

2020-2021



STUDENT HANDBOOK MESABI EAST HIGH SCHOOL

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

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Office Hours: 7:45-3:45
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Welcome GIANTS,

Welcome to all students and parents/guardians who will be joining us for the 2020-2021 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.

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. With a pandemic upon us, we are committed to ensuring the safety of our staff, students and families.

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

We would ask that you please sign and return the final page of the handbook within 2 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 reach out to me.

Dr. Rick Halley,

Principal

rhalley@isd2711.org



Mission Statement

It is the mission of Mesabi East Schools to enable all students to achieve high levels of success in order to become self-directed, lifelong learners, and informed, productive citizens in a changing world.

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.

Academic Grades and Requirements

- A. As a result of the carefully developed scheduling process, it is expected, 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, parents(s), Mesabi East High School and the college where the Mesabi East 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, one must be biology
- 1 credit in Physical education (PE9 & PE10)
- 1 credit in Health (Health 9, & Health 10 Skills for Action)
- 1 credits in Arts (Music, Media Arts or VisualArts)
- 1 credits in Industrial Technology, Family & Consumer Sciences (FACS),
- 6 credits of 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. Sophomores may enroll in PSEO courses under certain circumstances determined by the post secondary institution and Mesabi East High School. Graduation credits should be considered when registering for PSEO. 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 the 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 individual 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 to it 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 towards Graduation

- J. Students may not enroll in more than one study hall with approval from the Principal.

Honors/Valedictorian/Salutatorian

- A. The "A" honor roll is limited to students with a 3.50 or higher with no D's, F's or incompletes.
- B. The "B" honor roll is limited to students with a 3.00 to 3.49 with no D's, F's or incompletes.
- 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 3.50 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) course grades are also considered 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 cumulative grade point average, including third quarter grades. The student ranked 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 or Co-Salutatorians may be designated. Students with a grade point average within five ten thousandths (0.005) of each other

may be considered a tie. A student must be enrolled for 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 acts 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 when being used in student work. Plagiarism occurs when students *purposely* and *knowingly* 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.
- c. Copy researched material into a paper without in-text citations giving credit to the author and pages 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 electron source and turning it in as an original student work is plagiarism.
- f. Summarized researched material without a clear reference to the original source.
- g. Students in concurrent enrollment classes must follow policy set by post secondary Institutions and consequences thereof.
- h. There are serious consequences for violating these guidelines.

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 “D-” or higher. This can occur at any time after 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 students academic progress toward . graduation, a requirement to participate in MSHSL sponsored activities.

General Eligibility (Category I & II Activities)

(Category I & 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 or 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 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 Media Center Director or Technology Coordinator. A separate iPad policy is also included. See iPads section in this handbook.

Attendance and Student Expectations

Attendance Policy

Mesabi East High School recognizes 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 parent responsibilities is covered in Minnesota Statute 120A.22.

1. Attendance Procedures

- A. When students arrive at school after 8:12 A.M., 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 with 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. Students who plan to leave the school premises during the day must request an out-of-building pass from the high school office by 8:07 a.m. Students must sign out in the high school office to leave school grounds. Failure to secure a pass will result in the absence being declared unexcused

or may be considered truancy or a skip. Out-of building passes will be issued only by communication from a parent/guardian or staff member and must be countersigned upon leaving the destination. The Principal may have the final say on approving or disapproving 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 9:00 a.m. if their student is absent from school. If no communication from the home is received, a message will be sent 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 absence. Unexcused absences may result in disciplinary consequences for students.

The following absences may be considered excused absences: a.) illness, b.) college visits, c.) family emergency, d.) funeral, e.) 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 to 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 Consequence 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 missed 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 as 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 8:12 and 8:22 a.m. will be considered tardy. Students arriving to class more than ten (10) minutes after the class begins will be considered UNEXCUSED for that hour. Tardies will accumulate on a per semester basis.
- c. A student's first tardy is considered a "Warning,"; subsequent tardies will incur consequences. See Discipline/Behavior Consequences table Attendance Violations.

7. Make-Up Work

- a. All make-up 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.

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

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

The only exceptions to this policy are:

- a. Posters placed on the walls of the gym with permission of the athletic director.
- b. Art put on display about the building with permission and under the direction of the Art teacher.
- b. 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. See Transportation section for expectations and related consequences.

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 Phone Use

Cell phones (or a digital device) can be a great learning or communication tool, but in school, cell phones can become a distraction or so addictive that learning stops and relationships suffer. It is imperative for students to follow the cell phone guidelines and learn how to use cell phones and/or digital devices appropriately at school. Teachers will share their expectations for cell phone use in the classroom and encourage students to use them only when, or if, it is appropriate.

- a. Cell phones may be used before or after school and during lunch period
- b. Cell phones may be used when given permission by a teacher.
- c. Students serving Detention or In-School Suspension (ISS) do not have cell phone privileges.
- d. Students with cell phones on during non-designated use times will be considered in violation of cell phone use guidelines and subject to disciplinary consequences.
- e. Students who appear to be using a concealed cell phone (texting, calling, or accessing other features) will relinquish the cell phone upon staff request and be subject to disciplinary consequences.
- f. If a student appears to use a cell phone inappropriately, the student must surrender the device upon the request of any staff member. Failure to follow a request will be considered insubordination and subject to disciplinary consequences.

Chemical Use

Use of Mood-Altering Chemicals (Category I Activities)

Definitions:

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug 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 having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of 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. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them 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 school or refuse to come to school, transportation to detox will be arranged.

TOBACCO VIOLATIONS

1st OFFENSE	2nd OFFENSE	3 or more OFFENSES
<p>Suspension for 1-3 school days</p> <ul style="list-style-type: none"> ● Referral to law enforcement ● Conference at school with a parent and a principal ● <u>Supportive Requirements</u>: The student must confer with the School Social Worker to address individual support plan needs. 	<ul style="list-style-type: none"> ● Suspension for 1-5 days ● Referral to law enforcement ● Conference at school with a parent and principal ● <u>Supportive Requirements</u>: The student will be encouraged to participate in a series of smoking cessation class sessions or a series of sanctioned counseling sessions addressing tobacco use issues. 	<ul style="list-style-type: none"> ● Suspension for 5-10 school days ● The high school administration will make a recommendation to the Superintendent that the student be considered for alternative placement where addiction support is offered.

CHEMICAL VIOLATIONS

1st OFFENSE	2nd OFFENSE	3 or more OFFENSES
<ul style="list-style-type: none"> ● Suspension for 3-10 school days ● Law enforcement referral ● Possible recommendation for expulsion ● Conference at school with the student, a parent and a principal 	<ul style="list-style-type: none"> ● Suspension 5 to 15 school days, ● Law enforcement referral ● Possible recommendation for expulsion ● Conference at school with the student a parent and a principal 	<ul style="list-style-type: none"> ● Suspension for 5-15 school days ● Law enforcement referral ● 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 considered for alternative placement where addiction support is offered.

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 a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her physician.)

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.

FINE ARTS POLICY FOR CHEMICAL AND ACADEMIC INELIGIBILITY

(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 it 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 mood-altering chemical violation, it will be determined that the student will not be eligible to perform in MSHSL sponsored solo and small ensemble contests, excluding events 1-5 (see #2 below), 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 mood-altering chemical violation may be eligible to compete in MSHSL sponsored large group contest in events as long as these ensembles are considered a part of that student's curricular day and the groups have been prepared by the instructor in rehearsals that take place within the hours of the school day.
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 eligible.
4. Category II activities include Choir, Jazz Choir, Band, Jazz Band, Visual Arts, Knowledge Bowl, Speech, Drama, and any other fine arts activities.
5. To be eligible for Homecoming Royalty, a student must have completed one (1) semester at Mesabi East High School, be making satisfactory progress toward graduation and demonstrate good conduct. Eligibility for Homecoming Royalty will be suspended for one calendar year if a chemical violation occurs.

Conduct at School Events

Spectators are expected to conduct themselves in an appropriate manner at all school events. Spectators behaving inappropriately will be directed to leave. Fees 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 2:10 p.m. on Wednesdays.
The early dismissal time is used to facilitate faculty professional development

Monday-Tuesday-Thursday-Friday				Wednesday Early Dismissal			
Advance Bell		8:10		Advance Bell		8:10	
1st Period		8:12-9:06		1st Period		8:12-8:58	
2nd Period		9:10-10:00		2nd Period		9:02-9:43	
3rd Period		10:04-10:54		3rd Period		9:47-10:28	
JH Lunch (Grades 7-8)	10:54-11:34	SH 4th Period	10:58-11:48	JH Lunch (Grades 7-8)	10:28-11:08	SH 4th Period	10:32-11:13
JH 4th Period	11:38-12:28	SH Lunch (Grades 9-12)	11:48-12:28	JH 4th Period	11:12-11:53	SH Lunch (Grades 9-12)	11:13-11:53
5th Period		12:32-1:22		5th Period		11:57-12:39	
6th Period		1:26-2:16		6th Period		12:43-1:24	
7th Period		2:20-3:10		7th Period		1:28-2:10	

The school schedule is subject to change by the Principal (such as during a pandemic).

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 during 1st period each school day. Students, teachers, and other related organizations can ask to have messages shared in the Daily Bulletin. A Daily Bulletin announcement form should be completed and emailed or shared with the high school office administrator. First period classes are asked to read and share the important announcements. The Daily Bulletin may also be posted throughout the building on video monitors. Students are asked to be informed of the events and happenings of Mesabi East High School.

Dances

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

1. Most dances are limited to Mesabi East students.
2. 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.
3. No persons age 21 or over are eligible to attend school sponsored dances.
4. Students serving suspension, having an outstanding detention, or having make-up time to serve are not eligible to attend dances.
5. Students must be in attendance for the most recent school days unless the absence(s) are due to a medical issue or school related activities.
6. Prom is limited to Mesabi East Juniors and Seniors or their guests. Guests must be under age 21 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 encouraged. It is desirable for all students to dress comfortably for the weather. Trends such as wearing pants below the waist, exposing underwear, is not acceptable. Student's dress/appearance must not be disruptive to the educational environment. Students who arrive at school wearing clothing that advertises cigarettes or alcohol, slang expressions with vulgar language, or any attire not appropriate will be asked to immediately correct attire. Students are expected to remove hats upon entering the building.

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. Extracurricular activities.
 - c. Security deposits.
 - d. Physical education equipment and dress.
 - e. Special projects in shop or art classes
 - f. Voluntary health and accidental policies.
 - g. Rental for musical instruments.
 - h. iPad insurance
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, extracurricular activities or other school functions, including dances.

Firedrills, 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 such 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. During a pandemic if it is part of the district's plan food may be allowed in classrooms. Desks and tables must be washed clean.

Fundraising

All individuals must complete a Fundraising Request Form and have administrative approval by the building Principal before scheduling and engaging in fundraising.

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 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 for permission and cooperation.
3. The school will administer medications only by written orders from a medical doctor co-signed by a parent or 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 activity must:
 - a. Have a written note signed by a parent, guardian or doctor;
 - b. Bring the note to the nurse or her designee for a written excuse prior to 8:07 a.m.
 - 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, Individual Education Plan (IEP) or 504 plan, and approved by the Principal.

Homecoming Royalty

Students must be enrolled for 1 semester before becoming eligible for Homecoming Royalty. Students must be academically eligible. Eligibility for Homecoming Royalty will be suspended for one calendar year if a 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.

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 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. A summary of choices are listed below:

<u>Single Student Plan</u>	<u>Family Plan</u>	<u>No Coverage</u>
\$30 per student	\$45 maximum	\$0

*accidental damage/loss covered

*A typical repair is \$125. A lost or irreparable iPad cost is \$400.

* 1st incident covered. 2nd incident \$50. 3rd incident \$125. Applies to students or family.

Lettering

Earning a letter from 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 only use school-issued locks, which are available 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. Personal locks will not be allowed and will be removed.
4. Students assigned a locker are responsible for the content and condition of their locker.
5. No items are to be posted on the outside of student lockers unless first approved by the office.
6. Pursuant to Minnesota statutes, school lockers are the property of the school district. Inspection of the interior of lockers may be conducted by school officials 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 when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The student assigned to the locker can and will be held responsible for any illicit materials found in the locker during a search.
7. 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 then be donated to local charity at the end of each trimester.

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 in 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, credit card system, before school in the cafeteria, or in the High School Office. Lunch money is not to be accepted while food is being served in order to limit the wait time in serving lines. Check should have the student's name and account number attached. Please indicate how to divide money if there is more than one child enrolled in school.
3. Students in grades 7 through 11 are supervised under a closed lunch structure where they must remain in the cafeteria or designated area until excused by the supervising staff.
4. Students in grade 12 who are in good standing have an open lunch privilege and may leave campus during lunch period. Students granted an open lunch period may have the privilege revoked if their conduct does not meet Student Expectations or they are not academically in good standing (passing classes).
5. Students will follow Mesabi East High School Student Expectations and any other specific cafeteria rules as posted.

Lunch prices this year:

\$2.60 per meal (full price)

\$.30 milk per carton

Your children 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.

The School District offers a Free Breakfast Program to qualified students.

MESSAGES & COMMUNICATIONS

1. Classes may not be interrupted to deliver personal messages. Emergency messages may be relayed to students via the High School Office.
2. The student phone in the office may be used with permission to call parents in case of emergencies. Students using personal phones to call or receive voice and/or text messages outside the approved before school, after school, or lunch period times, will be subject to disciplinary consequences.
3. The Daily Bulletin, containing important information for students, will be available during 1st period each school day. Teachers in 1st period classes are to project and read important announcements applicable to their students. 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. See also DAILY BULLETIN
4. 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 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 school counselor 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, laser pointers, skateboards, roller blades, or other objects that disrupt the educational environment.

Online Courses & Independent Study

Students in grades 10 through 12 may register for online classes offered by Mesabi East faculty and apply the related credits toward graduation requirements. The School Counselor and/or Principal must approve registration in online courses. Online courses offered by other providers outside Mesabi East are the financial responsibility of the student and must be approved by the Principal to be recognized for credit toward Mesabi East graduation requirements.

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.

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 time. You may reach a staff member by school phone or email.

Pledge of Allegiance

The Pledge of Allegiance is recited during 1st period, on the first school day of the week. 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 not to do so. Students must respect another person's right to make that choice.

Policies

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

Bullying Prohibition Policy 514

Controlled Substances & Chemical Abuse 300.18

*NEW/ COVID-19 FACE COVERING POLICY 808

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

PSEO

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 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 postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If students earn at least a grade C in that class, they may 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.

*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

Consequence is related to fixing the problem created by student misbehavior or an alternative to detention, suspension or expulsion. Efforts are made by administration and staff to examine alternatives to suspension 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 7:45 a.m. through 3:45 p.m. during the school year. Any parent needing information or assistance with school related matters may receive help by calling 229-3321, ext 201. Hours are 8:10 a.m.-3:10 p.m. on Monday, Tuesday, Thursday and Friday. Buses will leave campus at 3:15 p.m. School hours on Wednesdays are 8:10 a.m.-2:10 p.m. Buses will leave campus at 2:15 p.m.

Social Media

Mesabi East High School recognizes that social media sites such as Facebook, Instagram, Twitter, Google Groups, LinkedIn, and other sites offer effective ways to communicate important information to subscribers. Mesabi East supports its own Facebook page and Twitter account to disseminate information and highlight events for students and community. Students who choose to 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. Emotional Behavior Disorders
7. A.D.A.P.T. through Range Mental Health
8. Targeted Services
9. Credit Recovery

STUDENT RIGHTS AND RESPONSIBILITIES

MESABI EAST STUDENT RIGHTS & 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
<p>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.</p>	<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.
Rights	Responsibilities
Fair Treatment	
<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.

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 office permission only.

Student Visitors

1. Any student wishing to bring a visitor to school must receive approval from the Principal or office designee at least one day in advance of the visit. The following procedure must be followed:
 - a. The host student shall secure a "Guest" pass from the high school office.
 - b. If the guest has been issued a pass to visit school but an individual teacher does not approve of the visit, the visitor shall report that period to the high school office.
 - c. No visitors are allowed on MCA or ACT testing days.
 - d. Requests may be denied by the Principal at any time.

Transportation to and from school events

Students are at all times to follow bus (See bus riding privileges) or van safety rules.

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 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 the Minnesota Comprehensive Assessments (MCA) are how the state measures that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. For more information on statewide testing consult the Minnesota Department of Education (MDE) 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

1. ALL VISITORS MUST REPORT TO THE HIGH SCHOOL OFFICE AND REGISTER UPON ENTERING THE BUILDING. VISITORS WILL BE LIMITED DURING COVID 19.

VIOLATIONS AND CONSEQUENCES

Major Violations: Office Managed Behavior

<ul style="list-style-type: none"> • Truancy/Attendance 	<ul style="list-style-type: none"> • Bullying
<ul style="list-style-type: none"> • Abusive/Inappropriate Language directed to adults 	<ul style="list-style-type: none"> • Gang Related to Activity
<ul style="list-style-type: none"> • Fighting Physical Assault 	<ul style="list-style-type: none"> • Major/Recurring Theft
<ul style="list-style-type: none"> • Alcohol, Tobacco, other Drugs 	<ul style="list-style-type: none"> • Chronic Minor behaviors following implementation of a behavior plan
<ul style="list-style-type: none"> • Weapons 	
<ul style="list-style-type: none"> • Failure to do assigned discipline 	

Infraction	Definition	Major Infraction Examples	Consequences
Bullying	Inappropriate comments and/or unwanted verbal, physical, or emotional advances during the school day or at a school sponsored event.	Repeated verbal, physical or cyber behaviors as well as major-racial, religious, ethnic or sexual remarks.	1st offense:: Detention, parent contact: 2nd offense: ISS, Parent meeting 3rd offense: OSS possible citation from police Depending on the severity of the bullying, administration may give any type of consequences at any time, including possible

			citation.
Gang Related Activity	Any materials or actions referencing gangs.	Actions such as: Words, gestures, dress, artwork referencing any gang activity.	Referral to administration, counselor, or SRO for review and possible citation, ISS, OSS
Fighting/Physical aggression	An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights.	Physical contact with the intent or having the outcome to cause injury or damage to property, Examples: punching, hitting, pushing down, tackling, and / or biting . In addition, instigating or promoting a fight.	1st offense: up to 3 days ISS/OSS possible citation. 2nd offense or more-minimum 2 days ISS/OSS, possible citation. Restitution must be made.
Theft	Stealing school or personal property from faculty, school, employees, or other students.	A theft of items with significant monetary or personal value.	Restorative Justice, parent contact, reteach expectations, detention, ISS, OSS referral to SRO and possible citation. Retribution must be made.
Use/possession distribution of tobacco	Possession/distribution or use of tobacco at school or at any school-sponsored activity.	Smoking possession/ distribution or use of cigarettes or smokeless tobacco (including e-cigarettes)	1st offense - 2 days ISS/OSS and possible citation for tobacco. 2nd offense - 3 days ISS/OSS and probable citation for tobacco, referral to counselor.
Use/possession/ distribution of alcohol	Possession/distribution and/or use of or being under the influence of alcohol at school or at any school-sponsored activity.	Being under the influence of possessing/distributing or using alcohol.	1st offense: 2 days OSS and citation. 2nd offense or more-minimum 5 days OSS and citation, referral to counselor.

<p>Use/possession/distribution of over the counter drugs, and or illegal drugs for the purpose of getting high on any school district property.</p>	<p>Possession/distribution and/or use of or being under the influence of illegal drugs; possession of drug paraphernalia at school or at any school sponsored activity.</p>	<p>Being under the influence of, possessing/distributing or using drugs or paraphernalia.</p>	<p>1st offense - 2 days OSS and 1 day ISS, referral to SRO, probable citation. 2nd offense - 3 days OSS and 2 days ISS, Referral to SRO, probable citation, possible referral to Superintendent for expulsion.</p>
<p>Use/possession of weapon</p>	<p>Possession of firearms or dangerous weapons on school property or during school related activity.</p>	<p>Razor blades, pocket knives. Guns (real or look-alikes) or other objects readily capable of causing bodily harm. Intent will be considered for consequences.</p>	<p>Referral to Superintendent, referral to SRO, probable citation, possible expulsion, 2-7 days of ISS or OSS</p>
<p>Credible Threats</p>	<p>Verbal and/or written comments that threaten the safety of school, students, or staff. Building administrators will determine if threat is credible through investigation.</p>	<p>Bomb threats, shooting threats, can be emotionally reactive or planned. Non-examples: making comments during horseplay.</p>	<p>Detention,ISS,OSS, possible referral to SRO, probable citation, possible expulsion, 2-7 days of ISS or OSS</p>
<p>Attendance/Truancy</p>	<p>An absence for an entire school day, a major portion of the school day, or activity during the school day for which the student is scheduled without appropriate permission or documentation</p>	<p>Being in any area not specifically given permission to be in to willfully miss or “get out” of class or event.</p>	<p>Students will make up minute for minute, in after school detention. Full day truancy and attendance will be handled with 5/10 day letters and referral to St. Louis County</p>

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 Justice, reteach behavior expectations, parent contact/meeting, counselor referral, detention, ISS,OSS, Behavior Plan implementation (which may include additional consequences)
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 Justice, detention, ISS, OSS, SRO referral, possible citation.

Minors: Teacher Managed Behavior

<ul style="list-style-type: none"> Attendance concerns/Tardy to class 	<ul style="list-style-type: none"> Derogatory/Inappropriate Language - NON BULLYING
<ul style="list-style-type: none"> Inappropriate public displays of affection 	<ul style="list-style-type: none"> Defiance/Non - compliance
<ul style="list-style-type: none"> Dress Code 	<ul style="list-style-type: none"> Physical contact with students and property
<ul style="list-style-type: none"> Technology Violation 	<ul style="list-style-type: none"> Minor theft
<ul style="list-style-type: none"> Cell phone/iPad 	<ul style="list-style-type: none"> Lying/Cheating

Chronic minor infractions result in a major and become office managed following the creation and implementation of a behavior plan.

Infraction	Definition	Major Infraction Examples (Handled by teachers)	Consequences
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Tardy	If a student is not through the classroom door when the bell rings or at the appointed time if bells do not ring.	Tardy to classes throughout the day	1st, 2nd, and 3rd: Verbal reminder, parent contact, student meeting. 4th,5th and 6th: 30 minutes of detention with teacher, parent contact 7th: Parent contact and tardy plan implemented (which may include additional consequences.
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. Examples: stupid, ugly, shut up, idiot, other 4 letter words.	Reteach expected behavior, parent contact, Teacher-Student meeting, referral to counselor group, parent meeting, Behavior Plan (which may include additional consequences)
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, rolling eyes, asking redundant questions, such as, What did I do? Or Why? Refusal or noncompliance after multiple requests by an adult to stop.	Reteach expected behavior, (avoid power struggle), teacher-student meeting , parent meeting, referral to counselor group, Behavior Plan (which may include additional consequences)
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 benign web addresses not authorized by the teacher.	Reteach expected behavior, suspension of technology usage to be determined by administration, possible referral to counselor parent contact, technology use contract.

Electronic Devices	Using is defined as being seen or heard by any school personnel. Electronic devices maybe put in the students locker prior to classes starting and kept there until the last bell of the day rings to dismiss students.	Electronic device was seen or heard by school personnel.	Confiscation of cell phone (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.	Reteach expected behavior, parent contact, possible loss of privileges.
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.	Reteach expected behavior, parent contact, referral to counselor, Behavior Plan (which may include additional consequences)
Dress Code Violation	Clothing and accessories that are disruptive to the school operation and interferes with classroom procedures. Refer to Student Handbook	Any violations that can be altered in the classroom to bring the clothing item into compliance with the dress code.	Reteach expected behavior, referral to administration for intervention.
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	Restorative Justice, reteach expected behavior, redo assignment, parent contact, referral to counselor, Behavior Plan (which may include additional consequences)

		any school or school related work.	
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 Justice, reteach expected behavior, teacher-student meeting, parent contact, counselor referral.
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 Justice, reteach expected behavior, teacher-student meeting, parent contact/meeting, counselor referral, Behavior Plan (which may include additional consequences)

STUDENT & PARENT HANDBOOK SIGNATURE PAGE

PLEASE TEAR OUT AND RETURN TO MESABI EAST HIGH SCHOOL OFFICE BY THE SECOND FRIDAY OF 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 _____