

# Parent Handbook



9075 Park Avenue  
Manassas, VA 20110  
Phone: 571-377-6200  
Fax: 703-257-8708

Hours of Operation:  
Drop off 8:50 am-9:05 am  
Office 9:15 am-3:45 pm  
Dismissal 4:15 pm

# Table of Contents

Message from the Administration Team.....	3
School Hours.....	4
Attendance and Absences.....	6
Health and Illness Guidelines.....	7
Haydon Reminders.....	8
Demographic changes.....	10
Calendar.....	11
Dismissal.....	13
Transportation Updates.....	14
Parent Liaison.....	15
Parent-Teacher.....	16
Counseling.....	18
Discipline.....	19
Clubs.....	20
PTA.....	21
Volunteer.....	22
Newsletter.....	24

# Message from the Administration Team

Dear Haydon Families,

Welcome to a new school year at Haydon Elementary School! We are thrilled to begin another year of learning, growth, and joyful experiences alongside you and your children. At Haydon, our mission—*“working for all students with energy and optimism”*—is the heart of everything we do.

Our team is deeply committed to creating engaging, inclusive learning environments where every student can thrive. We value strong partnerships with families and believe that clear communication and collaboration are key to building a school community where everyone feels supported and inspired.

This handbook is designed to help you understand our school’s policies, expectations, procedures, and available resources. By working together, we can ensure an incredible school experience for your child.

Please know we’re always here to help—don’t hesitate to reach out with questions or concerns. We look forward to an amazing school year filled with energy, optimism, and success!



**Dr. Laura Goldzung**  
**Principal**



**Mrs. Natalie Short**  
**Assistant Principal**

# School Hours

- School Hours are from **9:05 AM to 4:15 PM**.

- Arrival: 8:50 AM - 9:05 AM

**PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 8:50 AM.**

There is no staff on duty to supervise students before this time. Students must be dropped off in the designated drop off area Door 5. Please do not drop off students in the street or in the parking lot area.

- **Tardies** – Students arriving **after 9:05 AM** are considered tardy.
  - A parent or guardian must walk the student into the school.
  - The guardian must provide a reason for the tardiness.
  - Doctor's Appointments: If the tardy is due to a doctor's appointment, please bring a doctor's note so the tardy can be marked as excused.
  - Parking Notice: We ask that you park your vehicle and walk your student into the building. For safety reasons, no vehicles may be left unattended in the loop, as it is a designated fire lane.
  - Frequent Tardies: If tardies continue to accumulate, the Principal will contact the family to discuss concerns and possible solutions.
  - Need Help? If you are experiencing challenges getting your student to school on time, please contact the main office. We are here to support you and explore ways we can help.

- **Early Release**

Students must be picked up **prior to 3:45 pm** for early release from school. Students will only be released to the parent/emergency contact listed on Parent Portal. Any other adult requesting to pick up a student **MUST** be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to relatives under the age of eighteen (18) during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will always be required.

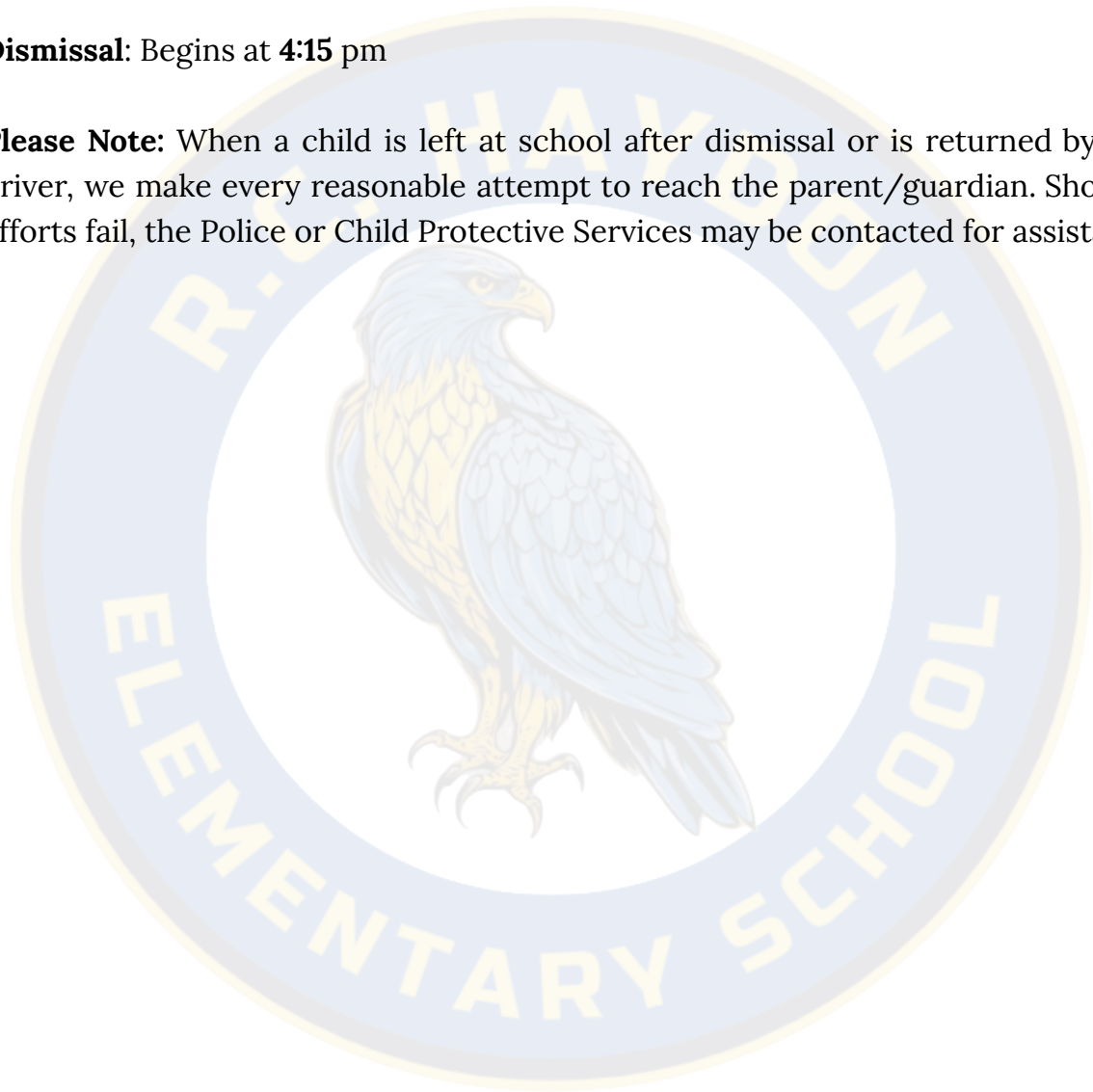


Parents of students who are picked up early on a regular basis will be contacted by the principal and/or designee to discuss the reasons and to develop a preventative plan.

**Please note the following:** Except for emergency situations, parents should not regularly come to the office to pick up their children.

Student Walkers: All walkers are dismissed through door 4 at 4:15 pm.

- **Dismissal:** Begins at **4:15 pm**
- **Please Note:** When a child is left at school after dismissal or is returned by a bus driver, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.



# Attendance and Absences

## State Requirements

In brief, **Virginia law**:

- [MCPS Student Attendance Policy](#)
- Requires **parents to send children to school**.
- Requires **students to attend school**.
- Requires **schools to act** when children are not enrolled or fail to attend.
- **Authorizes law enforcement** to pick up students who are skipping school.
- **Authorizes juvenile courts** to take action against parents and/or children for truancy.

## Reporting Absences

Parents or guardians must notify the school **each day** a student is absent.

Absences can be verified by using one of the following methods:

- **Online Attendance Form** - Complete [this form](#) to verify the student's absence
- **Phone:** Call the school office at **571-377-6200**
- **Email:** Contact **Mrs. Romero** at [RRomero@mcpsva.org](mailto:RRomero@mcpsva.org)

## Doctor's Note & Extended Leave

- A **doctor's note is required** after **three consecutive absences**.
- For **family emergencies, vacations**, or other extended absences, please complete a [FormExtended Leave](#). We will submit the form to the **principal** for approval.

*We strongly encourage families to plan trips during **MCPS holidays** or scheduled days off to avoid disruptions to learning.*

# Health and Illness Guidelines

- **Vomiting/Diarrhea:** If your child vomits or has diarrhea at night or in the morning before school, please **keep them home for 24 hours** after the last episode.
- **Fever:** Children with a temperature above **100.4°F** must be **fever-free for 24 hours** (without medication) before returning to school.
- **Nurse Calls:** If called by the school nurse, **please pick up your child promptly**. The nurse only contacts parents when it is necessary.
- **Frequent Clinic Visits:** If a student frequently visits the health clinic with minor or chronic issues that result in missed class time, parents will be notified.

## Administration of Medication:

Whenever possible, **administer medications at home**. If medications must be given during the school day: [Medication forms](#)

## Requirements:

- Submit a **General Medication Consent Form** signed by a licensed healthcare provider and the parent/guardian. It must include:
  - Student's name
  - Medication name
  - Dosage
  - Time and duration
- **Prescription medications** must be in their **original pharmacy-labeled container** with the current prescription date.
- **Over-the-counter medications** must be in a **new, unopened container**.

## End-of-Year Reminder:

- All medication must be **picked up by a parent** at the end of the school year.  
*Unclaimed medication will be disposed of.*

## Special Medical Needs:

- Students with **asthma** or **severe allergies** may be allowed to self-administer inhalers or epi-pens, with **additional documentation**.
- Contact the **school nurse** for more information or required forms.

Medication forms are available at your child's school or on request. [Medication forms](#)

# Haydon Reminders

## Door Dash and Food Delivery for Student Lunches

Please do NOT send Doordash or other food delivery services to school for your child. Our front office staff is not available to make sure the delivery is completed to your child. Food will not be delivered to the classrooms because it is a disruption to learning.

[Cell Phone Policy](#)-OFF & In the backpack

[Portable Electronic Communication Device Policy](#)

Student cell phones must be turned off and in their backpack at school. Students are not permitted to use their phones during the school day. If a student phone is observed by a teacher, it will be turned in to the office. Parents will be called to pick up the phone.

## Birthday Celebrations

We are limiting classroom celebrations for many reasons including safety (due to food allergies), inclusion of all students, and loss of instructional time. While we cannot accept or distribute food items, you are welcome to send goodie bags with non-food items (like pencils or small toys). Balloons and oversized objects are not permitted in the school. Thank you for your cooperation.

## Parent Lunch Dates

## Lunch Hours

<b>October 17, 2025</b>	<b>Pre-K AM 12:05pm-12:35pm</b>
<b>January 16, 2026</b>	<b>Pre-K PM 12:55pm-1:25pm</b>
<b>March 27, 2026</b>	<b>Kindergarten 11:05am-11:35am</b>
<b>May 29, 2026</b>	<b>First Grade 12:05pm-12:35pm</b>
	<b>Second Grade 11:35am-12:05pm</b>
	<b>Third Grade 12:35pm-1:05pm</b>
	<b>Fourth Grade 1:05pm-1:35pm</b>

## Water Bottles

To support student health and wellness, we ask that all students bring a refillable water bottle to school each day. Staying hydrated is important for learning, focus, and physical activity. Students are encouraged to drink water regularly throughout the day, especially after recess, physical education, and other active times.

*Last Updated: Septemeber18,2025*

Please ensure your child's water bottle:

- Is clearly labeled with their name,
- Has a secure, leak-proof lid,
- Is taken home regularly for cleaning.

Water bottle refill stations are available throughout the school.

## **Sneakers**

For safety and comfort during daily activities, especially recess and physical education, students are expected to wear sneakers to school every day.

Slip-on sandals, flip-flops, crocs, or open-toed shoes are not permitted, as they do not provide adequate support or protection during active play.

## **Lost & Found**

We maintain a Lost and Found area located in the cafeteria for items that have been left outside of classroom spaces. If your child is missing an item, they are welcome to check this area at the end of the school day.

Delicate or valuable items, such as glasses or jewelry, are kept in the main office for safekeeping.

Please note that all unclaimed items will be donated or discarded:

- Before Winter Break
- Before Spring Break
- At the end of the school year

We encourage families to label personal belongings and check the Lost and Found regularly.

**Toys** To minimize classroom disruptions and prevent the loss of personal items, students are asked to keep all toys at home.

In special cases where a class earns a reward involving bringing a toy or plush item from home, the teacher will send out prior notice. On these occasions, toys must remain in students' backpacks to and from school or until they are given specific instructions to take them out and share.

Thank you for your support in helping us maintain a focused and organized learning environment'

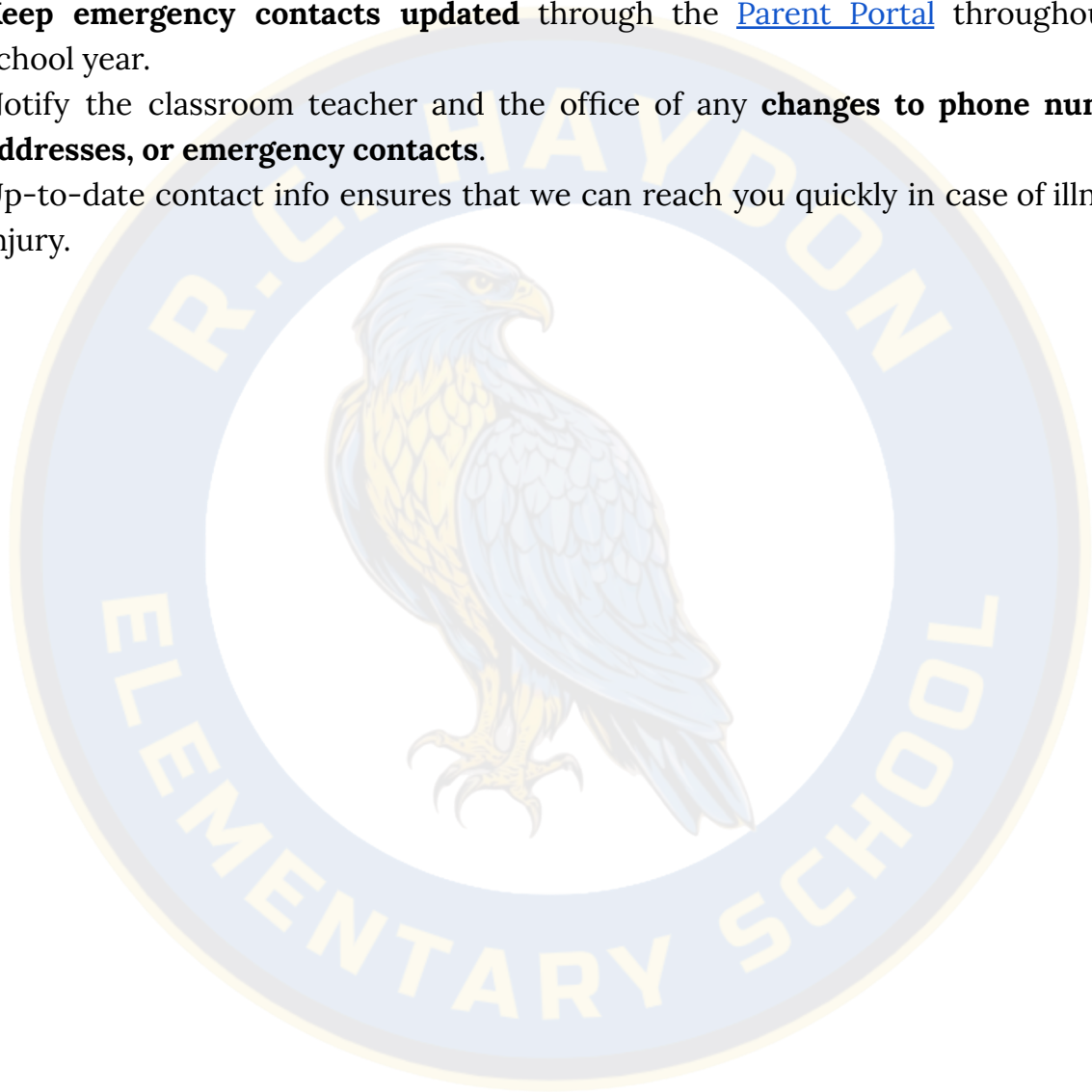
*Last Updated: Septemeber18,2025*



# Demographic changes

## Emergency Contact Information

- **Keep emergency contacts updated** through the [Parent Portal](#) throughout the school year.
- Notify the classroom teacher and the office of any **changes to phone numbers, addresses, or emergency contacts.**
- Up-to-date contact info ensures that we can reach you quickly in case of illness or injury.



# Calendar



## SY2025-26 School Calendar

### July/August 2025

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- July 28-31: New Teacher Academy
- August 1: All Teachers Report
- August 4–11: Professional Days (student holiday)
- August 12: First day of school for students
- August 29: Labor Day weekend holiday (schools and offices closed)

### September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- September 1: Labor Day weekend holiday (schools and offices closed)
- September 10: Early Release (PM Professional Day)
- September 23: Rosh Hashanah (schools and offices closed)

### October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- October 2: Yom Kippur (schools and offices closed)
- October 3: Professional Day (student holiday)
- October 21: Diwali (schools and offices closed)
- October 29: Early Release (PM Professional Day)

### November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- November 3: Parent-Teacher Conferences (student holiday)
- November 4: Election Day/Professional Day (student holiday)
- November 11: Veterans Day (schools and offices closed)
- November 26-28: Thanksgiving Break (schools and offices closed)

### December 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- December 10: Early Release (PM Professional Day)
- December 22 - January 2: Winter Break (no school for students and teachers; schools and offices will be closed December 24 and 25)

### Legend

	First/Last Day of School
	New Teacher Academy
	All Teachers Report
	Schools and Offices Closed
	No School for Students and Teachers
	Professional Day (student holiday)
	Early Release (PM Professional Day)
	Parent-Teacher Conferences (student holiday)
	Parent-Teacher Conferences (early release)



### January 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- January 1: New Year's Day (schools and offices closed)
- January 2: Winter Break (no school for students and teachers)
- January 9: Professional Day (student holiday)
- January 19: Martin Luther King Jr. Day (schools and offices closed)
- January 28: Early Release (PM Professional Day)

### February 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- February 2: Professional Day (student holiday)
- February 11: Parent-Teacher conferences (early release for students)
- February 16: Presidents' Day (schools and offices closed)

### March 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- March 11: Early Release (PM Professional Day)
- March 20: Eid al-Fitr (schools and offices closed)
- March 30 – April 3: Spring Break (no school for students and teachers)

### April 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- April 1-3: Spring Break (no school for students and teachers; schools and offices will be closed April 3)
- April 8: Early Release (PM Professional Day)
- April 20: Professional Day (student holiday)

### May 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- May 13: Early Release (PM Professional Day)
- May 25: Memorial Day (schools and offices closed)

### June 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- June 5: Last day of school for students and teachers (early release for students)
- June 19: Juneteenth (all schools and offices closed)

### Marking Period Calendar

- 1<sup>st</sup> Quarter: August 12 - October 17 = 43 days
- 2<sup>nd</sup> Quarter: October 20 - January 8 = 43 days
- 3<sup>rd</sup> Quarter: January 12 - March 19 = 46 days
- 4<sup>th</sup> Quarter: March 23 - June 5 = 48 days

[Click here for the digital version of the MCPS calendar](#)

# Dismissal

**Process: Dismissal for students will be between 4:12pm-4:15pm**

**Bus Riders**-Students are required to ride their assigned bus, if change is needed, parents must contact the main office and provide a reason for the request. Your child(ren) will be given a tag number with the bus number, that should be displayed on their backpack at all times. To ensure the safety of our kindergarten students, each child will be assigned a **personal pickup number. Parents or guardians must present this number at the bus stop during afternoon pickup.** If the assigned number is not provided, your child will not be released from the bus, and will be returned to the main office for pickup.

**Walkers**-We are striving to make the drop-off and pickup process as safe and efficient as possible. You will need to fill out the Walkers Form and return it to the front office as soon as possible. Once your form is received **your child(ren) will be given a walker tag** that should be displayed on their backpack at all times. Students will leave through Door 4 of the cafeteria. You are welcome to wait outside those doors to receive your student at dismissal (around 4:15pm) and walk home with them. Please remember to bring your personal walkers tag, and ID.

**Car Riders**- Please fill out the kiss and ride form and return it to the front office as soon as possible. Once your form is received, you will be given corresponding numbers to match the one on your car. This number should be displayed on their backpack at all times. When you pull into the parking lot to pick up your child(ren) your number must be clearly displayed or you will be required to come into the office to sign your child(ren) out. Students will be waiting in the cafeteria until their number is called. This will allow them to stay warm and dry during the colder and rainier months.

**Parents in the Car riders lane MUST NOT exit their cars and walk to the cafeteria to collect their students.** Doing so will result in a major backup of cars. Parents should wait in their cars and allow the line of cars to move forward in an orderly manner.

**Daycare Riders**- You will be required to fill out the day care riders form and return it to the front office as soon as possible. Once your form is received, your child(ren) will be given a daycare tag that should be displayed on their backpack at all times. Most daycare students will be waiting in the cafeteria until their daycare van is called. This will allow them to stay warm and dry during the colder and rainier months. (The AlphaBest and Merit School on plantation Ln daycares are transported via MCPS school bus and have a bus stop at those daycare

locations. If your child will attend one of those daycares, please still fill out a form so that we have them on the correct transportation roster.

# Transportation Updates

## Ensuring a Safe Journey Home: Transportation Plans Matter

One of the most important aspects of a safe and successful school experience is ensuring that every student has a consistent and clearly communicated transportation plan. As a school community dedicated to the safety and well-being of our children, we ask for your partnership in maintaining routines that help students feel secure and supported.

We know mornings can be busy and afternoons unpredictable, but when students and staff are confident in the transportation plan—especially how your child will be getting home—it helps us provide a smooth transition from our care to yours. Last-minute changes, such as switching from bus rider to car rider or adding an unexpected early pick-up, can disrupt this flow and are understandably difficult to manage across all teams involved.

Of course, we recognize that life happens, and emergencies may arise. In those rare instances, we'll do our best to accommodate changes and communicate them effectively. However, we kindly ask that changes to transportation plans be kept to a minimum and reserved for urgent circumstances. Your support in this allows us to keep our focus where it belongs: on our students and their safety.

Thank you for working with us to create a calm, consistent, and secure end to each school day. Together, we can ensure every child ends their day just as strong as they began it.

Click the link below and enter your home address to see:

[Web query](#)

- Your child's **bus stop location**
- **Pickup and drop-off times**
- The **bus number**



# Parent Liaison

Araceli Contreras is our Family Liaison. Ms. Contreras helps establish communication, relationships, and maintain mutual understanding among the school, community, and home. Ms. Contreras also connects students and their families with resources at school and in the community.



**Araceli Contreras**

**571.377.6230**

[acontreras@mcpsva.org](mailto:acontreras@mcpsva.org)

# Parent-Teacher

## **Parent-Teacher Communication: A Partnership for the Whole Child**

At Haydon Elementary, we believe that educating a child is a shared journey—one built on mutual respect, open dialogue, and a deep commitment to nurturing every aspect of a student's development.

Academic growth in reading, writing, mathematics, and content areas forms the foundation of our instructional program. But educating the whole child means going beyond academics to support social-emotional health, peer relationships, and self-regulation skills that are essential for lifelong success.

We know that your child is the most important person in your life. That truth is at the heart of everything we do. It's why our staff is dedicated not only to high-quality instruction, but to forming caring connections and supporting each student's individual needs with compassion.

We ask that families partner with us through open, frequent, and honest communication. When we're aligned—sharing insights, challenges, and celebrations—we create a powerful support system for your child's well-being. Whether it's a learning struggle, a personal milestone, or a behavioral concern, please know that your voice matters.

Together, we create the environment where every child can thrive academically, socially, and emotionally.

### **Conferences**

Dates: November 3, 2025 and February 11, 2026

Interpretation Available Upon Request

### **Report Cards**

We encourage families to use the PowerSchool Parent Portal to access student grades. It can be accessed on either the [PowerSchool Parent Portal website](#) or the PowerSchool Parent Portal app: [PowerSchool Parent Portal app for Apple devices](#) or [PowerSchool Parent Portal app for Android devices](#).

More information can be found on the [Manassas City Public Schools website](#).

Grades are available to parents at any time on the Parent Portal website or the Parent Portal App. Report cards will be available online on the following dates:

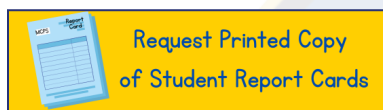
**October 31st** - First Quarter Report Cards

**January 23rd** - Second Quarter Report Cards

**April 10th** - Third Quarter Report Cards

**June 12th** - Fourth Quarter Report Cards

To request a printed copy of a student's report card, please use the form linked below, or you can use the same button linked at the bottom of the Haydon website.



**MCPS App**

Stay Connected

Manténgase en  
comunicación

iPhone



MyMCPSVA

Android



MyMCPSVA



PowerSchool Mobile



PowerSchool Mobile

School Code: HGHH

**MCPS Rooms**

<https://apps.apple.com/us/app/manassas-city-public-schools/id6477305405>

<https://play.google.com/store/apps/details?id=com.apptegy.manassas>

**PowerSchool Parent Portal**

<https://www.mcpsva.org/o/mcps/page/powerschool-parent-portal>

*Last Updated: Septemeber18,2025*

# Counseling

Haydon has two full-time school counselors who work closely together to meet your child's needs and ensure their success.



**Allie Vroustouris**

**571-377-6214**

**[avroustouris@mcpsva.org](mailto:avroustouris@mcpsva.org)**

**Case Load: Ms. Castillo (Pre-K), Ms. McMullan, Ms. Beverly, & Ms. Oparanozie (Kindergarten), 1st Grade, & 3rd Grade**



**Heather Hartman**

**571-377-6213**

**[hhartman@mcpsva.org](mailto:hhartman@mcpsva.org)**

**Case Load: Ms. Forrest-Marshall (Pre-K), Ms. Rutledge & Ms. Suski (Kindergarten), 2nd Grade, & 4th Grade**

## School Counselors...

- Provide a comprehensive program that meets the academic, social-emotional, and career needs of ALL students
- Work confidentially with students and inform stakeholders of critical information on a “need-to-know” basis
- Implement effective, short-term interventions for students

## What services do we provide?

- Individual counseling
- Small group counseling
- Crisis counseling
- Classroom lessons
- Consultation with teachers, parents, and administrators
- Referrals for outside counseling resources

# Discipline

## Code of Conduct

The Manassas City School Board is committed to providing a safe and respectful learning environment where all students can succeed. The Student Code of Conduct outlines student rights and responsibilities and sets expectations for behavior on school property, buses, at bus stops, and during school-related activities. It also applies to off-campus behavior if it disrupts learning or safety at school.

Disciplinary actions are applied fairly and consistently, considering each student's age and development. School administrators have the authority to assign consequences for behaviors or dress that disrupt the learning environment, even if not listed in the Code of Conduct. Consequences may include suspension, alternative placement, or expulsion. The Superintendent may take additional action to ensure school safety and support student success through prevention and intervention programs.

## **How Parents Can Help**

- Ensure the student attends school daily and on time and notify the school when the student is tardy, absent or leaving early
- Support the student's academic goals
- Teach the student to assume responsibility for academic assignments
- Develop collaborative, supportive relationships with teachers, administrators and other school staff to promote academic achievement
- Read, understand and support the code of conduct
- Provide encouragement and discipline aimed at motivating the student towards responsible behavior
- Hold the student responsible to conduct themselves in a manner that does not infringe upon the rights of others
- Participate in meetings with teachers, administrators and other school staff as requested to address student concerns
- Provide emergency notification information



# Clubs

We're thrilled to offer a wide selection of school clubs—an exciting way for students to explore interests, build community, and create lasting memories outside the classroom.

From the thrill of sports to the wonders of STEM and the creativity of performing arts, our club offerings reflect the diverse passions of our students and promote growth in teamwork, self-confidence, and lifelong learning.

We believe experiences beyond the classroom are essential to developing the whole child. Clubs provide students with meaningful opportunities to connect, discover, and shine.

## Important Details:

- Communications about club opportunities will go out in September and January through the parent newsletter and take-home folders to eligible students.
- Spaces are limited and will be filled on a first-received permission slip basis.
- Transportation is not provided. Timely student pick-up is required, and club sponsors will communicate specific end times.

We look forward to partnering with you to create experiences your child will cherish for years to come

[Permission Form](#)

# PTA



# Volunteer

## Policy [IICB-IICC-R Community Resource Person-School Volunteers](#)

Volunteers provide valuable services to Manassas City Public Schools by assisting with instructional programs, providing administrative support, and supporting student activities. Assignments that volunteers may fill include small group tutoring, field trip chaperones, school sponsored fundraisers, etc. To provide students and staff with a safe environment, the School Board endorses a volunteer screening program to create a pool of approved volunteers.

To allow for a wide range of volunteer opportunities, volunteer participation is classified into two tiers. Depending on the tier, specific processes must be completed for the volunteer to be authorized to work with students.

Volunteers with Haydon Elementary must be at least 18 years of age. Individuals wishing to become a Tier 2 volunteer must complete the online Volunteer Application. The application will need to be resubmitted annually.

The tiers and the requirements are as follows:

### Tier 1:

- Definition: Volunteers who work with and/or monitor students while always under the supervision of an MCPS employee.
- Requirements:
  - Provide current government issued photo identification upon entry into the building and sign in for processing through the Raptor System.
  - While volunteering, display the identification badge and surrender upon the conclusion of the activity.

### Tier 2:

- Definition: Volunteers who work with and/or monitor students and will, at times, be alone with and solely responsible for students.
- Requirements:
  - Complete and submit [volunteer application](#)
  - Complete fingerprint-background check with VA State Police & FBI & Department of Social Services screening (Background checks will be conducted on a 3 year cycle)
  - Provide current government issued photo identification upon entry into the building and sign in for processing through the Raptor System.

- While volunteering, display the identification badge and surrender upon the conclusion of the activity.

Individuals who wish to be a Tier 2 volunteer must complete the online [Volunteer Application](#). Upon submission of the application, the school administration, where the volunteer wishes to serve, will review the application and provide the initial approval. The individual will then complete a background check through the Department of Human Resources. Human Resources staff will notify school administration of the approved volunteer's background. The school will then notify individuals who have met all the requirements for Tier 2.

### **Classroom volunteers**

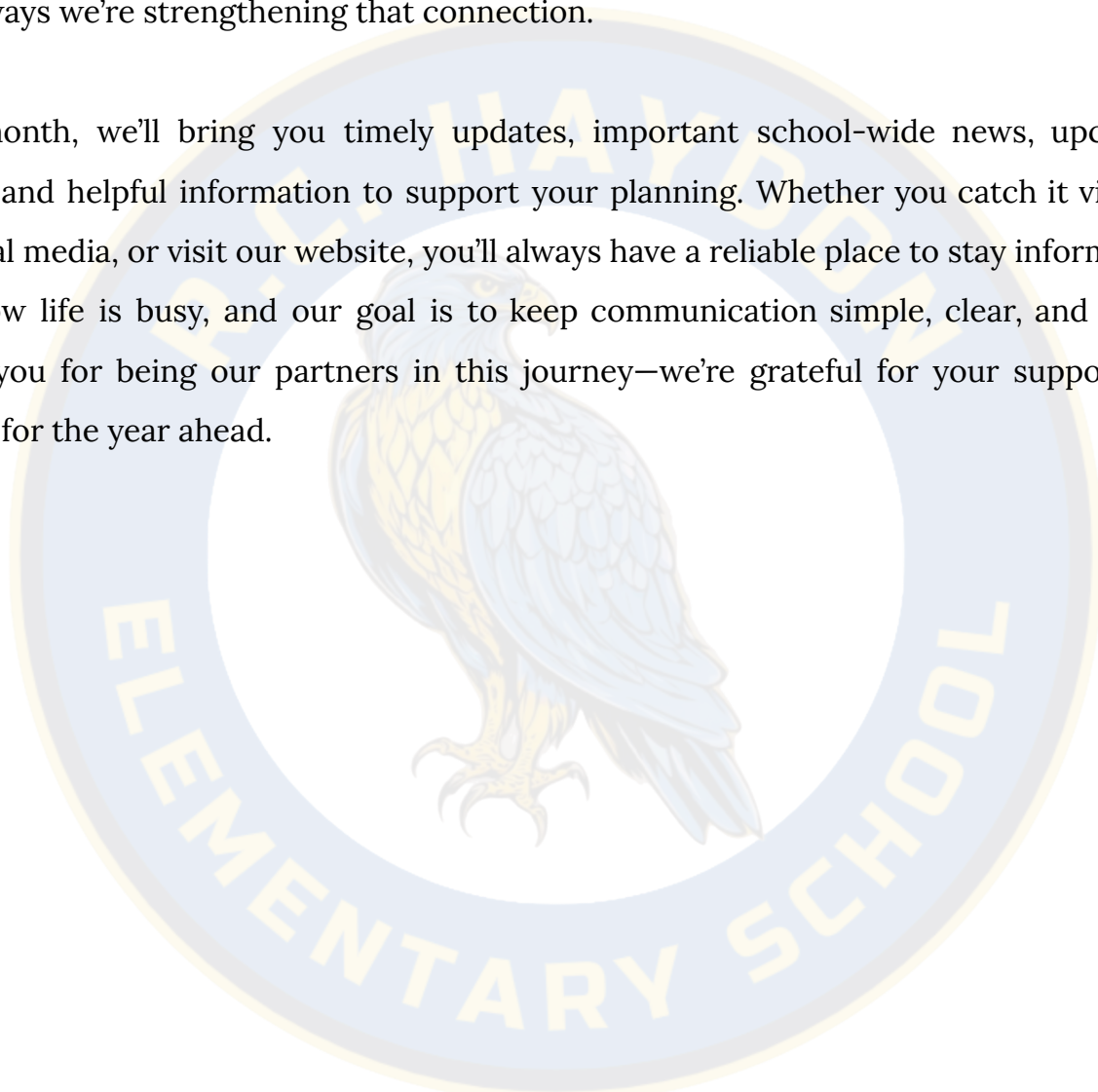
While we encourage parent involvement in their child's education, observations and visitations can be disruptive to the learning environment. Observers change the classroom dynamics and can make a teacher's job more difficult, as students are often distracted by outside observers. In addition, there are concerns arising from observations and their effect on student confidentiality rights under state and federal law. The presence of non-school personnel in schools increases the risk of improper disclosure of a student's personally identifiable information.

Please see Policy [KK-R School Visitors](#) for more information.

# Newsletter

The Haydon Home Connection—a monthly newsletter created just for you. At Haydon Elementary, we believe that consistent, transparent, and student-centered partnership is the key to unlocking deeper learning and nurturing the whole child. This newsletter is one of the ways we're strengthening that connection.

Each month, we'll bring you timely updates, important school-wide news, upcoming events, and helpful information to support your planning. Whether you catch it via text, on social media, or visit our website, you'll always have a reliable place to stay informed. We know life is busy, and our goal is to keep communication simple, clear, and useful. Thank you for being our partners in this journey—we're grateful for your support and excited for the year ahead.





# Title 1 Information

## Title I at Haydon Elementary: Supporting Every Learner

Haydon Elementary is proud to be a school-wide Title I program, which means we receive additional federal funding to strengthen math and reading instruction for all students. These resources also help us build meaningful connections with families and the community around student learning. Thanks to Title I support, we sponsor engaging events like **Math Night** on September 25 from 5:30–7:00 PM and **Reading Night** on October 30, 2025 from 5:30–7:00 PM. Our **Annual Title I Meeting** will take place at the start of Reading Night, beginning promptly at 5:30 PM. We're also fortunate to have two dedicated staff members funded through Title I who focus exclusively on enhancing math and reading instruction across grade levels. Their work is a vital part of our commitment to academic success for every child. We look forward to seeing you at these events and continuing our partnership in learning!

[Parent Right To Know Letter](#)