

**Highland Park Senior High School
1015 South Snelling Avenue
Saint Paul, MN 55116**

<http://spps.org/highlandsr>

Phone (651) 293-8940

Fax (651) 293-8939



STUDENT AND FAMILY HANDBOOK

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MISSION AND VISION

Welcome to Highland Park Senior High School! We are an inclusive school where the shared values of respect for each individual, high expectations for student and teacher performance, and a focus on personal and collective responsibility guide all behaviors and decisions.

This handbook provides academic and student behavior expectations for Highland Park Senior High School. The handbook is intended to inform students and parents about proper conduct within our school. Students and parents are responsible for knowing all the information provided in this handbook. Please review the information carefully.

Students experience success at Highland Park when they are committed to school, maintain good attendance, prepare for classes, and participate in extra-curricular school activities. Any questions regarding the information contained in the handbook should be directed to our school personnel.

HIGHLAND PARK SENIOR HIGH SCHOOL VISION

Highland Park Senior High students graduate as global citizens prepared for college and careers.

HIGHLAND PARK SENIOR HIGH SCHOOL MISSION

Highland Park Senior High School will achieve its vision by

- Delivering excellent instruction based in rigor, international mindedness, and inquiry.
- Providing academic supports and interventions.
- Creating a safe environment that meets students' needs, supports their interests, and respects their individuality.
- Engaging every student, family, and the community, in their educational experience.

SUPPORT STAFF DIRECTORY

Administrative Staff	Extension
Dr. Winston Tucker, Principal	744-3802
Mr. Abdisalam Adam, Assistant Principal - 11 th & 12 th grades	767-8388
Mr. Dan Sager, Assistant Principal - 9 th grade	744-5238
Ms. Rashmi Vashisht, Assistant Principal – 10 th grade	744-5366
Athletics Director	
Mr. Patrick Auran	744-3486
Advancement Via Individual Determination (AVID) Program	
Ms. Bethany McGraw, AVID Coordinator	744-6321
Cafeteria Services	
Ms. Marilyn Wolff, Supervisor	744-3914
Custodial Services	
Mr. Kevin Martinson, Chief Engineer	744-3915
Counseling Department Staff	
Ms. Megan Pankow, Counselor A-G, 10 th – 12 th	744-6758
Ms. Kim Esso, Counselor H-Q, 10 th – 12 th	744-3968
Mr. Kenneth Zimmerman Counselor R-Z, 10 th – 12 th	744-5693
Ms. Johanna Skaar, 9 th Grade	744-3668
Ms. Jevita Baheriy 9 th Grade Capitol Hill Articulation & College and Career Resource Center (CCRC)	744-3436
International Baccalaureate (IB) Program	
Ms. Marissa Bonk, IB Middle Years Program (MYP) Coordinator (9 & 10)	744-3917
Mr. Jason Schluebier, IB Diploma Program (DP) Coordinator (11 & 12)	744-3816
Library Media Services	
Ms. Alison Rahman, Media Specialist	744-2076
Office Staff	
Ms. Stacy Hanson, Office Manager	744-3804
Ms. Shawn Vennemann, Attendance Secretary	744-8232
Ms. Antoinette LaValla, Budget Clerk	744-3337
Ms. Cyndi Grundmeier, Guidance Clerk	744-4905
Special Services	
Officer Cortez Hull, Police Liaison	744-3911
Ms. Lora Horan-Kimsal, Social Worker	744-6000
Ms. Jane Schwark, Social Worker	744-3821
Ms. Dawn Swanson, School Nurse	744-2034
Health Start Clinic	690-7667
Hiway Credit Union	612-220

ATTENDANCE POLICY

School Attendance Board Policy 503

The St. Paul School Board is committed to student achievement and believes that student learning is best achieved when students are at school. Attendance is directly related to student performance and achievement and it is the mission of the District and Highland Park High School for students to be at school (for additional details see Board Policy 503 at <http://boe.spps.org/policymanual>).

Attendance Definitions

School attendance is mandatory in the state of Minnesota and good school attendance is defined as follows by Minnesota State Statute: 260A. “A child between the ages of 12-16 is considered truant if s/he is absent without a legal excuse for one or more class periods on any given day. Children under the age of 18 cannot legally withdraw from school without parent/guardian's permission.”

Attendance Procedures

Parent/Guardians are required to notify the school when their student misses one or more periods of school:

- Call the school attendance office at (651) 293-8940 on the day of the absence.
- Upon return to school, the student should report to the main office with a note explaining the absence. This note should be dated and signed with a phone number that can be called to verify the note.

Excused Absences

Excused absences include legitimate illness, doctor appointment, dental appointment, therapy appointment, extreme family emergency such as a death in the family, a religious holiday not observed by SPPS or participation in an approved school activity.

Note: Dismissals and Suspensions are considered excused absences.

Unexcused Absences

This refers to an absence which is not an excused absence as defined above. These include truancy, family vacations, baby-sitting, work (at home or a job), oversleeping, missed bus or ride, or absence where a student does not have a documented reason.

Tardiness

Students will be considered tardy if they fail to be in the assigned place at the assigned time.

School Attendance Matters (SAM)

School Attendance Matters is a partnership program between SPPS and Ramsey County that provides assistance to schools and families to improve the attendance of students to ensure school success and graduation.

Student Assistance Team (SAT)

Student Assistance Team is a group of Highland Park Senior High School members assigned to assist students in meeting Highland's Academic and Behavioral expectations. After gathering information from parents and teachers, intervention strategies are

recommended for students to get back on track. Team members include administrators, counselors, social workers, nurse, psychologist, and teachers as available.

Truancy

Students are considered truant if they are not where they are supposed to be inside or outside of the school building. District Truancy Intervention Program (TIP) representative meets with students exhibiting significant truancy to encourage them to attend school and warn them of the consequences of continued absence.

Unexcused Periods of the Day

The district has set up an auto-dial phone call to the phone numbers listed on the student record for even one hour of unexcused absence daily.

3 Unexcused Days of Absences

Referral to SAM/SAT: **An alert letter is sent home.**

5 to 7 UNEXCUSED DAYS OF ABSENCES PER YEAR

The student and his/her parent will be referred to a **mandatory informational meeting**, if they have never been referred to one before. If a student has been referred to a meeting in a prior school year they are not sent again and the student moves to the next step.

10 Accumulated Unexcused Absences Per Year

Continued unexcused absences will result in **referral to** Student Attendance Review Team (**SART**) **Hearing**. At this meeting, the student and his/her family together with the RCAO, a representative from SPPS and Ramsey County Juvenile Probation, draft a contract to improve attendance and avoid truancy court. Failure to improve attendance after the SART Hearing will result in the school filing a truancy petition for the student, and consequences outlined by the law may apply.

Bell Schedule 2019-2020

Students are expected to be in the classroom for their first period of the day by the time the bell rings at 8:30 AM. The doors are closed promptly at 8:30 AM and all students will be directed to office to get a late pass to class.

Warning Bell	8:25 AM
PERIOD 1	8:30 - 9:18 AM
PERIOD 2	9:23 - 10:11 AM
PERIOD 3	10:16 - 11:04 AM
PERIOD 4	11:09 AM - 12:22 PM
LUNCH 1	11:04 - 11:29 AM
Class	11:34 AM - 12:22 PM
LUNCH 2	11:09 - 11:57 AM
Class	11:57 AM - 12:22 PM
PERIOD 5	12:27 - 1:14 PM
PERIOD 6	1:19 - 2:07 PM
PERIOD 7	2:12 - 3:00 PM

ACADEMIC INFORMATION

Grading and Assessment Policy:

At Highland Park Senior High School, assessments communicate student growth and achievement and are based on practices that are fair, specific, and timely. Assessments are important to support and encourage student learning, to advise the teaching process, and to inform students and families of progress, current levels of achievement, and areas of growth. Continuous assessment informs teachers of student understanding, guides classroom instruction, identifies topics that need to be re-taught, provides students feedback on their learning, identifies areas of strength and areas of growth, and helps set goals for future learning. Assessments are differentiated through the year using a variety of learning strategies, tasks, and product outcomes. Using rigorous assessments, having clear assessment criteria, and providing timely feedback during the learning experiences are all valuable aspects of the assessment process. Assessments help students develop an understanding of subject material, identify relationships between concepts, and increase critical, analytical, and creative thinking skills. Teachers work together to create common assessments for students. Assessments are connected to standards and learning outcomes provided by district, state, national, and IB standards, practices, and expectations. Students and families can access student progress through the online grade book to better understand and support student learning. Information about assessments can also be accessed on teacher web pages, course handouts, and/or course syllabi.

Please refer to the Highland Park Senior High website at:

<https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/2674/HPSHS%20Grading%20and%20Assessment%20Policy%202018-2019.pdf> for information regarding our Grading and Assessment Policy.

Academic Honesty:

Academic Honesty as explained by the IBO in the “Academic Honesty,” publication as follows: in order to maintain academic integrity, a student must ensure that all academic work is authentic and based on the student’s individual and original ideas, and the ideas and work of others are fully acknowledged. Additionally, students must understand the concept of intellectual property and “be aware that forms of intellectual and creative expression (e.g. works of literature, art, or music) must be respected and are normally protected by national and international law” (Academic Honesty).

Please refer to the Highland Park Senior High website at

<https://www.spps.org/cms/lib/MN01910242/Centricity/Domain/2674/HP%20Academic%20Honesty%20Policy.pdf> for information regarding our Academic Honesty Policy.

OTHER ACADEMIC OPPORTUNITIES

Highland Park Senior High School Offers:

- Excellent academic programs that challenge students of all ability levels, including a rigorous college preparatory program with advanced classes.
- The International Baccalaureate Program which provides a challenging curriculum in all areas, giving students the choice of which areas of challenge are right for them.

- Post-Secondary Enrollment Options (PSEO)
- World Languages in Spanish, Chinese and French. This also includes the Spanish and Chinese Immersion Programs.
- Mentoring Excellence Program (MEP) focused on college and career readiness.
- An active Advancement Via Individual Determination (AVID) program which is a college preparatory program to help students, especially those in the academic middle, succeed in rigorous courses and prepare for entrance into post-secondary education and to become leaders in their communities and society. AVID is a path that shows students how to work successfully with teachers, take effective notes, organize, and work collaboratively, preparing for high school and post-secondary success.
- Automotive Center located at Monroe Community School.
- Vocational program in coordination with Saint Paul College.

INTERNATIONAL BACCALAUREATE (IB)

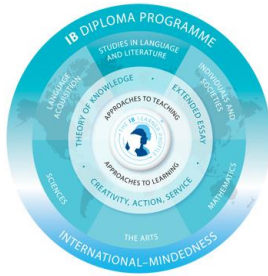
At Highland Park Senior High, the IB Middle Years Program (9th and 10th grade) and the IB Diploma Program (11th and 12th grade) encourages students to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

The DP and MYP Programs:

- * Have strong international dimensions
- * Require study across a broad range of subjects
- * Give special emphasis to learning languages
- * Focus on developing the skills of learning
- * Provide opportunities for individual and collaborative planning and research
- * Center on a written curriculum framework
- * Assesses students in an age-appropriate manner
- * Are academically challenging and balanced

All Highland Park Senior students participate in the IB MYP during 9th and 10th grade. Any 11th and 12th student who is motivated to take stimulating classes is welcome to participate in Highland's IB Diploma Program, either by taking the complete IB Diploma curriculum or by taking individual IB Diploma courses in an area of interest.

IB Diploma Curriculum Model



MYP Curriculum Model



International Baccalaureate Organization (IBO) Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging program of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB Learner Profile

The aim of the IB program is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. IB learners strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

Components of the IB Middle Years Program (MYP)

The IB Middle Years Program is an academic structure that encourages students to embrace and understand the connections between traditional subjects and the real world, fosters critical and reflective thinking, and supports and prepares students to achieve in the IB Diploma Program. The 9th and 10th grade curriculum consists of eight subject groups integrated through five lenses of learning that provide a framework for study within and across the subjects. Students are required to study English, a second language, humanities, sciences, mathematics, arts, physical education and technology. In 10th grade, students also produce a Personal Project, which allows them to demonstrate the understanding and skills they have developed throughout the program.

The IB Middle Years Program:

- Encourages international-mindedness in students, beginning with a foundation in their own language and culture.
- Fosters a positive attitude toward learning by challenging students to solve problems, show creativity and resourcefulness, and participate actively in their communities.
- Supports the development of communication skills to encourage inquiry, understanding, language acquisition, and to allow student reflection and expression.
- Emphasizes the development of the whole student – physically, intellectually, emotionally, and ethically.

All students engage in the IB Middle Years Program philosophy in the 9th and 10th grades in both regular and accelerated classes.

Getting Ready for the IB Diploma Program

Taking challenging courses in junior high is the best way to prepare for the rigorous HPSH IB Diploma program; however, students may also step up to the IB program at any point. Students begin preparation for the IB Program by taking Accelerated courses in grades 9 and 10. These courses help to develop and refine higher level thinking skills, writing techniques and oral communications. Accelerated courses are required for IB courses.

Components of IB Diploma Program

The rigorous IB Diploma program combines the strengths of a liberal arts curriculum with several important additional features. Students complete coursework in six academic areas: English, world languages, history, science, mathematics, arts and electives. Examinations in these areas are offered in May of each year. Successful examinations can lead to advanced college placement and/or college credits, depending on the individual college's policy.

Theory of Knowledge (TOK): TOK is an interdisciplinary requirement for Diploma and Honors students intended to stimulate critical reflection on knowledge and experience gained inside and outside the classroom. Students examine the grounds for the moral, political and aesthetic judgments that individuals must make in their daily lives.

Creative, Action, Service (CAS): The goal of IB is to educate the whole person, to help students become responsible, compassionate citizens. The CAS requirement for Diploma and Honors students encourages them to share their energy and special talents with others outside of the school day.

Extended Essay: Each student has the opportunity to investigate a topic of special interest. The essay requirements for Diploma candidates acquaint them with the kind of independent research and writing skills expected in university study.

Students have a variety of choices within IB:

- They may pursue the full IB Diploma.
- They may pursue the IB Honors curriculum.
- They may take examinations in separate subjects.
- They may take the IB courses in areas of interests without taking examinations. Participation in the program helps fulfill the requirements for high school graduation in Minnesota.

Criteria for assurance:

Highland Park Senior High School can assure the anticipated IB Diploma candidate the opportunity of working toward her/his IB Diploma if the student enters the sophomore year at level three (3) in their chosen World Language, and at Algebra 2.

Full IB Diploma Path—High School Progression

Diploma candidates are required to select one subject from each of the six subject groups. At least three and not more than four are taken at higher level (HL), the others at standard level (SL). HL courses represent 240 teaching hours; SL courses cover 150 hours. By arranging work in this fashion, students are able to explore some subjects in depth and some more broadly over the two-year period of their junior and senior years.

In addition to the six testing subjects, diploma students take a required interdisciplinary course called Theory of Knowledge (TOK) in their senior year. The Creativity, Action, and Service (CAS) requirement emphasizes the importance of life outside the world of scholarship, engaging students in a minimum of 150 hours of extracurricular activities. Finally, diploma candidates are required to undertake independent and original research and write an extended essay of 4,000 words during 11th and 12th grades.

Highland Medallion Scholar Path (Formerly IB Honors)

Students can earn this distinction by testing in three IB subjects.

Continued Progress in IB

It is important for students taking IB classes to successfully master the content of course materials as future classes will be based on that knowledge. Students are encouraged to work with their teachers if they need additional help in understanding class content and/or assignments. Students who receive an N (Fail) in one semester of a course cannot take the IB course in that subject area the following year.

More information on the IB Program may be found on the IB page of the Highland Park Senior High website <https://www.spps.org/Domain/2764>

Post-Secondary Enrollment Options (PSEO)

- 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 post-secondary institutions.
- Most PSEO courses are offered on the campus of the post-secondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses.
- 11th and 12th grade students may take PSEO courses on a full- or part-time basis.
- 10th grade students may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses. In order to be eligible, a 10th-grade student must:
 - Have taken the 8th-grade MCA reading test in the 8th-grade and have met the composite proficiency level of “meets or exceeds”.
 - Meet specific CTE course eligibility requirements and pre-requisites set by the institution.
 - Be enrolled in a Minnesota public school.

GRADUATION REQUIREMENTS, CREDITS, AND SCHEDULE

State Testing Requirements

Because of changes in state law, Saint Paul Public Schools students may take a pre-college admission test that will meet the state requirements for high school graduation OR they may still take MN GRAD tests if they choose. This will also meet the MN State testing requirement. For more information on state mandated testing see the Minnesota Department of Education website (<https://education.mn.gov/MDE/fam/tests/index.htm>).

World Languages and Seal of Biliteracy

A world language is required during the freshman and sophomore years as HPSHS is an authorized International Baccalaureate Middle Years Program school.

SPPS students are also eligible for the Seal of Biliteracy if they pass a test in languages, including Spanish, Chinese, French, Arabic, Hmong, Somali, Karen, Oromo, Amharic, etc.

Subject Specific Requirements:

- English: 4 years (16 credits)
- Social Studies: 3.5 years (14 credits)
- Science: 3 years, one year must be Biology, one year of either Chemistry or Physics (12 credits)
- Mathematics: 3 years, must complete through Algebra 2/Trigonometry (12 credits)
- Fine Arts: 1 year (4 credits)
- Physical Education: .5 year (2 credits)
- Health: .5 year (2 credits)
- FACS/Tech: .5 year (2 credits)
- Electives: Any class above and beyond the minimum requirement, like a fourth year of science, counts as elective credits. Students need to take as many elective credits that are needed to reach their total credit requirements.
- Total Credit Requirement at Highland is 94 credits

Weighted Honor Points System

The weighted honor point system is currently as follows:

Grade	Regular Scale	Honors Scale
A Excellent	4	5
B Above Average	3	3.75
C Average	2	2.5
D Below Average	1	1.25
N Fail	0	0
I Incomplete	0	0
P Pass	Not used for GPA	

Classes that have weighted honor points include College in the Schools, International Baccalaureate courses, and Post-Secondary Enrollment Options and ACT credit-bearing courses. Students in honors classes receive a weighted-honors point by multiplying the grade by 1.25.

A student's Grade Point Average (GPA) is calculated by dividing the total number of points earned by the total number of classes taken. GPA is calculated after each semester at the school and district levels. Pluses and minuses are +/- .3. For example, an A- is calculated at 3.7 and a B+ is 3.3.

Credit Deficiencies

Students who are short credits at the end of grades nine, ten, and eleven are expected to make up the deficiency in summer school and/or at EDL/ALC. Students are expected to earn a minimum of 21.50 credits each year to be on schedule for graduation.

Counseling Department

Students are encouraged to regularly contact their counselor regarding scheduling concerns and changes, especially if they are unsure about progress towards graduation. Students who need to set-up an appointment to meet with their counselor may do so through the department secretary in the Counseling Office. A pass is needed during the school day if a student wishes to make an appointment.

Counseling Department Staff

Ms. Megan Pankow, Counselor A-G, 10 th – 12 th	744-6758
Ms. Kim Ezzo, Counselor H-Q, 10 th – 12 th	744-3968
Mr. Kenneth Zimmerman Counselor R-Z, 10 th – 12 th	744-5693
Ms. Johanna Skaar, 9 th Grade	744-3668
Ms. Jevita Baheriy 9 th Grade Capitol Hill Articulation & College and Career Resource Center (CCRC)	744-3436
Ms. Cyndi Grundmeier, Guidance Clerk	744-4905

Schedule Changes/Dropping a Course

Students are encouraged to plan their programs carefully. A counselor carefully reviews all schedule changes. Schedule changes after the initial registration may be made only for the following reasons:

- Student failed a course, which would affect the schedule sequence.
- Student needs a course to meet graduation requirements.
- Student had placement/scheduling errors.

Students may drop a course during the first few days of the semester if space is available in an alternative course. Students may have to remain in a class for the duration of the term if no alternatives are available. Parent/guardian approval is required for some schedule changes.

Dropping a Class

Classes may be dropped with a grade labeled NO MARK (NM) and will **not** be counted in the Grade Point Average (GPA) up until mid-quarter grades are finalized. If a course is dropped after the mid-quarter grades are finalized a grade of N (failed) **will** be assigned and will be included on a student's permanent transcript and in the GPA. Please see the following dates for the 2019-2020 school year:

Quarter 1: October 4, 2019

Quarter 2: December 13, 2019
Quarter 3: February 28, 2020
Quarter 4: May 8, 2020

Classes dropped **after** the above dates will be assigned a grade of N, which **will** be included on the permanent transcript and **will** affect the GPA.

Parent/Student Portal

Students and parents may gain access to important information through the online Parent/Student Portal. To access the portal, go to Highland Park Senior High's website at <https://www.spps.org/highlandsr> and click on parent/student portal, then follow the directions to sign up. The portal includes information such as: attendance, assignments, class schedule, grades, lunch account balance, unofficial transcripts, and more!

BEHAVIORAL GUIDELINES AND POLICIES

Dress Code: Rights & Responsibilities Handbook

- Students have the right to choose their manner of dress and personal grooming unless it presents a clear danger to the student's health or safety, causes an interference with school work or creates classroom or school disorder.
- Students are responsible for wearing clothes that are appropriate for school. To maintain a safe learning environment, student dress cannot be a health and/or safety hazard, obscene, sexually explicit or discriminatory. Clothing that displays words or images that communicate a message that is racist, sexist, or otherwise derogatory is not permitted. Clothing that displays references to alcohol, chemicals, tobacco or other products that are illegal for use by minors is not permitted.
- Students are responsible for abiding by the school principal's mandated minimum standards of cleanliness and neatness. For more details, see Board Policy 501.03 and Board Policy 501.04 at [spps.org/boardpolicies](https://www.spps.org/boardpolicies)

Drug and Alcohol Policy

Highland Park is a Drug-Free School zone. Possession and/or use of drugs, alcohol or tobacco of any kind are not allowed. Possession of drug-related paraphernalia is also not allowed. Students are prohibited from engaging in the selling, solicitation or possession of drugs, alcohol or controlled substances. Students who are under the influence or participate in any of the above-mentioned activities will be suspended, may be required to have a chemical health assessment, and could be considered for an administrative transfer.

Due Process

Everyone at Highland Park has rights, and it is our commitment that the civil rights of each individual be protected. Students should be aware that if their rights have been violated they are expected to exhibit cooperation and restraint at all times and see an administrator as soon as possible.

Due process is guaranteed to all students in suspension and expulsion situations. Under both the law and the Board of Education policies, students and their parents have the right to review the reasons for the action with the school administrator. Expulsion entails a formal hearing with school administrators and an independent hearing examiner.

School Sponsored Activity Expectations

Students attending athletic events, dances, and school functions are subject to the same rules of behavior expectations as during the school day.

Hazing Prohibition

“Hazing,” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

School Board Policy 501 addresses the prohibition of Hazing

1. No student, teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education shall plan, direct, encourage, aid or engage in hazing.
2. No teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education shall permit, condone or tolerate hazing.
3. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
4. Prohibition of hazing extends to behavior that occurs on or off school property during and after school hours.
5. A person who engages in an act that violates the district’s prohibition of hazing or any law prohibiting hazing in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
6. The School District shall act to investigate all complaints of hazing and will discipline any student, teacher, administrator, volunteer, contractor, other employee of the School District or member of the Board of Education who is found to have violated this policy.

Technology Use Policy

At Highland Park Senior High, the Internet is another learning resource similar to books, magazines, videos and other information sources. The purpose of these resources is to help students meet their informational and educational goals. Access to the Internet from Highland Park Senior High is for educational purposes only. Making the Internet available to students does not imply endorsement of all content. Students will be instructed on appropriate use of the Internet. It must be emphasized that access to the Internet is a privilege and not a right. Students are trusted to use their good judgment and behavior while using the Internet. Students must also know that usage may be monitored to assure compliance with these standards.

- **Acceptable Usages Include:** Accessing appropriate educational materials, downloading material that is not copyrighted, freeware, or shareware software, using one’s own account only, always attaching a return address to messages and postings, always acting according to HPSHS values of respect inclusiveness and high expectations for one’s self.
- **Unacceptable Usages Include:** Accessing obscene or other inappropriate

material, using the internet for any illegal activity including but not limited to, the violation of copyright laws or other contracts, using the Internet for financial or commercial gain, degrading or disrupting equipment or system performance, creating or sharing computer viruses, spending excessive amounts of time on the Internet, vandalizing data of another user including attempting to break into other computer systems or attempting to gain access to password protected or other unauthorized areas of school computers, invading the privacy of others, using an account owned by another user without authorization, posting anonymous messages, placing unlawful information on a system, harassing of others by abuse, hate, or discriminatory mail, degrading the school's learning environment by posting obscene, libelous, slanderous or sexually explicit content concerning any student or staff members of Highland Park Senior High School in a forum intended to be accessed by other students, staff or other members of the school community, not adhering to classroom printing policy.

It is our hope and expectation that all students will act in a responsible and respectable HPSHS manner while using the Internet. We must keep in mind that while accessing the Internet at HPSHS, all school policies and rules apply in addition to the expectations outlined above. We are representatives of our school while using the Internet. With this fact in mind, any misuse or abuse of privileges or violation of the expectations above will result in loss of all internet privileges. Additional disciplinary action may also be determined in accordance with existing rules.

Positive Behavioral Interventions and Supports (PBIS)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. School-wide PBIS provides an operational framework for achieving these outcomes. It is not a curriculum, intervention, or practice, but a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

Rather than telling students what not to do, the school will focus on the preferred behaviors. Highland Park will focus on three behavioral expectations that are positively stated and easy to remember: Be Responsible, Be Respectful, and Be Safe. These behavioral expectations and routines will be taught in and around the school.

Building Safety

Highland Park provides a safe campus for everyone.

1. Students are expected to report to a teacher or administrator any unusual activity or questionable strangers on the campus, in the school, on the buses or at bus stops.
2. All visitors to HPSHS must sign in at the front door and wear a nametag. We reserve the right to ask to see the contents of bags or backpacks.
3. All vehicles parked on campus are to be registered in the main office.
4. Access to students during the school day is given only to family members listed on the Campus student information system. Circumstances may call for the police, county social workers, probation officers, or child protection workers to interview students.
5. All HPSHS doors are locked from the outside. All guests must report to the main office entrance located in the parking lot at the back of the building.

ATHLETICS

Athletic Information and Regulations

The Saint Paul City Conference will follow the code of rules and regulations governing athletics as prescribed by the Minnesota State High School League (MSHSL) Official Handbook. The League permits school districts to make regulations and interpretations deemed advisable to promote a harmonious athletic program within the district. Under this provision the Saint Paul City Conference will adhere to the following regulations in addition to the State regulations:

- A student must be in school by 10:00 AM on any day to practice or play on that day. A student must attend the day before a weekend game in order to be eligible to play.
- All students transferring between schools in the conference for any reason must meet Minnesota State High School League requirements and conference academic and conduct eligibility requirements to play on a varsity team at his/her new school. Any student attending an alternative educational program within the St. Paul Public School System must meet and abide by MSHSL rules and regulations.
- Any student who falsifies records for the purpose of gaining athletic eligibility when enrolling in a St. Paul public school shall be ineligible for a period of one year to compete in any sport in which he/she participated in the previous year. The principal and the athletic director of the school involved shall review all data to determine whether there has been a violation of the eligibility standards.

Athletic/Academic Eligibility

The Saint Paul School District passed ELIGIBILITY RULES for all students who participate in extra-curricular activities. The implementation of this policy is another expression of the District's commitment to improve the instructional programs.

All students entering as ninth graders are eligible to participate. The following graph explains the minimum credits needed in order to continue participating in athletics.

Athletics will determine eligibility of student athletes using the quarter grades.

SEVEN PERIOD DAY – STUDENTS GRADUATING 2020 & 2021

A student must pass 4 classes during the previous quarter to remain eligible the following quarter, regardless of their total credits.

	Beginning of year	After 1st qtr.	After 2nd qtr.	After 3rd qtr.
9th Grade	0	4	8	12
10th Grade	21	25	29	33
11th Grade	45	49	53	57
12th Grade	70	74	78	82

SEVEN PERIOD DAY – STUDENTS GRADUATING 2022-2023

A student must pass 4 classes during the previous quarter to remain eligible the following quarter, regardless of their total credits.

	Beginning of year	After 1st qtr.	After 2nd qtr.	After 3rd qtr.
9 th Grade	0	4	8	12
10 th Grade	24	28	32	36
11 th Grade	52	56	60	64
12 th Grade	78	82	86	90

College Freshman Eligibility Requirements

NCAA Divisions I and II institutions have adopted certain academic requirements that must be met for a student to qualify for participation in intercollegiate athletics and for the receipt of athletically related financial aid as a freshman.

Students entering NCAA Division I and II institutions as freshman must meet certain requirements. As a junior, contact the school athletic director for specific requirements. Do not wait until later in your high school career. A list of courses that have NCAA approval is available in the Guidance Office.

Sports Teams

- Adapted Bowling • Adaptive Soccer * Alpine Skiing * Archery Club •
- Badminton • Baseball • Basketball • Boys Lacrosse • Boys and Girls Hockey •
- Cheerleading • Club Sports • Cross Country Running • Dance Line • Football •
- Golf • Gymnastics • Girls Lacrosse • Nordic Skiing • Soccer • Softball •
- Swimming • Diving • Tennis • Track & Field • Volleyball • Wrestling

GENERAL INFORMATION

Vehicle Parking Tags

The Highland Park Junior High School parking lot is not available for student parking. Students who drive vehicles to school must have a valid parking permit properly attached to the lower corner of the windshield on the driver’s side. Only students with a current valid parking permit displayed in their car are allowed to park in the senior high parking lot. Students who leave school during the day without an excuse will lose their parking permit. Annual parking permits are sold through a lottery system. Student vehicles not displaying a proper parking permit may be ticketed and towed at the owner’s expense.

Cafeteria

BREAKFAST: Breakfast is available to all students free of charge. “Breakfast to Go” is available for pick up at several entrances. Students may take it to their first period class.
LUNCH: Based on their schedule, students may attend one of the two lunch periods. The cafeteria offers students a daily selection ranging from a full lunch to a la carte items. All food is to be eaten in the cafeteria. Students must remain in the cafeteria or courtyard during lunch. Students are responsible for returning their lunch trays and keeping the area around them clean. All food items must remain in the cafeteria. If parents bring their child food for lunch that is from a restaurant the student will be required to eat that lunch in the main office to prevent disruptions in the lunch room.

Cell Phones and Electronics

Cell phones and electronics are not to be used in the classroom unless a teacher or staff member permits electronic usage. Students who violate this policy will be given consequences that may include having their devices confiscated. Parents who need to get an emergency message to students should call the office.

Closed Campus

All Saint Paul Schools operate under a closed campus policy. Students are not allowed to leave campus without an official excuse. Students enrolled in PSEO, internships, senior study hall and OJT must have their identification on them at all times and be ready to show it to all school personnel. Students who are enrolled in PSEO, internships and OJT cannot re-enter the building until 3:00 pm. Students are not allowed to leave during study halls, lunch period or during regular classes. Leaving school without permission will be treated as truancy. Students are not allowed in the parking lot during the school day. Highland Park Senior High School is a closed campus for the protection of our students.

Custodial Services

Highland has caring and conscientious custodians. Take pride in your school by helping to keep the building clean. HPSHS supports the use of recycling. Show your appreciation by cleaning up after yourselves, and by using the recycle bins for pop cans and the garbage cans at each doorway for litter. Remember HPSHS values respectful behavior for the common good.

Dances/School Activities

Highland Park Senior High School dances are for current Highland Park students only. Prom is the only dance students are allowed to bring one guest. The age limit for guests at Highland Park is 19 years of age. The guest must be registered ahead of time with the Assistant Principal; the ticket sale deadline will be announced for each dance and identification is required to attend all dances. Guidelines for each dance will be posted and available with tickets.

School Event Expectations

Students attending athletic events and school functions are subject to the same rules of behavior expected during the school day.

Excuses When Leaving the Building

All requests to leave the building must be cleared through the Assistant Principals, nurse or attendance clerk on the day the student will be leaving. A written excuse signed by the parent must be presented to the attendance clerk. A phone call from the parent is also required in the morning of the excuse to verify the note and time of release from school. **Leaving school without permission or presenting a forged note is considered truancy.**

Extracurricular Activities and Clubs

These are student organized clubs with staff advisory supervision. They may change from year to year. The following Clubs are currently in operation:

• Anime Club • Archery Club • Asian Cultural Club • Book Club • Class Officers • Debate Team • Film Club • FFA • GSA • Genius Squad • HPSH Plaid Line • Link Crew • Math Team • Model United Nations • Mountain Biking • National Honor Society • Prizm Literary Magazine • Robotics • Science Club • Speech Team • Student Council • Thespan Society

• Union Latina • Vocal Music • Yearbook • Youth in Government

Field Trip Policy

Students must have a valid permission slip signed by a parent/guardian. Students are held accountable for all behavioral expectations that apply to them when they are in the school building. Families should also keep the field trip permission current on iUpdate which could be filled electronically.

Media Permission:

Families should update the media permission on iUpdate every year.

In-School Injuries/Accidents

Students with injuries or personal emergency problems (including illness) should report to the nearest teacher/staff person. The student should be escorted to the nurse's office/clinic and must not leave the building without authorization from the nurse or administrator. Students will not be allowed to leave until a parent has been notified. It is important that students know parents' work numbers or a relative/friend who can be contacted in an emergency.

I-updates: Updating parent information

It is critical that parents keep their contact information current in our information system. This can be done by going to the Highland Senior website (www.spps.org/highlandsr), under the Families tab and click parent/student-portal one stop or go to the district website at www.spps.org under the Parents tab, click One Stop (iUpdate).

Lockers

1. Lockers/locks are the property of the Saint Paul Public Schools and are lent to students to use for their convenience. By law, the school reserves the right to inspect lockers.
2. If you do not have a locker or lose the combination, see Stacy Hanson in the main office.
3. Students should keep their combinations to themselves. This will eliminate many problems that can occur when others know your combination. The school is not responsible for lost or stolen property kept in your locker.
4. Students are not to share lockers with others.
5. Students are highly discouraged from bringing highly valued items such as a MP3 player, money, expensive jackets, jewelry etc., to school.
6. Students should report any theft or damage to their Assistant Principal immediately.

Lost Property

Students are encouraged to leave non-essential valuables at home. If they bring valuables, it is their responsibility to keep track of them. Highland Park Senior High School cannot replace lost or stolen property. Please check the lost and found box in the main office.

School Telephones

Each classroom is equipped with a school telephone. Students may use school telephones at the discretion of a staff member only.

Student Assistants

Students who are student aides must remain with the teacher they are assigned to. If students want to leave the classroom at any time, they must wear their student aide badge.

Student assistants cannot walk the hallways or leave the building

Student IDs

Students are issued student IDs at the beginning of the school year. Student IDs are required to gain entrance into school functions such as athletic events and dances. Replacement IDs can be obtained from the main office and cost \$1.00.

Textbooks

Textbooks are issued to students as needed for their classes. Textbooks and other library materials must be returned in good condition to the teacher or library at the end of the school year.

Transportation

Transportation by bus is provided for students who live in Zone F2 and/or meet the criteria outlined in the district's admission zones. School bus transportation is a privilege. Good conduct of all transported students while waiting for the school bus and traveling to and from school is required. Misbehavior may result in consequences ranging from warning to suspension of riding privileges. If parents have a concern about their student's bus riders or driver, they should contact an Assistant Principal.

School bus drivers are not allowed to wait for students who are late to the bus stop after the driver has closed the entrance door and deactivated the school bus light system. Under the provisions of Minnesota Statute 164.444, reactivation of the school bus light system in this situation is improper and will, upon conviction, result in revocation of the bus driver's school bus endorsement.

Students are allowed to ride only the bus they have been assigned to.

PARENT ENGAGEMENT

Parents are important partners in their children's education and HPSHS looks forward to working with them for student success.

Family Transportation

If parents need transportation, in the form of bus token or cab to attend meetings or events, they should contact the school at 651-293-8940.

Translations/Interpretations

Limited translation and interpreting services are available. Upon request, materials maybe translated into other languages as applicable. In addition, interpreters may be requested in advance to provide communication assistance with parent meetings, conferences, IEPs, etc.

Parent Teacher Student Association (PTSA)

Highland Park has an active PTSA that meets once a month. The organization supports the school with parent involvement, fundraising, public relations, projects, meal for staff during Parent-Teacher Conferences, and other areas. Joining the PTSA does not mean you have to attend every (or any) meetings. Come to meetings and other PTSA events, as your schedule allows. If you sign-up for the PTSA distribution list (send a request to HPSHptsa@gmail.com), you will receive meeting minutes and will always know what the PTSA is up to.

If you will be attending a PTSA event (e.g., meeting or speak) and would like an **interpreter** present, please let the PTSA know at least one week in advance by emailing HPSHptsa@gmail.com. We are happy to work with the school to provide an interpreter.

- **PTSA Meetings will continue during Academic Year 2019 - 2020**
 - Time: 6:30 p.m. - 8:00 p.m.
 - Meeting Location: Highland Park Senior High School Library

Meetings typically begin with an update from the principal, Dr. Tucker about individual issues prior to each PTSA meeting.

Parent-Teacher Conferences:

These occur three times a year at Highland Park. It is a great opportunity to meet with all of your children's teachers to get a comprehensive report on their progress. The conferences will be on the following dates for the 2019-2020 school year:

October 3, 2019

December 12, 2019

February 27, 2020

Parent Academy (PA) Seminars

Saint Paul Public Schools (SPPS) offers at least two Parent Academy Seminars at school during fall, winter, and spring. They are provided in various languages such as English, Spanish, Hmong, and Somali. These seminars are designed to provide parents with additional tools and resources on how to navigate the school system to build trustworthy and lasting partnerships between the school, parents and the community.

(Seminar dates will be determined during the school year and parents will be notified.)

Visit HPSHS Website

The most current and up to date information about Highland Park Senior High School can be found on our website: <https://www.spps.org/highlandsr>