

**COMO PARK HIGH SCHOOL
740 Rose Avenue West
St. Paul, MN 55117**

**(651) 293-8800 (PHONE)
(651) 293-8806 (FAX)
(651) 293-8803 (VOICE MAIL)
www.comosr.spps.org**

COMO PARK HIGH SCHOOL MISSION STATEMENT

Vision Statement:

As a community we stretch for the horizon to attain a diverse community bound together by our commitment to prepare our young people to become caring, productive citizens in a dynamic and changing world.

Mission Statement:

To provide a rich learning environment that challenges and supports all students in finding and developing their own gifts and continuing the journey to reach their potential.

Saint Paul Public Schools District 625

Board of Education:

John Brodrick, Treasurer
Anne Carroll, Director
Tom Conlon, Clerk
Tom Goldstein, Director
Kazoua Kong-Thao, Vice-Chair
Al Oertwig, Director
Elona Street-Stewart, Chair

Administration:

Meria Carstarphen, Superintendent
Luz Maria Serrano, Area Superintendent

Como Park Senior Administration:

Daniel Mesick, Principal
Mark Krois, Assistant Principal
James Paddock, Assistant Principal
M. David Ricks, Assistant Principal

COMO PARK HIGH SCHOOL Tentative 2006-2007 Calendar

September

5 First Day of School

October

18 Early Release Day

19, 20 No School - State
Teacher Meetings

23 No School
Professional Day

November

9 Early Release Day

10 No School
Professional Day

TBA Parent Conferences

23,24 No School
Thanksgiving

December

25 Winter Break begins

January

8 School Resumes

15 No School
Martin Luther King Day

TBA Final Exams

26 No School - Secondary
Grade Reporting Day

29 Second Semester Begins

February

19 No School
Presidents' Day

March

8 Early Release Day

9 No School
Professional Day

April

2 Spring Break
begins

9 School Resumes

TBA Parent Conferences

May

2 Early Release Day

5,28 No School
Memorial Day

June

TBA Final Exams

12 Last Day of School

COMO PARK HIGH SCHOOL STUDENT HANDBOOK

ATTENDANCE INFORMATION

ABSENCE AND ADMIT SLIPS

When students are absent from school, parents are expected to call 293-8803, Box #9002 to report the absence **AND** students are required to bring a written excuse from home when they return to school.

The excuse should include:

1. Date of student's absence
2. Student's first and last name
3. Reason for absence
4. Signature of parent or guardian
5. Phone number to contact parent/guardian either at home or at work

PROCEDURES FOR CENTRALIZED ATTENDANCE

1. A student is not to be admitted to a class they have missed without an admit slip from the Centralized Attendance Area (CAA) located in the main entrance lobby.
2. **Student Responsibility**
 - a. Report to the CAA before 7:25 a.m.
 - b. Students with notes for absence will check in at the CAA and get an admit slip.
 - c. Students without notes or with unexcused absences will be assigned Saturday School by administrators and then admitted to class.
 - e. Students absent three or more days due to illness will check in at CAA and also get a signature from the school nurse.
 - f. After 7:30 a.m. students will receive a detention for tardiness and then be processed for their absences.
 - g. Students who fail to arrive at their class within five minutes of the printed admit time will be issued a detention by their teacher.
3. **Teachers responsibility:**
 - a. Take accurate class attendance.
 - b. Insist on checking admits.
 - c. Notify assistant principal when student is absent three consecutive days from class.

EXCUSE TO LEAVE BUILDING

Requests for an early dismissal must be in writing, must be signed by a parent/guardian, and must state the reason early dismissal is requested. Excuses from parents must be presented before 7:25 a.m. to the office and must contain the telephone number where the parent/guardian can be reached. Requests will be verified by telephone. Only the administration and nurse can excuse a student early from school. If early dismissal is granted, the student's name will appear on the daily bulletin under the heading Excused Early, and the student will receive an Excuse to Leave the Building slip (Form H.S. 16). If a student leaves the building for any reason including illness, without being issued an Excuse to Leave the Building (Form H.S. 16), he/she will be considered truant.

TARDINESS TO SCHOOL

School is in session from 7:30 a.m. until 2:00 p.m. Please encourage your student to get to school on time. Students arriving after 7:30 a.m. must enter the building via the front door and report immediately to the check-in desk in the main entrance to obtain an admit slip. Students will be admitted after 10:30 if they obtain permission from their administrator. Valid reasons to arrive late to school are doctor or dental appointments that could not be made after school. Unexcused tardiness to school will result in detention, dismissal, ISS, parent conference, and/or a community service/Saturday school assignment. Oversleeping, car problems, missing the bus, delayed traffic, parent dropping the student off, day-care issues, family emergencies, personal reasons, or hospital visits are not valid reasons for being tardy to school. Students with extraordinary circumstances should accept the consequences assigned and then discuss their situation with their administrator.

TARDINESS TO CLASS

Students must be in class on time. Students who are late to class will be assigned detention by their teachers. Students who are in the hall during class time without a pass will be dismissed by an administrator. At Como Park, students are expected to be in the right place at the right time.

TRUANCY

Students who are truant from school can be dismissed/suspended from school, have a parent conference and/or be assigned Saturday School. Chronic truancy will result in referral to the juvenile court system. Students who are picked up for truancy by a law enforcement officer will be taken to the district truancy center and parents will be notified by the truancy center. Parents/guardians should call the student's administrator, and the student needs to see his/her administrator for an admit slip and appropriate consequences.

CPHS ATTENDANCE POLICY

Class attendance is the cornerstone of a strong educational program in the St. Paul Public Schools. Regular school attendance must be expected and valued by all. The success of this policy requires cooperation from students, parents, staff, administration and community. All of us need to cooperate in monitoring attendance. Each student has the right to attend school and gain an education as provided by law. It is his/her responsibility to attend school. Teachers will be responsible for maintaining accurate attendance records. Schools will inform parents/guardians of absences. Parents/guardians have the responsibility to inform school officials whenever their child is absent from school and are asked to maintain a record of these absences. The local community, including businesses, should assist by calling school or civil officials when school-aged children are out of school during the normal school day.

Parents/ guardians should notify the school attendance clerk at 651-293-8800 ext.9002 the day of an illness or one day in advance for other absences from school. The parent should send a note with the student when he/she returns to school. The student needs to bring a note to the centralized attendance area near the front entry before school starts to get an admit slip for class. Students who do not bring in a note from home or a parent/guardian has not called the attendance line will be marked unexcused and community service/Saturday school will be assigned.

After five absences from school for any reason students will no longer be automatically be marked excused on their attendance record with a note from their parent or guardian. If the student has five absences and /or is currently failing one or more class, he/she may need to see an administrator to get admitted to school. The student absence may be marked unexcused. The student may have school consequences assigned. The truancy intervention process will begin after three or more unexcused absences.

Appointments for doctor, dentist, Immigration, Social Security, Public Health, legal matters, etc. should be made for AFTER SCHOOL whenever possible. If this is not possible students should attend school for part of the day. Students should bring in a note in with them with the time of the appointment and how long it lasted from the agency where the appointment took place.

Family vacations, weddings, funerals, sick relatives in the hospital, college visits, etc. may be excused with a note at least 1 day before the event if the student is in good standing. (Fewer than 5 absences in the school year.) Students must see their administrator for permission to be out of school.

In cases of extreme family emergencies (e.g. house fire, critical injury to parent or guardian, death of a close family member, etc.) parents should notify the student's administrator to discuss the situation so the student can be supported during this time of crisis.

Students who are absent from school because he/she missed the school bus, overslept, have had car problems, were needed at home, were needed for work, were moving, were absent because of the weather, had day-care issues, or were babysitting, will be considered to have unexcused absences. After three or more unexcused absences the truancy intervention process will begin.

When a student reaches seven days of illness, the school nurse will review student's records for chronic medical conditions. If there are no chronic medical conditions, then an "illness documentation letter" will be mailed home.

Once this "illness documentation letter" is sent, absences will be recorded as AIL (absent ill) only if there is a doctor's note saying the student is "too sick to be in school" or by the student coming to school to be excused by the school nurse. If this is not done, these absences are marked unexcused.

TRANSFERRING TO ANOTHER SCHOOL

If your student is transferring to another school, he/she needs to check out of Como Park High School. (Under normal circumstances, students are not allowed to transfer to other Saint Paul Public Schools once a school year has begun.) The parent/guardian needs to call school or send a note to inform the clerk where the student will be attending school, the date he/she will be leaving Como Park High School and where he/she will be going. The student then needs to come into the school office to get check-out papers, go around to classes to check-out of the building, return books, get grades, and clean out his/her lockers. They need to see Donna Macaulay in the office to start the process. Her telephone number is 651-293-8800 press 0 then ask for extension 1005.

Policy Definitions

In reference to attendance terminology, the following definitions will be used:

1. Absence – student is not in the assigned class for a particular class period, an entire day, or a number of days. Class absence of more than 30 minutes will count as an absence.
2. Day of Attendance - one in which a pupil is present for the full day under the guidance and direction of a teacher while school is in session.
3. Attendance - the presence of a student in school during a given length of time on days when school is in session.
4. Tardy - reporting late to school or class
5. School-within-a-School (SWS) - program for students who are removed from regular classes according to this policy.
6. Pre-arranged Absences - notice of family activities/vacations reported to an administrator and attendance clerk prior to the student's absence. These will still count as absences for attendance records.
7. Student - any individual enrolled in the St. Paul Public Schools and assigned to a program or school covered by this policy.
8. Loss of credit - result of failing to complete course work, irresponsible behavior in class and/or poor achievement.

GENERAL INFORMATION

ATHLETICS

Interscholastic activities for boys include:

- Fall — Soccer, Cheerleading, Cross-country, Football
- Winter — Basketball, Cheerleading, Hockey, Swimming, Wrestling, Nordic Skiing
- Spring — Baseball, Golf, Tennis, Track

Interscholastic activities for girls include:

- Fall — Soccer, Cheerleading, Cross-country, Swimming, Tennis, Volleyball
- Winter — Cheerleading, Gymnastics, Basketball, Nordic Skiing
- Spring — Softball, Badminton, Golf, Track, Ultimate Frisbee

Each activity requires evidence of a doctor's physical within the last three years and a fee. Practices are after school. Check with the Athletic Director for more information. Students who are on free or reduced lunches will not be charged the fee. There is an additional fee for locks and uniforms. Some sports may charge an additional equipment fee.

Controlled Substance Abuse

The Minnesota State High School League and Como Park expect all participants to remain FREE of chemicals, alcohol and all forms of tobacco. This includes use, possession, buying, selling or distributing any controlled substances, including steroids.

Failure to abide by this rule will result in the following consequences:

1. If a participant is caught using any controlled substance during the year, he or she will be suspended two weeks or two games (which ever comes first) during their next activity or season.
2. If a participant is caught using any controlled substance during his or her sport/activity, he or she will be dismissed from the team or organization for the rest of the season.

Rules and Regulations Governing Athletics

The Saint Paul City Conference will follow the code of rules and regulations governing athletics as prescribed by the Minnesota State High School League "Official Handbook." Not less than three days prior to the first interscholastic competition, each school shall submit a master eligibility list of all students planning to participate in athletics and cheerleading for that year to the Minnesota State High School League Office. The League permits school districts to make regulations and interpretations deemed advisable to promote a harmonious athletic program within each district. Under this provision, the St. Paul City Conference will adhere to the following regulations in addition to state regulations.

Eligibility Rules

The St. 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.

Credit status by grade under the St. Paul Conference Eligibility rules:

9th grade: All students entering as 9th graders are eligible to participate. To stay eligible second semester, a student must earn four credits first semester.

10th grade: To remain eligible a student must have earned a minimum of ten credits, including the required courses, by the start of the first semester. To stay eligible second semester, a student must earn four credits first semester.

11th grade: To remain eligible a student must have earned a minimum of 20 required credits, including the required courses, by the start of the first semester. To stay eligible second semester, a student must earn four credits first semester.

12th grade: To remain eligible a student must have earned a minimum of 30 required credits. To stay eligible second semester, a student must earn four credits first semester.

NOTE: Summer School or Area Learning Centers may be used to make up credit deficiencies.

Eligibility Appeals Process

- STEP I Athletic Director/Counselor rules student as ineligible for athletics. (See Eligibility Rules)
- STEP II Parents/Guardian may appeal the decision to building principal.
- STEP III Building principal meets with all parties concerned.
- STEP IV Parents/Guardian may appeal the building principal's decision to the central office.
- STEP V The Athletic Council will meet with all parties concerned as soon as possible. This meeting will be held at the school of origin.

A student must attend school a minimum of four class periods (of a six or seven-period day) 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. All students attending the Open School must compete at the school at which they would otherwise be enrolled under Board Policy. The school a student is registered at on the first day of each year is the school of origin" for eligibility questions. Racial balance, administrative and magnet transfers during the school year will require a 90-day waiting period to play varsity sports at the receiving school. 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.

BICYCLES

Students who ride bicycles to school should bring adequate chains and locks to secure their bicycles in the bicycle rack in the front of the school. Students are not allowed to bring their bikes inside the building. This policy is to be observed during the school day as well as for after school and evening activities.

BUS TRANSPORTATION

Students who live more than one mile from school are eligible for a bus ride to and from school. (Students' names must appear on the list prepared by the district transportation office.) All school rules are in effect on school buses. Minnesota Statute 123.7991 subd. 2 (School Bus Safety Training) states that transportation by school bus is a privilege, not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. If a bus arrives after the 7:30 bell, all students on that bus must report to the check-in desk in the main entrance area for instructions. When you report, tell the person in charge your bus route number, so that a report can be made to the transportation office. Students are reminded to be at the bus stop at least five minutes before the scheduled pick-up time.

CAFETERIA/BREAKFAST AND LUNCH

Lunches and breakfasts are to be purchased in the cafeteria between 7:00 and 7:30 a.m. After a Personal Identification Number (PIN) is issued, meals will be electronically coded. Applications for free or reduced lunches are available from the School Food Service or the office. The cost of meals is as follows: Regular Lunch \$1.65; Reduced Lunch \$.40; Milk \$.25. Breakfast is free for all students. A la carte items are available, but cannot be electronically deducted. All a la carte items must be paid for in cash. All student breakfasts and lunches must be eaten in the cafeteria

Students are expected to observe the following rules:

1. Take your place at the end of the serving lines.
2. Place all trash and garbage in the containers provided and return dishes, silverware, and trays.
3. Make certain the floor and your table area are clear of paper, food, and trash before leaving your seat after eating.
4. Only those students who are eating breakfast will be allowed in the cafeteria before school.
5. Students are not allowed to leave the cafeteria during their lunch period.
6. Lunchroom supervisors may assign students to clean-up duty or ban students from the cafeteria for failure to follow these rules.
7. All St. Paul Public Schools are closed campuses, and students are not allowed to leave the building during lunch time.

CHANGE OF ADDRESS OR TELEPHONE

If you change your address or phone number (work or home), please notify the data processing clerk immediately in the main office, 293-8800 EXT. 1005.

CONDUCT AT EXTRA CURRICULAR ACTIVITIES AND GAMES

1. Consumption or possession of beer, alcohol, or drugs at any extra-curricular event sponsored by the St. Paul School Conference is prohibited. Any person seeming to be under the influence of beer, alcohol, or drugs may be denied admission. City ordinances and state statutes regarding the possession and consumption of alcoholic beverages and illegal drugs will be enforced. Students may be dismissed pending a chemical evaluation.
2. Spectators carrying purses, baggage, etc. must consent to inspection as a condition of admission to any event scheduled within a stadium. Refusal of such inspection will forfeit any right to admission.
3. Students must be prepared to show I.D. cards upon request by school officials or security personnel.
4. Children 6 or younger are admitted free only if accompanied by an adult.
5. All spectators are expected to watch the game from the bleachers or designated area.
6. Fighting will result in suspension and/or arrest.
7. Throwing of objects onto the field, in the stands, or in the open areas around the field is not allowed.

DANCES

School dances are a part of the school day program. A dance sponsored by the school is an extension of the school day. Those who attend school sponsored dances are subject to the following regulations:

1. Dances are open to Como High School students ONLY. Guests may come, however, if they are under 21 years of age with the approval from administration and are registered in the office no later than 2:30 P.M. the day before the day of the dance. Students are allowed to bring only one guest. The guest is expected to be a person of good reputation or he/she will be refused registration and admission. The student who registers the guest must accompany him/her to the dance and will be held responsible for the behavior of the guest. This registered guest list will be given to the sponsor of the dance and no other outsiders will be admitted. All registered guests must have positive identification on their person, such as a driver's license, Minnesota I.D., school I.D., etc.

2. Any student found to be in possession of or under the influence of alcohol or illegal drugs will be placed in the custody of the police on duty and his/her parents/guardians will be contacted. Suspension from school will result, and exclusion from all other school social functions will occur. Students will be referred for chemical evaluation.
3. No outside clothing shall be worn on the dance floor at any time. Hats, coats, etc. must be checked at a designated area.
4. Any student absent, dismissed, or suspended the day of the dance will not be admitted.
5. Students who leave the dance will NOT be readmitted. No one will be admitted after 9:00 p.m.
6. Students must be in attendance at least three class periods the day of a dance in order to attend. This includes PROM.
7. All students must obey the city curfew law.
8. Ticket purchase does not guarantee the right to leave the stadium and then return.
9. Spectators will not be allowed on the field at any time.
10. Expulsion from the stadium may result for failure to follow any rule/regulation enforced by the police, security, stadium, or school personnel.

DETENTION - ADMINISTRATIVE

An administrator may assign detention for violation of school rules. The time period for administrative detention is from 2:05 to 2:45 on the assigned day in Room 177. Teachers will assign detention from 2:05 - 2:30 for students tardy to class. Students who are truant will be assigned detention from 2:05 - 2:45 by their teacher. No student will be admitted late or allowed to leave early. Students who fail to report for detention may be dismissed from school and/or assigned Saturday School for violation of this rule.

DETENTION - TEACHER

A teacher may detain a student after school for special help or correction. Students who are told by a teacher to report after school are expected to report on the day assigned. Students who are assigned detention by more than one teacher must make arrangements with their teachers. Students who have detention are not to participate in extra-curricular activities until the detention assignment has been satisfied.

Students who are told to stay after school and who are to be excused early must see the teacher/administrator before leaving the building. Early dismissal is not a valid excuse for not reporting. Students who fail to report for detention may be dismissed from school for violation of this rule.

EMERGENCY EVACUATION

Fire Drills

Familiarize yourself with the rules governing designated exits in case of fire or fire drills. It is each student's responsibility to be aware of the exit routes from his/her classrooms. Each teacher is instructed to post fire exit routes from the classroom. District regulations require that students and all personnel must be at least 100 feet from the building and must not block fire lanes.

Tornado Drills

Teachers will review tornado drill instructions with students during the year. Each year the District sets aside a time for a Tornado Drill in which all St. Paul Schools participate. This is a drill that could save your life, and should be taken seriously by all students and staff.

GUIDANCE AND COUNSELING

The Guidance Department counselors and staff are here to help with your Academic, College/Career, and Personal/Social areas of high school. The best time to see your counselor is before or after school or between classes. If you need to see your counselor during class, please ask your teacher for a pass. Students are assigned to a counselor alphabetically by last name. There is also a Career Resource Center filled with information on colleges, careers, and financial aid.

HALL CONDUCT

If accidents are to be avoided, safety in hall traffic must be observed. Proper hall manners are the responsibility of all students. Students can help by observing these rules governing hall and stairway conduct:

1. Walk. Do not run.
2. Do not disturb classes when passing through the halls. This is especially important during the lunch period. You can help by passing quietly to and from the cafeteria.
3. Students are not permitted in halls during class periods except with an official green hall pass.
4. Any student in the hall without a pass is subject to disciplinary action.

HEALTH SERVICES

The health of the student is primarily the responsibility of parents or guardians. The school nurse is one of a team of specialists in school whose purpose is to help students maintain good physical and mental health so that they may take full advantage of the educational program. The purposes of health services are:

1. To identify and interpret health problems to parents, teachers, and students, and to encourage health maintenance
2. To assist the student to assume responsibility for his/her own health
3. To keep a file of individual student health records
4. To administer aid in emergencies
5. To verify students' absences related to illness

Health Examinations

A physical and dental examination is encouraged before entering 7th and 10th grades. The completed physical and dental examination cards are to be returned to the school nurse. All athletes must have physical examinations. The health physicals are available through the Health Clinic located at Como Park High School. The Health Clinic telephone number is (651) 487-8539.

Health Start Clinic at Como Park

Health Start, a private, non-profit agency, operates a clinic at Como Park that provides a variety of services to students. Care providers at the clinic are nurse practitioners, a social worker, nutritionist, medical assistant, and health educator. Services include immunizations, check-ups, mental health counseling, nutrition counseling, lab services, care for illness and injury, reproductive health care, and health education about issues such as smoking, stress, and sexual health. Students can register for clinic services by stopping by the clinic before or after school or at lunchtime to pick up registration materials and make an appointment. Though insurance carriers are billed when possible, insurance is not required and families will not be billed for services or charged a co-pay.

Immunizations

State law requires proof of immunization for contagious diseases before school attendance is permitted. These requirements must be enforced to protect the health of all students and staff.

Medications

Medications are not dispensed in school without a doctor's order. All medication is to be administered by the nurse. With a doctor's order, a student may carry an inhaler. If you are taking prescribed medication bring a written order from the attending physician and a note from your parent or guardian to the nurse. Students may take Tylenol or Ibuprofen with a note from the parent. The student must bring their own medication in the original bottle and take in nurse's office. School personnel, with the exception of the school nurse, are not allowed to diagnose or give medical treatment.

Admission To School After Illness

Students must see the nurse before 7:25 a.m. to be admitted to school in these cases:

1. All students who have been absent 3 or more days due to illness, accidents, or operations.
2. Students returning to school from Homebound Instruction.

Medical and Dental Appointments

A written excuse from the student's parent/guardian, including doctor or dentist name and telephone number, must be presented in the office before 7:25 a.m. Students will then be issued an Excuse To Leave The Building.

Procedures to follow when the nurse is not available:

When the nurse is not present, a sign will be posted with the following instructions:

- a. Students who are returning from a health-related absence of three days or more should obtain an admit slip from their designated administrator.
- b. Students who are not feeling well, but are able to remain in school, should return to class.
- c. Students who are so ill that they cannot continue in school for the rest of the day should see their administrator. If a parent/guardian can be contacted, the student will be sent home.

IDENTIFICATION OF STUDENTS

Students must identify themselves to any staff member when requested. Students who refuse to identify themselves are subject to dismissal or suspension with a parent conference needed for reinstatement. The same procedure will be followed for students who falsify their identity.

If a student is sent to the office and does not report they will be dismissed and does not report they will be dismissed and required to return with a parent. If a student destroys the teachers referral slip they are subject to dismissal.

LOCKS AND LOCKERS

All students are furnished lockers and combination locks at the beginning of the school year. All lockers and combination locks are the property of Como Park High School. The school reserves the right to inspect the contents of all lockers and to remove anything against school rules or detrimental to the school. Locker inspections occur periodically. Students are expected to keep their lockers neat and free of trash at all times. Only school issued locks can be used on lockers, unless special permission is granted by the assistant principals to use a personal lock. A duplicate key for personal locks must be on file with the locker manager. If you have a problem with your locker, see the locker manager before or after school. The school will assume no responsibility for losses. If your lock is lost, stolen, or broken, a \$7.50 refundable deposit entitles students to be issued another Como High School lock. If the lost or stolen lock is found, the \$7.50 deposit will be returned. Personal and valuable articles should not be placed in lockers. For this reason, items such as radios, headsets, etc., should not be brought to school.

LOST AND FOUND

Please bring all articles found in the school or on the premises to the main office.

PARKING PERMITS AND PARKING LOTS

STUDENT PARKING IS PERMITTED ONLY IN THE STUDENT PARKING LOT and the designated area located at the northwest end of the school property, closest to Como Lake, and in the lot directly east of that lot up to the posted signs.

All other parking lots - directly across from the school building and the lot in back (south) of the building are reserved for staff members, visitors, handicapped parking, maintenance and repair persons. Students who choose to park in any other area may be ticketed, and/or towed, and/or lose their permit to park. The St. Paul Police will issue citations for unauthorized parking and other traffic violations. All student vehicles must display a valid parking permit. Vehicle registration forms are available in the main office. A parking permit does not guarantee a parking space because spaces are provided on a first come, first served basis. A fee of \$20.00 each will be charged for the first parking permit, additional permits (second car) or replacements.

Students are not allowed to sit in parked vehicles, loiter in the parking lot, or drive their cars during school

hours. Periodically during the year streets in the Como Park area are restricted for parking due to cleaning of streets, snow removal and other various reasons. During restricted parking times you must be responsible to adhere to the restrictions. If you don't, you could be tagged and or towed. This can be a very expensive experience....anywhere from \$100.00 to \$200.00. Certainly you have your reason for parking on the street, but it is in your best interest to purchase a \$20.00 parking permit as a "back up" to park in the student parking lot on days of street cleaning or snow removal.

PLEDGE OF ALLEGIANCE

The Minnesota Legislature passed a law requiring weekly recitation of the Pledge of Allegiance for all public and charter school students. Specifically this law requires that:

- (1) the Pledge of Allegiance be recited at least once each week
- (2) the Pledge be led by individual classroom teachers (or their designee) or be recited over a school's intercom system
- (3) any student or teacher may decline to participate in the reciting of the Pledge

RAILROAD RULES

Students are expected to take a safe route to and from school. The railroad property is private property. Railroad security personnel have the power to arrest and may take violators to the police station.

SATURDAY SCHOOL

Saturday school is an alternative to suspension assigned by the assistant principals. Saturday school is a 3 1/2 hour assignment on Saturday mornings at Como Park Senior High School. It gives students a chance to complete assignments and re-evaluate their attitudes. Disciplinary action will be taken if students do not serve their Saturday school assignment. They will be assigned two days of ISS.

SCHOOL ATTIRE

Students are asked to dress appropriately for school. Hats and caps may not be worn in school and shoes must be worn at all times. If you feel the need for warmer school attire, bring a sweater or sweatshirt which can be left in your locker overnight. Students whose school attire poses a school disruption will be required to correct the problem. T-shirts or sweatshirts which are offensive are not allowed. Any clothing that glamorizes drugs, gangs, alcohol, tobacco, sex, etc., is inappropriate. Students will be sent home to change and /or sent to ISS for the day.

SCHOOL GROUNDS AND SCHOOL PROPERTY

Students are expected to assume responsibility for proper care and use of textbooks, furniture, machines, equipment, and supplies. School district policy requires that payment be made to replace lost or damaged school property. Students going to and from school are also expected to respect the property of homeowners. Help keep school grounds, streets, and private property clean. We want our neighbors to feel good about Como.

TELEPHONES

You may make telephone calls from the pay telephones provided for student use in the hall near the main office or in the commons area. Students may use the pay phone during class time only if they have a pass from their teacher to the phone. Pay telephones are now 50 cents per call. Telephones in the main office, classrooms, and support staff offices are for official use only.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to City of Saint Paul Trespass ordinance enforcement. This ordinance also applies to dismissed or suspended students who have no pre-arranged authorization to be on school property or at school functions.

VENDING MACHINES

Vending machines may be used only before and after school, and during passing times. Students are requested to dispose of their litter appropriately. Vending machine losses should be reported to the greeter's desk by the main door.

VERBAL ABUSE AND DEFIANCE OF AUTHORITY

Disrespectful and threatening language to other students or staff members is not in keeping with the high expectations of Como students. It will not be tolerated under any circumstances. The willful refusal to follow school rules, regulations, and/or to follow directions given by a staff member is considered a serious offense. Violators can expect disciplinary action and/or a parent conference.

VISITORS TO THE BUILDING

All visitors to the building must report directly to the "Greeter" desk in the front entrance. There they will sign the visitor's log, be issued a visitor's pass and visitor's parking permit. All cars parked in any of the Como Park High School parking lots without a clearly displayed Como parking permit are subject to a parking violation. Prospective students accompanied by their parents/guardians are always welcome to visit our school. Student guests are prohibited during the school hours. Younger and/or older siblings are also prohibited from attending school with a Como Park student.

WINTER REMINDERS

School Closings:

Severe weather sometimes makes it necessary to close schools. When that happens, school closing information will be available on:

- WCCO Radio, 830 a.m., and other major Twin Cities television and radio stations.
- The school district's Web site at www.spps.org, and
- The district's main telephone line, 651-767-8100.

POLICIES OF ST. PAUL PUBLIC SCHOOLS DISTRICT #625

To keep St. Paul Schools safe, the St. Paul School Board has adopted the policies regarding student behavior. See Students' Rights and Responsibilities Books for more information.