

2022-2023



STUDENT HANDBOOK MESABI EAST HIGH SCHOOL

**Independent School
District #2711
601 North First Street
West Aurora,
Minnesota 55705**

**School telephone
218-229-3321
Office Hours: 7:30-4:00
Website www.isd2711.org**

Welcome Giants!

Welcome to all students and parents/guardians who will be joining us for the 2022-2023 school year. On behalf of the entire staff and faculty, we welcome you to Mesabi East High School. Our foundation of success stems from all of us working together- supportive and involved parents/guardians, respectful students embracing rigorous study and involvement, and a talented and caring staff.

Mesabi East High School is committed to promoting a creative, positive and safe learning environment that, in partnership with the community, strives to develop responsibility in and meet the academic and social needs of students during their transitional years.

The many opportunities at Mesabi East also come with responsibilities. Outlined in this handbook are many of those responsibilities. A safe, positive, and orderly environment is important for our continued success. I would ask that you become familiar with the policies, procedures and activities of Mesabi East High School. Many of the expected outcomes are introduced at Mesabi Elementary. These include staff expecting students to try their best each day, being responsible for one's self and behaviors, treating others with respect and kindness and respect and care for property.

Get involved! Our district has great opportunities. Students excel when they are involved and continue to learn. We ask each student to preview the many clubs, organizations and activities offered at Mesabi East. Involvement only adds to our strong positive learning community.

We are committed to ensuring every student has a successful year. We are committed to ensuring the safety of our staff, students and families. We sincerely hope that the year ahead will be rewarding and enjoyable.

We believe in treating every student with respect at all times. If problems should arise, we look forward to finding positive solutions together.

The purpose of this handbook is to provide students and parents with clear policies and procedures for school operations. Please keep this available for reference purposes, but note the handbook is available on the Mesabi East website. We encourage students and parents to spend time familiarizing themselves with this handbook. We believe that if families understand the policies of the school, the great majority will make the effort to meet the expectations at Mesabi East High School.

- ☐ We would ask that you please sign and return the final page of the handbook within weeks.
- ☐ We would encourage you to check our district website frequently for school updates.

If you have any questions or concerns, please feel free to contact the High School office.

It's a great day to be a Giant!

Administration, School Board and Mesabi East Identifiers

Mesabi East High School Administration

Dr. Jeff Burgess, Superintendent

Mr. Tim Mellstrom, Principal

Ms. Michelle Metzger, Dean of Students

Mr. Jim James, Activities Director

Board of Education

Walter Hautala, Chair

Pamela LaFrenier, Vice Chair

Kathleen Undeland, Clerk

Amanda Gross, Member

Christopher Baudhuin, Member

School Colors

Black and Red

School Mascot

Giants

[School District Website](#)

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Vision Statement

A Giant Leader in Education

Mission Statement

It is the mission of Mesabi East Schools to **inspire critical thinking, community minded, high achieving individuals.**

Discrimination

Mesabi East does not discriminate on the basis of race, color, national origin, sex or disabilities. The district also makes reasonable accommodations for employees and applicants with a qualifying disability.

Important Dates

MESABI EAST

2022 - 2023 School Calendar

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

Student Day = 0 Teacher = 3

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

Student = 18 Teacher = 21

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

Student=19 Teacher=19

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

Student=19 Teacher=19

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

Student=16 Teacher=16

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

Student=20 Teacher=22

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

Student=19 Teacher=19

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

Student=23 Teacher=23

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

Student=17 Teacher=17

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

Student=20 Teacher=22

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

Student = 0 Teacher=0



Paid Holidays



Non-Paid Holidays

/ End of Marking Period



In-Service



Conf. Exchange Days

X Commencement



Early Dismissal



Conferences

* End of Trimester

Qrt. Days	No. of Days
Qrt. 1-41	Instructional 171
Qrt. 2-45	Workshop 8
Qrt. 3-43	Pd. Holiday 8
Qrt. 4-42	Conf. Exch 2
171	189

**Mesabi East Schools
2022-2023 Calendar**

August 29-September 1	Mon. – Thurs.	Teacher In-Service – No Classes
September 5	Monday	Labor Day – Schools Closed
September 6	Tuesday	First Day of Classes
September 7	Wednesday	Early Dismissal
September 14	Wednesday	Early Dismissal
September 21	Wednesday	Early Dismissal
September 28	Wednesday	Early Dismissal
September 30	Friday	Teacher In-Service – No Classes
October 5	Wednesday	Early Dismissal
October 10-11	Monday-Tuesday	Conferences
October 12	Wednesday	Early Dismissal
October 19	Wednesday	Early Dismissal
October 20-21	Thursday-Friday	Teacher Convention-Schools Closed
October 26	Wednesday	Early Dismissal
November 2	Wednesday	Early Dismissal
November 4	Friday	End of 1 st Marking Period
November 7	Monday	Conference Exchange Day – No Classes
November 9	Wednesday	Early Dismissal
November 16	Wednesday	Early Dismissal
November 23	Wednesday	Early Dismissal
November 24-25	Thursday-Friday	Thanksgiving Vacation-School Closed
November 30	Wednesday	Early Dismissal & End of Trimester
December 7	Wednesday	Early Dismissal
December 14	Wednesday	Early Dismissal
December 21	Wednesday	Early Dismissal
December 23–January 2		Winter Break – Schools Closed
January 4	Wednesday	Early Dismissal
January 11	Wednesday	Early Dismissal
January 16	Monday	Teacher In-Service – No Classes
January 18	Wednesday	Early Dismissal
January 20	Friday	End of 2 nd Marking Period
January 25	Wednesday	Early Dismissal
February 1	Wednesday	Early Dismissal
February 6-7	Monday-Tuesday	Conferences
February 8	Wednesday	Early Dismissal
February 15	Wednesday	Early Dismissal
February 20	Monday	President’s Day – School Closed
February 22	Wednesday	Early Dismissal
March 1	Wednesday	Early Dismissal & End of Trimester
March 8	Wednesday	Early Dismissal
March 15	Wednesday	Early Dismissal
March 22	Wednesday	Early Dismissal
March 24	Friday	End of 3 rd Marking Period
March 29	Wednesday	Early Dismissal
April 5	Wednesday	Early Dismissal
April 6– April 10		Spring Break – Schools Closed
April 12	Wednesday	Early Dismissal
April 19	Wednesday	Early Dismissal
April 26	Wednesday	Early Dismissal
May 3	Wednesday	Early Dismissal
May 10	Wednesday	Early Dismissal
May 17	Wednesday	Early Dismissal
May 24	Wednesday	Early Dismissal
May 26	Friday	End of Marking Period/Last Day of Classes
May 29	Monday	Memorial Day – Schools Closed
May 30-31	Tuesday-Wednesday	Teacher In-Service – No Classes
June 3	Saturday	Senior Commencement

Academic Grades and Requirements

- A. As a result of the carefully developed scheduling process, it is expected that students will stay in those courses throughout the entire term.
- B. No schedule changes will be allowed after the first week of any semester without principal, counselor, teacher and parent approval.
- C. If a student drops a course after the first marking period, a student may risk receiving an “F” for that course unless an emergency arises and/or special arrangements are made with the instructor. The course may be repeated with permission of the principal.
- D. Students in college credit courses may not take an “F” or drop a course unless there is mutual agreement between the student, parent(s), Mesabi East High School and the college where the Mesabi East District receives reimbursement for tuition, for which the student is responsible.
- E. Students need to earn 24 credits in grades 9-12 to graduate

24 Credits in grades 9-12 include:

4 credits in Social Studies
4 credits in English
3 credits in Mathematics
3 credits in Science (1 must be Biology)
1 credit in Physical Education (PE9 and PE10)
1 credit in Health (Health 9 and Health 10/Skills for Action)
1 credit in Arts (Music, Media Arts or Visual Arts)
1 credit in Industrial Technology, Family and Consumer Sciences (FACS)
6 credits in electives

- F. Qualified juniors and seniors may participate in the Post Secondary Enrollment Option (PSEO). Students interested in PSEO should seek more information from the school counselor. Graduation credits should be considered when registering for PSEO. Students enrolled in PSEO courses will be welcome on the Mesabi East campus to work in designated areas.
 - a. More information may be found at <https://education.mn.gov/MDE/fam/dual/pseo/>
- G. Students must satisfactorily complete the state course credit requirements under Minnesota Statutes section 120B.024 and satisfactorily complete all state academic standards or local academic standards where state standards may not apply.
- H. Students receiving an incomplete “I” will have two (2) weeks at the end of each quarter/semester to make-up the work. After two weeks, the grade will be changed to a zero.
- I. Students must be enrolled in a minimum of 6 classes per day. The Minnesota Department of Education allows school districts to grant exceptions by following the guidelines below
 - a. The student must be 16 years of age or older
 - b. The high school principal will design for each student exempted, a work-study experience or other non-work experience of educational value. It shall be the job of the high school principal to see that the alternate program is followed.
 - c. The parent/guardian and principal must approve the exemption and alternative in writing.
 - d. The student must be a senior who is making satisfactory progress toward graduation.
- J. Students may not enroll in more than one study hall without approval from the principal.

Honors/Valedictorian/Salutatorian

- A. The “A” honor roll is limited to students with a 3.50 or higher GPA with no “D”, “F” or Incomplete grades

- B. The “B” honor roll is limited to students with a 3.00-3.49 or higher GPA with no “D”, “F” or Incomplete grades
- C. Following the third quarter of the senior year, honors designations will be calculated based on cumulative grade point average (GPA). Seniors with a GPA of 3.5 and above will be graduating with “High Honors”. Seniors with a GPA of 3.25 to 3.49 will be graduating with “Honors”.
- D. Weighted grading is used for Concurrent Enrollment college level courses taught at Mesabi East High School. Upon approval of the principal and faculty, these courses may be weighted by a factor of 1.1 in determining grade point average (GPA). Advanced Placement (AP) courses are also considered for weighted grading. College credit courses of a technical nature and associated with the Applied Learning Institutes are not factored for weighted grading. Post Secondary Enrollment Options (PSEO) classes are not recognized for weighted grading.
- E. Valedictorian and Salutatorian are chosen based on class rank following the third quarter of senior year, using a cumulative grade point average, including third quarter grades. The student ranked in first in the class shall be designated Valedictorian and the student ranked second shall be designated Salutatorian. In the event there is a tie in class rank, Co-Valedictorians and/or Co-Salutatorians may be designated. Students with a GPA within five ten thousandths (0.005) of each other may be considered a tie. A student must be enrolled in four (4) semesters, which includes the current semester, to be eligible for designation as a Valedictorian or Salutatorian. The Valedictorian and Salutatorian are given the honor of speaking at the commencement ceremony.

Academic Integrity

Cheating includes plagiarism, unauthorized use of copyrighted material, and other aspects of academic misconduct that attempts to unfairly influence an outcome. Plagiarism violates the academic code of conduct which demands students must give credit to others for their words and ideas being used in student work. Plagiarism occurs when students willingly and intentionally do any of the following:

- A. Turn in another student’s paper as their own
- B. Copy parts of another student’s paper into their own and sharing their work with others to submit
- C. Copy researched material into a paper without in-text citations giving credit to the author and page of source
- D. Paraphrase researched material into a paper without in-text citations giving credit to the author and page of source
- E. Copying information directly from the internet or electronic source and turning it in as an original student work
- F. Summarized researched material without a clear reference to the original source
- G. Copy and share test and assessment materials, including taking pictures/screenshots, and sharing via airdrop, text, app.

Students in concurrent enrollment classes must follow policy set by post secondary institutions and the consequences thereof.

Academic Eligibility for Extra-Curriculars (Category I Activities)

Failures (“F”)

- A. A student who receives an “F” as a mid-quarter grade, quarter grade, or trimester grade will be ineligible for MSHSL activities, including athletics, for a period of one (1) week. A student will not be allowed to be absent from school to attend a school activity if ineligible.
- B. After one (1) week, a student may request current grades from all of his/her teachers. If the student is passing all courses, MSHSL eligibility will be reinstated immediately. If a student is still failing any class this process may be repeated again.
- C. Students who fail a quarter 4 class are ineligible for one (1) event in the current season or the Fall season, but will not have to receive current grade evaluations from teachers.

Incomplete (“I”)

- A. Upon receiving an Incomplete (“I”), a student is ineligible until the grade is turned into a passing grade of a “D-” or higher. This can occur at any time after the report cards are distributed. If the Incomplete (“I”) becomes an “F”, a student will be considered ineligible and subject to the 3 week period of ineligibility as described under Failures (“F”)
- B. Students who receive an Incomplete (“I”) in quarter 4 are ineligible for one (1) event in the fall, unless they have subsequently received a passing grade.

Eligibility with Summer School Course Completion

Students who successfully complete a summer school course for an incomplete or failure received in quarter 4 may be eligible for participation immediately in the fall. Determination of eligibility will be made by the principal and activities director in evaluating the student’s academic progress toward graduation, a requirement to participate in MSHSL sponsored activities.

General Eligibility (Category I and II Activities)

(Category I and II Activities as excerpted from the MSHSL Athletic Eligibility Information Bulletin)

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his/her high school in good standing. A student who is under penalty of exclusion, expulsion, or suspension, whose character or conduct violates the *Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal. (*See MSHSL Bulletin for this information)

A student may appeal a Code of Conduct decision made by the principal. The appeal should be presented to the principal in writing and include the extenuating circumstances to be considered. The appeal will be evaluated by the principal, athletic director, and superintendent. Every effort will be made to render a decision on the appeal in a timely fashion. During the appeals process the original Code of Conduct decision shall be adhered to.

Acceptable Use Policy

Students are expected to follow the Acceptable Use Policy guidelines covering the use of computers, iPads, and other school related equipment. Students will be required to review and sign an Acceptable Use Policy Document. Students that do not adhere to expectations outlined in the Acceptable Use Policy may lose privileges to use school equipment and/or facilities as determined by the principal in consultation with the technology coordinator. A separate iPad policy is also included.

Attendance and Student Expectations

Attendance Policy

Mesabi East High School recognizes that attendance is a vital component of achieving academic success. Students need to regularly attend classes to receive the instruction required to grow and learn. Students, parents/guardians, and the school are in partnership to ensure the classroom attendance remains a high priority. Minnesota law also requires students between the ages of 7 and 16 receive instruction. This Compulsory Instruction provision and inherent parental responsibilities is covered in Minnesota Statute 120A.22.

1. Attendance Procedures

- a. When students arrive at school after 8:15am, they must report to the high school office. This is absolutely necessary for attendance reasons. If a student must leave to go home or to an appointment during the school day, the student should have a written excuse and then sign out in the high school office. Failure to sign out may result in disciplinary action.
- b. On the day of readmission following an absence from school, if the parent/guardian has not contacted the school regarding the nature of the absence, the student is to provide a written excuse. The excuse should include the following information: student's name, date(s) of absences, specific reason(s) for absence(s) and a signature of the parent/guardian.
- c. If a written excuse for absenteeism is not received within three (3) school days, the absence will be considered unexcused and disciplinary consequences will be assigned.
- d. Parents will notify the office when a student will be absent from school. Failure to inform the school of an absence may result in a phone call home or to the place of employment to confirm authorized absence of the student. Parents will be contacted at home or work if a student is absent for three consecutive classes or school days.
- e. The principal may have the final say on approving the out-of-building requests. Medical excuses must be signed by clinic personnel with the appointment time.

2. Excused Absences

Parents/guardians are asked to contact the school prior to 9:00am if their student is absent from school. If no communication from home is received, a message will be sent home from the school requesting cooperation in verifying the reason for the absence. An absence from school will be considered unexcused until such time as the parent/guardian can verify the reason for the absence. Unexcused absences may result in disciplinary consequences for students.

The following absences may be considered excused absences: illness, college visits, family emergency, funeral, verified dental/medical or court appointments.

3. Unexcused Absences

When no legitimate reason for an absence can be verified, an unexcused absence will be recorded. The school has the right and the responsibility to determine if an absence will be considered excused or unexcused. Some examples of unexcused absences are: oversleeping, car trouble, or missing the bus. See Discipline/Behavior Consequences table under Attendance heading for expected consequences.

4. Truancy/Skip

When a student is absent from school without parental and/or school knowledge or consent, the student is considered to be truant. See Discipline/Behavior Consequence table under Attendance heading for expected consequences. Students considered habitual or continuing truants will be referred to the St. Louis County Truancy Review Committee for intervention.

5. Attendance Concerns

If a student accumulates six (6) absences per semester from any class, the student will be considered to have excessive absences. Parents or guardians will be notified that the student is in jeopardy of not receiving credit for the class(es). Students accumulating more than ten (10) absences per semester may be required to make up any class time beyond the ten absence threshold. This will be completed as a contract with each individual teacher in order to receive credit for the classes by the end of the semester. An attendance meeting with the parent/guardian, student, and principal will be arranged once a student has accumulated 10 or more absences. Excessive absences will be referred to the Child Study Team. Documented excuses are subject to review by the principal and/or Child Study Team. All absences, excused and unexcused, will be counted toward the ten (10) day limit. The only exception will be school sponsored events and extended confined illness verified by medical authorities. The final decision on excessive absences rests with the principal.

6. Tardy

- a. Students who are not in the classroom when the final bell rings will be marked tardy by the teacher when daily attendance is reported.
- b. Students arriving at school between 8:15 and 8:25am will be considered tardy. Students arriving to class more than ten (10) minutes after the class begins will be required to provide a pass from the office and the office will adjust the attendance code as needed.
- c. Frequent tardies will result in consequences. Please refer to the violations and consequences chart.

7. Make-Up Work

- a. All makeup work following an absence must be done within a reasonable amount of time as determined by the teacher. Students with an excused absence may be allowed up to 2 days beyond the consecutive days they have been absent to complete assigned work.

- b. An incomplete will be marked for work missed due to absences. If the work to be made up is part of the minimum classroom requirement, a failure to make up this work may be graded, "Incomplete."
 - c. Work assigned during suspensions must be done during the suspension and turned in to the teacher the day the student returns. It is the responsibility of the student to see to it that all make-up work is picked up and completed. Late work that was assigned during the suspension will not be accepted.
8. Eighteen Year Old Student
- In accordance with Minnesota Statute 120.06, students who are eighteen (18) years of age or older who are attending Mesabi East High School are bound by the same rules and regulations as students under eighteen years of age. The only exception shall be eighteen year old students who no longer live at home with their parents/guardians. These students may write their own excuses if their parents/guardians notify the school in writing that they approve of this practice and after they have secured permission to do so from the principal or designee.

Bulletin Board Procedures

Posters and notices may not be posted anywhere in the building without permission from the administration.

The only exceptions to this policy are:

1. Posters placed on the walls of the gym with permission of the athletic director.
2. Art put on display about the building with permission and under the direction of the Art teacher.

Any notices or posters not dealing directly with school functions must have the approval of the administration prior to being posted or they will be removed and discarded.

Bus Riding Privileges

Students receive training on proper bus riding procedures, safety measures, expectations, rules, and consequences. Students whose behavior becomes a problem on the bus may be referred to the principal or transportation supervisor for disciplinary consequences that may include the suspension of bus riding privileges. **Bus drivers may choose to assign seats at any time.**

Bullying

An act of bullying is expressly prohibited on school district property or at school related functions. Disciplinary consequences may be assigned for students who are in violation of these guidelines.

(See District Bullying Prohibition Policy and Policy Prohibiting Harassment and Violence references in Appendix or online at District website www.isd2711.org)

EXPECTATION:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.

4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home

To report bullying, the designated contact is the building principal.

Cell Phones/Personal Listening Devices

- a. Students in grades seven (7) and eight (8) are required to keep their cell phones and personal listening devices in their lockers.
- b. Cell phones/personal listening devices for students in grades nine (9) through twelve (12) may be used when given permission by a teacher.
- c. Students serving detention or in-school suspension (ISS) do not have cell phone/personal listening device privileges.
- d. Students who use cell phones/personal listening devices during non-designated use times will be considered in violation of guidelines and subject to disciplinary consequences.
- e. If a student appears to use a cell phone/personal listening device inappropriately, the student must surrender the device upon the request of any staff member. Failure to follow a request will be considered disrespectful/defiance/disruptive/non-compliance subject to disciplinary consequences.

Chemical/Controlled Substance Use

Use of Mood Altering Chemicals (Category I Activities)

Definitions:

Chemicals include but are not limited to all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, device used liquids, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, THC, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a controlled substance without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug Paraphernalia shall be defined as all equipment, products, and materials of any kind which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, (3) testing the strength, effectiveness, or purity of a controlled substance, or (4) enhancing the effect of a controlled substance.

Those found in possession, selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. In the event that a student's behavior is unusual or irrational or the student appears to be a danger to themselves or others, parents/guardians will be notified and required to pick their student up from school. This includes violations in or on school property, 24 hours per day, or

away from school property while participating in, or attending, school-sponsored activities and/or on school buses and stops.

Law enforcement will be called at the time of the suspension and all paraphernalia and substances will be turned over to law enforcement and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to the school or refuse to come to the school, transportation to detox will be arranged.

NICOTINE VIOLATIONS		
1st OFFENSE	2nd OFFENSE	3 + OFFENSES
<ul style="list-style-type: none"> • Possible suspension • Referral to law enforcement • Parent Contact • <u>Supportive Requirements:</u> The student will be required to complete a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues. Students who do not complete the class will be cited by law enforcement for smoking in a public building. 	<ul style="list-style-type: none"> • Possible suspension • Law enforcement citation • Conference at school with a parent and principal • <u>Supportive Requirements:</u> The student will be required to complete a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues. 	<ul style="list-style-type: none"> • Possible suspension • Law enforcement citation • The high school administration will make a recommendation to the Superintendent that the student be considered for alternative placement where addiction support is offered. • Conference at school with a parent and principal • <u>Supportive Requirements:</u> The student will be required to complete a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues.
CHEMICAL/ALCOHOL VIOLATIONS		
1st OFFENSE	2nd OFFENSE	3 or more OFFENSES
<ul style="list-style-type: none"> • Possible suspension • Parent Contact • <u>Supportive Requirements:</u> The student will be required to complete a series of substance abuse education class sessions or a series of 	<ul style="list-style-type: none"> • Possible suspension • Law enforcement citation • Conference at school with a parent and principal • Possible referral for expulsion • <u>Supportive Requirements:</u> 	<ul style="list-style-type: none"> • Possible Suspension • Law enforcement citation • Conference at school with the student, a parent, and a principal • The high school administration will make a recommendation to the Superintendent that the student be

sanctioned counseling sessions addressing substance use issues. Students who do not complete the class will be cited by law enforcement	The student will be required to complete a series of substance abuse education class sessions or a series of sanctioned counseling sessions addressing substance use.	considered for alternative placement where addiction support is offered. <ul style="list-style-type: none"> ● Possible referral for expulsion ● <u>Supportive Requirements</u>: The student will be required to complete a series of substance abuse education class sessions or a series of sanctioned counseling sessions addressing substance use. ● Possible referral for expulsion
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Mood altering chemicals are considered to be any quantity of tobacco, alcohol, synthetic chemical, controlled substance or drug paraphernalia. (It is not a violation for students to be in possession of a controlled substance specifically prescribed for the student's own use by his/her own physician.)

Fine Arts, Sports and Extra-Curricular Activities Policy for Chemical and Academic Ineligibility

Category I Activities: Refer to the MSHSL Eligibility Information Bulletin for the penalty that applies.

Category II Activities: See policy below for the penalty that applies.

(Category II Activities)

In accordance with the Minnesota State High school League Bylaw 205.00, Music Activities are a "Category II" Activity, meaning that a "member school does not have a schedule of interscholastic contests, exclusive of League-Sponsored tournaments." Each member school shall develop penalties, which will apply to all participants in these activities.

Mesabi East High School Category II Policy

1. In the event that a student has become ineligible due to a nicotine/alcohol/chemical violation, it will be determined that the student will not be eligible to perform in MSHSL sponsored solo and small ensemble contests, at the Subsection and Section level for that school year. If the violation occurs after the year's contest has taken place, then the student will not be eligible to perform at the following year's contest.
2. Any student that becomes ineligible due to a nicotine/alcohol/chemical violation will not be eligible to compete in MSHSL sponsored large group contest.
3. If a student is determined to be academically ineligible, he/she will be eligible to compete in a music contest at the time that he/she is shown to have grades high enough to become academically ineligible.
4. Category II activities include: Speech, One-Act Play, Drama, Music, and Visual Arts.

College in the Schools (CIS) and Advanced Placement Courses

Mesabi East offers several courses on campus that can earn students college credit, challenge themselves academically, and get a head start in earning a degree in higher education. Eligibility to take these courses requires a minimum GPA of 3.0 for 11th grade students, 2.5 for 12th grade students, and a possible

placement test. These courses earn students both high school and college credit, while remaining on campus with qualified teachers and their peers.

Advanced Placement courses are offered on campus, providing students the opportunity to earn college credit based on scores earned in the final course assessment administered by the College Board.

Both College in the Schools courses and advanced Placement courses qualify for additional weight in the grading system when calculating GPA.

Conduct at School Events

Spectators are expected to conduct themselves in a respectful manner at all school events. Spectators behaving inappropriately will be directed to leave. FGees will not be reimbursed. Eligibility to attend future events may be restricted for inappropriate behavior as determined by the administration.

Daily Schedule

Students will be dismissed at 2:13pm on Wednesdays

The early dismissal time is used to facilitate faculty professional development.

Monday-Tuesday-Thursday-Friday				Wednesday Early Dismissal			
Advance Bell		8:13		Advance Bell		8:13	
1st Period		8:15-9:09		1st Period		8:15-9:01	
2nd Period		9:13-10:03		2nd Period		9:05-9:46	
3rd Period		10:07-10:57		3rd Period		9:50-10:31	
JH Lunch (Grades 7-8)	11:01-11:35	SH 4th Period	11:01-11:51	JH Lunch (Grades 7-8)	10:35-11:10	SH 4th Period	10:35-11:16
JH 4th Period	11:41-12:31	SH Lunch (Grades 9-12)	11:55-12:31	JH 4th Period	11:16-11:56	SH Lunch (Grades 9-12)	11:20 -11:54
5th Period		12:35-1:25		5th Period		12:00 -12:42	
6th Period		1:29-2:19		6th Period		12:46-1:27	
7th Period		2:22-3:13		7th Period		1:31-2:13	

The schedule is subject to change by administration.

Disclosure of Directory Information

In compliance with the Minnesota Government Data Practice Act following policy, this publication serves as notice of intent to publish “Directory Information” on current students. Students or parents/guardians may choose to give written notice to the school designating their wishes not to have directory information released to others.

Daily Bulletin

The Daily Bulletin contains important information for students and will be made available on Powerschool each school day.

Students, teachers and other related organizations can ask to have messages shared in the Daily Bulletin. To add a bulletin announcement a person should email the high school office secretary.

Dances

Attendance at school sponsored dances is dependent on grade level, age, eligibility, and other criteria as established by the administration. Advisories will ensure that adequate supervision is provided by dance chaperones.

1. Guests of Mesabi East students may be allowed for some dances upon prior approval of the administration. Students may receive an approval form from the high school office and must be signed and submitted two weeks prior to the event.
2. No persons age 20 or over are eligible to attend school sponsored dances.
3. Students serving suspension, having outstanding detention, or having make-up time to serve are not eligible to attend dances.
4. Prom is limited to Mesabi East juniors and seniors or their guests. Guests must be under age 20 while graduating within the past 2 years, or be at least a sophomore in high school.

Dress Code

Your grooming and dress should be appropriate to the setting. At Mesabi East, good grooming is always expected. Dressing appropriately for the weather is an expectation. In keeping with community standards, students will keep their under-garments covered. Students who arrive at school wearing clothing that advertises nicotine, psychoactive substances or alcohol, slang expressions with vulgar language, gang related clothing/accessories, and clothing that does not meet the community standard, will be asked to correct attire immediately. Students are allowed to wear hats/hoods in hallways or common areas. Wearing head attire in classrooms is up to teacher discretion and will be enforced. Backpacks and blankets are not allowed and must be stored in lockers throughout the day.

Email

Students are assigned a school email address to help facilitate communication with teachers, the high school office, and other school activities and organizations. This important communication tool is used **expressly for school related purposes. Students are expected to check their email on a DAILY**

BASIS for important general announcements and messages specific to them. Alerts for discipline notices, lunch account balances, and other specific concerns may be the primary mode of communication in many instances.

Enrollment Changes

If a student moves out of the district or changes schools during the year a parent/guardian must contact the school and the student must complete a check-out process and form to ensure all materials have been returned and obligations met.

Fees and Obligations

1. The school may charge fees for courses or activities which are considered extra-curricular, non-curricular, or supplementary to the general education requirements. Fees may be charged to students for the following:
 - a. Photocopies
 - b. Extra-Curricular Activities
 - c. Security Deposits
 - d. Physical Education equipment and dress
 - e. Special projects in shop or art classes
 - f. Voluntary health and accident policies
 - g. Rental for musical instruments
 - h. iPad insurance
 - i. Fundraising items/money
2. Obligations may be incurred for lost, damaged or overdue materials.
3. Overdue lunch account balances are obligations of students and families.
4. Failure to pay obligations may affect a student's eligibility for participation in commencement ceremonies, extra-curricular activities or other school functions, including dances.

Fire Drills, Lockdowns, and other Emergency Procedures

1. The school will conduct a regular series of fire drills, ALICE drills, lockdowns, and severe weather procedures throughout the school year.
2. Building occupants are expected to leave the building by posted routes and exits unless advised otherwise. Classes are expected to stay together as a group at a point at least 100 feet from the building. Remain at designated position until advised to return to the building or to seek alternative shelter. Stay with a designated teacher.
3. If the situation warrants, students may be evacuated to nearby staging areas and other designated emergency shelters. In the event of such an emergency, parents/guardians are asked to check their phones for District activated Instant Alert messages.

Food and Beverage

Food and beverages should be consumed and are to remain in the cafeteria, large commons, or small commons areas. Individual teachers will use their discretion regarding beverages and food within their classroom.

Fundraising

All individuals must complete a Fundraising Request Form and have administrative approval by the building principal before scheduling and engaging in fundraising. Fundraising Request Forms can be obtained from the high school secretary.

Harassment and Violence Prohibition Policy

It is the policy of Independent School District #2711 to maintain a learning environment that is free from religious, racial, or sexual harassment and violence. The school District prohibits any form of religious, racial, or sexual harassment and violence. The School District will act to investigate all complaints, either formal, or informal, verbal or written, of religious, racial, or sexual harassment or violence upon any pupil, teacher, administrator, or other school personnel. Parents or guardians of the victim and offender will be notified as soon as possible. Law enforcement will be contacted when the incident involves unlawful conduct. (See District Bullying Prohibition Policy and Policy Prohibiting Harassment and Violence references in Appendix or online at the District website www.isd2711.org)

Health and Medication

1. Minnesota State Law requires that all students show proof of immunizations before entering school. The school nurse keeps a record and will notify students when immunizations are due.
2. Students who are injured should report to the nurse, nurse designee, or high school office. The school cannot diagnose, prescribe, or give treatment or medication, except in an emergency, without consent of parent/guardian. The school will refer serious injuries and illnesses to a medical doctor after contacting the parent/guardian for permission and cooperation.
3. The school will administer medications only by written orders from a medical doctor co-signed by a parent/guardian. The medication must be in the original prescription container. Students shall not keep medication of any type in lockers or in their possession; medications must be brought to the nurse's office.
4. Parents/guardians shall complete and return a health information card which will include pertinent health information and emergency telephone number(s).
5. A student needing to be excused from physical education activities must:
 - a. Have a written note signed by a parent, guardian, or doctor
 - b. Bring the note to the nurse or nurse designee for a written excuse prior to the start of school.
 - c. Bring the nurse's excuse to the physical education teacher. Notes from home will not be accepted by the physical education teacher.
 - d. Extended excuses from physical education classes must be accompanied by a statement from a doctor.

Homebound Instruction

Homebound instruction may be provided to those eligible students who, for medical or safety reasons, are unable to attend school as recommended by medical authorities, Individualized Education Plans (IEP) or 504 plan, and approved by the principal.

Homecoming Royalty

To be eligible for Homecoming Royalty, a student must have completed one (1) semester at Mesabi East High School, be passing all current classes, and have zero current major behavioral referrals. Eligibility for Homecoming Royalty will be suspended for one Homecoming cycle (Fall/Winter) if a nicotine/alcohol/chemical violation occurs.

Inclement Weather

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents will be notified through the Mesabi East Alert System. Families may also get information from their local radio and TV stations.

Independent Study

Independent Study courses are only to be proposed when scheduling conflicts do not allow the student to take the class at a regularly scheduled time. Independent Study courses must be approved and authorized by the participating teacher and Mesabi East High School principal.

Ipads

To ensure that our students develop the skills and knowledge necessary to achieve high levels of success, Mesabi East Schools have invested in their future by equipping our students in Mesabi East High School with an Apple iPad computing device. This technology tool in the hands of our students and teachers opens a whole new dimension of how classroom learning can be enhanced through instant access to digital curriculum and resources. The iPad limits the need for traditional print textbooks, hand held calculators, dictionaries and puts other resource applications right at their fingertips. **These responsibilities and expectations are outlined in a separate iPad Policy which each student and their parent/guardian are given and must sign to receive an iPad.** An insurance program is offered and encouraged that will help cover the cost of a protective case and cover accidental damage that may occur. Students and their parents will be given a document to sign and indicate a level of coverage applicable to their situation.

Lettering

Earning a letter for participation in a Mesabi East High School activity is a high honor. Participation alone does not guarantee a letter. Standards that reflect a significant contribution to the activity are established and only when a student meets these standards is a letter awarded. Lettering standards for Category I,

Category II, and all other activities are proposed by the head coach or lead advisor of an activity. These standards must be endorsed by the athletic director and the high school principal.

Lockers

1. Students may only use the locker assigned to them.
2. Students accessing another student's locker may be considered trespassing and be subject to discipline
3. Students may provide their own locks, or be issued one from the high school office at no cost. If the lock isn't returned at the end of the year, the student may be charged \$5.00. Both personal and school issued locks may be removed by school personnel pursuant to Minnesota state statute.
4. Students assigned a locker are responsible for the content and condition of their locker.
5. Pursuant to Minnesota state statutes, It is the policy of the state of Minnesota that: "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 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 the student whose lockers were searched unless disclosure would impede and ongoing investigation by police or school officials."
6. Students are to immediately report locker vandalism to the principal.

Lost and Found

Students who have lost clothing, books, or materials should check with their teachers, or with bus drivers/transportation. Efforts will be made to return found items to students. Label everything: Names should be written on objects when possible. At the term, lost and found items will be placed on a table for one last chance at finding their owner. Items left will be donated to a local charity at the end of each semester.

Lunch Guidelines

The cafeteria is a place provided for students to eat their lunches and socialize. Students are encouraged to use our hot lunch program. Forms may be picked up in the office.

1. All student lunches must be prepaid. Students and their parents/guardians are responsible to send money and monitor student lunch balances. A notification will be sent to both student and parent if a negative balance of \$5.00 or more has accumulated.
2. Deposits of money can be made by mail, E-funds system, in-person in the High School Office or the District Office. Lunch money is not to be accepted while food is being served in order to limit the wait time in serving lines. Checks should have the student's name and account number attached. Please indicate how to divide money if there is more than one child enrolled at school.
3. Students in grades 7-10 are supervised under a closed lunch structure, where they must remain in the cafeteria or other designated area until excused by the supervising staff.

4. Students in grades 11-12 have an open lunch privilege and may leave campus during their lunch period. Students granted an open lunch period may have the privilege revoked if their conduct does not meet student expectations or they are academically not in good standing (passing classes).
5. Students will follow Mesabi East High School Student Expectations and any other specific cafeteria rules as posted.

Your child may qualify for free meals. Additionally, through State funds, students who qualify for reduced-price school meals will also receive school meals at no charge. NOTE: Free meals do not include second meals or ala carte items. In order to qualify for free meals, you must complete an “Application for Education Benefits” form following the instructions (one form per household listing). NOTE: You do not need to complete the application IF you have received a “NOTIFICATION LETTER/CERTIFICATION FOR FREE SCHOOL MEALS” from our district.

Messages and Communications

1. Emergency messages may be relayed to students via the High School Office.
2. There is a phone in the office students may use with permission to call parents in case of emergencies.
3. Students using personal phones to call or receive voice and/or text messages outside the approved before school, after school, between classes, lunch period times, and/or upon teacher approval, will be subject to disciplinary consequences.
4. The Daily Bulletin, containing important information for students, will be available during 1st period each school day. The Daily Bulletin is also posted throughout the building, projected as a slide show on televisions throughout the building, and can be found on the District Website.
5. Student email is used by teachers, students, support staff and administration to send and receive important school messages. Students are expected to check their email on a daily basis.

*See also Daily Bulletin

*See also Email

National Honor Society

The National Honor Society is a nationwide organization for high school students. Selection is based on four criteria: scholarship, leadership, service and character. Check with the National Honor Society Advisory for more information.

Distribution of Non-School Sponsored Materials on School Premises

The principal, prior to distribution/scheduling, must approve all material being distributed.

Nuisance Devices

Students are not to use devices that are not approved as educational aids by the administration or classroom teacher. These devices may include, but are not limited to, electronic games, music devices, cellular phones, personal listening devices, laser pointers, skateboards, rollerblades, or other objects that disrupt the educational environment.

Parent Teacher Conferences

Parent Teacher conferences are scheduled twice during the school year. In addition, all faculty members are available for conferences at any mutually agreed upon time. You may reach a staff member by school phone or email.

Pledge of Allegiance

The Pledge of Allegiance is recited during 1st period each day. We do this to observe the privileges and responsibilities that come with being citizens of the United States of America. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect to not do so. Students must respect another person's right to make that choice.

Policies

[Policies](#)

The latest policies may be obtained by contacting the superintendent's office at (218) 229-3321, ext. 302.

- Acceptable Use of District Technology 1003
- Bullying Prohibition Policy 514
- Controlled Substances and Chemical Abuse 300.18
- Emergency Conditions 300.01
- Harassment and Violence 413 and 300.24
- Hazing Prohibitions 526
- Maltreatment of Minors 300.11
- Safety 300.08
- School Weapons Policy 501
- Wellness Policy 533

Post Secondary Enrollment Options (PSEO)

Post Secondary Enrollment Options (PSEO) is a program that allows 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating post secondary institutions. Each participating college or university sets its own requirements for enrollment into PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full (**MAX 15 Credits**) - or part-time basis. **If students fail to earn at least a grade "C" in that class, they may not be eligible to take additional PSEO courses.** For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options PSEO webpage.

Post Secondary Enrollment Options (PSEO) classes are not recognized for Weighted Grading when calculating GPA.

*All students participating in PSEO are required to attend a PSEO informational meeting with their counselor where the student will learn about the enrollment process, credit requirements, responsibilities, and expectations. Parents are encouraged to attend the meeting.

Restorative Justice/ Resolving Conflicts

Restorative Justice is an effort to mend relationships and improve behavior. Efforts are made by administration and staff to examine alternatives to further disciplinary action that address the policy or violation, hold students accountable for their behavior, and weigh the safety and learning environment concerns for all students. Disciplinary actions are dealt with on an individual basis. Administration reserves the right to final determination of all disciplinary actions.

School Hours

The High School Office is open from 7:30am through 4:00pm during the year. Any parent needing information or assistance with school related matters may receive help by calling (218) 229-3321, ext. 201. School hours are 8:15am-3:13pm on Monday, Tuesday, Thursday and Friday. Buses will leave campus at 3:20pm. School hours on Wednesdays are 8:15am-2:13pm. Buses will leave campus at 2:20pm.

Social Media

Mesabi East High School recognizes that social media sites such as Facebook, Instagram, Twitter, Google Groups, Snapchat, TikTok and other sites offer effective ways to communicate important information to subscribers. Mesabi East supports its own Facebook page to disseminate information and highlight events for students and community. Students who use social media sites in negative ways to bully or harass others will be subject to disciplinary consequences.

Student Support Services

1. Special Education Services
2. Physical Therapy
3. Speech Therapy
4. Adaptive Physical Education (DAPE)
5. Occupational Therapy/Physical Therapy
6. A.D.A.P.T. through Range Mental Health
7. Targeted Services
8. Credit Recovery
9. School Social Worker
10. Check and Connect
11. Care Team
12. Child Study

Student Rights and Responsibilities

Learning

Rights	Responsibilities
<ul style="list-style-type: none"> Students have the right to receive a comprehensive appropriate education. Students have the right to attend school in a safe environment that is free from disruptive behavior by others. Students have the right to make up schoolwork missed during an excused absence. Students have the right to necessary homebound instruction, as regulated by state guidelines, when absent for an extended period. 	<ul style="list-style-type: none"> Students are responsible for daily attendance for completing class assignments on time, and for bringing appropriate materials required for class. Students are responsible to behave in such a manner that does not pose a potential, or actual danger to themselves or others, and that is not disruptive to the learning process of others. Students are responsible to obtain and complete make-up work assigned for periods of absence. Students are responsible to obtain and complete assigned work as part of the homebound instructional process.
Free Speech	
Rights	Responsibilities
<ul style="list-style-type: none"> Students have the right to free speech so long as such speech does not violate the rights of others or disrupt or undermine the educational processes of the school. 	<ul style="list-style-type: none"> Students are responsible to follow school regulations regarding time, place , and manner when expressing opinions through published written materials. Students are to distribute such literature in a manner that is not libelous, obscene, or discriminatory; does not interfere with the rights of others; or disrupt the atmosphere of learning in the school.
Equal Opportunity	
Rights	Responsibilities
<ul style="list-style-type: none"> Students have the right to equal opportunity to participate in all school activities and school education programs for which they are eligible, within legal limits. 	<ul style="list-style-type: none"> Students are responsible to follow the rules and regulations of the school-sponsored activity in which they or others participate.
Fair Treatment	
Rights	Responsibilities

<ul style="list-style-type: none"> • Students have the right to due process when involved in a violation of district rules. Included is the right to hear the nature of the violation and to give their account of the situation. • Students have the right to be informed of current school policies, rules and regulations that apply to them. • Students have the right to be informed of classroom expectations. Students are responsible to be knowledgeable about and to meet classroom expectations, and evaluation procedures that apply to them. • Students have the right to be treated respectfully by staff and other students 	<ul style="list-style-type: none"> • Students are responsible for daily attendance for completing class assignments on time, and for bringing appropriate materials required for class. • Students are responsible to behave in such a manner that does not pose a potential, or actual danger to themselves or others, and that is not disruptive to the learning process of others. • Students are responsible to obtain and complete make-up work assigned for periods of absence. • Students are responsible to obtain and complete assigned work as part of the homebound instructional process.
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Student Vehicles and Parking

1. Students will be expected to park in designated student parking lots.
2. Students are expected to follow school zone speed limits.
3. Students may not go to their cars at any time during the school day unless approved by the administration or office designee.
4. Vehicles parked on school grounds are subject to search by school or law enforcement personnel if a safety concern is brought to the attention of the District Administration.
5. Student use of cars during the day is by written parental request and officer permission only.

Transportation to and from School Events

Students are at all times to follow bus or van safety rules. (See Bus Riding Privileges)

Students are to use district provided transportation to and from any event. Any deviation from this requirement must have prior approval by the administration. Requests for approval of alternative transportation arrangements may be granted and documented through the High School Office upon verbal communication from the parent/guardian and approved by the coach/advisor. Students are not allowed to transport another student. Following an event, a coach or advisor may release a student to their parent if verbal contact by the parent is made and the communication is documented.

Testing

The Mesabi East School District uses a variety of assessments to measure the academic progress of our students. The assessments are used to guide instruction and identify students that may need academic interventions and support programs. Mesabi East High School also provides administration of the ACT college entrance exam to students in the 11th grade and the Armed Services Vocational Aptitude Battery (ASVAB) for career exploration. Mesabi East also provides administration of ACT testing for 12th

graders. Statewide assessments, including Minnesota Comprehensive Assessments (MCA) are how the state measures that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. For more information on statewide testing consult the Minnesota Department of Education website or use the link provided below.

Parent Guardian Guide and Refusal for Student Participation: [MDE Webpage](#)

Mesabi East District Testing Calendar and MDE Parent/Guardian Guide on the [Mesabi East website](#).

Visitors

Student visitors are not allowed at Mesabi East. Classroom volunteers must be approved through the High school Office and obtain a clear background check.

Violations and Consequences

Infraction	Definition	Infraction Examples	Consequences
Bullying	Ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.	Repeated (occurring in multiple locations and times) verbal, physical or cyber behaviors as well as major-racial, religious, ethnic or sexual remarks.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration.
Gang Related Activity	Any materials, clothing, or actions referencing gangs (this will be at the discretion of administration)	Actions such as: Words, gestures, clothing, artwork referencing any gang activity.	Referral to administration and School Resource Officer
Fighting/Physical aggression	An exchange of blows or attempted blows, such as hitting, slapping, pushing, shoving, etc. This includes students who instigate physical altercations.	Physical contact with the intent to harm. Instigation or promotion of a fight.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration.
Theft	Stealing school or personal property from faculty, school, employees, or other students.	A theft of items with significant monetary or personal value.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration

Use/possession/distribution of nicotine	Possession/distribution or use of nicotine at school or at any school-sponsored activity.	Possession/ distribution or use of nicotine products.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Use/possession/distribution of alcohol	Possession/distribution/use of, or under the influence of alcohol at school or at any school-sponsored activity.	Being under the influence of possessing/distributing or using alcohol.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Use/possession/distribution of over the counter drugs, and or illegal drugs for the purpose of getting high on any school district property.	Possession/distribution/use of or under the influence of illegal drugs; possession of drug paraphernalia at school or at any school sponsored activity.	Being under the influence of, possessing/distributing or using drugs or paraphernalia.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Use/possession of weapon	Possession of firearms or dangerous weapons on school property or during school related activity.	Razor blades, pocket knives. Guns (real or used for play) or other objects readily capable of causing bodily harm. Intent will be considered for consequences.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Credible Threats	Verbal and/or written comments that threaten the safety of school, students, or staff. Building administrators will determine if the threat is credible through investigation.	Bomb threats, shooting threats, threats including harm to others.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
	An absence for an entire school day, a major portion	Not attending class, leaving campus for any period of	Students will make up time minute for minute, in after

Willful Class Avoidance Skipping/Leaving campus without permission.	of the school day, class period, or activity during the school day for which the student is scheduled, without permission or documentation	time (lunch), being in an unauthorized area during a class period.	school detention. Students will not be allowed to ride school transportation home if three or more hours of the day was missed during a skipping incident.
Abusive/ Inappropriate language or gestures	Any use of words, phrases, language or gestures that are sexual and/or derogatory in nature or inappropriate for the school environment. Can include verbal or written threats to safety.	Swearing/cursing/ gestures directed at others in a demeaning or provoking nature directed at faculty/staff. Anything sexual, religious, or racist in nature. This act is done in person or through electronic means.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Property Damage/Vandalism	Any intentional action that damages school property. Students /guardians will be required to pay for damages.	Any damage that cannot be reversed or repaired with a reasonable amount of effort or funds.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration

Infraction	Definition	Infraction Examples	Consequences
Tardy	If a student is not through the classroom door when the bell rings or at the appointed time if bells do not ring.	Walking into the classroom after the bell. Entering the classroom to drop off materials then leaving and re-entering the classroom after the bell.	1st, 2nd, and 3rd: Verbal reminder, parent contact by teacher, student meeting to reteach expectations. 4th, 5th and 6th: 30 minutes of detention. Parent contact by office. More than 7 tardies - parent meeting with administration to determine plan.
Inappropriate Language or Gestures	Any use of words, phrases, language or gestures that are sexual and /or derogatory in nature or inappropriate for the school environment.	Unsuitable use of words, calling names, gestures, swearing and/or use of inappropriate tone in a conversational manner not directed at any one person.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration

Disrespect/Defiance/ Disruptive/ Noncompliance	Any behavior, activity or action deliberately undermining any school personnel's authority or causes significant interruption to a classroom/activity.	Inappropriate or mocking tone of voice, refusal or noncompliance after multiple requests by an adult to stop.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Technology Violation	Technology use that is not in support of education or research. It is not consistent with the educational objectives of the school. See Student Handbook for Acceptable Use Policy.	Being off task while using the computer for classroom assignments. Accessing web addresses not authorized by the teacher.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Cell Phones/Personal Listening devices	No cell phones for students in grades 7 & 8 (must be stored in locker) Students in grades 9-12 may use devices with teacher permission.	Cell phone out in class. AirPods or other headphones in ears, speakers audible.	Confiscation of electronic device (returned same day), parent contact/meeting, check-in/check-out phone in class or office.
Property damage/ Vandalism	Any unintentional action that damages school property. Students/guardians will be required to pay for damages.	Damage that can be repaired to a pre-infraction state with little or no effort and/or funds.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Unsafe or Rough Behavior	Inappropriate touching that does not result in injury or damage to property.	Horseplay. All parties involved define the actions as horseplay.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration

Dress Code Violation	Clothing and accessories that do not meet the school-community guidelines.	Any violations that can't be altered in the classroom to bring the clothing item into compliance with the dress code.	Dress code violation is corrected immediately. Parent contact as necessary.
Lying/Cheating	Lying: Making a statement which one knows to be untrue. Cheating: Using dishonest methods to gain academic advantage.	Lying to get out of trouble-does not endanger or implicate others. Example-white lie or a lie by omission of fact. Cheating-willingly copying another's work/answers or letting someone copy your work/answers. Plagiarism. Changing one's grade or score on any school or school related work.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Inappropriate public displays of affection	Any touch is inappropriate once a student fails to stop behavior after redirection.	Any affection beyond hand holding is prohibited.	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration
Harassment	To irritate or provoke with persistent petty distractions or other annoyances during the school day or at a school sponsored event.	Inappropriate comments and/or unwanted verbal, physical, or emotional advances. (eg., name calling that results in hurt feelings from the other party).	Restorative procedures to be determined by administration. Punitive procedures to be determined by administration

Student and Parent Handbook Signature Page

PLEASE TEAR OUT AND RETURN TO MESABI EAST HIGH SCHOOL OFFICE BY THE SECOND FRIDAY AFTER THE SCHOOL START DATE.

My signature below indicates that I have received and read the policies contained in the Mesabi East High School Handbook.

Parent/Guardian's Name (PLEASE PRINT) _____

Parent/Guardian's Signature: _____

Student's Name (PLEASE PRINT) _____

Student's Signature: _____

Date: _____

Grade: _____