

WELCOME!

It is with great pleasure that we take this opportunity to welcome you to Topeka High School! Topeka High School is a diverse and culturally rich, comprehensive high school with a long history of serving generations of Kansans. We are extremely proud of our academic offerings, including 17 Advanced Placement courses and 10 Honors/Pre-AP courses. In addition, this will be the ninth year of our successful Advancement Via Individual Determination (AVID) program. We are also excited about the Center for International Studies that provide our students with the essential 21st Century skill of Global Literacy. Students completing the minimum requirements of the program will receive a special International Studies diploma designation upon graduation. Finally, we offer a multitude of co-curricular and extracurricular activities to meet the talents and interests of our students.

Topeka High School employs over 100 qualified and professional educators who are here to motivate and support you. Please take advantage of their wealth of knowledge and expertise as you move through your four years at Topeka High School. Remember that your combined experiences at Topeka High School will contribute to your great success in the future.

This student handbook is designed to inform you and your parents of the various services and personnel available to assist you so that you may reach your full potential. It also includes our school policies, rules and regulations and we encourage each of you to model your behavior along the lines expected by the Topeka High School staff.

Topeka High School belongs to its student body, their parents and the community. We welcome you as you become a part of our rich tradition.

Sincerely,

Ms. Rebecca Morrissey, Principal

TOPEKA HIGH SCHOOL

295-3150 - Main Office, 575-6255 - Fax

Principal	Seniors	Ms. Rebecca Morrissey	295-3156
Associate Principal	Juniors	Mr. Rob Hays	295-3153
Division Principals			
	Sophomores	Ms. Paula Reilly	295-3185
	Freshmen	Mr. Rodney Johnson	295-3206
	Freshman	Ms. Dot Mallon	295-3206
Counseling Center			295-3170
	Ms. Pat Bordewick (A-D)	295-3164	Ms. Angela Locke (E-K) 295-3167
	Mr. Autumn Weyand (L-Ri)	295-3166	Ms. Kayla Banzhaf (Ro-Z) 295-3163
	Mr. Greg Fallon	295-3168	Mrs. Deb Fallon 295-3169
Student Services - Social Workers			
	Mrs. Tracey Bauer	295-7687	Mrs. Maria Denney 295-7185
	Mrs. Lesia Carter	295-3210	Mr. Rene Valdivia 295-3193
Activities/ Athletics Coordinator	Ms. Annette Wiles	295-3159	
School Nurse	Ms. Tonya Sims	295-3172	
Truancy Clerk	Mrs. Lisa Atkinson	295-3188	

SECTION ONE: INTRODUCTION

MISSION STATEMENT 2016-2017

Topeka High School's mission is to prepare all students for college and/or career readiness and success in a global society.

TOPEKA HIGH SCHOOL BILL OF RESPONSIBILITIES

Responsibilities of Teachers and School:

- Adults who model what they expect from students.
- A safe and welcoming environment that offers structure and consistency.
- Challenging and interesting courses.
- Competency for students in basic skills - reading, writing, math and thinking (problem solving)
- Communication with parent and tutoring before failure becomes a habit.
- Interested and prepared teachers who hold high expectations for all students.

Responsibilities of Students:

- Regular attendance and punctuality for class.
- Respectful behavior to persons and property.
- Obedience to school rules.
- Preparation for class (all books and materials) and timely submission of homework.
- Involvement in either school or community activities; school involvement could be either as an active participant (such as joining a club or being a member of an athletic team) or as a spectator (such as attending a play or athletic event).
- Requests for remedial help before falling too far behind.
- Understanding the importance of education for success and happiness in life and understanding that not all learning can be "fun."

Responsibilities of Parents:

- Reinforcement of the importance of education for future success and happiness.
- Communication and behavior at home that builds support for the school's mission, program and rules.
- Encouraging regular school attendance and the completion of homework.
- Providing a proper environment and a time schedule conducive to studying and completing homework assignments.
- Regular attendance at parent-teacher conferences and other important functions.

TOPEKA HIGH G.O.L.D. STANDARDS

GIVE RESPECT

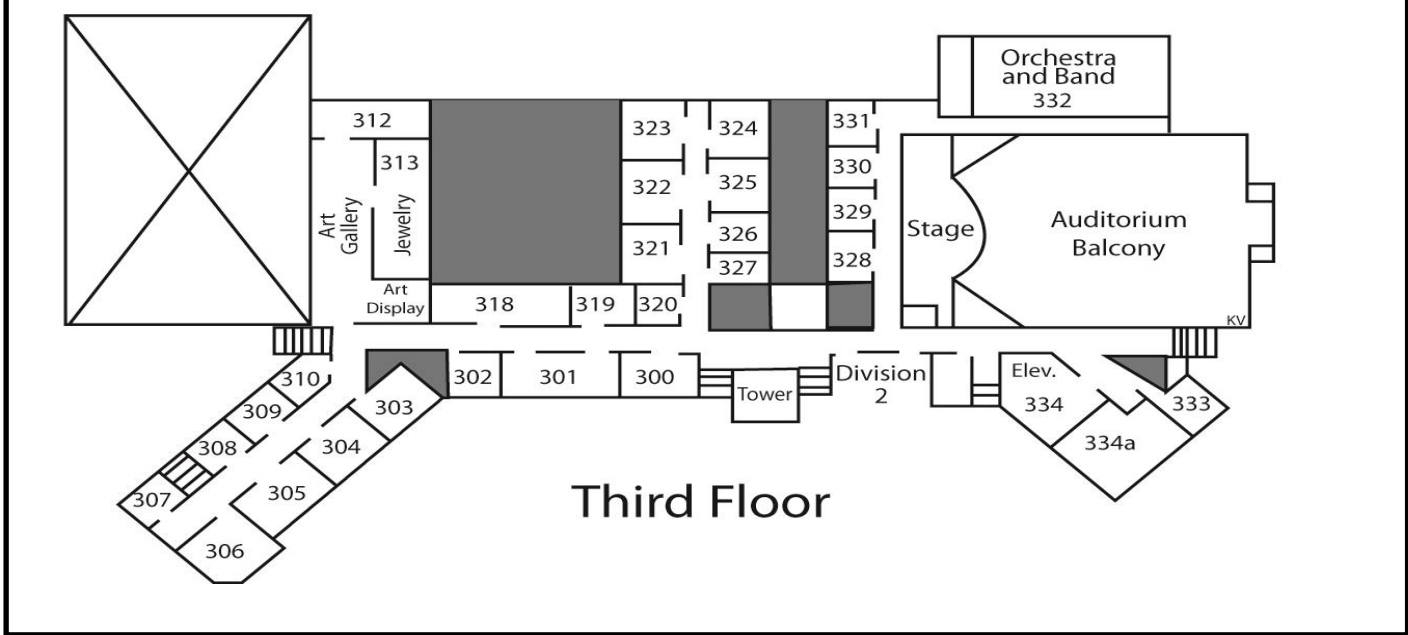
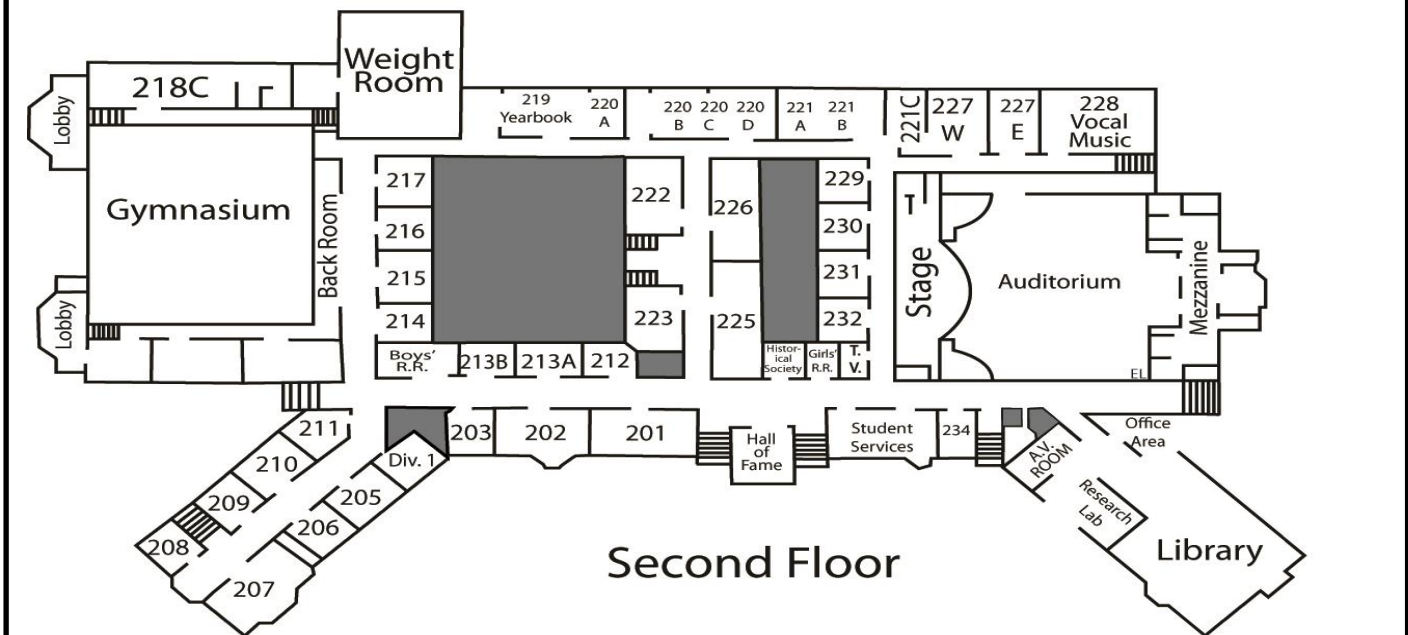
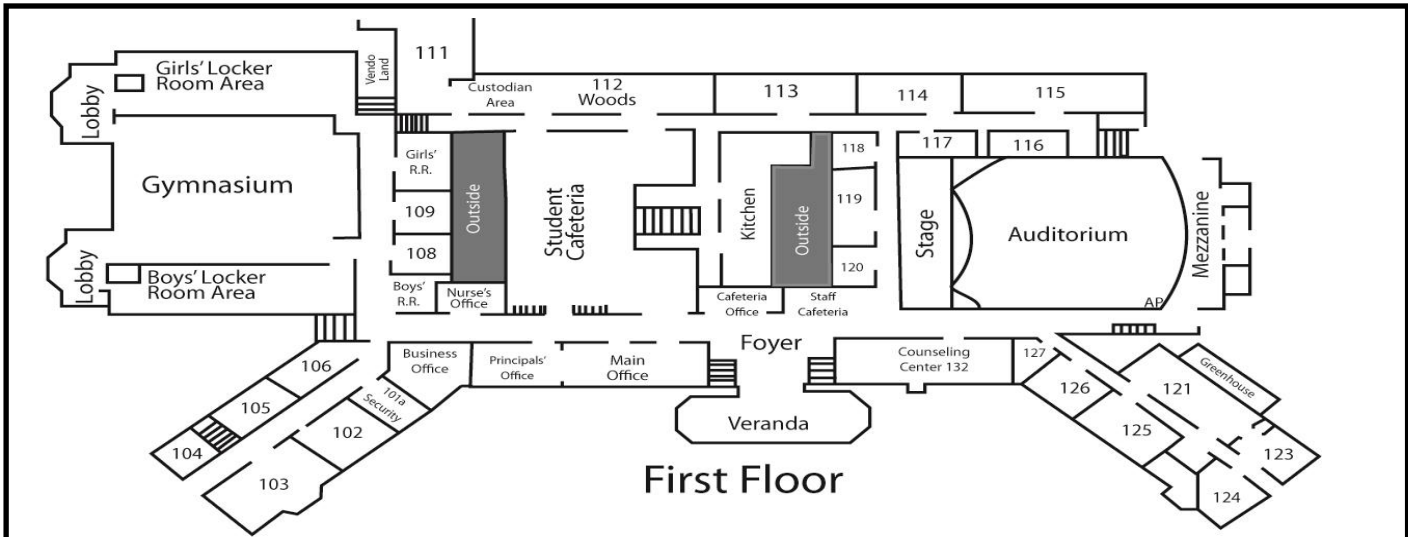
OWNERSHIP

LIVE RESPONSIBLY

DEDICATION

2016-2017 ACADEMIC CALENDAR

August 10,11,12,15	Staff on Duty
August 16	First Day of School - Freshman Only
August 17	First Day of School - All Students
September 5	Labor Day - School not in session
September 7	Open House - 7:00 p.m.
September 30	Students not in attendance; Staff on duty
October 13	First Quarter ends
October 14	Students not in attendance; Staff on duty
October 17	Second Quarter begins
October 19	Parent/Teacher Conferences - Evening only
October 20	Parent/Teacher Conferences - All day and evening
October 21	Students not in attendance; Staff not on duty
November 14-18	American Education Week
November 23-25	Thanksgiving Break
December 20	Second Quarter/First Semester Ends
December 21	Students not in attendance; Staff on duty; Flex day
December 22-Jan. 3	Winter Break
January 3, 2016	Students not in attendance; Staff on duty
January 4	Third Quarter begins
January 16	Martin Luther King Day - School not in session
February 3	Students not in attendance; Staff on duty
February 15	Parent/Teacher Conferences - Evening only
February 16	Parent/Teacher Conferences - All day and evening
February 17	No school
March 16	Third Quarter ends
March 17	Students not in attendance; Staff on duty; Flex Day
March 17-24	Spring Break
March 27	4th Quarter begins
April 28	Students not in attendance; Staff on duty
May 16	Senior Last Day
May 20	High School Commencement - 10:30 a.m. Expo centre
May 25	Last Day of School (Half-Day) Fourth Quarter/2nd Semester ends
May 26	Students not in attendance, staff on duty; Flex Day



LUNCH SCHEDULE

FIRST LUNCH		SECOND LUNCH	
M,T, Fri 11:43-12:14 W, Thur. 11:15-11:45		M,T, Fri 12:35-1:06 W, Thur. 12:50-1:20	
201	224	102	300
203	225	103	304
205	226	104	305
206	227E	105	306
207	227W	106	307
208	228	107H	308
209	229	108	309
210	230	109	310
211	231	111	312
212	232	112	313
213A	234	113	318
213B	302	114	319
214	321	115	320
215	322	116	332
216	323	118	333
217	324	119	Gym Classes
218C	325	121	Auto Shop
219	326	123	
220A	327	124	
220B	328	125	
220C	329	126	
221A	330		
221B	331		
221C	334A		
222	334		
223	335		

TROJAN TIME GUIDELINES

Trojan Time is a ninety-five minute period held during the second block of the day on Wednesday. Trojan Time is intended to support THS students academically, emotionally, socially and is considered regular class time. THS students are assigned to a teacher mentor for the duration of their high school experience. Together students and teachers will work to ensure the maximum benefit from a variety of Trojan Time components.

Once the bell for Trojan Time has rung, **STUDENTS WILL REMAIN IN THEIR TROJAN TIME CLASS FOR THE FIRST PART OF THE PERIOD.** During this time, students will work with their teacher mentors on activities that will increase each student's understanding of school expectations and procedures. In addition, students will participate in curriculum and activities focused on advancing college and career readiness knowledge and skills. Furthermore, teachers will familiarize students with the resources available to them during the school day and through a variety of extended learning opportunities. Finally, teachers will also talk individually with students about their academic performance including, but not limited to, grades, attendance, and classroom behavior.

The bulk of the Trojan Time will provide an opportunity for students to report to other teachers on their schedule for direct academic assistance. A prior permission from the receiving teacher will be provided to the Trojan Time instructor. Students must pass from class to class within five minutes and on the most direct route. Failure to comply with Trojan Time procedures will result in a student being grounded inside their assigned Trojan Time classroom for an extended length of time. Students remaining in Trojan Time will use the class time for academic activities. A bell will precede students moving from Trojan Time to academic assistance.

With ten minutes remaining in the period, **ALL STUDENTS WILL RETURN TO THEIR TROJAN TIME CLASS**. Students will remain in class for the last five minutes. Students will be assessed on Trojan Time participation using the following scale: 90%+ -Exemplary; 70-89% -Satisfactory; 69% or less, Unsatisfactory

SECTION TWO: ACADEMICS

ACADEMIC STANDING

A student's academic progress is cumulative and is demonstrated by his/her GPA (Grade Point Average). Each "A" earns 4 points; each "B" 3 points; each "C" 2 points; each "D" 1 point. Advanced Placement and honors classes, as well as fourth year foreign language classes and the fourth year of debate, are considered weighted, which means that each "A" is worth 5 points; each "B" 4 points; each "C" 3 points; each "D" 2 points.

Standard GPA

A = 4 points
B = 3 points
C = 2 points
D = 1 point
F = 0 points

Weighted GPA

A = 5 points
B = 4 points
C = 3 points
D = 2 points
F = 0 points

Classes offered through Edgenuity will receive the same weighting as a comparable class at THS. Classes offered on-line through other entities with "Honors", "Pre-AP", or "AP" in the title will be weighted as such. A student's GPA therefore is based upon the total number of points earned divided by the number of courses taken.

GRADE POINT AVERAGE/RANK IN CLASS

Both the standard and weighted GPA and the standard and weighted rank in class will be printed on the student transcript. Both also will be used to determine Honor Roll and the minimum grade standards for entry into National Honor Society.

The standard GPA will be used to determine recognition by the Board of Education, the KU Honors Program, Chamber of Commerce Honors, the Kansas Scholars Curriculum award and the President's Award of Excellence.

The weighted GPA will be used to determine those honors recognized by the Governor's Scholars Program.

Both the standard and weighted GPA will be used to recognize the top 20 percent of the graduating class on the commencement program.

At graduation, both the student with the highest weighted GPA and the student with the highest standard GPA will be recognized. These honors will be based on the 8th semester GPA.

VALEDICTORIAN QUALIFICATIONS

In order to be considered Valedictorian, a student must meet the following criteria:

1. No high school classes may be taken credit/no credit;
2. Must be enrolled in a full schedule of classes each semester;
3. Only classes recognized in the Topeka High School ***Program of Studies*** will be considered for GPA purposes;
4. Must be in good standing according to KSHSAA and THS standards.

Once a student meets the above criteria, they are eligible for the selection process. The selection of Valedictorian will be determined by the following criteria and applied in order until one candidate remains:

1. Highest weighted GPA;
2. Number of AP classes taken;
3. Core classes weighted GPA.

The Academic Rigor and Relevance Committee will validate the final candidate based on the above criteria. All students who receive a 4.0 unweighted GPA will be recognized in the program at the graduation ceremony.

GRADING SCALE

All teachers will follow the grading schedule listed below:

90 - 100% = A

80 - 89% = B

70 - 79% = C

60 - 69% = D

59% or below = F

HONOR ROLL

Students are recognized for the Honor Roll at the end of each semester. Honor Roll is based upon weighted and unweighted GPA, and a student must be enrolled in at least five classes which earn a letter grade. An incomplete grade is calculated as an "F." The two levels of Honor Roll are:

4.00 and above GPA 3.50-3.99 GPA

ACADEMIC SUPPORT

9th Grade, 8th Hour Academic Support Program

Through the use of a 21st Century Grant, THS is seeking to provide extended academic support to 9th Grade students wanting to improve learning skills. This will be considered an "8th Hour Class" and be placed on the student's schedule. In addition, the student will receive a grade for the class. This opportunity will incorporate the following core components: 1.) Tutoring Services 2.) Social, Emotional, Academic Counseling 3.) Enrichment programs including Art, Culinary Arts, Guest Speakers, Field Trips, etc. 4) Mentoring 5) Parent Support Language classes. Nutritional snacks and drinks are provided

Hours

Mondays through Fridays...3:00 p.m. to 5:30 p.m.

Location

Room 207

The Program Goals are as follows:

- Help 9th grade students who struggled academically in Middle School transition to the High School setting
- Promote these students' chances to stay on pace to graduate in four years
- Provide additional instructional attention to areas of weakness
- Keep these students in "Good Standing" to participate in extra-curricular activities
- Provide encouragement and support to students lacking academic confidence and efficacy.

Parent Support Classes

Parents of students will have the opportunity to benefit from the acquisition of a second language. The grant will provide funding to offer evening classes to the parents of ELL students and Spanish speaking classes to English speaking parents. Classes will be taught by certified ELL/Spanish teachers and will meet twice a week from 6:00 pm to 8:00 pm.

After-School Support

Students are always encouraged to seek help and support after school from any of their teachers. Teachers are on duty until 3:30 p.m. Setting an appointment with your teacher is recommended.

Enrichment Programs

THS provides ACT prep and will have trained tutors along with teachers to provide guidance and assistance.

ACADEMIC LETTER

Students may earn an academic letter from Topeka High School by achieving a 3.5 GPA, weighted or unweighted, for two semesters. All course work must be taken at Topeka High School.

1. GPA is computed on a semester basis.
2. The qualifying student first receives a certificate. The next qualifying time they receive an academic letter. Each subsequent qualifying semester, the student receives a bar.

3. Credit earned in summer programs or through correspondence courses is not applicable to the academic letter.

QUALIFICATIONS FOR HONOR CORDS

An honor cord may be earned by a student to wear at graduation by being in the top 20% of their class. This is determined by using their overall GPA.

NATIONAL TEST DATES

ACT (Register at: www.actstudent.org)

<u>Test date</u>	<u>Registration</u>	<u>Late registration</u>
September 10, 2016	August 5, 2016	August 19, 2016
*October 22, 2016	September 16, 2016	September 30, 2016
*December 10, 2016	November 4, 2016	November 18, 2016
February 11, 2017	January 13, 2017	January 20, 2017
*April 8, 2017	March 3, 2017	March 17, 2017
June 10, 2017	May 5, 2017	May 19, 2017

SAT (Register at: sat.collegeboard.org/register)

October 1, 2016	September 2, 2016	September 16, 2016
November 5, 2016	October 7, 2016	October 21, 2016
December 3, 2016	November 4, 2016	November 18, 2016
January 28, 2017	December 30, 2016	January 13, 2017
March 11, 2017	February 10, 2017	February 24, 2017
May 6, 2017	April 7, 2017	April 21, 2017
*June 3, 2017	May 5, 2017	May 19, 2017

***Administered at Topeka High School**

PSAT

*October 15, 2016 PSAT/NMSQT Test Administered at THS; October 19, 2016 - HPHS (permission required)

2017 Advanced Placement Examination Schedule

<u>Week 1</u>	<u>Morning – 8:00 are</u>	<u>Afternoon–12:00pm & 2:00 pm</u>
May 1	Chemistry; Environmental Science	Psychology
May 2	Computer Science A Spanish Lang.&Culture	Art History Physics 1: Algebra Based
May 3	English Literature& Composition	Japanese Lang. & Culture Physics 2: Algebra Based
May 4	US Governmet&Politics	ChineseLanguage&Culture Seminar
May 5	German Lang&Culture US History	Computer Science Principles
<u>Week 2</u>		
May 8	Biology Music Theory	Physics C Mechanics Physics C Electricity and Magnetism
May 9	Calculus AB Calculus BC	Spanish Lit. & Culture French Lang. & Culture

May 10	English Lang. & Comp	Italian Language&Culture Macroeconomics
May 11	Comp. Gov. & Politics World History	Statistics
May 15	Microeconomics Human Geography	European History Latin

KANSAS REGENTS QUALIFIED ADMISSIONS

(requirements for admission to Kansas universities)

There are several "doors" for admission of students to Regents universities (Emporia State, Fort Hays State, Kansas State, Pittsburg State, University of Kansas, and Wichita State).

Students must:

- Earn a 2.0 GPA on a 14 unit pre-college curriculum **or**
- Score 21 or better on the ACT **or**
- Rank in the top one-third of their high school graduating class.
- Attend Community College or Junior College, and then transfer to Regents University

The pre-college curriculum consists of:

- 4 units of English, one taken each year. **Excluded** are Journalism, Speech Arts and Theatre courses.
- 3 units of Mathematics, which must **include** Algebra, Geometry and Algebra 2 or Honors Algebra 2.
- 3 units of Social Studies.
- 3 units of Science. One of these must be Chemistry or Physics. Physical Science and Horticulture classes are **excluded**.

There is a provision for the universities to admit up to 10 percent of a freshman class as exceptions to the admissions standards.

NOTE: Courses taken for credit/no credit **DO NOT** count toward Regents completion requirements. In addition, the 21 Credit Diploma does not apply toward Regents completion requirements.

NATIONAL HONOR SOCIETY

NHS is an organization recognizing students' outstanding achievements in: Scholarship, Character, Leadership, and Service. These are the four pillars/foundation of the organization.

Criteria for Student Consideration

- 1.) The student must be a junior or senior.
- 2.) The student must have attended Topeka High School for at least (1) semester.
- 3.) The student must have a GPA of 3.5 on a weighted or unweighted scale.
- 4.) The student must complete a contract, write an essay over a given topic, and complete the Student Activity Form.

Process and methods of selection

Qualifying students will be notified of GPA eligibility and will be provided with the Student/Parent Contract, Student Activity Form, and essay questions. Seniors will be notified by early October and juniors by early February. Each student will submit the completed packet of materials to the Faculty Council Advisor by the **announced deadline**.

GRADUATION FOR HOPE STREET ACADEMY AND FOREIGN EXCHANGE STUDENTS

Any THS student who has transferred to Hope Street Academy during the 2004-2005 school year or any year thereafter will receive a Hope Street Academy diploma. They will not receive a diploma from their previously attended traditional high school.

Foreign Exchange Students will receive a high school diploma **ONLY** if they meet all requirements as cited in USD 501 Board Policy No. 6150. A transcript review will be conducted at the time of the Foreign Exchange student's enrollment and it will be determined at this time whether graduation (with a diploma) is possible. Any Foreign Exchange student who CANNOT graduate will not be allowed to participate in graduation ceremonies, but will receive a certificate of completion.

SECTION THREE: POLICIES

The policies described in this section are extensions of and/or consistent with USD 501 policies described in the *Student Handbook of Board of Education Policies*. That handbook should be used in conjunction with the Topeka High School handbook. Members of the school community are expected to treat each other with respect.

ATTENDANCE

To excuse a student's absence:

Division I (A-Ga), 295-3185

Non-English Speakers, 295-3191

Division II (Ge-Z), 295-3206

Attendance at all classes is required and expected of all students at Topeka High School. Regular attendance is a strong predictor of a student's success.

The parent/guardian is responsible for excusing the student from school for illness, doctor's appointments or emergency situations. For a student to receive an excused absence, the division must be called on the date of the absence between 7:30 a.m. and 4:00 p.m. From 4:00 p.m. on the day of the absence **until 7:30 a.m. the following day**, parents can leave a message on the answering machine in their division.

BULLYING

Topeka High will **not** tolerate any bullying of any kind. Bullying is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, e-mail or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Bullying is disruptive to the educational process and is not acceptable behavior in Topeka High School. Students are encouraged to submit reports of bullying to any adult in the building or to an "anonymous reporting box" in the Main Office, either Division Office, Counseling Center Office, or Student Services Office.

BULLYING – BOARD POLICY #8105

The Board of Education is committed to providing a positive and productive learning and working environment. Bullying, hazing, harassment, intimidation, or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district. The Board of Education hereby prohibits bullying in any form on school property, in school vehicles or at a school-sponsored activity or event. The superintendent of schools shall propose, and the Board shall review and approve, a plan to address bullying on school property, in school vehicles or vehicles of contracted transportation providers, or at a school-sponsored activity or event. The plan shall include provisions for the training and education of staff members and students and shall include appropriate community involvement as approved by the Board.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board of Education.

Topeka High School has a prompt and confidential system for receiving, investigating and resolving reports of bullying. Students who believe they have been bullied should inform their division principal, a counselor, or adult staff in addition to their parents or guardian. Individuals who violate this policy may also be referred to law enforcement officials. The following rubric will be used by school staff to help monitor and assign consequences to bullying incidents.

TOPEKA HIGH SCHOOL BULLYING RUBRIC DRAFT

This rubric does not supersede Topeka Public Schools district policy 8125

Bullying Behavior	First Incident	Second Incident	Third Incident
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<p>Nonphysical/Verbal Bullying</p> <ul style="list-style-type: none"> Taunting Exclusion Insults Spreading rumors Minor damage to property Intentionally embarrassing Minor stealing to torment Cyberbullying via phones, computers or other devices 	<p>PowerSchool log entry is sent to principal</p> <p>Parent is contacted</p> <p>Student meets with counselor/social worker and meeting is documented</p> <p>Level 1 consequence is given</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Principal contacts parent</p> <p>Student may meet with counselor/social worker meeting is documented</p> <p>Level 2 consequence is given</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Student and Parent meet with principal and counselor/social worker</p> <p>Meeting is documented</p> <p>Level 2 consequence including short term suspension</p>
<p>Physical Bullying</p> <p>May include but is not limited to minor physical acts such as pushing, slapping, grabbing, spitting, kicking, and tripping</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Parent is contacted</p> <p>Student meets with counselor/social worker and meeting is documented</p> <p>Level 1 consequence is given</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Principal contacts parent</p> <p>Student may meet with counselor/social worker meeting is documented</p> <p>Level 2 consequence is given</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Student and Parent meet with principal and counselor/social worker</p> <p>Meeting is documented</p> <p>Level 2 consequence including short term suspension</p>
<p>Severe bullying</p> <p>May include but not limited to;</p> <ul style="list-style-type: none"> Assault/battery Severe harassment Threats to harm specific person Extortion Damage to property Cyberbullying Electronic recording and sharing of discipline events 	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Principal contacts parent</p> <p>Level 2 consequence is given</p> <p>Referral to security</p>	<p>PowerSchool office referral (DR) is sent to principal</p> <p>Principal contacts parent</p> <p>Level 2 consequence including short term suspension</p> <p>Referral to security</p>	<p>PowerSchool office referral (DR) sent to principal</p> <p>Level 3 consequence</p> <p>Hearing for long term suspension or expulsion</p> <p>Referral to security</p>
<p>Revised 1-5-15</p>	<p>Levels of consequences and policy 8125 are described on the following page of the student planner</p>		

CHILDREN IN THE BUILDING

Due to liability issues, students are not permitted to bring babies or children into the building during the school day unless having received prior approval by administration.

CLASS CHANGES

Classes are scheduled and teachers hired and assigned on the basis of selections students make in the spring. Therefore, **class changes will not be possible** except as follows:

1. A class must be added or changed to meet graduation requirements.
2. A change is necessary because the student is academically misplaced.
3. All class changes must be requested through a Division Principal.

CLASS WITHDRAWAL FORM

If, for any reason, a student is withdrawn from a class prior to the **sixth week** of a semester, he or she will receive an "N," no credit, on

the transcript. Withdrawal from class **after** the 6th week results in both loss of credit **and** an “F” on the transcript.

CREDIT/NO CREDIT OPTION

Students may take one course credit/no credit during any given semester **if** they are enrolled in at least five courses. This option must be initiated prior to the end of the sixth week of the semester by consulting with a counselor. Once the decision is made to take a course on this basis, it may not be changed.

NOTE: Courses taken for credit/no credit DO NOT count toward Regents college completion requirements.

DISCIPLINE - BOARD POLICY #8125

All THS students are expected to conduct themselves in a courteous and respectful manner, follow the rules, model appropriate behavior and show reasonable care and consideration for self, others, property and facilities. USD 501 Board Policy No. 8125 outlines the disciplinary guidelines and consequences for infractions of school or district policies and regulations and city, state and federal law.

Consequences for students in violation of USD Board Policy No. 8125 range from the student conferencing with the teacher or administrator and/or parent, disciplinary referrals/written documentation, detention, and in-school suspension. Consequences for more serious infractions could include loss of privileges, compensatory payment of damages, out-of-school suspension, expulsion and/or the filing of criminal charges with the District Attorney.

Board Policy Language—“**Disciplinary actions are intended to be progressive**; however, occasionally the nature of the offense may be so serious or disruptive that each successive step may not be appropriate or required...Parental involvement will be sought at all three levels. Parent(s)/guardians shall be notified by telephone, personal contact, letter, or certified letter whenever a student is disciplined for any offense coded as a Level I, II, or III offense by this policy”... USD 501 (Policy 8125-Discipline)

Level I – Consequences (Progressive)

- 1. INFORMAL TALK**—The teacher (school official) will talk to the student and try to reach an agreement regarding how the student should behave.
- 2. DISCIPLINARY REFERRAL**—The student is sent to confer informally with the school administrator or other school official. A written record of the referral is maintained in the student’s discipline folder.
- 3. CONFERENCE**—A formal conference is held between student, parent, teacher, assistant principal or any other staff involved.
- 4. DETENTION**—The school may detain the student or limit participation in school-related activities for infractions of the code of conduct or school regulations
- 5. IN-SCHOOL SUSPENSION**—The student is temporarily removed from one or more classes but remains under the supervision of the school.

Level II—Consequences

- 1. IN-SCHOOL SUSPENSION**
- 2. SHORT-TERM OUT OF SCHOOL SUSPENSION**

Infractions

1000 – Assault: Battery, Sexual Assault, Fighting, Violent act against student, Violent act against staff

1200 – Weapons: Possession of Board Defined Weapon, Possession of Federally Defined Weapon

2000 – Threats: Threats(non-bullying), Intimidation, Bullying-physical, Bullying-verbal, Cyberbullying, Bullying-relational, Discriminatory Harassment, Sexual Harassment, School Threat, Extortion, Discriminatory Remarks

2100 – Alcohol Related: Alcohol possession, Alcohol use, Alcohol sale/solicitation

2300 – Drug Related: Marijuana possession, Marijuana use, Marijuana sale/solicitation, Possession of illicit drugs, use of illicit drugs, sale/solicitation of illicit drugs

2500 – Tobacco Related: Tobacco possession, Tobacco use

3000 – Arson

3300 – Behavior: Academic misconduct, disruptive behavior, use of obscenity/profanity, insubordination, failure to serve disciplinary consequences, unruly conduct on school transportation, gang-related behavior

4000 – Theft

4400 – Vandalism of school property, vandalism of personal property

5000 – Inappropriate Computer Use

Other statutory causes: Commission of misdemeanor on campus or at a school activity; commission of felony, on or off campus; other as identified by school authorities

Level III—Consequences

- 1. EXTENDED TERM SUSPENSION—More than 10 days, but not more than 90 school days**
- 2. EXPULSION—More than 90 school days but not more than 186 days**

Infractions

CODE 28—Special code when student misconduct constitutes a violation of state law

Extortion

1200 – Weapons: Possession of Board Defined Weapon, Possession of Federally Defined Weapon

2100 – Alcohol Related: Alcohol possession, Alcohol use, Alcohol sale/solicitation

2300 – Drug Related: Marijuana possession, Marijuana use, Marijuana sale/solicitation,

1000 - Violent act against staff

PROFESSIONAL DRESS GUIDELINES FOR STUDENTS – BOARD POLICY #8150

Students are required to dress appropriately for school. It is inappropriate to go barefoot, wear bedroom slippers, backless halter tops, tube tops, hanging bibs, short-shorts, heavy coats, letter jackets or T-shirts promoting alcohol/drugs or which are offensive or derogatory towards racial/religious/ethnic groups. Head coverings such as hats, bandannas, do rags cannot be worn during the school day. The head covering policy applies to both male and female students. Head coverings may be confiscated by an administrator after a warning.

It is also inappropriate to dress in a manner that is distracting or disruptive to the educational environment. Any student whose attire is deemed inappropriate will be asked to change clothing.

GANGS AND GANG ACTIVITIES, PROHIBITION OF – BOARD POL. #8130

No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited by this policy includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which are evidence of membership or affiliation in any gang, according to the Superintendent's or his/her designee's updated list of gang-related items, symbols, and behaviors;
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Committing any other illegal act or other violation of school district policies that relates to gang activity.

Principals/Division Principals shall regularly consult with law enforcement officials regarding gang trends, gang-related items, symbols and behaviors.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any kind of altercation), a student will receive a warning and will be allowed to immediately change or remove the attire that is in violation of this policy. Unless the student has been specifically notified of a prohibited item of attire, a student will receive this warning the first time he or she is observed wearing a particular item in violation of this policy.

In the case a student has violated this policy or is otherwise suspected of gang affiliation through other circumstantial evidence, the principal is encouraged to conduct an intervention involving the principal/assistant principal, the student and the student's parent or legal guardian. Such intervention may also include the school resource officer and others as appropriate. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parents' information and an opportunity to ask questions or provide other information.

HARASSMENT – BOARD POLICY # 8110

Harassment is behavior or inappropriate language that would create a hostile, offensive or intimidating school environment for a stu-

dent or adult in the school community.

Sexual harassment means any unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature which creates a hostile, intimidating or offensive educational environment; or sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that is repeated after there has been a clear statement that the person shall stop.

Sexual harassment includes but is not limited to

- letters, notes, telephone calls, e-mails, distribution or display of materials of a sexual nature
- deliberate touching, leaning over, cornering or pinching
- sexually suggestive leering or gestures
- pressure for sexual favors
- sexual teasing, jokes, remarks or questions
- any attempt by a staff member to establish a sexual relationship with a student

Topeka High School has a prompt and confidential system for receiving, investigating and resolving reports of harassment, including sexual harassment. Students who believe they have been harassed should tell a teacher, counselor or administrator. All incidents will be investigated.

LUNCH POLICY – BOARD POLICY # 2450

Students, **other than freshmen**, are allowed to leave the building during their designated lunch periods. **FOOD IS NOT ALLOWED TO BE EATEN ANY PLACE OUTSIDE THE CAFETERIA.** Outside food brought to school must be taken to the cafeteria to eat. Second and third floors are off limits during the lunch periods as well as stairwells. Board policy requires all freshmen to remain on school grounds during the lunch period. Failure to comply with this policy can result in disciplinary action. In addition, an ID badge is required for the purchase of any lunch item.

MAKE-UP POLICY

A student is responsible for making-up any missed assignment(s) regardless of the nature of the absence(s). To do so, the student should access his or her teacher's Google Classroom. If necessary, a student may also contact a teacher via e-mail. Communication from the student to the teacher regarding absences or potential absences may also allow for potential alternative assignments and/or assessments to be made.

In rare circumstances of extended absences, it is requested that parents contact the student's Division Principal to determine the best plan for academic progress.

MESSAGE DELIVERY/PHONE USAGE

Messages from parents are delivered to students in **emergency situations only**. Student phones are located in each Division. There is no phone usage during class time. Students are allowed to use these phones during lunch and before and after school.

ELECTRONIC COMMUNICATION DEVICES - BOARD POLICY #2945

The Topeka Public School Board of Education created Board Policy #2945 to govern the use of electronic communication devices (ECD's) by staff and students within schools. This policy is devised to acknowledge the general useful purposes of ECD's, while at the same time provide for a safe and suitable learning environment. Therefore, Topeka High School asks for all students and parents to read and adhere to the following expectations placed on the use of ECD's.

Students are permitted to use cellular phones and other ECD's before and after school, during lunch period and passing periods. Cellular telephones and other ECD's must remain on silent **and away** in classrooms and during instructional time unless the use of the ECD is specifically authorized by the classroom teacher and/or used for educational purposes.

A student who brings his/her privately owned ECD or computer to school is personally responsible for the equipment. Any damage or loss of said equipment is the responsibility of the individual. Security will not accept a report involving stolen ECD's nor expend district resources investigating these incidents.

Possession or use of an ECD in violation of this policy **will** result in loss of the privilege of possessing or using an ECD on school property, or other penalties up to and including short or long term suspension. Inappropriate use of an ECD for purposes of cheating, harassing, bullying, etc., or which violate additional school policies or the law may result in more severe penalties, up to and including expulsion.

Inappropriate use of ECD's, including the recording of any event, **will** result in the disciplinary action, confiscation of the device and ban of the use of any electronic device by that student for a defined period of time.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

STUDENT VIDEOTAPING AND/OR POSTING ON SOCIAL MEDIA OF ANY KNOWN SCHOOL OR DISTRICT DISCIPLINE INCIDENTS – BOARD POLICY #2945

Individuals involved in the videotaping and/or posting of video on social media of any known school or district discipline incidents will be subject to consequences as per district policy.

TOPEKA HIGH SCHOOL CHROMEBOOK AGREEMENT-BOARD POLICY 2830

As our global society enters further into a digital age and in line with our mission to prepare students for a global society, students at Topeka High School will be issued **Google Chromebooks** for use in school and at home. The information below provides students and parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are responsible for reviewing the entire Chromebook Agreement.

Note, students and their parents/guardians are reminded that the use of technology is a privilege and not a right. Everything done on any device, network, or electronic communication device may be monitored by school authorities. Inappropriate use of the technology can result in limited or banned computer use and/or other school disciplinary consequences.

OWNERSHIP OF THE CHROMEBOOK

Topeka Public Schools (TPS) retain sole right of possession of the Chromebooks provided to students. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, TPS and Topeka High School administrators and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

RESPONSIBILITY FOR THE CHROMEBOOK

Students are solely responsible for the Chromebook issued to them and must adhere to the following:

Students

- must comply with the THS Chromebook Agreement, TPS Acceptable Use Policy (AUP), and all other related school policies when using their Chromebooks.
- may not loan their Chromebooks to others.
- must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so will result in alternative assignments and possible disciplinary consequences. A fully charged Chromebook should last 6.5 hours charged.
- must treat their device with care and never leave it unattended or in an unsecured location.
- must promptly report any technical problems with their Chromebook to the library staff.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic covering.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- must keep their device clean and must not touch the screen with anything other than approved computer screen cleaners.
- and parents assume responsibility for any student actions on Chromebook off school/district network.

RESPONSIBILITY FOR ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT AND FILE SHARING

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

SPARE EQUIPMENT AND LENDING

If a student's Chromebook is inoperable and is in need of repair, the school will have a limited number of spare devices for use while the student's Chromebook is repaired or replaced. A signed, second contract must be signed prior to a loan being made. The student

may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

CHROMEBOOK REPAIR

Chromebooks, when needed, will be repaired throughout the year and the expense will be the responsibility of the student and/or parent/guardian. Payment plans can be discussed with the Division Principle

LOSS OR THEFT

In case of loss or theft of the device, it will be the student's responsibility to immediately report the situation to his or her Division Principal. The following steps will be taken if a Chromebook is reported stolen:

- Student will make a police report with Campus Police
- Chromebook will be remotely disabled
- Alternative classroom computer, or classwork assigned. No loaner or reissue will occur until the following has occurred:
 - o Letter, attached to a Copy of Student Agreement is sent, contact with parents is made, and new contract signed
 - o Family must pay for the Chromebook
 - Payment plans may be available through the Business Office

DIGITAL CITIZENSHIP

Students must follow the GOLD Standards of being a good digital citizen:

1. **Give Respect** to Yourself, Others, and Intellectual Property - I will show respect for myself and others through my actions. I will select online names that are appropriate and will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will consider the information and images that I post online and will show respect for other people in my choice of websites. I will consider what personal information about life, experience, experimentation or relationships I post. I will not abuse my rights of access and will not bother other people's private space or areas. I will NOT be obscene, nor visit sites that are degrading, pornographic, racist, or inappropriate. Finally, I will request permission to use resources, suitably cite any and all use of websites, books, media, etc., acknowledge all primary sources, validate information, and will use and abide by the fair use rules.
2. **Take Ownership** of Protecting Yourself and Others - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources. In addition, I will protect others by reporting abuse, not forwarding inappropriate materials or communications. I will moderate unacceptable materials and conversations.
3. **Live Responsibly** with my Chromebook - I will recognize that the primary use for my Chromebook will be to enhance my learning experience. I will learn and take advantage of the digital/electronic resources provided through the use of my Chromebook.
4. **Be Dedicated** to good Digital Citizenship - In addition to all above, I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

STUDENT ACTIONS REQUIRING DISCIPLINARY ACTIONS

As mentioned throughout this document, misuse of Chromebooks has the potential to earn disciplinary consequences such as, but not limited to, detentions, In-School Suspension, and Out-of-School Suspensions. Examples of conduct warranting disciplinary action include, **but are not limited to** the following:

- Leaving Chromebook unattended or in an unsupervised area
- Inadequate care for Chromebook, charger, and other peripherals
- Multiple damage instances caused by abuse or neglect of Chromebooks and peripherals
- Resetting Chromebook to factory defaults
- Placing the Chromebook in developer mode
- Removal of District Asset Tags
- Downloading inappropriate apps and media
- Adjusting settings on someone else's Chromebook
- Deleting school-installed settings from a Chromebook
- Purchasing or downloading unapproved items/apps using assigned Google Account
- Leaving Chromebook at home; lack of preparation for classes
- Repeatedly bringing uncharged Chromebooks to school
- Loaning of student device to other students inside and outside of school

- Logging in under personal Google account to download purchased apps for yourself or another student(s)
- Attempting to bypass TPS Network Security, including web and content filtering
- Attempting to gain access to other students' accounts
- Illegal installation or transmission of copyrighted materials
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients
- Sexting during school day or school sanction events/activities*
- Non-compliance of District AUP and any related District Policy

Failure to comply with the guidelines listed in this Handbook, or repeated occurrences of Chromebook damages caused by neglect or abuse, may result in the further disciplinary action, fees, and the loss of home use privileges.

* Sexting is the illegal transmission of nude photos using electronic devices. Involvement in sexting, whether the recipient or the initiator, can have long reaching consequences. This may include formal legal charges that can lead to your placement on a sex offender registry, and other legal consequences are possible. In addition, the school will also follow up to provide support and ensure restitution as appropriate.

NETWORK GUIDELINES

Penalties for violation of guidelines established in the Acceptable Use Policy (AUP) Chromebook Contract could include the following:

warning letter, phone call, or personal conversation with parent and student,
temporary suspension from internet access, permanent removal from internet access

The usual or stated District or legal consequences will be in effect for infractions and violations of District policy or local, state, or federal laws. NOTE: The above list does not necessarily indicate the order of punishment for violating guidelines. Punishments will be in proportion to the severity of the violation.

Summary of Network Guidelines

A summary of the responsibilities of all users follows. User are expected to understand and abide by the guidelines as described in the full policy. The following activities are prohibited by Topeka High School.

- Sharing user ID's, assuming the identity of someone else, or misrepresenting one's self.
- Accessing or transmitting obscene, pornographic, or offensive material.
- Cyberbullying
- Language that is defamatory, obscene, abusive, profane, threatening, or discriminatory
- Using the network in a way that disrupts the use of the network by others. This includes, but is not limited to, junk mail, chain letter, etc.
- Revealing personal information (name, address, etc.) of your own or anyone else.
- Participating in on-line, interactive games on the internet.
- Transferring or redistributing material that is not your own without the expressed written permission of the owner or authorized person.
- Using the internet to promote or encourage illegal activities.
- Transmitting material, information, or software in violation of any local, state, or federal law.
- Hacking or gaining unauthorized access to restricted network.
- Reading or damaging others' data by deleting, copying, or modifying.
- Destroying, modifying, or abusing the hardware and software of the network.
- Using the network for any product advertisement, political lobbying, or commercial purposes.
- Using the network in a way that does not support education and research that is consistent with educational objectives of Topeka High School.
- Ignoring any aspect of the Chromebook contract.

Notify the teacher (not your peers) of any problems encountered when using the network, such as vandalism, breach of copyright, breach of password or general operating errors.

The Network/Internet Permission Form MUST be signed by both parent and student before a Chromebook can be issued.

NETWORK/INTERNET PERMISSION FORM

Please print the following information:

Student: _____ Student ID# _____

Grade: _____ Date: _____

Please sign below to indicate your acceptance of the responsibilities and consequences outlined in the Topeka High School Acceptable Use Policy as well as those presented in the Chromebook Agreement.

Parents, this sheet must remain in your student's planner. ***Please realize that no student may use the network or be issued their Chromebook unless this form is signed.***

Parent:

I have read thoroughly and understand the Acceptable Use Policy and Chromebook Agreement. I agree to support and uphold their policies and am aware of the consequences that will result from non-compliance. Further, I am aware that there is objectionable material available on the internet, and neither the district nor its employees will be held responsible if my student inadvertently is exposed to such material. Finally, I realize I am responsible for my son or daughter's activity while he or she is off the school/district network.

Parent Signature: _____ Date: _____

Student:

I have read thoroughly and understand the Acceptable Use Policy and Chromebook Agreement and agree to abide by all policies developed by Topeka High School and Topeka Public Schools. I am aware of the consequences that will result from non-compliance. Finally, I realize I am responsible for my activity while I am off the school/district network.

Student Signature: _____ Date: _____

NONDISCRIMINATION – BOARD POLICY #8100 (1)

No person shall be subjected to unlawful discrimination as prohibited by the laws of the state of Kansas and the United States, including discrimination on the basis of age, race, color, creed, religion, gender, disability, age, national origin, or ancestry. No person shall be denied the benefit of or be subjected to unlawful discrimination under any academic, counseling, research, occupational training, or any other educational program or activity provided by Unified School District No. 501. No person shall be subjected to retaliation for making a complaint alleging unlawful discrimination.

No person shall be subjected to sexual harassment by any school district employee. No student shall subject another student or any school district employee to sexual harassment. Sexual harassment includes the following misconduct: sexually derogatory remarks; unwelcome verbal sexual advances; requests for sexual favors; unwelcome physical contact; or other verbal or physical conduct of a sexual nature. No person shall be subjected to retaliation for making a sexual harassment complaint.

The building principal has the primary responsibility for working with students in establishing the rules, regulations, and bylaws that shall govern any school-sponsored student organization. Such rules shall be nondiscriminatory by providing an equal opportunity for representation and allow membership to all students regardless of age, race, color, creed, religion, gender, disability, national origin or ancestry.

Any school-sponsored organization having a limited membership shall provide for selection and/or election procedures that will ensure representation of all racial and ethnic groups served by the school. This representation should approximate the percentage of the racial and ethnic groups enrolled in the school. Ensured representation shall not apply to those activities in which performance skills are the primary criteria for selection.

The Topeka Public Schools do not discriminate on the basis of age, race, color, creed, religion, gender, disability, national origin or ancestry in its services, programs or activities. The Clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies and procedures. The Clerk may be reached by calling (785) 295-3045 or by writing to 624 SW 24th Street, Topeka, Kansas 66611.

The U.S. Department of Education provides investigation and mediation services to enforce federal laws governing public education through their Office for Civil Rights (OCR). The Region VII OCR may be contacted at: 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, or by calling (816) 268-0550 or toll free 1-800-421-3481, or via the internet at www.ed.gov.

PLAGIARISM/CHEATING – BOARD POLICY #6180

Students' class work or homework incorporating the ideas or words of another person shall observe the permission requirements of copyright law and shall give appropriate credit to the source. Plagiarism is the act of using or passing off the ideas or writings of another person as your own, intentional or not. The Board of Education understands and expects that students will receive educational assistance from other students and at home. The Board of Education also expects that students' class work and homework will be their own.

PROHIBITED ITEMS IN SCHOOL OR ON SCHOOL GROUNDS – BOARD POLICY #2945

Students are permitted to use cellular phones and other ECD's before and after school, during lunch period and passing periods. Otherwise, ECD's are prohibited in the classroom unless specifically allowed for academic purposes. Other items, such as skateboards and scooters, are not allowed on school property. Any item, including an item listed above that is deemed inappropriate or disruptive to the school day will be reported to the division office for possible disciplinary action. Because of the possibility of theft or loss, students are strongly discouraged from bringing any prohibited items to school. Furthermore, **the school is not responsible for loss or theft of any prohibited items.**

PUBLIC DISPLAY OF AFFECTION

Public display of affection, or PDA, is not appropriate behavior and will not be tolerated at school.

SCHOOL SPONSORED ABSENCE

A school-related activity which excuses a student from class(es). The sponsoring staff member is responsible for submitting student names to the appropriate divisions when a student is removed from class for a school-related activity. The division then will record the absence as excused/school related.

SMOKING – BOARD POLICY #2280

Board policy and city ordinance prohibit smoking in the building or on school grounds. Any person who smokes on school property is subject to a ticket and possible fine (as per city ordinance).

STUDENT IDENTIFICATION BADGES

Student ID badges are purchased when you enroll. New ID badges should be purchased as soon as a student discovers his/her identification badge has been missing.

1. **You must wear your ID badge at all times while at school.** Please wear it around your neck or at your waist or higher where it is always visible.

2. You must show your ID badge to have permission to leave the classroom for any reason.
3. Never loan your ID badge to another person. The badge is only valid when in your possession.
4. Your ID badge is highly encouraged when using your lunch account. Using your ID badge increases the efficiency of the meal-line and decreases the chances of fraudulent use of ID numbers. ID Badge only meal lines will be available.
5. Your ID badge will be required for the purchase of dance tickets, and the purchase of activity tickets.
6. You must have your ID with you when you attend special school functions, such as dances, prom, after prom, etc.
7. If any adult staff member asks to see your ID you must show it to them.
8. If you lose your ID badge it is your responsibility to immediately replace the badge with a cost to you. You must first pay in the business office and then get the badge made in the media center.

TRUANCY

Kansas state law 71-1111 requires any student under 18 years of age who has three consecutive, five cumulative days, or seven days through the school year of **unexcused** absences be reported to the District Attorney as truant. **A student is inexcusably absent from school if the parent/guardian fails to notify the division office on the day of the absence or the answering machine in the division office prior to 7:30 a.m. the following day.**

TARDY POLICY

Any student entering a class after the final bell without an appropriate pass will be considered tardy. **THIS VALUES THE ABILITY OF THEIR STUDENTS TO ARRIVE AT CLASSES ON TIME AND IN A MANNER THAT WILL ENSURE SUCCESS BEYOND THEIR HIGH SCHOOL EXPERIENCE.** A student is considered tardy any time after the bell that begins the class period and five minutes into the class period. Students who do not arrive in class at all will be marked absent.

Tardy sweeps will occur on each floor at the beginning of each period of the day. Initial consequences for tardy students will include **two hall passes taken away by either the classroom teacher or hall monitor in the hallway, or an assigned detention for which the student will be given a tardy slip which will admit them to their class.** If the student does not have an I.D. Badge, then three hall passes are taken away. In addition, a student tardy to class loses the privilege of leaving class that class period. Excessive tardies accumulated by a student will result in a loss of privilege to leave the classroom during class through the remainder of the quarter. Students will be allowed to make arrangements to serve tardy detentions before or after school for up to three days following the day of receipt. Repeated tardy offenders will face consequences up to and including suspension time. Any student who arrives after the first five minutes of the class period will have to get a pass from the Division office and a copy will be given to the Division Principal.

Assigned detention time is considered academic time and thus counts toward attendance. As per Board Policy #8075, students may be required by their principal or his/her designee to attend school beyond or in addition to their regular school day and/or beyond or in addition to their regular school year, for the purpose of:

- a. remedial education, including night school and summer school; or
- b. discipline, including detention before or after regular school hours

Any unexcused absence from additional school hours or school days required to this policy shall be considered truancy and shall be reported as required by State law (K.S.A. 72-1113).

PASSES OUT OF CLASS

Only students who meet the following criteria will be allowed out of the classroom. Note, passes will not be given during the first and last 15 minutes of class, nor will two students be allowed out at the same time.

1. Must not have been tardy to class
2. Must have an I.D. Badge
3. Must have a planner and available passes
4. Emergency and or previously explained medical condition

SECTION FOUR: ACTIVITIES AND ATHLETICS

ACTIVITIES

A student may participate in athletics, plays, musicals, clubs, organizations, cheerleading, flag team, dance team, elected class officers and student government. Participation in activities which are under the jurisdiction of the Kansas State High School Activities Association (KSHSAA) requires that the student has passed five classes the previous semester, is currently enrolled in at least five classes and is a student in good standing at Topeka High School.

Students competing or participating in all sports, cheerleading and dance team are required by the KSHSAA to have a bona fide yearly

physical AND concussion form on file at the school prior to any practice or play time. The doctor, student and parent or guardian must sign the physical and concussion form. Physical and concussion forms can be picked up in the activities office, main office, or downloaded from either the THS website (<http://ths.topekapublicschools.net>) or the KSHSAA website (www.kshsaa.org)

ATHLETICS

It is the role of the Activities Department of Topeka High School to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support that is achieved through communication with the student and the parent. It is our hope to accomplish this objective with the **Topeka High School Activities/Athletics Handbook**. This handbook will be handed out by coaches and sponsors at the beginning of their seasons along with a "Parent/Athlete/Coach Communication" brochure. Students and parents are also reminded that high school interscholastic sports are competitive. Unfortunately, that means some teams and activities will require tryouts for a limited number of positions. The Topeka High School Activities/Athletics Handbook will have specific information regarding the general procedure that coaches are asked to follow. **For more information, updated schedules, directions to venues etc. please visit our athletics website: <http://ths.topekapublicschools.net/sports>**

KANSAS STATED HIGH SCHOOL ACTIVITIES ASSOCIATION (KSHSAA)

The Kansas State High School Activities Association advocates principles and sponsors services which assure that the state's middle and high school students gain a balanced preparation for life, work and post-secondary education.

SPORTS SEASONS

Fall sports

Women's Tennis
Volleyball
Football
Men's Soccer
Women's Golf
Cross Country
Men's Golf

Winter sports

Women's Basketball
Men's Basketball
Wrestling
Men's Swimming
Bowling
Women's Swimming

Spring sports

Women's Track
Men's Track
Baseball; Softball
Women's Soccer
Men's Tennis

STUDENT ATHLETE IN GOOD STANDING

In order to be an athlete or participant in a school sanctioned activity in good standing (or any student representing Topeka High School), student/athletes must be in school at least half the day in order to participate in practice and competition (student/athlete shall be sent home by coach/sponsor if they show up for practice/contest) Our Activities/Athletic Director will seek to ensure that your student will be in compliance with Topeka High School and USD 501 Student Policies and Regulations. Any student who violates any of the following USD 501 Discipline Policy #8125, codes 1000, 1200, 2000, 2100, 2300, 3300 (as defined in the District Student Handbook) may lose their good student status. Based on the severity of the offense, a student may risk suspension/dismissal from any school or KSHSAA sanctioned activities during the current and/or future seasons. **Due Process will determine time and duration of suspension from activities and loss of student in good standing status.**

STUDENT INSURANCE

There is **NO** insurance policy for students available through the school or district. Parents desiring special accident insurance should make arrangements with a local insurance agent. Students participating in all school activities must provide their own insurance or assume responsibility in case of an accident.

The KSHSAA endorses a catastrophic insurance program that covers students in all member Kansas schools while participating in an activity supervised by the KSHSAA and hosted by the KSHSAA or a member KSHSAA school. This insurance pays only after the first \$25,000 of expenses. This does not cover students who might be injured during class activities, while coming to school, going home from school or any activity not sponsored by the Kansas State High School Activities Association.

Students may purchase additional individual insurance while attending school or while involved in activities. These applications are available at enrollment or during the first month of school.

NCAA CLEARINGHOUSE GUIDELINES

Students wishing to participate in sports at a four year college must pay attention to course selection, grades and ACT or SAT scores during high school. Not all classes offered at Topeka High School meet NCAA requirements; therefore, careful consideration must be given to enrollment each year. You **MUST** begin this process your freshman year or you will fall behind quickly!

For information on NCAA initial eligibility rules, contact the Counseling Center, refer to the Program of Studies, visit the Clearinghouse web site at www.ncaaclearinghouse.net or the THS website: <http://ths.topekapublicschools.net>, or call the Clearinghouse at 1-877-262-

1492 or 1-877-861-3003.

ACTIVITY TICKET

Students may purchase an activity ticket in the fall at enrollment. The activity ticket allows a student admission to all home activity events (excluding tournaments). The cost of the activity ticket is \$45. This ticket does not allow admission to KSHSAA sponsored events.

ELECTIONS AND TRYOUT PROCEDURES

All Topeka High School sanctioned clubs and organizations are governed by the Topeka Public Schools Board Policy 8100(1) in regards to Nondiscrimination. Please refer to Section Two: Policies, for the complete policy.

STUDENT GOVERNMENT (STUGO)

In the spring the all-school president and vice-president, along with class officers, are elected. In the fall, elections for freshman class officers as well as student government representatives are held.

Homecoming and Winter Royalty Candidate Requirements

- A. Must not have graduated the previous semester.
- B. Must be currently enrolled in five (5) classes (no repeat enrollment) and must have passed five (5) classes the previous semester. Washburn University classes ARE applicable. The exception to item 'C' are Second-Semester students on-track to graduate.
- C. Must be a student in good standing as defined in the above section entitled "Student In Good Standing."

Board policy regarding the voting and subsequent selection of candidates is as follows:

8100-2 Student Activities and Organizations (III. Procedure, C.)

- Examples of organizations which should ensure a percent age of minority students are: cheerleading, drill teams, and student government. Athletic teams would not be affected by this policy.

8100 Nondiscrimination

Any school-sponsored organization having a limited membership shall provide for selection and/or election procedures that will ensure representation of all racial and ethnic groups served by the school. This representation should approximate the percentage of the racial and ethnic groups enrolled in the school. Ensured representation shall not apply to those activities in which performance skills are the primary criteria for selection.

Plays and Musicals

Traditionally, the Topeka High School fine arts department produces two plays and a musical. In addition, an "Underclassmen Play" will be held during the Fall Semester. Furthermore, there are the forensics showcase and two one-act plays in December and April. Tryouts are held approximately six to eight weeks in advance of each production.

Cheerleading, Dance Team, Flag Team

Freshmen, sophomores and juniors may try out for cheerleading, dance team and flag team. Clinics are held in the spring for each of these groups. Students are encouraged to attend clinics to learn tryout routines.

CLUBS AND ORGANIZATIONS

Topeka High School boasts multiple clubs and organizations for student membership and participation. These clubs meet on a regular basis as determined by the sponsor and the members. Clubs and organizations at Topeka High School include:

Academic Clubs: National Honor Society, Future Business Leaders of America(FBLA), Family Careers Communities Leaders of America (FCCLA), International Thespian Society, Mandala, Mu Alpha Theta (mathematics honorary), Model United Nations, Quill and Scroll, National Forensics League, Science Olympiad Club, Science Olympiad Club, Scholar Bowl, Skills U.S.A., Tri-M

World Language Clubs: Culture/Travel, Chinese, French, German, Spanish, Japanese Culture, Korean, Russian

Sports Clubs: Spirit, Step Team

Social and Service Clubs: American Field Service, Association of Latin American Students, Amnesty International, Black Student Union, Chess Club, Coalition Against Hunger, Digital Imaging, Fearless, Fellowship of Christian Students, FCS(Spanish version of above) Gamers Club, Gay Straight Alliance, Girls's Club, Gold Club, Interact, Native American Club, Movie Makers & Watchers, Photography Club, Race and Equity, Red Cross, Robotics, SADD, SHAPE, Special Opps, STUGO, STRAPP, Teachers of Tomorrow, THS Achiever, United Visual Artists of Topeka High, X-Mod Racing Club, Winter Runners, Ping Pong Club, Step Team,

SCHOOL DANCES

Major dances are Homecoming, Winter Semi-Formal, Royalty of Courts and the Junior-Senior prom. Admission is charged for all

dances and prices for each dance are set by the sponsoring organizations. To enter the dance students must have a THS ID. All outside guests must be approved by administration. Names of outside guests must be submitted by Wednesday prior to the date of the dance. **No students in middle school or junior high or any non-student over the age of 20 may attend THS dances.**

Admittance into a dance will not be allowed 60 minutes beyond the start of the dance. Students who leave early from a dance will not be permitted to return. Upon entering the dances, all personal items (purses, jackets, coats, hoodies, cell phones, back packs, etc) will be checked into the check room.

Inappropriate dancing (i.e. sexually explicit dancing, "back/lap dancing," etc.) is not permitted at school dances. Students are expected to dance in a socially acceptable manner that is not offensive to others attending or supervising the dance. The code of appropriate conduct applies to school dances and to all school activities.

All School Board Policies and Regulations apply to school dances regardless of the site.

As per School Board Policy, students are not allowed on school grounds, or at a USD #501 sponsored activity, during their suspensions.

SECTION FIVE: SERVICES

COUNSELING CENTER, ROOM 132

The Counseling Center, offers a variety of services for students, parents and staff. Counselors offer expertise in educational, personal/social and career development areas. Students can obtain information about post-secondary schooling, scholarships and financial aid as well as help with personal concerns. Several computers are available to students to help in planning for life after high school. Students also can sign up to see college representatives, military recruiters and the counselor from the area technical school.

CURRICULUM OFFICE, ROOM 337

The curriculum coordinator oversees the Program of Studies and works with departments, students and parents to revise course offerings. She is liaison to the academic committee and the Topeka High School site council. Students must secure approval from the curriculum office for any independent study or summer course for which they want high school credit.

DIVISIONS (OFFICES TBD)

Students are assigned to a Division Principal or the Associate Principal. Class absence records and discipline are among the responsibilities of the administrator. See the 'Welcome' page for a breakdown as to which students are assigned to which administrator.

FOOD SERVICE

Breakfast and lunch are served daily in the student cafeteria. Breakfast begins at 7:00 a.m. To qualify for free or reduced meals, students must comply with guidelines established by the federal government. Students are encouraged to use their ID Badges when purchasing meals so as to speed meal line efficiency and decrease fraudulent use of student ID numbers. Meal lines for ID Badge holders only be available.

ELEVATOR KEY

The elevator is located in the southeast wing of the building. Elevator keys are available to handicapped or special needs students from the school nurse. Students who fail to return checked out elevator keys will be fined \$5.

MEDICATIONS AT SCHOOL

Students are not allowed to carry medication with the exception of inhalers (see below). Any medication that is brought to school must be left in the nurse's office; the proper paperwork must be in place so it may be given at school. Security has the authority to take any medication except legal inhalers from students.

If you wish to have a student take over-the-counter (OTC) medication of any kind at school, you must provide it in the sealed original packaging, as it comes from the store, **and** have written parental permission to take the medication at school (Form 8709-00). School personnel, including the school nurse, are not allowed to give students any medications without a parent's written permission. This includes all medicine that you can buy without a prescription, such as cough drops, eye drops, acetaminophen (Tylenol), ibuprofen (Advil), decongestants, cough syrup, antacids, etc. as well as prescription medications.

The procedure for all medications that are prescribed by the doctor is as follows. There must be written permission from the doctor and the parent on the form provided by the school (8709-20). The medication must be brought to school in the current pharmacy bottle, labeled with the name, dosage and type of medication clearly noted. If an inhaler is to be carried by the student, an additional form (8709-10) must be signed by the doctor, the parent and school personnel.

MEDIA CENTER

The Media Center is open Monday-Friday from 7:00 a.m. to 3:30 p.m. Students can access information from a variety of sources including on-line computer access. Students should have their school ID cards to check out books and use the on-line computers. You can find out more about the Topeka High Media Center by visiting www2.topeka.k12.ks.us/thc.

SOCIAL WORK

Student Services at Topeka High School is a place of acceptance and assistance. Located in Room 236, Student Services houses the school's social workers. The professionals and support staff stand ready to assist students with the emotional, social, developmental and educational areas of their lives at Topeka High School.

OTHER IMPORTANT NUMBERS

24 Hour Crisis Hotline	232-5005
Alcoholics Anonymous and Alateen	354-3888
Battered Women's Task Force	354-7927
Evenings	234-3300
Child Abuse Hotline	1-800-922-5330
Child and Youth Family Resource Center	357-4763
Doorstep	357-5341
Emergency Shelter - Topeka Rescue Mission	354-1744
Family Service and Guidance Center	232-5005
Topeka Center for Peace and Justice (parent/child mediation)	232-4388
Marian Clinic	233-8081
Kansas Domestic Violence Hotline	1-800-400-8864
National Runaway Switchboard	786-2929
Prevention and Recovery Services	266-8666
Pregnancy Information (Top/Sh Cty Health Agency)	368-2000
Rape Counseling and Prevention	354-7927
Evenings	234-3300
Dept. of Children and Families (formerly SRS)	296-3959
Stop School Violence	1-877-626-8203
Suicide Prevention Service and Hotline	adult: 234-3300
Topeka/Shawnee County Health Agency	368-2000
Reporting Underage Drinking	1-866-687-8221