacy provide two prescription bottles or containers at the time the medication is obtained. This will allow for a prescription container to be kept at home and at school.

Student Insurance

The school does not provide excess accident insurance. If parents do not have accident insurance or if they have a high deductible, a school time or 24 hour accident policy may be purchased from Student Assurance Services Incorporated. Forms will be available in the main office. The school will forward the premium to the company when received from the parent. Students will be covered from the date the premium is received by the school.

Parents/Guardians Out of Town

When parents or guardians expect to be out of town, they should notify the school where they may be reached in case of emergency. It is also recommended that parents leave a name and phone number of a local party that the school might contact.

Food Service

Taher is contracted to provide food service to the district. Breakfast is served daily from 7:45 to 8:00 am for high school students at a cost of \$1.90. An extra breakfast entrée is available for \$1.90. Breakfast will not be available on late start days. Lunch is served daily over two shifts for high school students at a cost of \$3.00 for grades 6-12, and \$4.30 for adults. An extra serving of the main item is available for \$2.00 and milk at \$.80 each may be purchased on the regular lunch account.

An a la carte counter is available to purchase nutritious food and beverages on a cash basis. This is available during the lunch hour.

The school does not allow to have pop or vending machines available when breakfast or lunch is being served.

The campus will remain closed for all students during the school day. Lunch will be eaten in the lunch room only. Food items may be brought in from home by the students and kept in their lockers until lunchtime. Likewise, food from area restaurants may be brought in by a parent or guardian.

Students are given individual lunch account numbers. All students within a family are billed together. These account numbers should not be shared with other students. Each student and ultimately each student's parent(s)/guardian(s) are responsible for any charges that occur on the account. Lunch accounts are prepaid and notices for low account balances will be sent via email.

FOOD IN CLASSROOMS

Beverages and food items are not permitted in the HS classrooms without teacher approval. Eating and drinking is permitted in the halls and locker area as long as the areas are kept clean. If beverages and food items are part of the curriculum, special arrangements will be made.

ANNOUNCEMENTS

Daily announcements are on the high school website and will be on TV's around the school.

SCHOOL CLOSINGS

School closings, because of inclement weather, will be announced on television stations KTTC (Channel 10) and KAAL (Channel 6); the District 203 website at www.hayfield.k12.mn.us and via School Messenger.

JMC MESSENGER

Hayfield Schools use an automated web-based parent notification system for school closings and other emergency situations. This system will also be used to notify parents of attendance concerns as well as general reminders of events such as conferences and report cards. It is very important that the school has current contact and emergency contact information for each student. Please make sure to update your contact information in the office.

BUILDING ACCESS

The building hours are 7:30 AM to 3:30 PM. Students will not be allowed in the building outside of building hours unless under the direct supervision of a school employee. Students wishing to see teachers outside of building hours would need to make prior arrangements.

The building access will be limited during the school day. The two available entrances will be the high school main office and the elementary office.

PARKING LOT

Parking is available in the student parking lot behind the high school for any student with a valid driver's license and a vehicle. Inability to observe the parking lot rules may result in a fine being imposed.

1. Park only in designated student parking spaces.
2. Park only in one space.
3. Observe a speed limit of 10 mph.
4. Reckless driving will be cause for suspension of the parking privileges.
5. Based on the incident, it is at the school's discretion to notify Dodge County Law Enforcement.

HALL PASSING

Students may not be in the halls when classes are in session unless they have a pass. Special passes will be issued for media center, music, medical, office, and student aide needs.

Hall traffic will flow smoothly if students practice courtesy and observe the following basic rules:

- Always keep to the right in corridors and on stairways.
- Do not congregate in groups or sit on the steps so the flow of traffic is impeded.
- Running, pushing, excessive noise, and other types of discourteous conduct are not allowed.

VISITORS

Student visitors can be a distraction to the individual host student, the class, and the teacher. Therefore, student visitors are not allowed.

Adult visitors are welcome in the building by following the simple check in: report to the main office, sign in with name and time of arrival, receive a visitor's badge, return to the main office at the end of the visit and hand in the visitor's badge and sign out with the time of departure.

PHOTOGRAPHING AND VIDEO TAPING OF STUDENTS FOR DISTRICT PURPOSES

Each year the school district and the Zumbro Education District provide information to the newspaper and other media when possible to share school activities with the community. We send names and photos to the newspaper to add interest and to honor the students. Students may also be video-taped during their concerts and various other programs or photographed or video-taped for instructional, educational, or publicity purposes.

STUDENT RECORDINGS

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is subject to the photograph, recording, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events and activities.

LOCKERS

A student's locker is a secure place to store personal possessions, books, and school supplies. Please do not bring valuables to school. It is recommended that you use a lock. District 203 is not responsible for lost and stolen articles. Lockers are assigned at the beginning of the school year. Locker sharing is not acceptable and all students share the risk should there be an issue. Defacing a locker is considered an act of vandalism. Adhesive stickers of any type are not permitted on the lockers. Students are responsible for keeping their lockers in good repair and should notify the office if they have a locker that needs repair. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOCKER AND PERSONAL POSSESSION SEARCHES (see Policy 502)

School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possession of students within a school locker, desk, or on the person may be searched only when school authorities have a reasonable suspicion that the search may uncover evidence of a violation of law or school rules.

FIRE ALARMS

Fire drills are practiced throughout the school year as a safety precaution that in the event of a real fire, students would be able to clear the building in a safe and orderly fashion. Any time the fire alarm sounds, students and staff are to take the alarm seriously and follow the fire evacuation plan.

FIRE DRILL PROCEDURES

Teachers are responsible to review the exit routes posted next to the door in each classroom. Make students aware of fire exit routes.

A safe exit requires the following procedure:

- Follow the instructions of your teacher
- The last person to leave the room must close the doors and windows
- When the fire alarm sounds, leave the room quickly, quietly and in good order
- Walk rapidly, but do not run
- Remain close to the nearest wall while moving to the exit
- Form as many lines as space will permit
- Doors will be held open by the first student to reach them
- After leaving the building, move at least 500 ft away from the building
- Return to class when given the all-clear or when other accommodations have been made for you

WEAPONS POLICY (see District Policy 501)

Hayfield High School strives to maintain a learning and working environment which is safe and secure for students, staff, and the public.

Therefore, no student or non-student, including adults and visitors, shall possess, use, or distribute a weapon when in a school location.

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; nun-chucks; 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.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

The school shall take immediate action to investigate all acts or complaints of violence. The Principal must, by federal law, recommend an expulsion, not to exceed one year, for any student who brings a firearm to school. The Principal may modify such expulsions on a case-by-case basis.

DESTRUCTION OF PROPERTY, THEFT

If a student is found destroying or stealing any school or personal property at Hayfield High School, the administrative team will determine the consequences, which may include contacting law enforcement.

HARASSMENT (see District Policy 413) (RELIGIOUS, RACIAL, SEXUAL, DISABILITY)

Hayfield High School strives to maintain a learning and working environment that is free of harassment. No employee or student of the school shall be subjected to harassment.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, gender or disability:

- Name calling, jokes or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or clothing
- Offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, or the Principal. You may also make a written report that should be given to a teacher, counselor, or the Principal.

We take seriously all reports of harassment or violence and will take all appropriate actions based on the report given, which may include suspension or expulsion. Students participating in Minnesota State High School League activities will be sanctioned according to MSHSL guidelines.

BULLYING (see District Policy 514)

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

At the discretion of the building principal, reports of harassment and/or bullying may be forwarded to the School Resource Officer for review.

DEFINITION OF CHEMICAL DEPENDENCY

The inability of an individual to control his/her use of alcohol or other chemicals thereby reducing physical, mental, emotional, or social awareness and impairing a student's scholastic achievement constitutes chemical dependency.

Philosophy

Hayfield High School recognizes that chemical dependency is an illness often preceded by misuse and abuse. Because Hayfield wishes to intervene early in the process, contact with a student manifesting signs of chemical misuse or abuse will be made to both educate and aid the student should he/she need help.

The school's role in dealing with students who may have chemical dependency problems that are manifested in school is to assist the students and parents with such problems. Treatment rather than censure is the goal. If a student accepts referral and/or treatment, that fact will be regarded as it would be for any illness. So long as a student is involved with a program and is making satisfactory progress, no reason exists why he/she may not remain in school.

No records of the student's participation in a chemical dependency program will become part of the student's permanent record. The student's participation in a program, including conversations with staff members, will be held strictly confidential.

Efforts will be made by the school to maintain such students in an educational program so long as they are able to participate, and they do not interfere with the rights and welfare of other students. The educational experience may prove an important preventative or rehabilitative experience.

The school does not serve a law enforcement function, although it works cooperatively with law enforcement officials and community agencies in handling students with chemical dependency problems and related issues. When a student is found using chemicals on school property, he/she is already subject to established school disciplinary policy. In addition, the student will be referred to law enforcement.

Facilities

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.

Media Center

The Media Center contains a collection of print and non-print material including books, on-line informational databases, videos, general interest magazines, and daily newspapers. Students and community members are encouraged to visit the Media Center to study, access information, or read, between the hours of 7:45 AM and 3:15 PM, Monday through Friday.

Students wishing to use the Media Center during the school day must obtain a pass from a classroom teacher. Students are expected to work individually or in small groups. Due to the varied needs of the many students and faculty who use the Media Center, everyone must converse and work quietly. Students are not allowed to enter Internet chat rooms or play games/cards while in the Media Center. Food and beverages are also not allowed. Most books in the Media Center may be checked out for two weeks and may be renewed.

There are no fines for overdue materials, but students are reminded that these materials are shared by the entire Hayfield community and should be promptly returned for others to use. Students are expected to pay the replacement cost of lost or damaged materials.

Hayfield Community Schools belong to Southeastern Libraries Cooperative (SELCO). This allows us to share resources with other libraries in southeast Minnesota. Students are welcome to have materials ordered for them from other libraries. There is a link to

SELCO on the school web site where materials can be searched for and ordered with Hayfield High School as the pick-up site. To ensure our continued partnership, we request that all users of the SELCO system return materials promptly and in good condition. Damaged materials will be assessed a fee for repair or replacement. Please direct any questions to the media center at extension 241.

Counseling Center

The Guidance and Counseling Center in the lower level of the high school building. The center is open to all students and should be used during study hall and 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.**

Computer Use (see District Policy 524)

Acceptable Use: Use of technology at Hayfield Schools is a privilege extended to individuals who wish to enhance their learning experiences. Each user has the privilege to make use of authorized hardware and software found at the Hayfield Schools buildings. An technology usage policy will be signed by the student and parent before access privileges are given.

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

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

Consequences: Automatic notification will be made to the parent or guardian of any infraction. Depending on the severity of the infraction, ANY of the following consequences may be imposed:

1. Appropriate legal action will be taken.
2. Conference with parent or guardian will be held.
3. Individual access privileges will be revoked.
4. Loss of network use for a determined period of time will occur.
5. School disciplinary action according to the general school rules as outlined in the student handbook will be implemented.
6. If the district incurs a cost due to student negligence or misuse, the student will be responsible for the cost.

Elevators

Students are not permitted to use the elevators. Students who need to use the elevator for medical reasons can obtain a pass from the nurse or Main Office.

Restrooms

Lavatories are available throughout the day on an as needed basis. It is recommended that students use the passing time between classes and lunch time for the lavatories. Anyone misusing the lavatories is subject to disciplinary action.

Student Activities and Athletics

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.

Academic Triathlon, Book Club, Class Officers, Concert Band, Concert Choir, Drama, FFA, Viking Singers, Jazz Band, National Honor Society, Robotics Club, SADD, Speech Team, Student Council, Target Team, and WEB.

Student Activities (see District Policy 510)

The best school program for high school students is a balanced one with time for studies and activities. A variety of student activities are available at Hayfield High School to meet individual interests and abilities.

The student who joins an activity can learn the important lessons of how to get along and work with others, to share, to sacrifice, and to grow into a well-rounded person. Hayfield High School encourages its students to participate in student activities. Many activities offer the opportunity to earn a letter if specific criteria are met.

Student Athletics

Girls' Interscholastic Competition: Basketball, Cross Country, Dance Team (Co-op with Triton & Kenyon-Wanamingo), Golf, Hockey (Co-op with Dodge County), Soccer (Co-op with Triton), Softball, Track, Volleyball, Adapted Bowling

Boys' Interscholastic Competition: Baseball, Basketball, Cross Country, Football, Golf, Hockey (Co-op with Dodge County), Soccer (Co-op with Triton), Track, Wrestling (Co-op with Triton), Adapted Bowling

Activities Participation Fees

There is a \$80.00 (for each of the first two sports) and \$55.00 (for a third sport) fee assessed to all 9-12 students who participate in all MSHSL athletics with a family cap of \$325.00. Drama and Speech fee is \$30.00/event. Junior High athletic fees will be \$55.00 per sport. Families in need may apply for assistance. See the Athletic Director. Note: no participation fees are charged for weightlifting

Athletic Equipment

Athletic uniforms and equipment are assigned to student participants free of charge. It is expected that students will return the athletic uniforms and equipment in good condition. The following procedure is in place:

- Equipment issued will be numbered and signed out by the student.
- Coaches will notify students if uniforms or equipment returned is different than what was signed out originally.
- Students are expected to pay for the replacement of lost, stolen, or damaged uniforms and equipment.

Eligibility for Activities/Athletics

Fall, winter, and spring sign updates will be announced and posted on school web site.

Being removed from a class (incident report) will result in the student being ineligible to practice or participate in extra-curricular activities that day. A student must attend school for three classes on a 6-period day and four classes on an 8-period day in order to be eligible to practice or participate in extra-curricular activities that day.

The student is responsible for knowing the schedule of the day.

Student Academic Eligibility (District Policy 599): Students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules.

A student may have his/her situation reviewed by the administration. The administration reserves the right to investigate any extenuating circumstances and to restrict/restore eligibility as appropriate.

Student Code of Responsibilities (District Policy 534)

Any student participating in Hayfield Community School's extra-curricular and co-curricular activities understands and accepts the following responsibilities:

1. The student will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. The student will be fully responsible for his/her own actions and the consequences of his/her actions.
3. The student will respect the property of others.
4. The student will respect and obey the rules of his/her school and the laws of his/her community, state, and country.
5. The student will show respect to those who are responsible for enforcing the rules of his/her school and the laws of his/her community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities and is not in good standing and shall be declared ineligible for the following period of time, games, meets or contests:

A. MSHSL Athletic Penalty

- a. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two(2) weeks of a season in which the student is a participant, whichever is greater.
- b. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater.
- c. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.
- d. **Consecutive Penalties:** Penalties shall be consecutive beginning with the student's first participation in a school-sponsored activity and continuing through the student's high school career.
- e. **Denial Disqualification:** The student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

B. MSHSL Contest Penalty

- a. First Violation: After confirmation of a violation, the student shall lose eligibility for the next one (1) concert or contest in which the student is a participant, or an alternate appropriate consequence determined by the committee.
 - b. Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a school-sponsored activity and continuing through the student's high school career.
 - c. Denial Disqualification: The student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.
- C. The Building Principal, Activities Director, and Head Coach or Director of the extra-curricular or co-curricular activity involved will meet to determine if the Student Code of Responsibilities was violated, on a case by case basis. If the case has merit, the student and family will be notified in writing and given 10 days from the mailing of the notice to request a hearing on the school's eligibility decision. The request for hearing must include a statement outlining the basis for the claim of ineligibility.
- D. "Any student athlete who does not attend a contests or games due to academic ineligibility or a MSHSL violation (chemical or code of conduct) is ineligible to receive postseason awards, including letters, or serve as a team captain for the season in which the violation occurs and/or the penalty is served."

Penalties

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, Sophomore, Ninth, 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 Athletes)

Violation 1: Two (2) contests or 14 consecutive calendar days, whichever is greater.

Violation 2: Next six (6) consecutive contests or 21 consecutive calendar days, whichever is greater.

Violation 3: Next twelve (12) consecutive contests or 28 consecutive days, whichever is greater.

Category II: (Fine Arts: Band, Chorus, Drama, and Speech)

Violation 1: Next honors performance or competition

Violation 2: Next two honors performances or competitions

Violation 3: Next three honors performances or competitions

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.

Sportsmanship

Hayfield Community School District expects fans to demonstrate good sportsmanship at all times. It is expected that all spectators will treat athletic participants, coaches, officials, and representatives of competing schools with respect.

Hayfield staff will monitor contests to ensure that negative behavior is not tolerated and that a positive atmosphere exists for the participants, spectators, and officials.

Spectators' Code of Conduct:

- Take part in cheers with the cheerleaders and applaud good performances.
- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from crowd booing, foot stomping, or making negative comments about officials or participants.
- Stay off the playing floor or contest area at all times.
- Show respect for private property.

Should fans be observed acting inappropriately, the following procedure will be followed:

First Offense: The supervisor will informally visit with the individual and explain the impropriety of the behavior. The supervisor 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.

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.

Transportation

If your child requires transportation, you **must** fill out an emergency contact transportation form. This form is in your child's school packet or can be picked up at the transportation office. This form must be handed in immediately in the fall or no later than one week before the child is to be transported to school. If you have more than one child to be transported, complete one form per household.

Bus Transportation

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. All school rules are in effect while a student is riding the bus.

Late Bus

The school district will offer a late bus to students needing transportation services after on-site extra-curricular activities conclude. The late bus route includes the communities of Oslo, Sargeant, Waltham, and Brownsdale. No cash will be taken on the bus. A punch card may be purchased for \$10.00 (10 rides) or \$20.00 (25 rides).

Fan Bus

A fan bus may be organized to attend Hayfield High School activities. Cheerleaders and their coach(es) are expected to ride the fan bus when one is sent. There will be a nominal cost for this service. Students being transported to an event on the bus are expected 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.

School Bus Rules

The school district bus safety rules are to be posted on every bus. Students will be given a copy of bus rules during school bus safety training. Rules are to be posted on each bus, and the bus driver will periodically review both rules and consequences with students. If these rules are broken, the school district's discipline procedures are to be followed. 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 director at the school or the building principal. Rules include:

- Follow the directions of the driver immediately.
- 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 tobacco, alcohol, or other drugs.
- Do not bring any weapon or dangerous object on the bus.
- Do not damage the bus.
- Other act, as determined by administration, which are disruptive, dangerous or detrimental.

Transportation Consequences

Consequences for school bus misconduct will apply to all regular, late route, activity, or athletic buses. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e. field trips, competitions, etc.) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Student attendance in school is expected while suspended from bus privileges. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus misconduct.

Contacts

Hayfield Schools Superintendent

Gregg Slaathaug, Ext. 1557

Hayfield High School Principal

Jim Hecimovich, Ext. 1555

Hayfield High School Office

Jess Meek, Ext. 1525

Guidance Counselors

Tracie Bestor, Ext. 1532

Athletic/Activities Director

Chris Pack, Ext. 1560

Food Service Director

Kim Sorensen, Ext. 1548

Maintenance

Terry Picha, Ext. 1540

School Nurse

Michele Nelson, Ext. 1558

Special Education Coordinator

Samantha Thurman, Ext. 1567

Technology Coordinator

Brian Bartley, Ext. 1500

Hayfield Bus Company

Salena Knudson, 507-671-1612