

South St. Paul
Public Schools



SOUTH ST. PAUL HIGH SCHOOL

STUDENT GUIDEBOOK

2023-2024

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Kaposia Fight Song

Stand up and Cheer
Stand up and cheer for our Kaposia
Pledge your loyalty
For it's our high school name so dear
Our teams are fighting
And we will help to see them through
We've got the team rah rah
We've got the steam rah rah
So our Kaposia here's to you
K-A-P-O-S-I-A
Fight Kaposia Fight

July 2023

Dear South St. Paul High School families,

I am truly proud to be the Principal at South St. Paul High School where our amazing students, rich diversity and strong traditions truly define who we are. I believe that every South St. Paul student has the right to learn in an environment where they can thrive and so it is my job as principal to make sure that South St. Paul High School is a place where students feel safe, valued, connected, and challenged.

How well we connect with our students, our families, and the South St. Paul community is critical to our success. My hope is that every family and community partners also feels connected to us and trusts that our amazing staff is devoted to the success of our students.

Positive connections and having fun inside and outside the classroom are so important in developing well-rounded students and that is why South St. Paul also promotes the arts, athletics, and activities.

If you have any questions, feedback, or things you'd like to share, please do not hesitate to contact me at cochocki@sspps.org or 651-457-9402.

Thank you for all the support you have given the school and school district, we really appreciate it. Looking forward to an amazing school year!

Packer Pride! *Today. Tomorrow. Forever.*

Sincerely,
Chuck

Mr. Chuck Ochocki
Principal, South St. Paul High School
700 2nd Street North
South St. Paul, MN 55075
(651) 457-9402
cochocki@sspps.org

Our mission is to "Ignite a passion in every learner to inquire, continuously improve and engage in positively changing our world!"

OUR MISSION (our core purpose)

Ignite a passion in every learner to inquire, continuously improve and engage in changing our world.

OUR VISION (what we intend to create)

We will....

- Prepare each and every student for their next step
- Provide high quality , individualized programs, services and personalized learning for all ages and stages of a learner’s life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

OUR STRATEGIC DIRECTIONS (how we will get there)

- Develop** systemic student support services in each school and classroom
- Promote** ownership of learning by students and staff through an engaging environment and professional development
- Secure, sustain and allocate** resources to meet student needs
- Strengthen** family connections and engagement
- Partner** with community and businesses to leverage local resources



**“DEVELOPING LIFELONG LEARNERS...
EDUCATION FOR A CHANGING WORLD”**

EQUAL OPPORTUNITY STATEMENT

It is the policy of the South St. Paul Special School District No. 6 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status and status with regard to public assistance or disability (except when sex and non-disability may be a bona fide consideration).

SOUTH ST. PAUL PUBLIC SCHOOLS STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

- **You have the right** to be treated with respect and dignity by your fellow students, teachers and other school employees without regard to race, religion, sex, age, disability or family structure.
You have a responsibility to treat your fellow students and all school employees with respect.
- **You have the right** to be treated as a unique individual with different needs, learning styles and abilities.
You have a responsibility to complete assignments to the best of your ability and to adapt to different teachers and teaching styles.
- **You have the right**, along with your parents, to participate in decisions affecting your educational program.
You and your parents have a responsibility to actively participate in conferences and meetings held on your behalf.
- **You have the right** to a comprehensive curriculum.
You have a responsibility to take advantage of the curriculum.
- **You have the right** to expect a building environment that is safe, clean and comfortable.
You have a responsibility to do your part in maintaining the safety, cleanliness and comfort of that environment.
- **You have the right** to attend classes where dedicated, caring teachers are well prepared to teach.
You have a responsibility to be well prepared to learn.

SOUTH ST. PAUL SECONDARY BUILDING STUDENT - FAMILY - TEACHER Compact for Student Success

Families and schools are partners in education. We all need to work together to ensure that our students gain the most from their high school experience.

STUDENTS WILL:

- Attend school on time every day.
- Respect themselves, their teachers and classmates, and be a cooperative learner.
- Prepare for class daily and complete homework on time.
- Give their best effort to school work and seek assistance when needed.
- Inform their parents/family about their school progress and other important information.

FAMILIES:

- Send students to school appropriately dressed, prepared to learn and on time every day.
- Provide a healthy home environment including adequate sleep, nutrition, and school supplies.
- Require a daily time for homework or study.
- Encourage and praise each student's learning efforts.
- Communicate with teachers and support their homework policies and classroom expectations.

TEACHERS WILL:

- Have high expectations of success for all students.
- Provide a safe and positive learning environment.
- Teach and motivate students to the best of their abilities.
- Respect and address each student's individual needs and encourage individual talents.
- Communicate with parents regarding student progress and work cooperatively on student issues when needed.

TOGETHER WE'LL MAKE A DIFFERENCE!

SOUTH ST. PAUL SECONDARY

700 Second Street North, South St. Paul, MN 55075

Main Office: (651) 457-9408 | Fax: (651) 457-9455 | Staff Voicemail: (651) 552-5580

Office Hours: 7:00 AM – 4:00 PM

Student School hours: 7:50 AM-2:30 PM

Doors open at 7:30 AM

www.sspps.org

OFFICE INFORMATION

Academics & Administration

Building Principal	Chuck Ochocki	457-9402
Principal's Secretary	Joleen Macioch	457-9410
Assistant Principal	Angela Ryter	457-9435
School Counselor- Grades 11-12	Jenna Kvalheim	457-9487
School Counselor- Grades 9-10	Jelen Maric	306- 3654
Student Support Specialist	Dylan Olson	457-9433
Multicultural Liaison	Delia Granados	306-3665

Activities

Asst. Principal and Student Activities	Brady Krueger	457-9417
Sports Hotline		457-9419
Activities Office Secretary	Kris Nihart	457-9462

Attendance

To Report an Absence		457-9415
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Health Office

Licensed School Nurse		457-9449
Health Office Assistant		457-9476

Office

Main Office		457-9408
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PARENT AND STUDENT RESOURCES

ASSISTANT PRINCIPALS

The assistant principals will be working with you in all aspects of your educational experience. They will work with all students to understand their strengths, weaknesses and to determine aptitudes, abilities, and interests. In addition, they can help with schedule changes, academic concerns and social issues.

The assistant principals also assist with a variety of issues that may be affecting your academic or emotional well-being. Appointments can be made in the main office, please call (651) 457-9408 to set appointments with the appropriate grade level assistant principal.

South St. Paul Counseling Program

The South St. Paul Counseling Program is a cooperative effort involving students, staff, parents, and the community. Counselors are available to assist students in the following areas:

- Education Planning

- Career Planning
- Decision Making
- Academic Counseling
- Personal and Social Growth
- Individual or Small Group Counseling
- Parent and Teacher Consultations
- Referral Assistance to Other Programs
- Other Areas as Needed

RESOURCE OFFICER

- Provides a practical understanding of law and the legal system for students
- Creates an opportunity for a positive, meaningful, educational experience about the role of police officers
- Increases the ability of students and community members to voice their concerns
- Improves empathy for the role of the police officers
- Builds mutual trust between police, students, and community members
- Demonstrates positive interaction between police officers, other members of the school, and the community
- Strengthens school and/or community dialogue and decision making processes

STUDENT/FAMILY SUPPORT

Student support will be available to assist students and families who are in need of non-academic support. Long-term therapy is not offered at school.

- Resource Officer (651) 457-9463
- 360 Community Family Support Worker, (651) 552-3094
- Associated Clinic of Psychology (612) 455-8643

Students and families can find assistance for appropriate support from outside resources.

ATTENDANCE

Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.

OR

A note from the parent/guardian accompanies the student upon his/her return to school.

ATTENDANCE INFORMATION: PHILOSOPHY

The South St. Paul Secondary Building believes that regular school attendance directly relates to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. The following attendance procedures are intended to be positive and not punitive. These procedures also recognize that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. While parents have the authority to remove their students from school at any time and for any reason that they choose, the school has the responsibility, under state law, to determine whether the absence is excused, and if not, to take corrective action, including disciplinary consequences.



When students are to be absent from school for all or part of the school day or when students must leave school for an appointment, parents/guardians must call or notify the school on the day of the absence or earlier at (651) 457-9415. If the school does not receive a call or note within 24 hours of the absence, the absence will automatically become an unexcused absence.

There are two exceptions to this policy:

- a. Students may leave school if they are enrolled in one of the approved work experience programs, community service or Post-Secondary Option Programs.
- b. Special permission to leave school can be granted by the Principal or assistant principals. All other absences will be dealt with accordingly. Please make doctor, dentist, or other appointments on non-school time, whenever possible.

When a student becomes ill during the school day, he/she must report to the nurse's office.

Students must not leave the building when ill without checking with the nurse or one of the office secretaries. If this procedure is not followed, the student will be considered unexcused.

Any student who exceeds seven (7) unexcused absences in any class period could be placed on non-credit status. Prior to loss of credit an administrative conference must be held among the principal, student, parent and teacher if applicable. There will be an appeals process to review the absences for any unusual circumstances and to document absences for doctor or other specialist visits. An appeals process is in place for students/parents/guardians that feel extenuating circumstances should be considered prior to denying credit. The appeals group will consist of teachers and an administrator. A good practice to follow is to ask for notes from your doctor, dentist, etc. at the time of any appointment for future documentation. Special exceptions will be made for students with serious injuries, long term illnesses, family emergencies, or school approved absences.

THE APPEAL PROCESS

At the end of the trimester, a student who is passing a course but has lost credit due to truancy will have the option to appeal the loss of credit. Appeal hearings will be scheduled during the last days of the trimester.

The attendance appeals committee shall consist of a designated administrator, and teacher representatives. The student appealing the loss of credit is required to attend the hearing. If he/she does not appear for the hearing, the student will lose credit for the course. Parent(s)/guardian(s) may attend.

PROCEDURES FOR ABSENCES/LATE ARRIVALS/EARLY DISMISSAL

These procedures also recognize that class attendance is a joint responsibility to be shared by student, parent or guardian, teacher and administrators.

STUDENT PROCEDURES

1. If you have been absent please report to the attendance office with your excused note. The attendance office will issue you an excused pass. All of your teachers need to sign your pass.
2. If you know you will be missing school, please bring a note from your parent/guardian ahead of time to the attendance office. You will carry a slip around for all your teachers to sign.
3. If you need to leave school early, you must have a note from your parent/guardian. The attendance office will issue you an early release slip before school.
4. After 8:05 a.m., students must report to the attendance office for a pass to class. If a student arrives after 8:05 a.m., they are expected to go to class, but they are considered absent for the period.

If a student misses more than 15 minutes of a class period, they are considered absent for the class period.

5. If you become ill during the school day, you must report to the health office for proper release. If you do not report to the health office (or leave the building without prior permission from an administrator), your absence is unexcused.

PARENT/GUARDIAN PROCEDURES

1. Call the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number.) **Please leave the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.**
2. A note from the parent/guardian must accompany the student upon his/her return to school.
3. Notify the Attendance Office if your son/daughter will be gone for family or medical emergencies.

If you will be gone for 3 or more days, you must bring a note to the attendance office 2 days prior to the day you will be gone.

4. Notify the Attendance Office by note if your son/daughter is to leave early for an appointment.

SCHOOL PROCEDURES

1. The secondary building has implemented an automated attendance alert calling system. This system will automatically place two phone calls to the parents/guardians, one in the morning and one in the evening, to notify them of their child's absence regardless if the absence has been phoned in or not.
2. All absences are considered unexcused until verification can be made.
NOTE - When checking your student's attendance online, please realize that the attendance will appear as unexcused until the student returns to school with a parent/guardian note.

APPROVED ABSENCES

PRE APPROVED ABSENCES

Absences for family trips need to be pre-approved by a written application to the Attendance Office by the parent/guardian.

COLLEGE VISITS

All college visits, during the school day, must be pre-approved and registered with the administration. College representatives will be available throughout the year during the senior high lunch periods. Please pay attention to the daily announcements regarding specific dates and colleges.

EXCUSED AND UNEXCUSED ABSENCES

When a student is absent from class, the student is expected to complete missed work and assignments. The MAKE-UP WORK POLICY applies to any absence. Students will have an equal amount of time to turn in make-up work as the time absent. For example, for a one-day absence, the student will have one day to turn in make-up work. Any work not completed within this period shall result in No Credit (NC) for the missed assignment.

MAKE-UP WORK / A STUDENT'S RESPONSIBILITY

Following an absence, it is the responsibility of the student to find out assignments and to complete course work assigned. Students are expected to complete any missed assignments and assessments that result from an absence. Generally, students are given one (1) day to make-up work missed during a one-day absence. (The exception to this rule is when a test or assignment has been announced in advance while the student is in attendance and then they miss the day of the test or the date the assignment is due. In such cases, the student may be required to take the test and/or hand in the assignment the first day back in school).

EXCUSED ABSENCE DEFINITION

Excused absences fall under these categories:

1. Family emergencies (serious family illness, injury or death)
2. Medical appointments (the school reserves the right to verify)
3. Student illness
4. School approved activities
5. Required court appointments

6. Pre-approved absences by the administration including family vacations
7. Religious holidays or religious release time
8. Suspension
9. Tournaments approved by the Activities Office
10. College Fair

UNEXCUSED ABSENCES

All absences not authorized by the parent/guardian or the school.

UNEXCUSED ABSENCE DEFINITION

Unexcused absences fall under these categories:

- | | |
|--------------------------|--|
| Miss the bus/car trouble | Skipping a class/leaving the building without a pass |
| Oversleeping | Senior pictures |
| Babysitting | Tournaments not approved by the Activities Office |
| Running an errand | Parent not calling in for the student |
| Jobs outside of school | |

CONSEQUENCES OF UNEXCUSED ABSENCES

When a child age 12-17 reaches seven or more unexcused absences, it is considered truancy.

Definition of truancy: A "habitual truant" could be:

- A middle school, junior high or high school student under age 17 who is absent from attendance at school without lawful excuses for seven school days per school year or one more class periods on seven days per school year.
- A 17-year-old who is absent from attendance at school without lawful excuses for seven school days per school year or one more class period on seven school days per school year and who has not lawfully withdrawn from school with their parent's permission.

The school is required to make a referral to the Dakota County Truancy Reduction Program.

- Schools are required to notify parents when a child has three unexcused absences.
- Schools schedule a meeting with the child and parent to discuss the child's school attendance and academic performance prior to a child reaching seven unexcused absences.
- After seven unexcused absences the school will make a Truancy Referral.

TARDIES

Definition: If a student is not IN the classroom and prepared to begin class at the designated start time for the class, the student is tardy.

TARDINESS

South St. Paul Secondary does use a bell system. Students are required to keep track of time and are considered tardy if they are not in the classroom when the the class period begins. Students are always expected to report to class no matter how much time is remaining in the class period.

ACADEMIC INFORMATION

PROGRAMS and GRADUATION REQUIREMENTS

MINNESOTA GRADUATION REQUIREMENTS

Students currently enrolled in grades 9-12 who wish to earn a diploma from the South St. Paul Secondary Building must meet the South St. Paul Secondary Building credit requirements for classes, and the Minnesota Graduation requirements in all mandated academic course and assessment areas as per state requirements or guidelines.

SOUTH ST. PAUL GRADUATION REQUIREMENTS FOR CLASSES

	2023	2024	2025	2026
Language Arts	12	12	12	12
Individuals and Societies	12	12	12	12
Science	9	9	9	9
Math	9	9	9	9
Arts	2	3	3	3
Physical Education	1	1	1	1
Required Credits	45	46	46	46
Electives	20	19	19	19
Total Credits	65 of 72	65 of 72	65 of 72	65 of 72

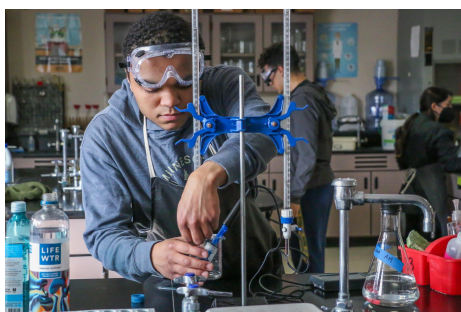
INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAM (IBMYP)

The International Baccalaureate Middle Years Program (IB MYP) includes all students in grades six through 10. As part of the IB MYP, a student studies eight traditional subjects each year which are organized around a framework for learning that is especially appropriate for the development of students in this age group. Students are assessed in each subject according to criteria established by the International Baccalaureate Organization. In the final year of the program, grade 10, students complete a final project called the Personal Project.



For more information, please contact the **IB-MYP Curriculum Coordinator, Melissa Miller at (651) 552-5569.**

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM (DP)



The International Baccalaureate (IB) Program is an internationally accepted, academically rigorous college preparatory program designed for highly motivated students. It is a comprehensive program, encouraging critical thinking, research skills, and service to the community as a part of the learning process. The IB curriculum is recognized by colleges and universities both nationally and abroad. The IB program at South St. Secondary has been in existence since 1986. This program builds on the system while recognizing the needs for global awareness and commitment

as students prepare for citizenship in the 21st century. Our IB diploma course of study begins with classes for freshmen and culminates with the IB curriculum.

For more information, please contact the **DP Coordinator, Conrad Anderson at (651) 457-1374.**

POST SECONDARY OPTION (PSEO), CAMPS SPECIAL PROGRAMS, ONLINE LEARNING, ETC.

Students who are interested in pursuing PSEO will need to register with the South St. Paul Secondary office before May 30th of the previous school year they wish to attend. It is the student's responsibility to apply and register to the college that they wish to attend. All courses must be pre-approved by South St. Paul Secondary. Any courses dropped after ten days from the course's start date will result in a failing grade on student's high school transcript and follows the institution's policy on their college transcript.

All credit earned will factor in the student's GPA and class rank.

Students attending college under Post-Secondary Enrollment Options

are eligible to participate in extracurricular activities. South St. Paul Secondary eligibility rules apply. See the main office for all other information regarding this option.



CAMPS, SPECIAL PROGRAMS, ONLINE LEARNING, ETC.

All credits must be earned from an accredited agency outside of South St. Paul. All courses must be pre-approved by South St. Paul Secondary upon registration. The amount of credit that transfers back is determined by South St. Paul Secondary. It is the student's responsibility to provide information about the program and credits to the Secondary building.

SPECIAL EDUCATION SERVICES

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Parent(s)/guardian(s) can expect their referral to be processed by the Child Study team in a timely manner and according to due process requirements. Contact the grade level Assistant Principal or Director of Special Services, Kelly Tetrick at (651) 457- 9466 for further information and assistance.

HOME SCHOOLING

The South St. Paul Public School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of homeschooling. Homeschooling is an option for the parent(s)/guardian(s) to be the sole provider of the education of their child in all subjects. The only situation where an exception would be made is if a parent(s) /guardian(s) object, for religious reasons, to the course content in a health education class. In this case, health education could be taught as a single home schooled course, with all other courses taken at the school. In choosing this option, the parent(s)/guardian(s) are responsible for meeting the requirements as prescribed by the State of Minnesota. If you are interested in this option, a complete packet is available from the district office.

REGISTRATION AND SCHEDULES

SCHEDULE CHANGES

All requests for schedule changes should be made before school opens. The only schedule changes that will be made after school starts are those that must be made due to an error made in a student's schedule or changes that have the approval of the administration. **No schedule change requests made by a student or parent will be made after the first week of the trimester.**

DAY ONE/DAY TWO CLASSES

The start of each trimester begins with a Day One course. In the event of school cancellation or other unforeseen events we will continue with the regular student schedule as if there was no interruption.

WITHDRAWALS

Any parent planning to withdraw their student from school for any reason must meet with a building administrator before the last day of attendance. The student will be given a check-out form that must be completed before he/she leaves the building. An official transcript will be mailed upon request to the school to which the student is transferring after completion of the withdrawal form.

GRADING AND ACHIEVEMENT

GRADES 9 - 12 GRADING AVERAGE SCALE

4.000	A	2.700	B-	1.400	D+
3.700	A-	2.400	C+	1.000	D
3.400	B+	2.000	C	.700	D-
3.000	B	1.700	C-	.000	NC

NC= No Credit Given

NG = No Grade Given

P = Pass – Indicates work that meets minimum requirements

I = Incomplete – Indicates the pupil has time to make up incomplete work (two weeks from the end of the marking period). Failure to do so will result in an "F".

AU = Audit – Indicates that the pupil took the course, but is receiving no grade.

To come up with the IB grading scale multiply by a factor of 1.1.

HONOR ROLL

Students will qualify for the honor roll based on the previous trimester grades.

- **GOLD HONOR ROLL** - grade point average of 3.700 or above.
- **SILVER HONOR ROLL** - grade point average of 3.400 to 3.699.
- **BRONZE HONOR ROLL** - grade point average of 3.000 to 3.399.

GOLD AWARDS

Academic awards are given to South St. Paul Secondary students in recognition of their achievement while attending South St. Paul Secondary (Grades 10-12). Academic awards are based on the student's academic achievement in the previous school year, and the earned grade point average (GPA) for that school year.

Academic awards are given for the following criteria:

ACADEMIC LETTER

A letter is presented for achieving at least a 3.700 GPA for one year (awarded for any one school year).

CHEVRON

A chevron is presented for achieving at least a 3.700 GPA for a second year (does not have to be consecutive).

ACADEMIC PIN

A pin is presented for achieving a 3.700 GPA for a third year at South St. Paul Secondary.

GOLD MEDALLION

A gold medallion will be presented at the Honors Breakfast in April to all seniors who have attended South St. Paul Secondary and have achieved a 3.700 GPA during 9th, 10th, and 11th grades and their first two trimesters of grade 12.

NATIONAL HONOR SOCIETY

Students who maintain a GPA of 3.000 or better and excel in the areas of scholarship, leadership, service and character are eligible for selection into the National Honor Society. Information will be sent to eligible students in January.

SCHOLARSHIPS

Each year during the first part of May, scholarships are awarded to graduating seniors at the Honors and Awards Banquet by the South St. Paul Educational Foundation. During the 2021-2022 school year, **\$456,350.00** in scholarships were awarded to students in the senior class. All necessary forms for applying for these scholarships and any questions regarding the scholarships can be answered by the Career Center Coordinator at (651) 306-3654 or the Educational Foundation at (651) 457-9440. The application process begins in February.

GRADING OPTIONS

AUDITING CLASSES – (9th– 12th Only)

Students may be allowed to audit a course for no credit. You must obtain permission from the teacher and assistant principal before you will be allowed to audit a class. You will also be required to complete a parent(s)/guardian(s) permission form that will be kept on file with your assistant principal.

INCOMPLETES

An incomplete (I) mark can be given if a student has been absent for an extended period of time and if there is reason to believe the student will make up the work. Incompletes must be completed within two weeks after the end of the grading period to get credit for the course. If not, the incomplete automatically becomes an “F”.

INDEPENDENT STUDY

Courses that are currently in our curriculum can be offered as an Independent Study for credit. Students will be graded on a pass/fail basis in all Independent Study courses. Independent Study forms are available through the grade level assistant principal.

PASS/No Grade

Graduation credit will be given but the Pass/No Grade grade will not be used to determine class rank or G.P.A.

TRANSFERRING OF CREDITS

South St. Paul High School accepts credits and grades earned by students at other accredited schools. We will not accept any weighted credits unless they have been earned in I.B. courses. They will be awarded weighted credits that are equivalent to those given at South St. Paul High School.

GRADUATION



GRADUATION

A senior student must earn a minimum of 65 credits in order to receive a diploma from South St. Paul Secondary. The Board of Education allows seniors to participate in the ceremony if he/she has earned 63 credits by the end of the school year. It is the district's expectation and the student's obligation to have a pre-approved plan to complete missing credits by the end of the summer. This plan must be presented to his/her assistant principal. Students should have a meeting with their assistant principal to develop a plan for completion of credits on or before August of the graduation year.

If a senior student prefers **not** to be a part of the commencement exercises, they must notify their assistant principal four weeks before graduation. The senior would receive their diploma after commencement. Participation in the commencement ceremony is a privilege. Violating school policies may result in the elimination of the privilege to participate in some or all of the commencement ceremonies. Decisions related to student participation and/or inclusion in commencement will include the superintendent and site administration.

EARLY GRADUATION PROCEDURE

A student may petition before the start of their senior year to graduate early provided they can fully meet the graduation requirements at South St. Paul High School. Where mid-year graduation is granted, the diploma will not be granted until the spring commencement exercises, although the records will indicate graduation at mid-year.

GRADUATION SPEECH/SPEAKERS

Commencement at South St. Paul Secondary features a student speaker, chosen to represent the graduating class. The guidelines below outline the process that will be used in choosing the speaker.

1. All Seniors who will be a part of the commencement ceremony, meaning they have met all credit requirements and have passed all state mandated tests, are eligible to participate in the selection process. Interested and eligible Seniors should contact an office administrator to indicate his/her interest. A Graduation Speaker Committee will be formed including office administration, teachers, a school board member, and students of the senior class. Guidelines on writing the speech and selection criteria will be made available to each interested candidate.
2. Candidate(s) will be approved by the Graduation Speaker Committee. Members of the committee will not serve as mentors or assist in the writing or proofing of any of the



proposed speeches by any of the candidates. Senior speaker candidates will be required to submit a typed, double-spaced audition speech ahead of their presentation to the committee.

3. Potential speakers will present their proposed commencement speeches to the committee. Notes or written-out speeches may be used. Trial readings will take place within the first 2 weeks of May.
4. Audition speeches are required to be well developed. During the selection process the committee will evaluate the following criteria:
 - Ability to communicate a message that is inspirational and represents our school in a positive manner.
 - Clarity of message
 - Speech length
 - Delivery
 - Eye contact
 - Body language

The finalist selected will be required to meet with building administration as the final speech is developed and polished. The final draft of the commencement speech that is to be read is due to the building principal by the 3rd Friday of May. The commencement speech will be between 3 and 5 minutes in length, with 5 minutes being the absolute maximum length. The speech should reflect the spirit of the class. Creativity of all kinds is strongly encouraged.

GRADUATION AWARDS

The following groups of students will be recognized at commencement:

- Students with accumulative GPA of 3.700 or above. Starting with the class of 2017 – The requirement will be accumulative GPA of 3.700 or above plus the student must have taken 3 or more IB courses.
- International Baccalaureate Candidates
- International Baccalaureate Honors
- National Honor Society



Actions Subject to Discipline and Guidelines

MISBEHAVIORS AND CONSEQUENCES

South Saint Paul Students – Standards of Conduct

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the secondary building shall be enforced within general guidelines. The MAXIMUM administrative actions are expulsion and exclusion.

For more information regarding Actions Subject to Discipline and Guidelines

please refer to the 2023-2024 Student Rights and Responsibilities handbook.

It is the policy of the South St. Paul School District to provide a safe learning environment for all students. If a student violates a rule or provision in this Student Handbook, School Board Policy Number 523, or any other School District rule or policy, discipline may be imposed. The listing of consequences for offenses below is meant to be a guideline and does not imply or require that the minimum be used before a more severe consequence is imposed. Depending on the nature and severity of the violation, the administrator may choose a more severe consequence.

DISCIPLINARY ACTION MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:

- Meeting with the student
- Meeting with the teacher and administration
- Meeting with coach, activities director and administration
- Loss of school privileges
- Schedule adjustment
- Modified school programs
- Financial restitution
- Referral to police or appropriate authorities
- Removal from class
- Detention
- Exclusion
- Suspension
- Expulsion
- Homebound

SUSPENSION

The administration has the option of suspending a student for serious infractions of school rules. Students who are suspended from school are not allowed to attend or participate in any school function, and must remain off the school grounds during the entire time of suspension. Violation of this may result in the administration contacting the South St. Paul Police Department and charging the student(s) with trespassing.

EXPULSION

Expulsion normally occurs after other disciplinary interventions have failed. A student may be expelled from regular school attendance following an appropriate school board hearing. Expulsion procedures shall include written notification of the hearing, a statement of the charges to be proved, the right to legal counsel, and receipt of a written copy of the findings and decision. Expulsion proceedings can take place upon the student's actions or behavior which undermine good school order; actions which pose a threat to the general welfare of the school; conduct which threatens or violates the physical or emotional well-being and safety of other students or school personnel; actions which constitute flagrant disobedience, insolence or insubordination in direct defiance of reasonable rules and regulations; and actions which deprive other students of an opportunity to

pursue their own education. An expulsion from school may be imposed by the school board upon the recommendation of the principal or superintendent for a period or more than ten days up to one full academic year. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act

In accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, a student may be excluded or expelled from school for any of the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

TENNESSEN WARNING -When students commit an offense that will result in a disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

For more information regarding Actions Subject to Discipline and Guidelines please refer to the 2023-2024 Student Rights and Responsibilities handbook.

HEALTH SERVICES

HEALTH OFFICE

If your child becomes ill or is injured during the school day, the health office will notify the parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work adult numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.

HEALTH SERVICES

The health office is located on the first floor near the commons area. The health office is used as an emergency center to give proper care to students who have had an accident or become ill at school.

A nurse is not allowed by law to give medication or treatment except under the direct order of a physician. Students are not to come to school when they are ill nor should they expect injuries that occur at home to be cared for in school. If a student becomes ill or injured during the day, he/she should ask the teacher for a pass and report to the health office.

PLEASE NOTE: A student who becomes ill in school may not leave the high school building unless a health office staff member gives permission. Once the student has been released from school the parent(s)/guardian(s) are responsible.



HEALTH OFFICE GUIDELINES TO PROMOTE A HEALTHY ENVIRONMENT FOR ALL STUDENTS AND STAFF

1. If your child becomes ill or is injured during the school day, the health office will notify the

- a. parent(s)/guardian(s) so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Parent(s)/guardian(s) home and work numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.
2. Always keep your child at home if his/her temperature is 100 degrees or higher. Temperatures should be normal for 24 hours before he/she returns to school. Students with a temperature of 100 degrees or above cannot stay in school and parent(s)/guardian(s) will be notified that they must provide transportation home.
3. Please notify the health office if your child develops a communicable disease such as strep throat, chicken pox, impetigo, scarlet fever, red and mattering eyes, etc. **NOTE:** If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative or they have been on antibiotics for 24 hours.
4. If your child has been vomiting and/or experiencing diarrhea, please keep him/her home until 24 hours after the last episode.
5. If your child has a rash that you do not know the cause, and it might be disease related, please check with your family doctor before sending him/her to school.
6. If your child has activity limitations or needs to be excused from physical education for longer than 2 days, bring a doctor's note to the health office. Your child will be given a pass by the health office staff to excuse the child from the activity and provide an alternate assignment.
7. If a vision or hearing screening is warranted, the district may provide the appropriate screening. If a parent/guardian does not want their child screened they need to contact the school nurse to opt out.
8. In an extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. This will be billed to the parent(s)/guardian(s).
9. Minnesota State Law will be enforced regarding required immunizations. Please contact the Health Office at 457-9449 or 457-9476 if you have any questions about your child's immunization status.
10. Parent(s)/Guardian(s) of students requesting that any prescription or over the counter medication be administered during school hours by school personnel are required to provide:
 - a. A written parental release for the administration of medication,
 - b. A signed statement from the licensed prescriber stating the name, dose, and frequency of the medication to be given,
 - c. Medication in the original container or pharmacy-labeled container.

Secondary students may self-administer and self-carry nonprescription, over-the-counter, pain-relieving medication during the school day provided that:

- A. A written request by parent/guardian stating the name, dose, and frequency of the medication has been provided to the school;
 - B. The medication is brought in the original container and used in a manner consistent with the label;
 - C. The medication does not contain ephedrine or pseudoephedrine.
- The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege.

INSURANCE

The school district does not carry insurance to cover student injuries.

As a service to the students and their families, the school district makes available a student accident insurance plan for students 6-12 at a very nominal cost. Contact the office for more information.

GENERAL INFORMATION

ADDRESS CHANGE

If you have a change of address or telephone number, please report this to the high school office.

AGE OF MAJORITY

All students regardless of age, are required to follow the rules and regulations of South St. Paul High School. The age of majority in Minnesota is eighteen (18) years of age.

ANNOUNCEMENTS

Announcements will be read each week. Students requesting an announcement must work with a teacher, coach or advisor. In addition, information can be found in display cases. Weekly announcements are posted in the display case outside the office. **(Please see District Policy #505)**

BACKGROUND CHECK

Volunteering

- Volunteers are welcomed and encouraged in our school district. Volunteer opportunities are determined and communicated by the building/department administration and/or classroom teacher. All volunteers are required to complete a Volunteer Application Form and complete a background check each school year. The fee for the background check is paid by the district.

BUS SAFETY

School bus safety guidelines as established by the bus company are:

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside the bus.
3. Remain seated in your own seat.
4. Keep your hands, feet and all objects to yourself and inside the bus.
5. No fighting, loud behavior, or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess or use hazardous/nuisance items or prohibited chemicals.

Safety code violations will be handled in the following manner:

FIRST VIOLATION

Verbal and/or written warning. If the violation is of such a serious nature that the student's continued presence on the bus poses immediate and substantial risk to the health, safety and welfare of him/her and/or other passengers, riding privileges may be revoked immediately.

SECOND VIOLATION

Removal from bus riding privileges for up to one week.

THIRD VIOLATION

Removal from bus riding privileges, for two weeks or remainder of the school year, depending upon the seriousness of the violation.

CLOSED CAMPUS

All lunch periods will have closed campus. Students are to remain in the cafeteria until their lunch period ends. Food may not be ordered or delivered to South St. Paul High School.

EMERGENCY DRILLS

It is important that students regard emergency drills seriously and know the procedure to follow in case of an actual emergency. Teachers will inform students as to the exit route from each classroom and directions will be posted near the door. Disciplinary action will follow if students willfully do not follow safety drill procedures.

FOOD SERVICE: BREAKFAST AND LUNCH INFORMATION

FREE Breakfast and Lunch for all students

Thanks to the Minnesota Legislature, districts are able to offer school meals free of charge to all students for the 2023-24 school year. Through the waiver, districts will continue to receive meal reimbursement dollars from the federal government to help cover the costs of the student meals.

Even though school meals will be provided free of charge for the 2023-24 school year, SSPPS strongly encourages ALL families to still complete the annual Educational Benefits Application regardless of income or eligibility. By completing the application, your student and family may be eligible for a variety of discounts through SSPPS like free/reduced athletic/activity fees as well as many other discounts. See Educational Benefits Application (Free/Reduced Priced Meals) section below or visit our website for more information on available discounts and how to apply.

Breakfast is served Monday through Friday from 7:30 - 7:50 AM.

ORDERING OF FOOD/DROPPING OFF FOOD: Students may not order food from commercial vendors/restaurants. Food delivered from commercial vendors will be held until the end of the school day and school consequences may be assigned. Parents/Guardians are discouraged from dropping off food from outside vendors/restaurants.

HOMEWORK

We believe learning should go beyond the limitations of the school building and school day and extend into the home and community. Effective use of homework helps students to be more effective learners and high achievers while promoting student independence and responsibility. We define homework as tasks assigned to students that are meant to be carried out during non-school hours. Assignments may include materials already taught as well as assignments meant to prepare students for upcoming lessons.

MEDIA CENTER

You are welcome to use the various materials in the media center: books, films, tapes, magazines, newspapers, computers, etc. The staff will help you if you have questions about the use of the facility or if you need help in finding materials. Students coming to the media center during the school day need a pass from their teacher. Students wishing to use the media center after school do not need a pass. Seniors with materials not returned or paid for will not receive a diploma. Be sure to check materials out before taking them from the area. Magazines and reference books are to be used only in the media center. Failure to return borrowed items, when due, will result in the suspension of borrowing privileges. Lost or damaged materials must be paid for by the student.

Hours: The media center will be available from 7:15 AM to 3:30 PM daily.

LOCKERS

Students are expected to use only the locker assigned to them and are responsible for all contents within the locker. Money and other valuables should not be brought to school. The school district assumes no responsibility for finding or protecting items contained within a locker. If the locker is damaged in any way the student will be charged.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for students.

Inspection of the interior of lockers may be conducted by school authorities, for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

PERSONAL PROPERTY

Personal property should be marked with a marking pen or with a label. Articles are much more likely to be returned to the proper person if they are marked clearly. Students are advised not to bring expensive items to school.

PHYSICAL EDUCATION INFORMATION

Information will be given to you by your physical education teacher regarding appropriate attire. All physical education clothing should be labeled. Students taking physical education are required to bring their own padlock. Students will not be excused from physical education classes for more than two physical education periods unless they have a note from the doctor.

PLEDGE OF ALLEGIANCE

It is Special School District 6 policy to recite the Pledge of Allegiance during school. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. (Minn. Stat. 121A.11, subdivision 3 (c)).

POST SECONDARY TESTING INFORMATION

The tests that may be used for college admission and/or scholarships include: Preliminary Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT) and American College Testing (ACT).

Students may take the ACT and SAT as juniors or seniors. The PSAT must be taken during the junior high year if a student wishes to be considered for the National Merit Scholarship Program.

SCHOOL DANCES

Dance times for students in grades 9 through 12 will be announced. Guests are allowed for Mistletoe and Prom. All guests must be registered with the assistant principal.

DANCE POLICY

1. Students are expected to follow all school regulations and behavior expectations. There will be disciplinary consequences for violations.
2. A student or guest whose behavior does not meet acceptable standards including but not limited to, fighting, alcohol or drug use may forfeit their privilege to participate in school sponsored dances for the next three consecutive dances (PROM INCLUDED - NO EXCEPTIONS.)

3. A guest is the responsibility of the accompanying South St. Paul Secondary student. If a guest violates the South St. Paul Secondary Dance Policy of no alcohol and tobacco, their privilege to participate in school sponsored dances for three consecutive dances (PROM INCLUDED– NO EXCEPTIONS).
4. All students attending a dance must present a South St. Paul Secondary student picture I.D. at the door. If a South St. Paul Secondary student does not have a student ID, they must fill out a form in the office by the Wednesday prior to the dance. When the form is completed, the student will be given a verification letter on Friday. The student must bring this verification letter to the dance to be admitted.
5. Students bringing a guest from another school must submit a “Guest Request Form” by 2:00 PM the Wednesday prior to the dance. “Guest Request Forms” are available in the high school office.
6. Students bringing a guest must accompany the guest and the guest must present a picture I.D. at the door.
7. A guest must be currently enrolled in high school or have graduated high school the prior spring.
8. Once students and guests are admitted to a dance, they cannot leave and be readmitted.
9. 6th, 7th and 8th grade students are not allowed to attend Homecoming or Mistletoe dances.

General Dance Rules

1. No guests from outside the district.
2. No ID/No admittance.
3. Students will need to be in school at least 50% of the school day the day of the dance, or the day prior if the dance is on a Saturday, this follows the same guidelines as MSHSL rules
4. If a South St. Paul Secondary student does not have a student ID, they must fill out a form in the office by the Wednesday prior to the dance. When the form is completed, the student will be given a verification letter on Friday. The student must bring this verification letter to the dance to be admitted.
5. No one will be admitted after 8:45 PM
6. When a student leaves the dance, they will not be readmitted.

Prom Rules:

1. No 6th, 7th, 8th, or 9th graders will be allowed to attend PROM.
2. 10th graders can attend only if asked to be a guest by an 11th or 12th grader.
3. Students will need to be in school at least 50% of the school day the day of the dance, or the day prior if the dance is on a Saturday, this follows the same guidelines as MSHSL rules
4. No guests over 20 years of age can attend PROM.
5. School administrators have the right to deny any guest.

STUDENT PARKING

Students are allowed to park on Kaposia Boulevard and on the south side of 3rd Street between 9th and 6th Avenues from 6:50 AM to 4:00 PM. Special School District #6 accepts NO responsibility for loss of personal property or damage to your car in the school parking lot. Keep your car locked and do not leave valuables in it. Vehicles that are illegally parked, parked outside of designated areas in the SSPS lot, may be booted (\$30 – 1st offense, \$60 – 2nd offense, \$90 – 3rd offense). **The fine must be paid before the boot will be removed. (Please see District Policy #527).**

STUDENT VISITOR

Students may visit our school if they are interested in enrolling. The host student must pick up a permission form from the high school office two days in advance of the visit. In order to receive a permission form, you must present a written note from your parent(s)/guardian(s). The permission form must be signed by all of your teachers and returned to the office for the administration approval. If this procedure is not followed, you will be denied permission.

Please note:

1. Students may have only one visitor at a time.

2. Visits will not be allowed during the first weeks of a grading period and the days immediately preceding holidays or the final 2 weeks of a grading period.
3. Visitors over school age are not allowed.
4. No visitor will be granted a pass after first period.
5. A maximum of two visitors per day per grade.
6. Visits should be for only one day.
7. Visitors from neighboring schools, who are on vacation, will not be allowed.
8. Uncooperative visitors will be asked to leave.

UNAUTHORIZED VISITORS

The Trespassing statute (MN Stat. 609.609) contains a provision making it a gross misdemeanor for a group of three or more persons to be found in the school building after 2:50 PM unless the persons:

- 1) are enrolled students or their parent(s)/guardian(s);
- 2) have reported to the school office or have permission to be in the building;
- 3) are attending an event to which the public is or the individuals are invited.

Students who are in the building after 2:50 PM may be given a “No Trespassing” letter issued by the South St. Paul Police Department. The letter will state that the student(s) are not to be on school grounds without their parent or permission from the administration for up to one calendar year from the time the ticket is issued. Consequently, students who are caught trespassing will receive a ticket by the police and may receive school consequences for the violation. Consequences may vary depending on the situation with out of school.

INFORMATION TECHNOLOGY



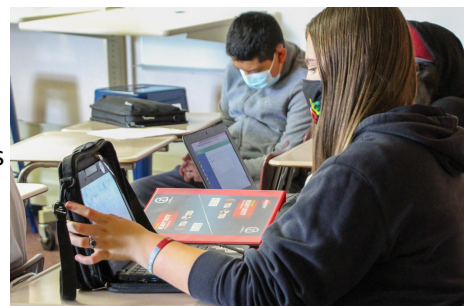
Use of the Internet as an effective and engaging tool for learning is well established. The broad audience and scope of student Internet publication and activities warrants the following Information Technology Acceptable Use Agreement. *School Board Policies that may apply include but are not limited to: 512 School-Sponsored Student Publications and Activities; 514 Bullying Prohibition Policy; 515 Protection and Privacy of Pupil Records; 519 Interviews of Students by Outside Agencies, 523; Student Conduct Policy and Standards of Conduct; 526 Hazing Prohibition; and 474 Information Technology Acceptable Use Policy.*

TEXTBOOKS

Textbooks are furnished by the school district. Lost or damaged books must be paid for by the student to whom they were checked out. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

TECHNOLOGY/DEVICES

All students are expected to use their school-issued device in every class, every day. Students can bring their own technology if it meets the minimum standards (posted on our website under Students—BYOT). Students will be accessing online learning materials, and in some cases, will be using online textbooks instead of traditional textbooks. For devices furnished to students by the school district, the cost of repairs for damaged, lost or stolen devices must be paid by the student to whom the device was checked out. There is insurance available for families to purchase to help cover minor, accidental damages that may occur. Daily in-school checkout devices are available in the Media Center until fines have been paid in full or arrangements have been made with the Assistant Principal.



STUDENT ACTIVITIES

Forms Required for Participation in Athletics & Activities

- **Parental Permit and MSHSL Form:** These signed documents must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Transportation Agreement Form:** This signed document must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Physical Examination (where applicable):** A physical exam is required the first year of participation and every three (3) years thereafter. The physical form must be completed by the physician and submitted to the Activities Office prior to participation. The form will be kept on file in the Activities Office.
- **Emergency Medical Authorization:** Each participant's parents or legal guardians shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parents or guardians are not available. The card must be completed and turned in prior to participation and will be kept in the team medical kit for availability at all practices and contests.
- **Insurance Waiver:** The school district does not carry insurance to cover student athletic and co-curricular injuries.



If a participant's parents or legal guardians feel they have adequate insurance coverage in the event of an injury, and therefore will not hold Special School District #6 liable for any costs, a waiver must be signed and returned with all other activity registration information.

As a service to the students and their families, the school district makes available a student accident insurance plan for participants in both athletic and co-curricular activities at a very nominal cost. For more information, please contact the Activities Office.

For more information regarding activities and athletics please visit <https://www.sspps.org/athletics>.

Guidebook Signature Sheet 2023-2024 School Year

Teacher's Name: _____ (print)

Student's Name: _____ (print)

Grade: _____

Date: _____

I have received a copy of the student guidebook, and I understand that it is my responsibility to access the handbook and read it. I understand that it is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at www.sspps.org. Students should pay particular attention to the policies in Section 500 which specifically pertains to students. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable to the District's policies.

Student Signature: _____



SOUTH ST. PAUL PUBLIC SCHOOLS
HIGH SCHOOL STUDENT GUIDEBOOK 2023-24

highschool.sspps.org
651-457-9408