September, 2019

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:

- 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.

Highland Park Senior High School Students, Parents and Family Members,

Welcome to a new and exciting school year. I hope your summer was joyous and rewarding. We at Highland Park Senior High School are excited for the start of school. A new school year brings many exciting opportunities for student achievement and involvement. We are excited to meet and greet our new freshman students as they participate in the Link Crew orientation and connect with their freshman classmates as well as their upper class mentors. We also look forward to reconnecting with our returning students as they continue their education as we prepare all students for college and careers.

Highland’s vision is: “Highland Park Senior High School students graduate as global citizens prepared for college and careers.” This is more than a vision statement. We take this responsibility of preparing all of our students very seriously. This is best achieved through collaborating with our parents and community members. Our International Baccalaureate program is vital in preparing our students to be informed global citizens and to develop the critical thinking and collaboration skills that are essential for a successful and rewarding life after high school.

As the father of a high school student myself, I am well aware that some high school students are not always fond of having their parents or guardians at school. I encourage you to find ways to be present at school events to support your child and enjoy all that Highland has to offer. Be sure to stay connected with your child regarding their academic status and social/emotional needs. Encourage your child to connect with their counselor if needed for academic, emotional or career counseling.

We look forward to a rewarding school year and working in collaboration to help our students do their very best academically, socially and emotionally. Go Highland Scots!

Yours in Success,

Dr. Winston H. Tucker

Mark Your Calendars!

iPad Handouts 3:30-5:30 in Library
- Tuesday, August 27
- Wednesday, August 28
- Thursday, August 29
- Thursday, August 29

9th Grade Orientation with Link Crew 8:00 am-12:00 pm HS Gym
- Students New to HP Orientation for Grades 10, 11 and 12, 9:00 am-10:00 am in Room 1314

Tuesday, September 3
First Day of School at 8:30 am

Thursday, September 5
- PTSA Hosts New Parent Orientation in Auditorium 6:00 pm
- Highland Park Senior High All Grades Open House 6:30-8:00 pm
Title I Annual Meeting in Auditorium 7:00 pm
Welcome to the 2019-20 School Year From the Counseling Department!

We hope you had a great summer! Tuesday, September 3 is the first day of school. Students should report to their Period 1 class by 8:30am.

The Counselors have been working diligently to update each student’s schedule. Schedules were built based on spring registration and graduation requirements. You and your student will be able to view their schedule by using Student/Parent Portal. Here is the link to look up schedules: www.spps.org/onestop

User names and passwords were sent out by the school district office during the summer. If you have questions or problems with Portal, please contact the main office at (651) 293-8940.

We anticipate very few class changes. Elective classes are largely filled. Counselors will work closely with students to finalize all scheduling needs by the end of the first week of school.

Counselors will be available to see students on a drop-in basis on Tuesday, August 27th and Wednesday, August 28th from 8:00am – 12:00pm. Students may see their counselor at this time for these related concerns:

- They are in a class that is inappropriate for the level of study
- They are missing a core class (English, Math, Social Studies or Science)
- They have more than one empty class period in their schedule
- They are a senior who is short credits needed for June graduation

9th Grade Counselors:
- Ms. Jevita Baheri - (Capitol Hill Articulation & CCRC)
- Ms. Johanna Skaar

10th-12th Grade Counselors:
- Ms. Megan Pankow (Palmer) - Last Names: A-G
- Ms. Kimberly Esso - Last Names: H-Q
- Mr. Kenneth Zimmerman - Last Names: R-Z

The staff at Highland Park Senior High School are looking forward to welcoming you and supporting you!

Grading & Assessment Procedures

Please be sure to review the enclosed grading and assessment procedures in this newsletter. Be sure to note that the IB Diploma level classes in grades 11 and 12 have their own procedures as determined by IB. It is essential that students be very self-directed and aware of their own progress, manage their time wisely and follow the procedures. Quarter grading periods are only nine weeks and go extremely fast.

School Supply List

- Student Planner or use electronic organizer
- 7 Notebooks
- 7 Folders
- Pencils
- Erasers
- Pens (non gel)
- Highlighters
- Ruler
- Calculator (teacher will recommend)

Parent Conferences 2019-2020

4:00 pm to 8:00 pm

Thursday, October 3

Thursday, December 12

Thursday, February 27

Cell Phone Usage Prohibited in Classrooms

This school year we are implementing a new practice regarding cell phone usage. Students will not be permitted to utilize their cell phones during class time. They may utilize their phone before school, during passing times, lunch time and after school. All students are issued a district iPad so there is no reason to utilize phones during class time. This practice is consistent with what many schools are doing in Saint Paul Schools and across the nation. While cell phones are a great communication and informational tool, they become very distracting during class time as students are not focused on the instructor, the lesson or the learning. Instead they are often distracted by constant communication, searching the internet, scrolling through pictures, and playing games. All of these behaviors and more often become addictive for students who can no longer concentrate on learning. This practice will be enforced and students will be held accountable for their behavior. We are expecting parents to reinforce this expectation so their child can focus on learning and we as adults send students a consistent message regarding this practice.

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Highland Highlight
**Athletic Department Information**

Athletic Department Website

[http://highlandsr.spps.org](http://highlandsr.spps.org) or [http://sports.spps.org](http://sports.spps.org)

**Athletic Director:** Pat Auran can be reached at patrick.auran@spps.org or 651-744-3486 or
**Athletic Director Assistant:** Duggan Parks at duggan.parks@spps.org or 651-744-5822

*The websites listed above will provide valuable information regarding the athletic department and your specific athletic team. If you need additional assistance please feel free to contact the athletic office by email or phone.*

**Athletic 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 "Official Handbook."


The MSHSL 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 MSHSL regulations.

Students must remain academically eligible with appropriate credits toward graduation requirements. Contact the athletic office for further clarification.

**What is needed to participate?**

- A current sports physical exam within the past 3 years.
- A student must be in school by 11:00 a.m. in order to participate on that day.
- Fees for sports are as follows:
  - Hockey $100, Football $55, Golf $55, Nordic Ski $120, All other sports are $45, Free and Reduced Lunch $20.
- Forms are available on-line at [sports.spps.org](http://sports.spps.org) or outside the athletic office.
- Return completed forms and fees to the athletic office before participation.

**College Freshman Eligibility Requirements**

NCAA Divisions 1 and 2 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 1 and 2 institutions as freshman must meet certain requirements. As a ninth grader, contact your school counselor 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.

**Transfers and Athletes**

All transfer and foreign exchange students need to meet the athletic director to complete additional MSHSL paperwork.

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**Health Information**

1. Prescription medication in school. Students who take medication during the school day need written orders from their doctor and signed permission from their parent/guardian. This applies to medications including inhalers, epi pens and prescription medications. Medication forms are available in the nurse's office.
2. Students are allowed to self carry and self administer over the counter medication (Ibuprofen, Tylenol, Advil etc.) The student must have parent/guardian permission (obtain form from the school nurse), medication needs to be in the original bottle, and the student must check in with the nurse before they can carry the medication.
3. Physical exams for sports can be obtained by the student's health care provider or by Highland Park High School Health Start (651-690-7667). Consider getting your vaccination at HPSH.
4. HPSH will be partnering with Helen Keller International (HKI) Child Sight to screen the vision of our 9th and 11th grade students. The screening will take place in October 2019. If your student is in 10th or 12th grade and you would like them to participate in this program please call or email the school nurse Dawn Swanson, 651-888-7634 or dawn.swanson@spps.org. See the attached informational sheet for more details. If you do NOT want your child to participate in this program, please complete the attached consent and return it to the school nurse.
Homecoming Information and Expectations

We are looking forward to celebrating HPSH Homecoming the week of September 30 – October 5. Staff, coaches, parents and student groups have been working together to make this a safe and positive event for all involved. **We are asking for your help in working with us to help ensure that Homecoming is safe and fun.**

Homecoming is a spirit-filled week at Highland. Students show their school spirit by participating in a number of official **Homecoming Week activities**, which are listed below. The only Homecoming event that occurs after 7:00 pm is the Homecoming dance on October 4. If you hear about other evening Homecoming activities, please know that they are not sponsored by Highland and our students should not be involved in these activities. Specifically, the following activities are NOT part of Homecoming:

- Vandalizing homes and property (for example: chalking or painting homes or sidewalks, throwing toilet paper into trees, dumping garbage on lawns, etc.)
- Disrespectful and/or negative behavior at assemblies and events. Cheers should be positive and supportive of all students.

We are encouraging parents, neighbors and community members to call the police if they hear or see anyone breaking curfew laws or committing acts of vandalism during Homecoming week.

Some things that you as parents can do to support a fun and safe Homecoming are:

- Discuss with your student both the appropriate ways to celebrate Homecoming and the inappropriate ways that will result in negative consequences.
- Pay close attention to your child’s evening activities during Homecoming week beginning Sunday, September 29th. Enforce curfew times for your student. Offer to host students or team members at your home for a homecoming dinner or cookout.
- Turn on your outdoor lights during the nights of Homecoming Week.
- Call the police at 651-291-1111 to report any illegal activities.

As a reminder, the Ramsey County Curfew laws for St. Paul are 10 pm – 5 am every day for youth under age 16, and 12 am (midnight) – 5 am every day for youth ages 16-17.

If you have any questions about any Highland Homecoming activities, please call the school at 651-293-8940. Thank you for working with us to make this year’s Homecoming Week great!

**Schedule of Official Homecoming Activities & Sporting Events**

**Dress Up Days**

| Spirit days will be a fun part of Homecoming week-watch for details when school starts! |

**Events**

<table>
<thead>
<tr>
<th>Events</th>
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<tbody>
<tr>
<td>Friday 10/4: Pepfest &amp; Coronation 2-3 PM</td>
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<tr>
<td>Friday 10/4: Homecoming Dance 7-10 PM</td>
</tr>
<tr>
<td>Saturday 10/5: Powder Puff Game/ Junior Girls’ vs. Senior Girls’ 9:00 AM</td>
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<tr>
<td>Saturday 10/5: Tailgating in the Courtyard next to School House 10-12:30 PM</td>
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<tr>
<td>Saturday 10/5: Homecoming Game 1 PM HP vs. Minneapolis Washburn at HP Stadium</td>
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**Cross Country**

10/5 @ Alexandria Lions @ Arrowhead Resort

**Boys’ Soccer**

10/1 JV & Varsity vs JHS 4:15
10/3 JV & Varsity vs Washington 4:15
10/5 JV @ Trinity 9:00

**Girls’ Soccer**

9/30 JV & Varsity vs New Life 5:00 & 7:00
10/3 JV & Varsity vs SSP 4:00 & 7:00
10/5 JV vs Central 5:00

**Girls’ Volleyball**

10/1 All @ Central C & JV 5:30; Varsity 7:00
10/3 All @ Washington C & JV 5:30; Varsity 7:00
**Parent Portal - Access to Your Student’s Progress**

Use Parent Portal and see your child’s attendance, homework assignments, grades and more. Log on to spps.org/onestop and click on “parent portal”. This valuable tool will provide both information on your student and a means of communicating with your student’s teachers. Report cards are not mailed to homes. For access please contact the main office at 651-293-8940.

**Student Data Privacy Policy**

The Saint Paul Public Schools have adopted a data privacy policy in keeping with both state and federal regulations. If you wish a copy of a summary of that policy, you may request it from the school or from the Student Data Management Department 651-632-3764. Any questions you may have concerning the policy should be referred to Student Data Management.

**Parent Involvement**

- Reward students for their success in academics.
- Demonstrate your personal support for learning at home by reading together, discussing national and local issues, reviewing what happened at school, etc.
- Make sure students have enough sleep and eat well.
- Monitor student progress throughout the semester by using parent portal.
- Attend our Open House on September 5 at 6:30 pm.
- Attend Parent Conferences on October 3, December 12 and February 27 from 4:00 pm to 8:00 pm.
- Pay particular attention to the first half of each term to help your student get off to a good start.
- Call in the attendance voice mail system 651-744-3803 if your student is going to be out.
- Please work with the Highland Park Staff to assure your child maintains good attendance.

**Parking Permits for Seniors Only**

Parking permits will be sold in a lottery system to seniors only. Lottery forms will be distributed on the first day of school. Lottery forms will be due to the office by Thursday, September 5. A drawing will be held and students will be notified. Parking permits may be purchased for $20.00. Spaces will be limited.

**Bell Schedule 2019 – 2020**

| WARNING BELL | 8:25 |
| PERIOD 1 | 8:30 – 9:18 |
| PERIOD 2 | 9:23 – 10:11 |
| PERIOD 3 | 10:16 – 11:04 |
| PERIOD 4 | 11:09 – 12:22 |
| Lunch 1 | Lunch 2 |
| PERIOD 5 | 12:27 – 1:14 |
| PERIOD 6 | 1:19 – 2:07 |
| PERIOD 7 | 2:12 – 3:00 |

**Nutrition Services Information**

- Students will be able to choose from the following lunches: hot and/or cold ala carte, salad bar, hamburger line, pizza, or the regular menu line.
- Meal prices are $2.90 for lunch and $.50 for milk. Students are not allowed to leave school to get lunch. Breakfast will be available at no charge to all students.
- We encourage all applicable families to complete the 2019-2020 Free and Reduced Meal Application that will be available in August on the website at https://www.schoolcafe.com/spps.
- QUESTIONS CALL 651-744-3914
No Mailings During the School Year

Parents & families please note that this will be the only mailing for the entire school year. You will receive weekly electronic e-mail communications. It is very important that you inform the office if your e-mail changes so you will be informed of all the many happenings at your child's school. This is done to save mailing expenses so funds can be focused on our students.

Pesticide Applications

In accordance, with Minnesota Statute 123.B.575, Parents Right to Know Act, all parents, guardians and employees at this school are advised that an estimated schedule of applications of pesticides is available in the school's office for review and copying. In addition, any parent or guardian who wishes to be notified of any variation from this scheduled application may be so notified by providing five self-addressed, stamped envelopes to the school to be used throughout the year for mailing purposes. The schedule and subsequent notices apply only to pesticides in toxicity categories I, II or III as classified by the United States Environmental Protection Agency, or a restricted-use pesticide as designated by federal law.

School year 2019-2020
Annual AHERA Asbestos Notification

In 1987, the Federal Asbestos Hazard Emergency Response Act (AHERA) took effect requiring school districts to develop and implement an asbestos management plan. This Act requires that employees, students and/or their parents/guardians are informed annually about management plan activities such as asbestos inspections and asbestos response action activities.

Individual Building Management Plans can be found in the Administration Office. AHERA requires these plans be available to the public during normal business hours for inspection. Our building has a computer available, upon request, for the staff/public to view these records. Requests for copies of these records, either in paper or electronic format, should be forwarded to the Facilities Department, Environmental Health & Safety, at 651-744-1800.

Lockers

Every student will be assigned one of our hallway book and coat lockers. Students are responsible for care and cleanliness of their lockers. Cost of any repair, painting, cleaning, or malicious damage will be assessed to the student assigned to the locker. It is very important, therefore, that students keep their lockers clean and do not share their lockers with anyone.

Lockers are assigned to every student. The school does not assume responsibility for items left in a locker. It is recommended that students keep only books and materials for classes plus your coat, jacket, lunch, etc.

Each locker is provided with a combination lock. Any locker with a padlock not assigned by Highland will have the padlock immediately removed. Any requests for change in locker assignment are through the locker manager, Stacy Hanson, in the main office. Any problems with the locker should be reported immediately to the locker manager.

State Law: “School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of a student within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”
Under the Every Student Succeeds Act, parents have the right to request information regarding the professional qualifications of their student's classroom teachers and paraprofessionals. Parents who would like to receive this information should write to the Human Resource Department, Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. You have the right to ask for the following information about each of your child’s classroom teacher(s):

- Information about whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Information about whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
- Information about whether the teacher is teaching (subjects or content) in which proper certification is held by the teacher.
- Information about whether the child is provided services by paraprofessionals and, if so, their qualifications.
LOS PADRES TIENEN DERECHO A CONOCER LAS CALIFICACIONES DE MAESTROS Y PARAPROFESIONALES

Bajo el acta Cada Estudiante Triunfa, los padres tienen derecho a solicitar información sobre las credenciales profesionales de los maestros del salón de su niño y paraprofesionales. Los padres que deseen recibir esta información deben escribir al Departamento de Recursos Humanos (Human Resources Department), Attn: ESSA Teacher Qualifications, Saint Paul Public Schools, 360 Colborne Street, Saint Paul, MN 55102-3299. Usted tiene derecho a preguntar la siguiente información de cada uno de(los) maestro(s) del salón de su niño:

- Información sobre si el maestro cumple con las credenciales y licencias del estado para los grados y asignaturas que enseña;
- Información sobre si el maestro está enseñando con una licencia de emergencia o provisional, por la que el estado lo ha eximido de los requerimientos de credenciales o criterios para obtener la licencia.
- Información sobre si el maestro está enseñando (asignaturas o contenido) en la cual tiene una certificación apropiada.
- Información sobre si el niño recibe servicios de paraprofesionales, y si sus calificaciones.

Need School Notices Translated?
If you need school translations please contact Stacy Hanson at 651-744-3804 or stacy.hanson@spps.org
MTC Unlimited Transit Pass Available for Purchase

The MTC Unlimited Pass is available to purchase for $97.00 per quarter. Bring the payment to Shawn Vennemann in the main office (for checks make them out to Highland Park Senior High School). When the first payment is made, the bus pass will be ordered. When the quarter ends the bus pass will need to be re-newed by submitting a payment for the next quarter (schedule is below). If payment is not received by the due date the card will be de-activated. The card will be re-activated when payment is received it will take 24 hours after payment is made to be active again.

**MTC Bus Pass Quarter Dates**

8/19/2019 to 11/1/2019 payments due now
11/2/2019 to 1/15/2020 payment due by Monday, October 28, 2019
1/16/2020 to 3/31/2020 payment due by Friday, January 10, 2020
4/1/2020 to 6/13/2020 payment due by Wednesday, March 25, 2020

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**Who to Contact at HPSHS**

**Principal**
Dr. Winston Tucker/651-744-3802

**Assistant Principals**
Abdisalam Adam Grades 11 & 12/651-767-8388
Dan Sager Grade 9/651-744-5238
Rashmi Vashisht Grade 10/651-744-5366

**Family Engagement/Title I**
Abdisalam Adam 651-767-8388

**Counselors Grade 9**
Jevita Baheri Grade 9 Students from Capitol Hill/651-744-3436
Johanna Skaar Grade 9/651-744-3668

**Counselors Grades 10-12**
Megan Pankow Students A-G/651-744-6758
Kim Esso Students H-Q/651-744-3968
Kenneth Zimmerman R-Z 651-744-5693

**Athletic Department**
Pat Auran-Athletic Director/651-744-3486
Duggan Parks-Athletic Assistant/651-744-5822

**Social Workers**
Lora Horan-Kimsal/651-744-6000
Jane Schwark/651-744-3821

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**Address Change**

Parents/guardians are asked to notify the school's main office of address, email or phone number changes as soon as they occur at 651-293-8940.

It is our hope to provide you with the best service possible!
SCHOOL ADMINISTRATION
Dr. Winston H. Tucker—Principal
Mr. Abdisalam Adam—Assistant Principal
Mr. Dan Sager—Assistant Principal
Ms. Rashmi Vashisht—Assistant Principal

DISTRICT ADMINISTRATION
Dr. Joe Gothard—Superintendent
Dr. Omoyefe Agbamu—Assistant Superintendent

BOARD OF EDUCATION
Zuki Ellis—Chair
Steve Marchese—Vice Chair
Jeanelle Foster—Clerk
Jon Schumacher—Treasurer
John Brodrick—Director
Mary Vanderwert—Director
Marney Xiong—Director