

Highland Park Senior High School
1015 South Snelling Avenue
Saint Paul, MN 55116
www.highlandsr.spps.org
(651) 293-8940
(651) 293-8939 Fax



STUDENT AND FAMILY HANDBOOK

2014-2015

HIGHLAND PARK SENIOR HIGH SCHOOL VALUES

Welcome to Highland Park Senior High School! Highland Park High School is an inclusive school where the shared values of respect for each individual, high expectation for student and teacher performance, and a focus on personal and collective responsibility guide all behavior 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 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 class, 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 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.

HIGHLAND PARK SENIOR HIGH SCHOOL VISION

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

STAFF DIRECTORY

Administrative Staff	Extension
Dr. Winston Tucker, Principal	744-3802
Ms. Diana Morton, Assistant Principal	744-3230
Mr. Dan Sager, Assistant Principal-9 th & 10 th	744-5238
Ms. Deb Shipp, Assistant Principal-11 th &12 th	744-4655
Athletics Director	
Ms. Nancy Galligan	744-3486
AVID Program	
Andrew Timmer, Coordinator	744-3836
Cafeteria Services	
Mrs. Diane Bougie, Cafeteria Supervisor	293-8958
Custodial Services	
Kevin Martinson, Chief Engineer	744-3915
Guidance Staff	
Ms. Andrea Dickinson, Counselor A-He	744-3815
Ms. Kim Ezzo, Counselor Hi-Q	744-3968
Mr. Jason Schlukerbier, Counselor R-Z	744-3816
Mr. Michael Biermaier, College and Career/MEP	744-3739
Mr. Dan Kennedy, Capital Hill Articulation	744-5106
International Baccalaureate Program	
Ms. Charlotte Landreau, IB Diploma Coordinator	744-3887
Mrs. Marissa Bonk, IB MYP Coordinator	744-3917
Library Media Services	
Kathy Sabota, Media Specialist	744-3871
Office Staff	
Mrs. Stacy Hanson, Office Manager	744-3804
Ms. Sherry Saxton, Attendance Liaison	744-3811
Nicole Danielski, Attendance Secretary	293-8940
Ms. Nancie Whitesell, Financial/Registrar/Records/Counseling Secretary	744-8172
Parent Liaison	
Ms. Kim Sabo	744-3940
Special Services	
Health Start Clinic	690-7667
Mr. Cortez Hull, Police Liaison Officer	744-3911
Mrs. Erica Sauer, Social Worker	744-3820
Mrs. Jane Schwark, Social Worker	744-3821
Ms. Mary Harrison, School Nurse	744-3819
Student Activities	
Ms. Melissa Hedwall, Student Council Co-Director	744-3881
Ms. Jody Rohweller-Kokur, Student Council Co-Director	744-3889

ATTENDANCE POLICY

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 www.boe.spps.org).

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) 744-3803 on the day of the absence.
- Send the student to school the day after the absence 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.

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.**

Excused absences = Legitimate illness, doctor, dental, therapy appointment, extreme family emergency such as a death in the family, religious holiday not observed by SPPS or participation in an approved school activity. Note: Dismissals and Suspensions are considered excused absences.

Unexcused absences = any other absence. These include truancy, family vacations, baby-sitting, work (at home or a job), overslept, missed bus or ride, or absence where a student does not have a documented reason.

Tardiness = failure to be in the assigned place at the assigned time.

TIP = Truancy Intervention Program. TIP is the **Partnership program between SPPS and Ramsey County that provides assistance to improve the attendance of our students in an effort to ensure school success and graduation.**

SAT = Student Assistance Team. Highland Park Senior High School group designed to assist students in meeting Highland's Academic and Behavioral expectations.

Truancy = Students are considered truant if they are not where they are supposed to be **inside or outside of the school building.**

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 TIP/SAT: **An alert letter will be 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 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 a SART Hearing" (Student Attendance Review Team). **At this meeting, the student** and his/her family **together with the RCAO, a representative from SPPS and Ramsey County Juvenile Probation**, will **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.

ACADEMIC INFORMATION

Highland Park Senior High School Grading and Assessment Procedures 2014– 2015

Introduction

Educational research states that the most effective grading practices provide accurate, fair, specific, and timely feedback designed to improve student performance. Grades are used to communicate student growth and achievement. Highland Park Senior High School's assessment procedure is designed with these principles in mind:

1. Fair and Accurate: Grades must clearly measure and reflect student learning and performance.
2. Specific: Grades are used for feedback and evaluation. Students and parents must not only understand what the grade measures, but also know what steps are needed to improve performance.
3. Timely: Students should receive frequent and timely feedback in class and in the grade book, so that they may improve their performance.

HP Grading Scale (%)

All classes adhere to this common grading scale to ensure consistency for all courses.

A = 93.0 – 100.0 B- = 80.0 – 82.99 D+ = 67.0 – 69.99
A- = 90.0 – 92.99 C+ = 77.0 – 79.99 D = 63.0 – 66.99
B+ = 87.0 – 89.99 C = 73.0 – 76.99 D- = 60.0 – 62.99
B = 83.0 – 86.99 C- = 70.0 – 72.99 N = 00.0 – 59.99

*Classes that are taken on a pass/no pass basis may require an 80% or above to receive a passing mark for the class. See course syllabus or teacher for class specific requirements.

Formative and Summative Assessments

Formative Assessments (30% of overall grade)

Formative assessments take place frequently and help prepare for the summative assessment. Examples of formative assessments include, but are not limited to: quick writes, daily homework, quizzes, journals, labs, class discussion, and think-pair-shares. Missing assessments will be denoted with an "m" in the grade book (m = zero credit in grade book).

Summative Assessments (70% of overall grade)

Summative assessments demonstrate mastery of learning. Examples of summative assessments include, but are not limited to: tests, projects, labs, journals, class discussions, presentations, essays and research papers. Most summative assessments will be scored using MYP/DP criterion and rubrics. Missing assessments will be denoted with an "m" in the grade book (m = 0 in grade book).

International Baccalaureate Diploma Level Classes (Grades 11 & 12)

All IB Diploma level coursework must adhere to subject-specific International Baccalaureate assessment policies.

Late Work

When a student has missed a class it is his/her responsibility, immediately upon returning to school, to find out what he/she has missed, including the explanation of new assessment tasks and due dates. Students must also turn in any assessments due during the duration of the absence on the date of their return to school. Parents, guardians, and students should: use parent portal, access teacher websites, email teachers, or check with classmates to find information on missing assignments.

Formative Work

Students are expected to complete and submit assigned work on time. Work that is late, for any reason, will be accepted for up to 3 days past the due date with a 10% reduction in score. This is not to extend past the end of the quarter.

Summative Work

Summative assessments will not be accepted after the due date, unless the student seeks out and receives prior approval from the teacher at least one day in advance.

International Baccalaureate Diploma Level Classes (Grades 11 & 12)

No late work or retakes are allowed in Diploma level classes during 3rd or 4th quarter.

Retakes

In order to retake a summative assessment, the original assessment must be completed. Students will have an opportunity to retake summative assessments once evidence of new learning is demonstrated. In order to retake an assessment, the student will arrange a retake plan, within 3 days of the assessment being returned. If a retake is offered, the original grade will be replaced with the new assessment grade. Students in accelerated classes (those that offer a weighted GPA) will be allowed to retake one summative assessment per quarter.

End of Grading Period

All make-up work, late work, and retakes need to be completed 5 days before the end of the grading period. Final grades will be recorded in quarters that are approximately 9 weeks in length. All grades are final at the end of the quarter and will be posted on an official transcript. There are no retakes for final summative assessments.

Cheating and Plagiarism

Cheating

Cheating is the use of any resource not allowed by a teacher to aid in the taking of an exam or in the completion of an assessment to obtain some benefit, credit, or gain. Examples of cheating include, but are not limited to: copying, inappropriately consulting with another person, and/or using social media and electronic devices to convey course content or answers.

Plagiarism

Plagiarism is the act of using the language and thoughts of someone else's without giving them

credit and representing it as your own. This act can be intentional or unintentional. Examples include, but are not limited to: inappropriately utilizing a quote, phrase, complex idea, research, table, chart, graphic, text, internet resource, paper, or thesis. Plagiarism also includes: paraphrasing of any of the above without proper citation and incorrect documentation, which is providing insufficient or incorrect credit to the source of the information. Resources such as *turnitin.com* may be used to verify the authenticity of student work.

Consequences for Cheating and Plagiarism

There will be consequences for cheating and plagiarism. Student work will be confiscated and administrative action will be taken. Consequences will be determined by the teacher and administrator based on the severity of the infraction.

OTHER ACADEMIC INFORMATION

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.
- A unique opportunity for students to be enrolled in the Chinese Language and Culture Specialty Program.
- World Languages in Spanish and French; and Spanish Immersion Program.
- The Minority Encouragement Program that is designed for students of color who plan to attend a 4-year college.
- An active AVID program which is a college preparatory program is 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.
- Expanded curricular opportunities on a 6-period day schedule.
- Automotive Center located at Monroe Community School.
- Vocational program in coordination with Saint Paul College.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM/MIDDLE YEARS PROGRAM

At Highland Park Senior High, the IB Middle Years Program (encompassing 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. At Highland Park, all students participate in the IB MYP program during 9th and 10th grade. Any 11 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.

The DP and MYP Programs:

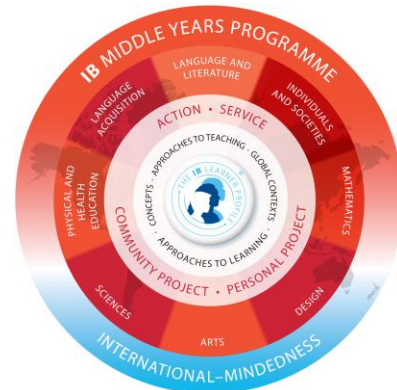
- Have strong international dimensions
- Require study across a broad range of subjects
- Give special emphasis to learning languages
- Focus on developing the skills of learning

- 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

IB Diploma Curriculum Model



MYP Curriculum Model



IBO Mission Statement

The International Baccalaureate Organization 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 IBO works with schools, governments and international organizations to develop challenging programs 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.

More information on the IB Learner Profile characteristics may be found on the IB page of the Highland website at <http://highlandsr.spps.org/ib.html>

GRADUATION REQUIREMENTS, CREDITS AND SCHEDULE

Students need to pass the Minnesota GRAD Test in reading and writing. Students must complete the GRAD math test requirements. (Credits required for Class of 2015 = 89 credits, Class of 2016 = 91 credits, Class of 2017 = 94 credits.)

Required Classes:

4 years	English	2 credits	Physical Education
4 years	Social Studies	2 credits	Health
3 years	Mathematics (through Algebra 2)	2 credits	Family & Consumer Science or Technology Education
3 years	Science (biology required)	4 credits	Fine Arts (Art, Drama or Music)
22+ credits	Electives		

Beginning with the class of 2015, biology and chemistry or physics is required as part of the three years of Science.

Weighted Honor Points System

A weighted honor point system was implemented in the 1986-87 school year with the approval of the Board of Education.

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 Failure	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 received 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 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 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.

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. A student with a full schedule may drop up to two elective courses per year. Drops must be made

before the first progress report. If a student drops a class after the first progress report, he/she will still receive a grade of “N”. Required courses may not be dropped.

POST-SECONDARY EDUCATION GUIDELINES FOR PLANNING

To ensure optimal post-secondary planning, parents and students should begin preparation by selecting the proper courses. The courses a student takes, and their grades, have a great impact upon the opportunities and schools that are available to them after high school.

Admission Requirements

- 4-year MnSCU colleges, have similar requirements to the University of Minnesota. Current requirements also include one year of geography.
- Community and technical colleges require graduation from H.S. or GED. Placement assessments are given in English and Math.

Minnesota state colleges and universities, community colleges, and technical colleges, all make up the statewide system called Minnesota State Colleges and Universities (MnSCU). This system is dedicated to providing students with an array of opportunity in technical and academic fields ranging from short-course certificates to master’s degrees.

Four-Year Colleges and Universities

Listed below are the high school course preparation requirements for the University of Minnesota (an example of a four-year college). These are similar to many of the colleges in our state, but students should always check with the college they plan to attend for specific information or course requirements.

University of Minnesota

All applicants are expected to complete, at a minimum, the University’s high school course requirements listed below. Because a strong college preparatory curriculum provides the tools necessary for success at the University, students are strongly encouraged to continue to take a strong curriculum during their senior year. Applicants who are not on track to complete all of the high school course requirements may sometimes be admitted if they have promising academic records and meet other admission requirements. Students admitted with any course deficiencies must make them up before graduating from the University.

- English: four years, with emphasis on writing, including instruction in reading and speaking skills and in literary understanding and appreciation;
 - Mathematics: three years, including one year each of elementary algebra, geometry, and intermediate algebra; the University strongly recommends 4 years of study in math;
 - Science: three years, including one year of biological and physical science and including laboratory experience;
 - Social Studies: three years, including one year each of geography, (or a combination of courses incorporating geographic studies, e.g., world history, western civilization, global studies) and U.S. history;
 - Second Language: two years
 - Visual and/or performing arts: one year, including instruction in the history and interpretation of the art form (e.g., theater arts, music, band, chorus, orchestra, drawing, painting, photography, graphic design.
- If you are *not* a native speaker of English, and if you have an ACT English score of 17 or lower (SAT verbal score of 380/PSAT of 420 or lower) or took English as a second

language in high school, you will have to submit scores from the Michigan English Language Assessment Battery (MELAB). Call the Office of Admissions (612/625-2008 or 1-800/752-1000) for details.

- The College of Science and Engineering (CSE) requires four years of mathematics, including geometry in two and three dimensions and trigonometry. CSE also requires that the three years of science include one year each of biological science, chemistry, and physics. College Admissions Offices review applications to determine potential for academic success. Listed below are routine factors that are reviewed:
 - Completion of high school courses (see below);
 - Test scores (ACT or SAT; ACT preferred);
 - High school rank percentile (HSR);
 - Patterns of course work and performance.

All of these factors will be considered routinely as part of the admission process to determine a student's admissibility. For applications undergoing individual review, certain other factors may also be considered.

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 www.highlandsr.spps.org 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!

Bell Schedule 2014-2015

Warning Bell	7:25
PERIOD 1	7:30–8:18
PERIOD 2	8:23–9:11
PERIOD 3	9:16–10:04
PERIOD 4	10:09 –10:57
LUNCH 1	10:57 - 11:21
Class:	11:25 – 12:14
Class:	11:02 – 11:50
LUNCH 2	11:50 -- 12:14
PERIOD 5	12:19–1:07
PERIOD 6	1:12–2:00

BEHAVIORAL GUIDELINES AND POLICIES

Dress Code

Students should dress appropriately and groom themselves for school attendance in a way that reflects personal pride. Consideration should be taken for classes in which additional safety measures are required.

1. Jackets, shirts or jewelry depicting sexual sayings and figures or promoting violence and/or displaying any controlled substances are not allowed.
2. Clothes must be worn in an appropriate manner that is respectful to others.
3. Clothing worn reflecting gang affiliation will not be tolerated.

4. Highland Park Senior High School does not allow hats or hoods to be worn during the school day with the exception of traditional religious garments.

Drug and Alcohol Policy

Highland Park is a zero tolerance zone. Possession and/or use of drugs, alcohol or tobacco of any kind are not tolerated. 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 will be considered for an administrative transfer.

Due Process

Everyone at Highland has rights, and it is our commitment that the civil rights of each individual be upheld. 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.

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

Hazing Prohibition-School Board Policy 501

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.

Definitions

"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. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the students to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity or communication that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of the School District policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization need not be an official school organization to fall under this.

Internet 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 Behavior Includes: 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 Behavior Includes: 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 Highland Park Senior High School, 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.

In other words, 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.

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. If requested an administrator can be present during these interviews.
5. All HPSH doors are locked from the outside. All guests must report to the main office entrance located in the back parking lot.

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.

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 program.

**Athletic/Academic Eligibility
Quarters 7 Period Day**

	Start of Year	1 st Qtr.	2 nd Qtr	3 rd Qtr
9 th Grade	0	6	12	18
10 th Grade	24	26	32	38
11 th Grade	44	50	56	62
12 th Grade	68	74	80	86

Students must pass at least five classes each quarter. Note: Summer School and/or the Area Learning Centers may be used to make up credit deficiencies. Students should check with their counselor ahead of time to enroll in these additional opportunities.

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 • Cheerleading • Club Sports • Cross Country Running • Dance Line • Football • Golf • Gymnastics • Boys and Girls Hockey • Girls Lacrosse Club * Nordic Skiing • Soccer • Softball • Swimming • Diving • Tennis • Track & Field • Volleyball • Wrestling

GENERAL INFORMATION

Automobile/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: 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.

Cell Phones and Electronics

Cell phones and electronics are not to be used during the school day and are to be put away at all times. 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 officials. Students who are enrolled in PSEO, internships and OJT cannot re-enter the building until 2:00 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. Highland Park Senior High School 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 1 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.

Excuse Leaving the Building

All requests to leave the building must be cleared through the assistant principals, nurse or attendance clerk on the day you 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

• Anime Club • Asian Club • Chess Club • Class Officers • Close-Up • Debate Team • Food and Film Club • Gay/Straight Alliance • Instrumental Music • International Club • Math Team • National Honor Society • Newspaper • Prizm Literary Magazine • Robotics • Speech Team •

Student Council • Thespian Society • Yearbook • and more!

Field Trip Policy

Students must have a valid permission slip signed by a parent/guardian.

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.

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 in bring highly valued items such as a MP3 player, money, expensive jackets, jewelry etc. to school.
6. Report any theft or damage to your assistant principal immediately.

Lost Property

Students are encouraged to leave non-essential valuables at home. If you bring valuables, it is your responsibility to keep track of them. Highland Park Senior High School cannot replace lost or stolen property.

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. If students will be leaving 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 guidance office and cost \$1.

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. If you lose or damage a book, you will be required to pay for a replacement. Failure to pay for obligations may result in a loss of privileges such as participation in school-wide events. Seniors must return all school property before graduation.

Transportation

Transportation by bus is provided for students who live in Zone F2 and/or meet the criteria

outlined in the district's Strong Schools, Strong Communities strategic plan. School bus transportation is a privilege. Good conduct of all transported students while waiting for the school bus and while traveling to and from school is required. Misbehavior may result in consequences ranging from a warning to suspension of riding privileges. If parents have a concern about their student's bus, riders or driver they should contact the 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 only allowed to ride the bus they have been assigned.