

# Greenway Middle/High School

2025-2026

## Parent/Student Handbook

**GREENWAY**  
**RAIDERS**



**GNK**  
**TITANS**



# Part I – INFORMATION

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## WELCOME TO GREENWAY MIDDLE/HIGH SCHOOL

Welcome to Greenway High School!

We are grounded in the **Mission of Greenway Public Schools**, which states:

*“The mission of Greenway Public Schools is to provide a safe, educational environment which embraces diversity and equips learners with lifelong skills enabling them to succeed, to think independently, and to act respectfully when meeting the challenges of a changing society.”*

This mission guides our daily work. We are committed to creating a balanced and enriching educational experience that includes rigorous academics, fine arts, technology education, and a wide range of extracurricular opportunities. Our skilled and caring staff use current best practices and innovative tools to provide students with **world-class educational experiences**.

We believe education is a shared responsibility. This mission is accomplished by **students, families, staff, the school board, and the community working together** to maintain high standards and quality programs. By fostering strong partnerships and a culture of belonging, we ensure every student is supported in reaching their full potential.

At Greenway High School, we are committed to fostering a welcoming and inclusive environment where every student feels a genuine sense of belonging. We believe that when students are known, valued, and supported, they thrive—both as individuals and as members of a vibrant learning community.

Guided by our **Portrait of a Graduate**, we intentionally cultivate the skills and mindsets our students need to succeed in a rapidly changing world. Greenway graduates are:

- **Innovative thinkers**, using creativity and curiosity to solve real-world problems.
- **Resilient learners**, demonstrating adaptability, grit, and perseverance through life’s challenges.
- **Collaborative team members**, who appreciate diverse perspectives and work synergistically with others.
- **Effective communicators**, expressing ideas with clarity and advocating respectfully for themselves and others.
- **Engaged citizens**, who show pride in their community and take responsibility for creating positive change.
- **Critical thinkers**, who analyze, validate, and apply information with discernment and wisdom.

To learn more about Greenway Middle/High School, please visit our website at [www.isd316.org](http://www.isd316.org). Click on "Schools" and select Greenway Middle/High School. We welcome your involvement and look forward to working together in this educational journey. Please don’t hesitate to reach out if you have any questions—we’re here to help.

Dianna Hazelton - GHS Principal  
William Floersheim - GHS Assistant Principal/Activities Director

# GHS Daily Schedule

8:00	GHS Doors Open
8:15	Warning Bell
8:25	Classes Begin
3:06	End of the day

## Breakfast Schedule

8:00 - 8:15	5-8 Breakfast in Cafeteria
8:15 - 8:30	K-4 Breakfast in Cafeteria
8:00 - 8:25	9-12 To Go Breakfast in Critical Thinking Area

## Lunch Schedule

6-8 Lunch	11:04 - 11:30
K12 Lunch	11:30 - 11:58
9-12 Lunch	11:58 - 12:24
3-5 Lunch	12:24 - 1:04

# **GHS BELL SCHEDULE**

<b>Monday, Tuesday, Thursday, Friday</b>		
1	8:25	9:16
2	9:20	10:10
3	10:14	11:04
	6-8 Lunch	11:04 - 11:30
	6-8 Class	11:34 - 12:24
4	9-12 Class	11:08 - 11:58
	9-12 Lunch	11:58 - 12:24
5	12:28	1:18
6	1:22	2:12
7	2:16	3:06

<b>Wednesday</b>		
1	8:25	9:06
2	9:10	9:50
3	9:54	10:34
AM Advisory	10:38	11:04
	6-8 Lunch	11:04 - 11:30
	6-8 Class	11:34 - 12:24
4	9-12 Class	11:08 - 11:58
	9-12 Lunch	11:58 - 12:24
PM Advisory	12:28	12:54
5	12:58	1:38
6	1:42	2:22
7	2:26	3:06

## **2025-2026 School Calendar**

September 2 - First Day of School  
September 29 - No School, Teacher Workshop  
October 16, 17 - No School  
October 31 - End of Quarter 1  
November 3 - No School, Teacher Workshop  
November 11 & 13 - Parent Teacher Conferences  
November 14 - No School  
November 27-28 - No School, Thanksgiving  
December 8 - No School, Teacher Workshop  
December 24 - January 2 - Winter Break  
January 15 - End of Quarter 2/Semester 1  
January 16 - No School, Teacher Workshop

January 19 - No School, MLK Jr Day  
February 2 - No School, Teacher Workshop  
February 16 - No School, Presidents' Day  
March 20 - End of Quarter 3  
March 23 - No School, Teacher Workshop  
March 24 & 26 - Parent Teacher Conferences  
March 27 - No School  
April 3-6 - No School, Spring Holiday  
May 25 - No School, Memorial Day  
May 28 - Last day of School  
May 29 - Teacher Workshop  
May 30 - Graduation

## **DISTRICT & HIGH SCHOOL OFFICE**

The District Office is located at 499 Powell Ave. in Coleraine and houses the superintendent, administrative assistant to the supt./human resources officer, business manager along with central enrollment. The high school office, including the administrative assistant to the principal, high school and middle school principal, and counselors is located on the 2<sup>nd</sup> floor. **Our attendance line for calling in absences or requesting a pass is 218-245-6801.**

**The School District telephone number is 245-1287. Office staff and extension #'s are listed below.**

<b>Superintendent</b>	David Pace	26501	dpace@isd316.org
<b>HR/Admin. Asst. to the Supt.</b>	Tanya Elich	26504	telich@isd316.org
<b>Finance Officer</b>	Heather Lantz	26502	hlantz@isd316.org
<b>Business Manager</b>	Miranda Jurganson	26500	mjurganson@isd316.org
<b>Supt.'s Office Fax</b>	218-245-6612		
<b>GHS Principal</b>	Dianna Hazelton	26208	dhazelton@isd316.org
<b>Assistant Principal/Activities Director</b>	Will Floersheim	26516	wfloersheim@isd316.org
<b>Assist. to the Principal &amp; AD</b>	Lisa Hallie	26820	lhallie@isd316.org
<b>Asst. AD</b>	John Peterson	26203	jpeterson@isd316.org
<b>Attendance/Student Services Secretary</b>	Christine Mitchell	26801	cmitchell@isd316.org
<b>9-12 Counselor</b>	Melissa Sutherland	26806	msutherland@isd316.org
<b>5-8 Social Worker</b>	Kelly Fillman	26213	kfillman@isd316.org
<b>Indian Education Office (GHS)</b>	Laurie Eide	26383	leide@isd316.org
<b>School Nurse</b>	Ben Mauer	26804	bmaurer@isd316.org
<b>Greenway Food Service</b>	Carol Barnett	26211	cbarnett@isd316.org

## **CHANGE OF ADDRESS AND TELEPHONE NUMBER**

Students and/or parents/guardians are to report immediately to the high school office any change of address, change in telephone or cell phone number and/or email address. This information is very important and needed in case of emergency, county change, transportation, etc.

## **SCHOOL SONG "HAIL GREENWAY"**

Hail to our Greenway High  
And Let us sing  
To our Loyalty  
High, may our banners fly  
So let us ever loyal be  
Rah! Rah! Rah!

Sing for our fighting team  
And let the teams all  
Know we're here  
Hats off to dear old Greenway  
And raise our voices loud and clear  
G-R-E-E-N-W-A-Y: Go, Greenway!

## **CLASS SCHEDULE CHANGES**

No class can be dropped or changed without approval of administration after the first two weeks of the term. If a course is dropped after the first two weeks, an "F" grade may appear on the student's permanent record.

## **COLLEGE VISITS**

Students are strongly encouraged to visit colleges on a week when the Senior High is not in session, such as a holiday, teacher workshop day, etc. A copy of the school calendar is included in this handbook. Two visits per semester will be considered exempt, however, any visits must be scheduled through the counseling office to be considered an excused absence and require a signed and dated statement confirming the date of the visit from the college on their letterhead.

## **DATA PRIVACY**

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

## **DIRECTORY INFORMATION**

Independent School District 316, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "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." Directory-type information under this policy is defined as:

- The student's name, address & photograph
- The names of the student's parents & phone number
- The student's date of birth & class designation (i.e., 1st Grade)
- The student's participation in officially recognized events, activities, and sports, including extracurricular activities and cocurricular activities
- The student's achievement awards or honors or degrees received
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #316

**Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually in August. The public & media information/opt-out form is on the following page in this handbook.**

**PUBLIC & MEDIA INFORMATION/OPT-OUT FORM ISD 316**

Our schools are an important part of community life; and as such, the school district and its students deserve a certain amount of attention whether through the media or in conjunction with school district approved web pages. Special events regularly take place at and in school and in conjunction with school activities, and we would like to share these activities with the community and other school district patrons through news releases, photographs, other electronic means, and/or on the school district's approved web pages. Often, these news releases and web pages are accompanied by pictures of students taken by school staff, newspaper or media personnel, or other individuals authorized and approved by the school district. ISD 316 worldwide web site was established to provide a learning experience for students and staff and an opportunity to communicate with parents, community, and other internet users about the learning activities and extracurricular and cocurricular activities of ISD 316 and its schools and students. The web site provides information about school and activities, including photographs of school events and special awards. School district policy and procedure requires that students receiving special services will not be included. The school district would not publish the full names of students in the photographs, and only first names will be used, when and where appropriate. It is anticipated that the majority of any photographs will be of a group nature. Any individual photographs will be discreet. The only exceptions to the above procedure and policy would be with regard to senior pictures, graduation announcements, school related yearbook, drama playbills, and sport activity sheets and programs, etc. The school district will follow the aforementioned procedure, as it considers this information, photographs, and other technology showing likenesses of students and student activities to be property interests of the school district. In summary, the school district may release your student's name and photographs of your student, including releasing them in connection with your student's participation in officially recognized events, activities, and sports, including extracurricular activities and cocurricular activities; your student's weight and height if a member of an athletic team; your student's date of birth and class designation (i.e., 11th grade); and your student's achievement awards or honors or degrees received. However, should you choose and elect to opt-out by giving a blanket denial of permission for the intended uses contemplated above with regard to your student, you must sign the document below, which clearly indicates by your signature that no permission is given for the use of your student's likeness for any of the intended purposes. The school district will make all reasonable efforts to respect your request and desire.

**Should you fail to sign this document, and have it submitted to the school district offices by October 1st of each school year, the school district will proceed in accordance with its normal policies and procedures.**

Print Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Original kept in the building of origin

**Send one copy to: High School Office**

## **DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIALS**

### **ON SCHOOL PREMISES**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, contact a principal or refer to district policy.

### **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **EQUAL ACCESS TO SCHOOL FACILITIES**

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

### **EXTRA-CURRICULARS**

Art Club	Future Farmers of America	Wrestling	Student Council
Baseball	(FFA)	Knowledge Bowl	Trap Shooting Club
Basketball/Boys & Girls	Golf/Boys & Girls	National Honor Society	TRIO
Cheerleading	Hockey/Boys & Girls	Ojibwe Quiz Bowl	Upward Bound
Cross Country/Boys & Girls	Girls/Boys Lacrosse	One Act Play	Yearbook
Fastpitch Softball	Tennis/Boys & Girls	Pep Club	Inclusivity Club
Football	Track & Field/Boys & Girls	Speech	FIRST Robotics
	Volleyball	Student Ambassadors	

### **Eligibility - MSHSL - Academic**

All activities adhere to minimum MSHSL eligibility requirements.

Steps in the Greenway Academic Eligibility Policy:

The Activities Director runs a pre-grade check on all current season registered athletes and Student Managers every Monday to give athletes an advance notice that they are failing.

Wednesday Activities Official Grade Check: The Activities Director runs the Activities Official Grade Check on all current season registered athletes and Student Managers every Wednesday. Athletes who are still failing by the end of the school day Wednesday will be placed on Academic Probation.

#### **Academic Probation:**

Athletes with one or more "F's" are placed on Academic Probation.

Are ineligible to participate in a contest/game.

Are ineligible to leave school early to attend an event.

Are required to attend an Activities Study Table on Wednesday following this notice. Failure to attend a required study table will result in a one-week suspension from activity, even if grades are improved during that time period.

#### **Athletes Remain on Academic Probation until:**

All grades are passing; or

A teacher advises the Activities Director that the athlete is clear to participate; or

Next Wednesday's Athlete Official Grade Check.

## FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed.

The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school office. Listed below are current fees:

### 2025-2026 Fee Schedule

STUDENT FEES	
Transcripts (graduates)	\$4.00
Replacement Planner	\$5.00
7/8 PE Shirt	\$10.00
7/8 PE Short	\$10.00
<b>Chromebook Fees</b>	
Annual Insurance	\$25.00
Deductible-1st Incident	\$25.00
Deductible-2nd Incident	\$50.00
Replacement Charger	\$30.00
<b>Parking Violation</b>	
1st Offense	\$10.00
2nd Offense	\$20.00
3rd Offense	\$30.00
4th Offense	Tow
Yearbook	TBD each year
Certified Nursing Assistant Test Fee	\$150.00
Lost/Damaged Book Fee	\$3-\$75
Replacement Padlock Fees	\$15.00
<b>ACTIVITY/ATHLETIC FEES</b>	
6-8	\$70.00
9-12	\$115.00
Family Max	\$325.00
<b>CAP &amp; GOWN-GRADUATES</b>	<b>\$24-\$55</b>

ATHLETIC ADMISSIONS	
<b>Varsity/JV Athletic Admissions</b>	
Student*	\$5.00
Adult	\$7.00
Annual Pass (Student)	\$44.00
Annual Pass (Adult)	\$65.00
Annual Family Pass	\$212.00
Golden Pass	FREE
(Resident of Greenway who is 65 years of age or older and requests a pass) (Golden Pass must be reissued every three years)	
Employees (only)	FREE
<b>*ALL GREENWAY STUDENTS WILL BE ADMITTED FOR FREE TO ALL REGULAR SEASON GAMES. PASSES/EMPLOYEE ADMISSION ARE NOT VALID FOR DISTRICT OR PLAYOFF GAMES.</b>	

MEALS*			
<b>ALL STUDENTS ARE PROVIDED ONE FREE BREAKFAST AND ONE FREE LUNCH EACH SCHOOL DAY</b>			
<b>2nd Breakfast</b>		<b>Adult</b>	
Elementary	\$2.90	Breakfast	\$2.90
Secondary	\$2.90	Lunch	\$5.00
<b>2nd Lunch</b>			
Elementary	\$5.00		
Secondary	\$5.00		
Add'l Milk	\$0.75	ALA-CARTE	\$.50-\$4.00

\*To be revised based on MDE release

## **FUNDRAISING**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day.

## **GIFTS TO EMPLOYEES**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **GRADUATION CEREMONY**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal. Class attendance during our regular school schedule, at least for partial days, is also a student requirement before participating in commencement ceremonies. **To participate in the graduation ceremony students must have completed all credit requirements.** Culturally significant items are allowed at graduation.

## **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy or with the permission of the student's parent or guardian. See school district policy [ISD 316 Student interviews by outside agencies policy - 519](#).

## **LAW FOR 18-YEAR-OLD STUDENTS**

Minnesota Statutes section 120A.20 reads, in part, as follows: "Admission to a public school is free to any person who: (1) resides within the district that operates the school; (2) is under 21 years of age or who meets the requirements of [120A.20, subd. 1(c)]; and (3) satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board." This mandates that all students regardless of age must adhere to the policy of the school.

## **LAW FOR WORKING STUDENTS**

Minnesota statute prohibits any student who is not 18 from working after 11:00 p.m. or before 5:00 a.m. on a school day. A student may work until 11:30 p.m. or begin at 4:30 a.m. if a parent or guardian provides the employer with a note.

## **LEAVING SCHOOL**

Notes are NOT accepted for attendance matters. A parent or guardian must call the attendance line at 218-245-6801 to give permission for any student to leave during the school day. Under **all** circumstances, even with teacher or parent approval, all students leaving school premises during school hours **must** have permission (a written or digital pass) from the Attendance Office and they are required to sign out when leaving. This includes leaving for an illness, medical or dental appointments and family emergencies. **If a student leaves the school property for any reason without notifying the office prior to leaving, their absence will be regarded as unexcused.** These absences will not be changed to excused after the fact, even with a parent call or doctor's note.

Students in grades 5<sup>th</sup>-6<sup>th</sup> must have a parent/guardian come in the attendance office and sign them out. Students in grades 7<sup>th</sup>-12<sup>th</sup> are permitted to sign themselves out to leave when prior permission from a parent/guardian has been received at the Attendance Office.

## **LUNCH POLICY**

Greenway Middle/High School's hot lunch program offers a nutritious and appetizing meal each day. A la Carte items are also available. The lunch program is a positive balance program. Students are encouraged to participate in the program. ISD 316 has a closed campus lunch. Students are not allowed to leave campus during the lunch hour unless they have a signed pass from the principal's office. Food will be eaten in the cafeteria unless permission has been granted such as for a class or activity party elsewhere. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home. For more information on Greenway's Food Service program: [Website: Food Service - Greenway Public Schools](#)

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program. See the school district policy [ISD 316 School Meals Policy - 534](#).

## **LOCKER POLICY/SEARCHES/BACKPACKS & BAGS**

Pursuant to Minnesota statutes, 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. 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 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. The policy above for lockers also applies equally to students' desks or personal possessions defined herein. Vehicles on school property are also subject to search when there is reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall also be a violation for students to carry contraband on their person or in their personal possessions. The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. Students are assigned a locker and held accountable for all damages (i.e. dents in door, graffiti, tape and sticker removal, painting, etc.). Fines will be assessed accordingly. Students will be issued a lock from the school. The district takes a proactive position in regard to chemical use and/or distribution. In order to maintain a safe environment for our students the following may be used but not limited to: law enforcement, search team/dogs, drug wipes/testing. Students are allowed to use backpacks to bring items to and from school. To assure proper space in all classrooms, lockers are to be utilized during the school day to store any coats or outdoor wear and school materials. Students are given a 4 minute passing time to retrieve materials from their locker for their next class. Decorations on lockers are for school sponsored and advisor approved activities only.

### **121A.72 SCHOOL LOCKER POLICY.**

"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."

## **MESSAGES**

Unless it is an emergency situation, students will not be called out of class for reasons such as: messages, assignments, money, band instruments, etc. These messages can be left in the office and students will be notified at a time that will not disrupt a class session.

## **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The School District does not discriminate in any manner because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in the full utilization of or benefit from the School District, or the services rendered thereby to any person in violation of Minnesota Statutes section 363A.13. The School District will ensure physical and program access for disabled persons in accordance with Minnesota Statutes section 363A.13. Except when based on a bona fide occupational qualification, the School District will not, because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, disability, sexual orientation, or age, (1) refuse to hire or to maintain a system of employment which unreasonably excludes a person seeking employment, (2) discharge an employee, or (3) discriminate against a person with respect to hiring, tenure, compensation, terms, upgrading, conditions, facilities, or privileges of employment, in violation of Minnesota Statutes section 363A.08. The School District does not discriminate on the basis of sex in the educational programs or activities it operates and is required by Title IX and 34 C.F.R. Part 106 not to discriminate in such a manner. 34 C.F.R. § 106.8(b). The School District's obligation not to discriminate in its education programs or activities extends to admission and employment. The Title IX grievance procedure and process can be found in District Policy 522 "Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process" available from the Title IX Coordinator and online at [Insert link]. The School District does not discriminate on the basis of disability in violation of Section 504 and 34 C.F.R. Part 104. 34 C.F.R. § 104.8(a). The School District does not discriminate in admission to or access to, or treatment or employment in, its programs or activities on the basis of disability. The School District does not discriminate on the basis of race, color, or national origin (Title VI), disability (Title II), or age (Age Discrimination Act) in its programs and activities and provides equal access to designated youth groups as required by law (Boy Scouts Act). The following persons have been designated to coordinate the School District's efforts to comply with and carry out its responsibilities, and handle inquiries regarding the School District's nondiscrimination policies.

**Title IX Coordinators**  
Sex Nondiscrimination  
Sexual Harassment

Dianna Hazelton  
Greenway High School Principal  
Greenway Public Schools  
P. O. Box 520  
308 Roosevelt St.  
Coleraine, MN 55722  
218-245-6208  
dhazelton@isd316.org

**ADA/Section 504 Coordinator**  
Disability Nondiscrimination

Katie Heimdahl  
Special Education Director  
Greenway Public Schools  
P.O. Box 570  
300 Cole Ave.  
Coleraine, MN 55722  
218-245-6601  
kheimdal@isd316.org

**Human Rights Officer**

Nondiscrimination related to other  
protected classes identified above (e.g.,  
race, age, religion, etc.)

David Pace  
Superintendent  
Greenway Public Schools  
P.O. Box 227  
499 Powell Ave  
Coleraine, MN 55722  
218-247-7306  
dpace@isd316.org

Melissa Sutherland (Alternate)  
HS Counselor  
Greenway Public Schools  
P.O. Box 520  
308 Roosevelt St  
Coleraine, MN 55722  
218-245-6806  
mksutherland@isd316.org

Further information on this notice can be obtained from the Office for Civil Rights, the Equal Employment Opportunity Commission, or the Minnesota Department of Human Rights. Questions relating solely to Title IX and its regulations may be referred to the School District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

## **PLEDGE OF ALLEGIANCE**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag, including headwear.

## **POLICE LIAISON OFFICER**

A school resource officer's contractual duties with the school district shall include:

1. fostering a positive school climate through relationship building and open communication;
2. protecting students, staff, and visitors to the school grounds from criminal activity;
3. serving as a liaison from law enforcement to school officials;
4. providing advice on safety drills;
5. identifying vulnerabilities in school facilities and safety protocols;
6. educating and advising students and staff on law enforcement topics; and,
7. enforcement of criminal laws.

## **POSTERS AND NOTICES**

Only approved notices and posters may be displayed on bulletin boards or walls. Posters soliciting for businesses will not be allowed. Please contact the Principal's Office for Administration permission and signature to post a notice.

## **PROM/SEMI-FORMAL & OTHER HIGH SCHOOL DANCES (Gr 9-12)**

Prom is a High School Dance open to students in 11<sup>th</sup> & 12<sup>th</sup> grade and younger if asked by a student in one of these grades. Semi-Formal (Crystal Ball) is open to students in grades 9-12. Greenway students requesting an outside guest to attend a school related dance are required to complete a "Guest Request/Permit" form two (2) weeks prior to the event. Outside guests cannot be over the age of 20. Students with outstanding detention or ISS time will not be allowed to attend school dances.

## **SCHOOL-SPONSORED STUDENT PUBLICATIONS**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities;
- Advertises or promotes any product or service not permitted for minors by law;
- expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
- is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

See ISD 316 District Policy 512 [file-1740170007422-download-512 021425](#)

## **STUDENT DRIVING/PARKING**

The lower Scofield parking lot is for staff only, students may use only with special permission. It is the policy of the school district to close our campus to student driving. Vehicles parked on school property cannot be driven during school hours without permission from administration. School hours are considered 8:25 am to approximately 3:20 pm (when buses leave), including noon lunch. Greenway High School has a very limited number of parking spots that are designed for employees of the district. Students are prohibited to park on school property from 7:30 am - 3:30 pm unless permitted by school administration.

## **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students regarding conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, please refer to the school district's "Student Surveys" policy. It may be obtained at the District Administration Building.  
Student Surveys Policy

## **TECHNOLOGY**

A copy of the Accidental Damage Protection Waiver and Usage Agreement can be found on the district website under Technology. <https://www.isd316.org/en-US/technology-efa35161>

The responsible use of our technology is an expectation for our students. Provisions in our [Acceptable Use Policy](#) must be followed and any misuse and/or abuse of equipment will result in disciplinary action. Discipline may include loss of computer/device privileges, restitution, and other measures deemed appropriate by the administration.

ISD 316 uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our [website](#) and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year starting in 22-23. Please reach out to us for additional questions regarding specific digital tools used in classrooms.

## **UNPAID MEAL CHARGE & DEBT COLLECTION**

### **Unpaid Meal Charge and Debt Collection Procedure**

#### **I. Purpose**

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

#### **II. General Statement of Procedure**

- A. ISD 316's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program.
- B. It is the policy of ISD 316 to offer breakfast and lunch meals that meet state and federal guidelines. Each student will be provided one free breakfast and one free lunch each school day.
- C. Payments for additional meals or ala carte items can be made using cash, check, or with a credit card using the online payment system.
- D. Families are encouraged to complete the application for educational benefits as the school district can receive additional funding. Educational benefit applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available during school hours in the main offices of Vandyke Elementary or Greenway High School, the food service office, or can be printed from the district website.

#### **III. Charge Procedure**

- A. Students are not allowed to charge for ala carte items or second meals.
- B. Students will always be served a meal regardless of unpaid food service accounts.

#### **IV. Notification of Account Status**

- A. Families can check their student's meal account balance via Parent Portal or by contacting the food service office.

## **VEHICLES ON CAMPUS**

#### **Patrols and Inspections**

School officials and/or their designee may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. A 300 ft safe school zone extends from any school property and any inappropriate or dangerous activity taking place within this zone will be dealt with accordingly.

#### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

## **VEHICLES FOR VOCATIONAL PURPOSES**

Students in our vocational classes are expected to come prepared for class each day. Parts/materials, etc., needed for projects must be acquired by the student after school hours or on weekends. The area in front of the shop is designated as a non-student parking area. The only students allowed to park in that area will be those who have made an appointment **with the instructor** to work on their vehicle for that day. When work is completed on the vehicle, the vehicle needs to be moved to a legal parking area.

## **VIDEO & AUDIO SURVEILLANCE**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

## **WEATHER CONDITIONS**

Notice will be given to broadcast any school closings over radio station KOZY (1320 AM) or television station WDIO (Channel 10 & 13) as early as possible in the morning as well as via Parent Square. Assume we will have school unless announced otherwise.

# Part II – ACADEMICS

## **ACADEMIC INTEGRITY**

Academic integrity is one of the most important values in higher education. This principle requires that each student’s work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty. College In the Schools (CIS) students are also expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations:

**Plagiarism:** Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another’s work without acknowledging the source.

**Cheating:** Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g., cheat sheets or copying from another’s paper, test, and/or homework.

**Fabrication:** Inventing or falsifying information: for instance, creating data for a required lab experiment that was not done or was done incorrectly.

**Enabling Academic Dishonesty:** Assisting others in committing an act of academic dishonesty.

**Deception or Misrepresentation:** Lying about or misrepresenting your academic work or academic records or using another person’s work.

\*Any student involved in academic dishonesty may expect the following:

1<sup>st</sup> Offense = “F” on the assignment involved

2<sup>nd</sup> Offense or subsequent = F on the assignment, detention, suspension, or other discipline, based on the facts, circumstances, and severity of the offense.

## **ALTERNATIVE EDUCATIONAL OPPORTUNITIES**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning program, among others. Students and parents/guardians with questions about these programs should contact the principal and/or counselor.

## **ARTIFICIAL INTELLIGENCE**

Greenway Middle School/High School acknowledges that the use of generative artificial intelligence presents both opportunities and challenges. As this technology continues to evolve and become more widespread, it is important to approach its integration thoughtfully—balancing its potential benefits with a clear understanding of possible risks. These guiding practices are intended to support responsible, ethical, and effective use of generative AI across the school. The district understands that AI programs may be useful but are not a substitute for human judgment and creativity. Students’ misuse of AI may result in disciplinary action.

## **CREDITS REQUIRED**

In order to receive a diploma, students must successfully complete at least **24** credits in grades 9-12 and comply with the following high school level credit requirements:

<u>Subject Area</u>	<u>Credits</u>	<u>Explanation</u>
Language Arts	4	English 9, English 10 + 2 additional credits as described in the registration guide.
Mathematics	3	Must include an algebra II (Higher Algebra) credit or its equivalent. A career and technical education credit may fulfill a mathematics credit. (An algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics.)
Science	3	Must include one credit of biology, one credit of chemistry or physics, and one elective credit of science. An agricultural science or a career and technical education credit may fulfill a science credit.
Social Studies	3.5	Must include United States history, geography, government and citizenship, world history, and economics, OR three credits of social studies including at least United States history, geography, government and citizenship, and world history, and one-half credit of economics
Fine Arts	1	A career and technical education credit may fulfill an arts credit.
Health	0.5	
It's Your Future	0.5	
Technical Exploration	0.5	Any Pathways Course
Physical Education	1	
Elective Courses	7	
Total:	24	

## **COLLEGE IN THE SCHOOLS/POST-SECONDARY ENROLLMENT OPTIONS**

Eligibility: Minnesota high school sophomores\*, juniors and seniors may be eligible to take one or more college-level courses through CITS / PSEO if they meet the following requirements:

- Senior/12th grade: High school cumulative GPA of 2.5 or greater
- Junior/11th grade: High school cumulative GPA of 3.0 or greater
- Sophomore/10th grade\*: Complete the 8th grade Minnesota Comprehensive Assessment (MCA) reading test and meet the proficiency of “meets or exceeds.” Sophomores who qualify for PSEO may enroll in one career and technical education course.

Students must notify their high school of their intent to enroll in PSEO by May 30 for fall semester participation.

For more information - <https://greenwayhscounselor.my.canva.site/>

## **GRADUATION REQUIREMENTS**

Students must meet all credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Greenway High School.

## **HOMESCHOOL TRANSFER GRADES**

Students transferring to Greenway High School from a homeschool setting will have their homeschool coursework evaluated and recorded on the GHS transcript as Pass/Fail (P/F) grades. These grades will reflect course completion but will not be calculated into the student's cumulative GPA. This ensures consistency and fairness in academic records while honoring the learning completed during homeschooling.

## **HONOR GRADUATES**

Students graduating in the top ten of their class will receive an honor medal indicating this honor and three asterisks will appear before their name in the Commencement Program. Students who graduate with a 3.25 or higher will receive a gray honor cord and one asterisk will appear before their name in the Commencement Program. A blue and gold cord will be given to all National Honor Society Members and a + will appear before their name in the Commencement Program. Valedictorian and Salutatorian will be the #1 and #2 ranked in the class. Students must have a minimum of five academic classes in their senior year to qualify for scholarships and honors. (Teacher assistant hours would not count.)

## **HONOR ROLLS**

After each quarter students achieving a 3.0-3.666 GPA for that quarter will be designated as students achieving B Honor Roll status. Students will not qualify for the B Honor Roll if they have a D. Students achieving a 3.667-4.000 will be designated as achieving an A Honor Roll status. Students will not qualify for the A Honor Roll if they have a C. Honor Roll status is designated twice a year at the end of 1<sup>st</sup> and 2<sup>nd</sup> semester.

## **MAKE-UP WORK**

Every absence requires make-up work, which may be assigned by the teacher. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be made up and is lost education due to absenteeism whether excused or unexcused. Students will be responsible to make plans with their teacher to make up missing assignments on the day they return to school for any absence including suspensions.

## **MINNESOTA ACADEMIC STANDARDS**

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12
Minnesota Academic Standards, Physical Education K-12

## **PROMOTION & RETENTION**

All students are expected to earn about six credits per year during grades nine through twelve. Grade standing is based on credits earned and not on the number of years attended.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards will be prepared at the completion of each semester. You are encouraged to follow your student's progress routinely using the available, secure "Parent Portal" link on the school's web site [www.isd316.org](http://www.isd316.org). You will be issued a secure password giving you access to your student's grade book/attendance area in each of his/her classes. Reports are not mailed home. If you do not have Internet access and require a paper copy of all progress reports/report cards, please notify the office.

## **SENIOR SEMINAR REQUIREMENTS**

All seniors must be enrolled in five (5) academic classes each semester to enable them to attend Greenway full time and to be eligible for academic awards including class ranking. Seniors have the option of taking one senior seminar each semester if they have a cumulative GPA of 3.0 or better. Senior seminar hour is limited to period one or seven. In order to be eligible for this privilege, a contract must be signed by students and parent/guardian acknowledging expectations.

## **STANDARDS-BASED ACCOUNTABILITY ASSESSMENTS**

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. The refusal form must be submitted annually to the building principal and can be found on the ISD 316 website.

## **TEACHER ASSISTANT**

Juniors and seniors have the opportunity to spend time working with specific high school teachers, elementary teachers, Attendance Office, or in the Student Service Office. Juniors may be a TA one time per year, and seniors may TA twice per year. This option will only be allowed for 1 semester each year. It will count for zero credit. In order to be eligible for this privilege, a contract must be signed by students and parent/guardian acknowledging expectations.

## **PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING**

Participation in state assessments is essential for both individual student growth and the overall success of our school community. These assessments provide valuable insights into students' academic progress, helping educators tailor instruction to meet each student's needs. They also play a crucial role in maintaining high educational standards, as the results are used to identify strengths and areas for improvement. By participating in state assessments, students contribute to a comprehensive picture of our school's performance, which can lead to enhanced resources, support, and opportunities for all. For more information on Minnesota Comprehensive Assessments (MCAs) and other assessments, please use the links below.

[MDE - Student Participation in State Testing](#)

[MDE - 2024-2025 Participation Guide and Refusal Information](#)

# Part III – DISCIPLINE/RULES

## **ABSENT...WHAT SHOULD I DO?**

GHS has an attendance line which you as a parent/guardian need to call within 48 hours anytime there will be an absence. (218) 245-6801. This line is available 24/7. The only notes accepted are doctor's notes to exempt an absence. A daily Instant Alert will go out to parents of a student not accounted for by 10:30 a.m. **If the parent or guardian does not call the school, the absence will be unexcused.** Progressive consequences occur for students marked unexcused for any class. If the student believes there is an error, it is that student's responsibility to correct that absence before the consequence is issued.

**For student appointments, parents/guardians are expected to call attendance line or send message before school.**

**(Parent notification for attendance may be revised/updated school year 2025-2026)**

## **ABSENCES - GENERAL INFORMATION**

Research shows that grades are not the only indicator of learning or success in or out of school. Students who have good attendance records are more likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Since 2003, Ross Resources, Ltd. has been contracted in district 316 to provide Truancy Prevention services. A Student Engagement & Attendance Liaison is housed within the school building to identify and offer supports to students and their families as well as implementing school attendance policies. Each course will have classroom participation expectations determined by the instructor. **It is important for parents/guardians and students to understand that the school controls the determination of whether an absence will be considered excused or unexcused.** If total absences per class, both excused and unexcused, exceed 10 for a semester, credit recovery will be required. The student will remain in the class the remainder of the semester and will work with the SEAL on scheduling time to make up for any hours over the allotted 10 hours. Students failing required courses will need to arrange for alternative means of earning the credit in the future. An "awareness" letter will be mailed to the parent/guardian upon 5 total absences, both excused and unexcused, in any class, along with a copy of the attendance report. A medical note may also be required to prevent further chronic absenteeism. Upon 11 absences, a meeting will be scheduled with the student by the SEAL to discuss necessary plans.

## **CHRONIC ABSENTEEISM**

Any student who misses 10% or more of the school year is considered to be chronically absent. This could be for any reason and oftentimes puts students at risk academically. Chronic absenteeism can be easily masked if we only monitor missing consecutive days. In reality a student who misses 2 days a month will be chronically absent by the end of the semester. If your student has any ongoing medical issues that would cause them to be chronically absent please provide the school information from their mental health provider or medical doctor stating the condition and advised time away from school so we know how to better serve your student. Students will be unenrolled after 15 days of consecutive absences.

### **A. EXCUSED**

- a. Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments (that couldn't be scheduled outside the school day), required court appearances, religious holiday observance, inclement weather/late buses, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family when cleared with the Principal's office by a parent/guardian before the absence occurs.
- b. For an absence to be considered excused, the school must receive a phone call from the parent/guardian of the student within 48 hours. The phone call must identify the specific reason for the absence. Failure to provide this information will result in the absence being considered unexcused. Parents/guardians are expected to make appointments outside the regular school day. Communication to the school about absences not listed above or in Student Attendance Policy 503 within the 48 hour window will be considered on a case by case basis.
- c. Any student utilizing a pre-excused absence must have the parent/guardian/staff person notify the school office and all teachers at least three (3) days prior to the absence. Failure to follow this procedure will result in those days being considered unexcused. Students must pick up a "pre-absence" form to be taken to each class to identify necessary work to be completed. The student is responsible to have all work/tests completed prior to leaving. Pre-excused absence may be used for the following reasons: Family vacations/trips (families are encouraged to plan trips around the school schedule so students do not have to miss school); planned medical procedure, court dates.

B. **UNEXCUSED**

- a. Any reasons for absences not covered in the above sections or in Student Attendance Policy 503 will be considered unexcused, such as no parent phone call w/in 48 hrs or arriving over 10 minutes late to class. If a parent/guardian or student is uncertain about how a specific absence will be treated, it is best to call the school office to inquire prior to the absence. This will result in smooth operation of the attendance policy and facilitate communication between home and school.
- b. If a student reaches **7 unexcused absences**, a truancy petition may be filed with Itasca County. Students will be dropped from the school roll for excessive absenteeism or unexcused absences.

C. **EXEMPT**

- a. Students who belong to a team, club or school organization are considered exempt when traveling on a field trip and/or other school activities. The student's name must appear on an official list presented to the office prior the field trip or activity in order to be considered exempt. **These extracurricular participants are responsible for all make-up work.** If possible, this work should be completed before leaving.
- b. Outside supported activities, ex: 4H competitions, youth hockey games, dance events, etc. (must complete a **Request for Advance Absence Review** form to be exempt - find this form in student services office).
- c. A student may also be considered exempt if, prior to the absence, the student gets approval from the principal. This exemption will be based, in part, on the educational value of the event attended.
- d. Exemptions due to extenuating health or mental illnesses may be approved at the principal or counselor's discretion only with medical professional documentation on file.
- e. Funerals will be exempt the day of the funeral and other days as seen fit by administration.

D. **SUSPENSIONS**

- a. Absences for suspensions (in-school/out-school) do not count as part of the total absences but are considered a day the student is not participating in their scheduled classes.
- b. Students will be responsible for any assignment and/or test given in their classes on the day they return to school.
- c. **Students that are suspended are expected to have equal access to classwork, homework and assessments.**
- d. Suspended students cannot attend or participate in extracurricular activities during their suspension. A student suspended on the last school day of a week is not allowed to participate in an extracurricular activity until the next day school is in session.

E. **TRUANCY**

- a. An unexcused absence, even for one hour during a day, is considered truancy.
- b. Students not reporting to assigned spaces in school or leaving assigned spaces without permission may also be considered truant. School-assigned consequences for truancy may include detention, restorative conferences, parent/guardian conferences, in-school suspensions.
- c. Students with **3 unexcused absences** will be sent a letter notifying parents/guardians of the problem per MN State Statute. If a student reaches **5 unexcused absences**, a meeting will be held involving 1 or more of the following individuals: the student, parent, school principal, SEAL Staff, County Staff and an attendance/behavior contract may be signed. Upon **7 unexcused absences**, a student may be referred to the Itasca County Truancy Diversion program and/or a truancy petition may be filed with Itasca County.

F. **TARDINESS**

A student entering class in the first 10 minutes without an excused pass is considered tardy. Arrival after the first 10 minutes will be considered an absence. Being tardy for class may result in loss of class participation points. Being on time for class is a classroom expectation. Students tardy for class are not meeting participation expectations. Loss of points and a lowered grade could result. Teachers, at their discretion, can assign additional consequences, which may include detention. Consequences for tardies will be progressive and are communicated to parents/guardians: (3) Warning, (4) Lunch detention, (7) 1 hour of after school detention, (10) ½ day ISS, (14 or more) Full day ISS for each class period. Tardy counts will be counted quarterly.

## **ACTIVITIES**

A student must be in attendance for the full day to be eligible to participate in practice or in games on that day. The Administration may waive eligibility requirements because of extenuating circumstances.

## **BULLYING**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. Bullying should be reported to Greenway's Counseling/Administration office for further investigation. See the district policy linked here [ISD 316 Bullying Prohibition Policy - 514](#)

To report bullying, please use this form. [Anonymous Reporting and Suggestions](#)

## **BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs in any form.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, vaping, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. School buses and school bus stops are considered an extension of school premises. Violations of school bus rules will be treated in the same way that they would if they happened in the classroom. A copy of the driver's incident report will be sent to the Principal's office. From that office a discipline report will be sent to the parents and the transportation officer. Serious misconduct may be reported to local law enforcement.

## **COMMUNICATION DEVICES/CELL PHONES/CAMERAS/EARBUDS/HEADPHONES**

Students are allowed to use these devices before and after school.

- Middle School Students - grades 5-8 will not be allowed access to their personal devices during the school day. Devices are to remain in lockers during the day.
- High School Students - grades 9-12 are not allowed to use these devices during class time, *including while out of the class on any pass.*

Use of phones during prohibited times will result in the following consequences.


**1<sup>st</sup> offense:** confiscation, device brought to office, student pick up at end of the day

**2<sup>nd</sup> offense:** confiscation, device brought to office, parent/guardian will be required to pick up device.

**3<sup>rd</sup> offense:** confiscation, device brought to office, detention assigned, parent/guardian will be required to pick up phone, parent meeting/behavior contract to determine future restrictions.

**Subsequent offenses** will result in previously listed consequences as well as meeting with parent/guardian to determine next steps

In accordance with Minnesota State High School League rules, cell phone use will not be permitted in locker rooms or restrooms. Cameras are not allowed in the locker room or in any place where there is an expectation of privacy during the school day.

Phone use during lockdown or fire drills is not allowed. **Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non instructional time, or while participating in school events.** Any such act will result in appropriate disciplinary action as determined by administration. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school district policy, school rule, or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. If a parent/guardian is unable to pick up the device, the school will retain for up to 48 hrs. & return to the student at the end of the day. For more information, please see ISD 316 Internet, Technology, & Cell Phone Acceptable Use and Safety Policy - 524 -  524 - Internet Acceptable Use and Safety Policy .pdf

## **CREDIT RECOVERY**

The Greenway School District provides an opportunity for students to earn credit in courses for which they are receiving passing grades, but are losing credit due to excessive absenteeism (11 or more class periods per semester). At 11 total absences, both excused and unexcused, a meeting will be scheduled between the student and the SEAL to review their attendance report and create a credit recovery plan. The plan requires each hour over 10 in any given class to be made up. *Make-up hours can be scheduled through the SEAL (Ross Resources staff) during detention, or other optional time frames, etc.*

## **DAMAGE TO PROPERTY**

Damage of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials with restitution being expected.

## **DETENTION**

Detention is a disciplinary measure, which is used as a deterrent to several school rule infractions. When a student is assigned to detention, he/she is expected to be there on the exact days that are specified by the principal, truancy officer or teacher. If a student doesn't complete the detention on the assigned date, they may be assigned further consequences. Activity participation rules will then go into effect for the day when suspension is served and until they have made up all of their detentions.

## **DISCIPLINE POLICY**

Students are expected to follow all school and classroom rules. Reasonable behavior is what is expected. Respect for school personnel and fellow students will be the best guides in deciding what these reasonable behaviors are. Willful defiance or disrespect will not be tolerated and will be met with whatever corrective and/or punitive measure is necessary to effect the required change. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. **Notice:** No written policy can adequately address each and every specific situation regarding pupil conduct. In general, a student may be subject to suspension or expulsion/exclusion for willful violation of any reasonable school board regulation, including those found in school district policy; willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or the property of the school. ISD 316 reserves the right to use administrative discretion in the punishment phase of this discipline code. Each situation encountered may be different, and under certain circumstances, may require special considerations. ISD 316 will not dismiss any pupil without attempting to use non-exclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property. For more information, please see district policy [Student Discipline Policy 506, School Discipline Code](#).

## **DRESS CODE**

Greenway Public Schools provides a general dress code for our students. It is not the intent of this school to single out, harass or discriminate against any student regardless of their race, color, age, gender, or religion. **This school has the obligation to provide a safe, friendly, and positive learning environment for each and every student and teacher.** The parent/guardians and student are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Students attending Greenway Public Schools may not wear items listed below. The list is not to be considered all “inclusive” and may be revised as needed.

- Shirts or tops that are see through or fish net, low cut, or half shirts that allow the midriff to be exposed.
- Pants must be worn at a students' waist.
- Clothing that allows underwear/undergarments to be exposed.
- Clothing & accessories with any offensive or obscene symbols, slogans, or words. This will include any clothing that advertises alcoholic beverages, tobacco, illegal drugs or clothing that suggest or depicts any negative, disruptive, obscene, explicit, racial, gang, violent, or sexist innuendo by sign, word, slogan, picture, or advertisement, etc.
- Oversized full-length coats such as dusters or trench coats.
- Sunglasses may not be worn inside the building.
- Clothing & accessories deemed to be unsafe and/or distracting.
- Face paint that affects the ability to identify a person will not be allowed as well as makeup that would cause a disruption to the learning process. Prior approval from administration for school sponsored events such as homecoming or Greenie Gambol is required.
- While hats and other head coverings are generally permitted in school, individual classroom teachers retain the authority to establish expectations for their learning environment. Teachers may request that students remove hats or head coverings when appropriate for instructional or safety reasons. These classroom-specific expectations will be supported by school administration. Exceptions will be made for head coverings worn as part of a student's cultural, religious, or medical identity.

A student whose dress disrupts the educational process will be subject to appropriate discipline. The administration has the option to send the student home to change or give them a temporary replacement until school ends.

## **DRUG-FREE SCHOOL AND WORKPLACE**

The possession, use, distribution, or being under the influence of alcohol, THC/marijuana products (including edibles, oils, vapes, and infused beverages), the misuse or abuse of prescription medications, and the possession or use of controlled substances, toxic substances, or medical cannabis is strictly prohibited on school grounds or at any school-related location, event, or activity—before, during, or after school hours.

This policy also prohibits possession, use, or influence of synthetic cannabinoids (such as K2, Spice, Dragon, or similar products), herbal intoxicants, and any related paraphernalia associated with drug use.

The school district will take disciplinary action or other appropriate measures against any student or individual who violates this policy.

An exception to this policy applies when a student possesses a controlled substance, excluding medical cannabis, for which they hold a valid prescription that is recognized under accepted medical treatment practices in the United States. Such medication must be delivered directly to the school nurse and will be stored and administered in accordance with the district's “Student Medication” policy. Students may not carry or self-administer any prescription medication on school grounds.

## **EXPECTATIONS**

Greenway is a Positive Behavioral Interventions & Supports (PBIS) school that is committed to affecting the climate and environment in a positive manner which addresses all aspects of the school experience. Anti-bullying is a large focus of this and a committee is in place to guide both educational components as well as recognition of positive change in students and staff. The following expectations are utilized throughout the Greenway community in our “PRIDE” acronym:

**P- Preparation**  
**R- Respect**  
**I- Integrity**  
**D- Dedication**  
**E- Excellence**

## **HARASSMENT AND VIOLENCE**

To maintain a safe school environment for all students at Greenway High School, harassment and violence on school campus is taken very seriously. The district policy is linked below. The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. See district policy [ISD 316 Harassment & Violence Policy - 413](#).

## **HAZING**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. See district policy [ISD 316 Hazing Prohibition Policy - 526](#).

## **HOMECOMING CANDIDACY ELIGIBILITY**

For fall or spring homecoming royalty, students who have had any behavioral or chemical violations within the school year, as defined by the MSHSL bylaws 205 & 206, regardless of their participation in an MSHSL activity will not be eligible for royalty candidacy.

## **IN-SCHOOL SUSPENSION (ISS)**

Students assigned to ISS will be required to get any work they are missing for that day and also any make-up work that they may have. This work will be completed to the best of the students' ability while in ISS. If there are any problems while in ISS, the student will be assigned another day. Further problems will result in out-of-school suspension (OSS). All school rules will apply to the ISS room as well as the following: No Talking, No sleeping, No passes, No pop or food. No cell phones will be allowed in ISS. Students serving a full day of ISS will not be allowed to participate in any school sponsored activities/athletics that day.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior. A student will be removed from class immediately if the student engages in assault or violent behavior. The removal shall be for a period of time deemed appropriate by the principal in consultation with the teacher.

## **NONEXCLUSIONARY DISCIPLINARY POLICIES**

"Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

At Greenway Middle/High School, the following nonexclusionary disciplinary practices are available school-wide to support all students.

- Positive Behavior Interventions and Supports (PBIS)
- Implement Culturally Responsive Practices
- Social Emotional Learning (SEL) Programming
- Inclusive Classroom Practices
- Trauma-Informed Practices/ACES
- Restorative Practices
- Strengths-Based Approaches
- Character Education Programs
- Community Engagement
- Surveys: Courses, Teachers, School Community Feedback - Review Data
- Provide Active Supervision
- Establish Clear School Expectations
- Buddy Classrooms
- Family/Teacher/Student Conferences
- Listen and involve students in decision-making (student council, advisory and affinity groups, etc.)
- Incorporate Kindness Initiatives that encourage acts of empathy and compassion
- Ensure that students feel physically and emotionally safe at school.
- Showcase Student Achievements: Display student work and accomplishments around the school to celebrate their achievements and boost their self-esteem.
- Community Service Activities
- Handbook Review
- Organize events, clubs, or activities that encourage students to unite and build a sense of belonging
- Counseling Office - access to School Counselor and School Social Worker
- Indigenous Education Liaisons
- Class meetings

Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

## **REASONABLE FORCE**

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.

## **SEX NONDISCRIMINATION POLICY, TITLE IX GRIEVANCE PROCEDURE AND PROCESS**

Title IX regulations (34 C.F.R. § 106.8) and Minnesota Statutes section 121A.03 require the District's Sex Nondiscrimination Policy, Title IX Grievance Procedure and Process 522 be available in the student handbook. See district policy [ISD 316 Title IX Policy - 522](#) and its grievance procedure and process [ISD 316 Discrimination Complaint Form](#).

## **TOBACCO-FREE SCHOOLS**

The purpose of this policy is to maintain a learning and working environment that is tobacco free. See district policy [ISD 316 Tobacco-Free Environment Policy - 419](#).

## **WEAPONS POLICY**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air-guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The Minnesota Legislature enacted legislation that may make it a felony for anyone to possess a dangerous weapon on school property. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon which will not be returned; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by case basis. For a copy of the “School Weapons” policy, contact the District Office. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he/she accidentally has a weapon in his/her possession and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he/she immediately turns the weapon over to an administrator, teacher, or head coach or immediately notifies an administrator, teacher, or head coach of the weapon’s location.

## **SCHOOL DISCIPLINE CODE**

When groups of people live and work together in a community, rules are necessary for the protection of everyone. Greenway is a community of students who must live by a few simple and easy to understand and readily acceptable rules. Below is a summary of the violations of school rules and the consequences that may be imposed should you choose not to abide by the rules, whether they occur during the school day or during extracurricular events or if they occur outside of school and cause a substantial disruption of the educational process. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. Following the below summary of violations/potential consequences, is an excerpt from Student Discipline Policy 506; specifically, the Code of Student Conduct and Disciplinary Action Options sections, which more generally outline examples of unacceptable behavior subject to disciplinary action and potential disciplinary actions.

<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Tobacco/E-cigarette (Vape) Use/Possession and/or paraphernalia	Refer to Police Partial Day Removal from School Completion of a post-vention education module & processing with staff	Refer to Police 3 day suspension Completion of a post-vention education module & processing with staff	Refer to Police/Treatment 3+ days suspension Admin. Discretion Completion of a post-vention education module & processing with staff
Alcohol/Drug use, under the influence or possession Drug Sales/Distribution	3 day suspension Refer to police Consider Expulsion & Refer to Police	5 day suspension Refer to Police	Expulsion considered Refer to Police
Fighting and/or inciting a fight	1-3 day suspension Refer to police	3-5 day suspension Refer to police	Expulsion considered Refer to Police Admin. Discretion
Assault/Verbal and physical	Suspension based on severity Refer to Police	Expulsion considered Refer to Police	Adm. Discretion Refer to Police
Damage to Property	1-3 day suspension Restitution	3-5 day susp. Restitution	Expulsion considered
Theft	Restitution/Refer to Police 1-5 Day suspension	Restitution/Refer to Police 3-5 day suspension	Expulsion considered Refer to Police
Disruptive conduct	Detention	Detention & Parent Conference	Removal from class
Fire Equipment Misuse	Expulsion considered Refer to police/Restitution		
Weapon possession	Expulsion by statute Refer to Police		
Misconduct at Extra-Curricular Events	Removal from event	Removal from event Suspension	Banned from attendance
Harassment/Inappropriate Language	Detention/Suspension based on severity	Refer to Police Suspension 3-5 days	Refer to Police Administrative Discretion
Truancy/Tardies	See Attendance policy	See Attendance policy	See Attendance policy
<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Bullying/Hazing/ Racial, Religious, Sexual, Disability related, or other forms of harassment or Cyber-bullying	Suspension based on severity Refer to District Harassment Officer	Refer to Police Parent Conference	Refer to Police Administrative Discretion
Electronic Devices	Confiscate, Teacher contact to parent, Student pick up in office at end of day	Confiscate, Teacher contact to parent, Parent pick up in office at the end of the day	Confiscate, Teacher contact to parent, Parent pick up in office at the end of the day. Detention Assigned. Parent Meeting and contract to determine future restrictions
Transportation Violations	Warning/1-3 day suspension based on severity	1-2 weeks based on severity	2+ weeks-remainder of school year based on severity

VIOLATIONS (additional)	MINIMUM DISCIPLINARY ACTION (Not all inclusive-will be dealt with based on the facts, circumstances and severity of the incident)
Unauthorized Driving/riding in vehicle During school hours	Suspension and parent conference. Refer to police when buses are present.
Arson	Expulsion and refer to police.
Bomb Threat	Suspension and refer to police. Possible expulsion.
Fireworks in school	Suspension/possible expulsion, refer to police.
Forgery	Detention, parent/guardian conference, possible suspension.
Cheating	Fail test/assignment-teacher may recommend detention or suspension.
No passes in hallway	Possible detention
Gang activity or graffiti	Suspension or expulsion

### **STUDENT DISCIPLINE POLICY**

PURPOSE - The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. See policy [ISD 316 Student Discipline Policy - 506](#).

Student Removal from class - discipline concerns will be addressed according to the following flowchart.

[GHS Behavior Report Flowchart 2024-2025](#)

# Part IV – HEALTH/SAFETY

## **ACCIDENTS**

All student injuries that occur at school or school-sponsored activities should be reported to the main office. Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

## **CANINE DETECTION**

Periodic building searches are conducted utilizing trained canine support with the purpose of assuring a safe and drug-free environment. The searches typically involve random classroom sweeps in which students and staff are asked to vacate to the hallway leaving behind any jackets, sweatshirts and/or personal items including purses and knapsacks. A search usually takes no longer than five minutes. Upon detection of contraband, students are asked to identify ownership, then a conversation takes place between the owner of the item and principal in the office. Parents are contacted via phone regarding the information gathered.

## **CRISIS MANAGEMENT**

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

## **EMERGENCY CONTACT INFORMATION**

Current emergency contact information is critical to ensuring student safety. Parents and guardians are urged to view their contact information on parent portal and to update health records and contact information with the school nurse each year.

## **HEALTH INFORMATION**

### **First Aid**

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) within the high school building. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

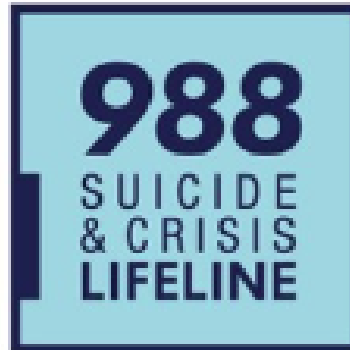
To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

## **SUICIDE PREVENTION INFORMATION**

Students are strongly encouraged to report if they or a friend are feeling suicidal or in need of help to a teacher, principal, or school counselor.

If you or someone you know  
needs support now,  
call or text 988  
or  
chat [988lifeline.org](https://988lifeline.org)



## **IMMUNIZATIONS**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the nurse (218-245-6804).

## ***Lead-in-Water Annual Notification***

### **2025-2026**

Greenway Public Schools is committed to providing a safe working and learning environment for employees and students. The District maintains a lead-in-water management plan that was developed to reduce the potential for exposure to lead in water and to comply with Minnesota State Statute 121A.335.

Minnesota State Statute 121A.335 requires public school buildings serving pre-kindergarten and kindergarten through grade 12 to establish a plan to accurately and efficiently test for lead in potable water sources every five years. In addition to testing, the District has also implemented water management practices as well.

Our water testing is completed by a third party vendor, utilizing an accredited laboratory and was last completed in 2023, therefore, testing is required again in 2028.

Should remediation be necessary due to elevated levels of lead, the District would look at various options, depending on the circumstances. Remediation options could include taking a fixture out of service, labeling a fixture as non-potable, cleaning/replacing the aerator, replacing the fixture, etc. If remediation is necessary based on testing results, the District will notify parents/guardians and staff if efforts to remediate take longer than 30 days. Minnesota Department of Health recommends that everyone always use cold water for food preparation and drinking, since hot water can release more lead from pipes than cold water.

The District will continue to publish this annual notification regarding lead-in-water, and the lead-in-water management plan is available on the District website, which can be located at [Lead in Water Notification](https://isd316.org) at [isd316.org](https://isd316.org)

Should you want more information, have questions or concerns relating to the District's processes, please contact the Maintenance Supervisor at 218-245-6280. If you have questions regarding your personal health concerns, please contact your healthcare provider.

## **MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY**

District policy sets forth guidelines for nonprescription and prescription medications taken during the school day. The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this section does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, subd. 6. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration. The office will have Tylenol available, however, it will only be administered with a signed parent permission form on file. This form is available in the office.

## **PANDEMIC RESPONSE**

Pandemic Response information/preparedness: MN Dept. of Education (1500 W. Hwy. 36, Roseville, MN 55113; 651/582-8200), Minnesota Department of Health (PO Box 64975, St. Paul, MN 55164; 651/201-5000), US Dept. of Health and Human Services (200 Independence Ave., S.W., Washington, DC 20201; 877/696-6775)

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the estimated schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District's maintenance department at 218-245-3861. The estimated schedule of pesticide applications is available for review or copying at the school offices and parents may receive prior notice of each application if specifically requested.

## **SCHOOL NURSE**

A Registered Nurse (RN) is available in the district from 8:00 a.m. to 3:00 p.m. daily.

## **SCHOOL SECURITY**

To better provide for the safety of our students and staff a security system is in place in the high school building and grounds. ALL cameras are operational 24 hours every day. School entrances will be locked at 8:30 each day. This is done for the security of the students and staff at Greenway Middle/High School. ISD 316 utilizes the services of local law enforcement officials in punitive, investigative and/or legal matters that may arise. Due to safety and security concerns, students and visitors must identify themselves when asked by staff in the school building. Failure to give correct identification may result in disciplinary consequences.

## **SAFETY DRILLS**

Drills including fire, severe weather lockdowns and school evacuations will be held periodically throughout the school year. Procedures for dismissal in case of a fire alarm are posted throughout the school building. Teachers will also advise students concerning classroom exit and drill procedures. Recent legislation allows parents to opt their students out of lockdown drills. Schools are required to hold 5 lockdown drills per year. Dates of lockdown drills will be communicated to parents at the beginning of the school year. If parents choose to opt their students out of the drill, parents will need to keep them home for a morning drill and/or pick them up at lunch time if it is an afternoon drill. Indicate that you are opting your student out of the drill when you call in their absence and this will be an exempt absence. **All students that are in the building at the time of a scheduled drill will participate.** Following all lockdown drills, staff will review the drill experience with students post drill as well as a reminder will be given that there are supports if anyone is experiencing any sort of anxiety.

## **TRESPASSING**

Minnesota Statute section 609.605 makes it a misdemeanor for any person to enter or be found in a school building unless the persons:

- Is an enrolled student or the enrolled student's parent/guardian, or an employee of the school or school district; or
- Has reported to the school office or has permission or an invitation from a school official to be in the building; or
- Is attending a school event, class, or meeting to which the public, the individuals, or a student's family is invited.

It is a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not return, unless the principal or the principal's designee has given the person permission to return to the property.

## **VISITORS**

Please refrain from bringing visitors to school. From time-to-time students request that they be allowed to bring visitors to school. Although it is nice to show a visitor our facility and to tell them about our programs, we have found that student visitors often unintentionally create a disruption to the school day. (Visitors who wish to learn more about Greenway Middle/High School may do so through a formal appointment with the principal or guidance counselor.) Parents are welcome to observe school in session with administration's approval. Parents as well as other visitors are asked to report to the principal's office to sign the guest register. A telephone call expressing your interest is helpful in assuring that the activity you wish to visit will be in progress as scheduled. **Non-school persons with no specific business are not allowed to loiter on the campus or visit with students.**

Parents/guardians are welcome in the school and are encouraged to volunteer in their children's classrooms when opportunities are available. To volunteer in the school building or classroom, parents/guardians should contact the Principals' Office. Background checks may be required for volunteer opportunities at the discretion of the district. Parents/guardians who visit the school should sign in at the Student Services office before entering a classroom. For more information, contact the **GHS Principals' Office**.