

TOPEKA HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2020-21



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 21 Advanced Placement courses and 12 Honors courses. In addition, this will be the fourteenth year of our successful Advancement Via Individual Determination (AVID) program. We are also excited about the Center for International Studies that provides our students with the essential 21st century skill of global literacy and the Seal of Biliteracy program. Students completing the minimum requirements of these programs will receive a special 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 150 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 success in the future.

This student handbook is designed to inform you and your parent/guardian 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. **Information provided in this publication is subject to change as we continue to implement new procedures to assure a safe and functional environment for our staff and students during the current global epidemic.** At the back of this handbook is the COVID-19 Guidelines for this school year. **Please read over it carefully and follow all the instructions.**

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 Morrisey, Principal

Topeka High School

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

Principal	Ms. Rebecca Morrisey	295-3156
Associate Principal	Mr. Danny Ackerman	295-3153
Division Principals	Mr. Rob Hays (A-D)	295-3185
	Mr. Matt Frost (E-K)	295-3186
	Mr. Ryan Arnold (L-Ri)	295-3206
	Dr. Laura Lyons (Ro-Z)	295-3209

	Division 1	Division 2	Division 3	Division 4
Last Names	A - D	E - K	L - Ri	Ro- Z
Division Principal	Mr. Hays	Mr. Frost	Mr. Arnold	Dr. Lyons
Division Secretary	Mrs. James 295-3185		Ms. Henderson 295-3206	
Room Number	236	236	337	337
Academic Counselor	Mrs. Bordewick 295-3164	Mrs. Lewis 295-3166	Mrs. Weyand 295-3163	Ms. Prothe 295-3167
Social-Emotional Counselor	Mrs. Fallon 295-3169	Mrs. Rivera 295-3193	Ms. Beaty 295-3210	Mr. Fallon 295-3168

Counselors:

Mrs. Pat Bordewick (A-D)	295-3164	Mrs. Angela Lewis (E-K)	295-3167
Mrs. Autumn Weyand (L-Ri)	295-3166	Ms. Heather Prothe (Ro-Z)	295-3167
Mr. Greg Fallon	295-3168	Mrs. Deb Fallon	295-3169

Social Workers

Ms. Norella Munoz	295-5877	Mrs. Maria Denney	295-7185
Ms. Jaylyn Beaty	295-3210	Mrs. Alecia Rivera	295-3193

Activities/

Athletics Coordinator TBD 295-3179

School Nurse Ms. Tonya Sims 295-3172

Truancy Clerk Mrs. Lysa Atkinson 295-3188

SECTION ONE: INTRODUCTION

Mission Statement

ENGAGE Trojans in the highest quality learning.

PREPARE Trojans for college and career.

INSPIRE Trojans to honor tradition and celebrate diversity.

THS Motto: You can find It in the halls of Troy.

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.

THE “TROY STANDARDS”

Topeka High School's Guiding Principles

The “TROY Standards” are Topeka High School's set of Guiding Principles that define the qualities and characteristics of successful engagement as a member of Topeka High School and our community. We believe that when people apply these guiding principles to their actions it leads to success. These standards apply to all members: students, staff, parents, and constituency. Reminders of the TROY Standards are found throughout the Halls of Troy.

**Trojan Best
espect
wnership
Your Success**

ACKNOWLEDGING THE TROY STANDARDS

To acknowledge and reinforce our belief in the TROY Standards with all members of THS, we utilize a system called **5STAR STUDENTS**. 5STARStudents is a platform that allows staff at Topeka High School to instantly recognize/acknowledge when students apply the TROY Standards to their elements of school. Additionally, 5STAR Students allows us to track student involvement and engagement, define ways to increase involvement, and efficiently conduct surveys or voting. Finally, students can accumulate participation points and use them to obtain a variety of rewards.

DOWNLOAD THE 5STARTSTUDENTS APP NOW! Or visit 5starstudents.com

2020-2021 ACADEMIC CALENDAR

August 5	Staff on duty; no students
August 11	9th grade - First day of school
August 12	All students report
August TBD	Senior Night - 6:00 to 7:30 p.m.
September 7	Labor Day - No school
October 8	End of quarter
October 9	TPP, no school
October 12	Staff professional development; no students
October 13	Start of 2nd quarter
October 21	Parent/Teacher Conferences
October 22	Parent/Teacher Conferences - No school

October 23	No school
November TBD	American Education Week
November 23-27	Thanksgiving Break
December 21	End of quarter
December 23-31	Winter Break, no school
January 1-2	Winter break, no school
January 4	TPP, no school
January 5	Staff professional development, no students
January 6	Start of 3rd quarter
January 18	Martin Luther King Day, no school
February 17	Parent/Teacher Conferences
February 18	Parent/Teacher Conferences - no school
February 19	No school
March 8-12	Spring Break, no school
March 19	End of 3rd quarter
March 22	TPP, no school
March 23	Start of 4th quarter
April 29	Staff professional development, no students
April 30	No School Day
May TBD	Senior Last Day
May TBD	High School Commencement
May TBD	Last day for 6th and 7th grade
May 27	Last day for all classes - half day
May TBD	TPP, no school
May TBD	Alternate back-up date for commencement

THS - "Short Day" Schedule M/T/FRI

2020-2021

	<i>Begins</i>	<i>Ends</i>	<i>Class Minutes</i>
Period 1	7:55	8:42	47
Period 2	8:47	9:34	47
Period 3	9:39	10:26	47
Period 4 (TT)	10:31	11:02	31
Period 5	11:07	11:54	47
Period 6	11:59	1:16	47 ea.

1st Lunch	11:54-12:24		(Class 12:29-1:16)
2nd Lunch	12:46-1:16		(Class 11:59-12:46)
Period 7	1:21	2:08	47
Period 8	2:13	3:00	47

THS - Block Day Schedule W/Th			
2020-2021			
	Begins	Ends	Class Minutes
Period 1/2	7:55	9:30	95
Period 3/4(TT)	9:35	11:10	95
Period 5/6	11:15	1:20	93 ea.
1st Lunch	11:10-11:40		(Class 11:45-1:20)
2nd Lunch	12:50-1:20		(Class 11:15-12:50)
Period 7/8	1:25	3:00	95

LUNCH SCHEDULE

FIRST LUNCH Mon, Tues, Fri 11:54-12:24 Wed, Thurs 11:10-11:40		SECOND LUNCH Mon, Tues, Fri 12:46-1:16 Wed, Thurs 12:50-1:20	
Rooms:		Rooms:	
105	224	102	300
202	226	103	304
203	227E	104	305
205	227W	106	306
207	228	107G	307

209	229	108	308
210	230	109	309
211	231	111	310
212	233B	112	317
213B	234	113	319
214	301	114	320
215	301	115	326
216	302	116	328
217	311	118	329
218	312	119	330
219	313	121	331
220	321	122	332
220A	322	123	333
220B	323	124	334
220C	324	125	Gym Classes
220D	325	126	Auto Shop
221A	327	213A	
221B	334A	208	
221C	335	218C	
222		225	

TROJAN TIME GUIDELINES

Trojan Time is a thirty-one minute period on Monday, Tuesday, and Friday as well as a ninety-five minute period held on Thursday. It is the 4th class period of the day. 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.

On Thursdays, 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 on Thursdays will provide an opportunity for students to report to other teachers on their schedule for direct academic assistance. Students must have signatures from their teachers on their Trojan Time pass in order to report to other teachers. 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 five minutes remaining in the period, **ALL STUDENTS WILL RETURN TO THEIR TROJAN TIME CLASS** and return the signed pass to their teacher. Students will remain in class for the last five minutes. Students will be assessed on Trojan Time participation as credit/no credit.

Friday Club Days

Club Days will occur on Fridays, during 4th Hour and will take the place of Trojan Time on those days.. Students will have the opportunity to select new clubs in which to participate at the beginning of each semester. More information can be found in Section Four: Activities and Athletics, pg. 27, under “Clubs and Organizations.”

Fire Drills and Evacuation Procedures

Fire and tornado drills are held at regular intervals throughout the school year. A signal for a fire drill is an intermittent alarm accompanied by flashing lights. Immediately upon hearing the signal **everyone** should vacate the building as quickly and quietly as possible using the closest exit doors. Once outside, students will report to their Trojan Time locations as practiced with their Trojan Time teacher. Trojan Time teachers will take attendance so that all students can be accounted for in case of an actual emergency. The tornado drill signal is a wailing horn sounded over the public address system. Everyone is to move quietly to shelter areas as posted in classrooms.

Lockdown Drills

Lockdown drills will be performed at least two times during the school year. These will be signaled by announcements where instructions are given over the P.A. system telling students and staff where to go and what to do.

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 approved to be taken through Edgenuity that are included in the TPS Program of Studies will be treated accordingly.

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 a valedictorian and salutatorian will be recognized unless there are co-valedictorians. If there is a single valedictorian, it may be possible to have co-salutatorians.

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. Only classes recognized in the Topeka Public Schools *Program of Studies* will be considered for GPA purposes;
3. Must be in good standing according to KSHSAA and Topeka High School standards.

Once a student meets the above criteria, they are eligible for the selection process. The selection of Valedictorian will be determined by the THS School Improvement Team who will validate the valedictorian(s) based on the above criteria. Students recognized as

valedictorian(s) will be all student(s) with a weighted GPA of over a 4.0 and a perfect 4.0 on an unweighted scale. The valedictorian speaker for commencement will be the student with the highest weighted GPA. Should this student decline the opportunity to speak at graduation, the opportunity will be given to the next student in line.

GRADING SCALE

All teachers will provide their grading scale to students. Grades will ensure a final grade of A, B, C, D, or F for G.P.A and class rank purposes.

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

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.

PM Academy: Tutoring and Credit/Unit Recovery

PM Academy is comprised of two components: tutoring and credit/unit recovery. The hours for each component are the same: 3:30 to 5 p.m. Monday through Thursday. Tutoring supports students in gaining additional support with learning in their regular courses. Students may simply attend tutoring any day that they require additional help with coursework by signing in. Credit and unit recovery allows students to make up units of study in a current or past course or obtain credit in a course that is required for graduation. Credit and unit recovery require the guidance of the student's academic counselor. In both programs, attendance is taken and a certified teacher is available. Please look for posters advertising the rooms in which these programs are held.

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.

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 (*Administered at Topeka High School)

ACT (Register at: www.actstudent.org)

<u>Test date</u>	<u>Registration</u>	<u>Late registration</u>
September 12, 2020	August 7, 2020	August 21, 2020
October 24, 2020	September 20, 2020	October 4, 2020
December 12, 2020	November 6, 2020	November 20, 2020
February 6, 2021	January 10, 2021	January 11, 2021
April 10, 2021	March 5, 2021	March 19, 2021

June 12, 2021
July 17, 2021

May 7, 2021
June 11, 2021

May 21, 2021
June 25, 2021

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

August 29, 2020
October 3, 2020
November 7, 2020
December 5, 2020
March 13, 2021
May 8, 2021
June 5, 2021

July 29, 2020
September 3, 2020
October 7, 2020
November 5, 2020
February 12, 2021
April 8, 2021
May 5, 2021

August 16, 2020
September 20, 2020
October 25, 2020
November 23, 2020
February 23, 2021
April 26, 2021
May 22, 2021

PSAT

October 14, 2020 PSAT/NMSQT Test (Check with your Counselor)

202 Advanced Placement Examination Schedule

Week 1

May 3, 2021

Morning – 8:00 a.m.

US Government & Politics

Afternoon–12:00pm

Physics C:
Electricity and Magnetism

May 4, 2021

Calculus AB
Calculus BC

German Language and Culture
Human Geography

May 5, 2021

English Literature &
Composition

Japanese Language & Culture
Physics 1: Algebra-Based

May 6, 2021

United States History

Art History
Computer Science A

May 7, 2021

Spanish Language and Culture
Chemistry

European History
Physics 2: Algebra-Based

Week 2

May 10, 2021

French Language and Culture
World History: Modern

Macroeconomics

May 11, 2021

Seminar
Spanish Language and Culture

Latin
Psychology

May 12, 2021

English Lang. & Comp

Music Theory

May 13, 2021

Comp. Gov. & Politics

Statistics

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 **and**
- 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 unit each year, ½ unit may be Speech
- 3 units of Mathematics, which must **include** Algebra, Geometry and Algebra 2 or Honors Algebra 2.
If 22 or higher is earned on the ACT Math, you will need at least 3 years of math
If you earn a 21 or below on the Math portion of the ACT, you must have 4 years of math
- 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 school year 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-K), 295-3185 Non-English Speakers, 295-3191

Division II (L-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 any intentional gesture of any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that such a gesture, act or threat creates an intimidating, threatening or abusive educational environment for a student or staff member. 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, 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/Sexual Harassment Rubric

This rubric does not supersede Topeka Public Schools district policy 8125

Bullying Behavior	First Incident	Second Incident	Third Incident
Non physical / Verbal Bullying/Sexual Harassment Taunting Exclusion Insults Spreading rumors Minor damage to property Intentionally embarrassing Minor stealing to torment Cyberbullying via phones, computers or other devices	Tyler SIS log entry is sent to principal Parent is contacted Student meets with counselor/social worker and meeting is documented Level 1 consequence is given	Tyler SIS office referral (DR) is sent to principal Principal contacts parent Student may meet with counselor/social worker meeting is documented Level 2 consequence is given	Tyler SIS office referral (DR) is sent to principal Student and Parent meet with principal and counselor/social worker Meeting is documented Level 2 consequence including short term suspension
Physical Bullying May include but is not limited to minor physical acts such as pushing, slapping, grabbing, spitting, kicking, and tripping Sexual Harassment	Tyler SIS office referral (DR) is sent to principal Parent is contacted Student meets with counselor/social worker and meeting is documented Level 1 consequence is given	Tyler SIS office referral (DR) is sent to principal Principal contacts parent Student may meet with counselor/social worker meeting is documented Level 2 consequence is given	Tyler SIS office referral (DR) is sent to principal Student and Parent meet with principal and counselor/social worker Meeting is documented Level 2 consequence including short term suspension
Severe bullying May include but not limited to; Assault/battery Severe harassment/Sexual Harassment Threats to harm specific person Extortion Damage to property Cyberbullying Electronic recording and sharing of discipline events	Tyler SIS office referral (DR) is sent to principal Principal contacts parent Level 2 consequence is given Referral to security	Tyler SIS office referral (DR) is sent to principal Principal contacts parent Level 2 consequence including short term suspension Referral to security	Tyler SIS office referral (DR) sent to principal Level 3 consequence Hearing for long term suspension or expulsion Referral to security
Revised 1-5-15	Levels of consequences and policy 8125 are described on the following page of the student planner		

HARASSMENT – BOARD POLICY # 8110

Harassment is behavior or inappropriate language that would create a hostile, offensive or intimidating school environment for a student 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, social media posts, 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.

Discriminatory Harassment: Students

The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination on the basis of sex, sexual orientation, gender, gender identity or expression, including sexual harassment; discrimination on the basis of race, color or national origin, including racial harassment; and discrimination on the basis of disability, including of harassment on the basis of disability. Discrimination on the basis of religion, including harassment on that basis is also prohibited. Harassment on any of these grounds of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

CHROMEBOOK NETWORK GUIDELINES: Acceptable Use Agreement - Board Policy 2830

[Click here](#) to download and review the Acceptable Use Agreement (AUP).

Students at Topeka High School will be issued 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 10 hours.

- 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 Chrome OS 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, due to normal use and not misuse, 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 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 with the expense will be the responsibility of the student and/or parent/guardian. Payment plans can be discussed with the Division Principal.

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 **TROY** Standards of being a good digital citizen:

1. **Trojan Best:** 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. **Live Respectfully** with my Chromebook - to Yourself, Others, and Intellectual Property - I will show respect for myself and others through my actions. 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.
3. **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, and

not forward inappropriate materials or communications. I will moderate unacceptable materials and conversations.

4. **Your Success** 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.

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. Users 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 IDs, 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 during instructional time.
- 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.

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. RESTORATIVE CIRCLE** – A restorative circle is a dialogue between two parties facilitated by a trained Restorative Practice Facilitator, intended to repair the relationship and restore any damages made.
- 5. DETENTION**—The school may detain the student or limit participation in school-related activities for infractions of the code of conduct or school regulations
- 6. 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. RESTORATIVE CIRCLE** – A restorative circle is a facilitated dialogue between two parties facilitated by a trained Restorative Practice Facilitator, intended to repair the relationship and restore any damages made.
- 3. SHORT-TERM OUT OF SCHOOL SUSPENSION** - Short-term suspensions will be served at the Avondale West Alternative School to allow students to continue working on their course work in a supportive environment.

Infractions

1010 – Battery: Touching or striking another person against his or her will; intentionally causing bodily harm to an individual

1020 – Sexual Assault: Engaging in sexual act(s) against a person’s will or with a victim incapable of consent; rape, indecent liberties; child molestation

1030 – Fighting: Mutual participation in an incident involving physical violence; no major injury

1099 – Violent Act Against Student: fighting, involving two or more participants resulting in or causing an injury requiring medical treatment; used a weapon to threaten or injure another.

2000 – Threats (Non-Bullying): Actions causing fear or harm without physical attack, whether or not repeated or persistent

2010 – Intimidation: Language or conduct that frightens, discourages, or inhibits another person.

2015 – Bullying (Physical): Intentional and repeated use of overt bodily acts (e.g., tripping, shoving, punching or destroying property) to gain power over peers

2016 – Bullying (Verbal): Intentional and repeated use of name calling, taunting, threatening, belittling or other abusive remarks to gain power over peers

2017 – Cyberbullying: Use of an electronic communication device to bully

2018 – Bullying (Relational): Systemic diminishment of a targeted student’s sense of self with the goal of hurting or diminishing their standing with peers

2020 – Discriminatory Harassment: Unwelcome remarks or behavior based on a student’s race, religion, disability, gender, sexual orientation, gender expression, gender identity or ethnic heritage that is severe, persistent or pervasive enough to create an

intimidating or hostile learning environment

2030 – Sexual Harassment: Unwelcome sexual remarks or advances, requests for sexual contact or favors or other physical, verbal or graphic conduct that is severe, persistent or pervasive enough to create an intimidating or hostile learning environment

2080 – School Threat: Any threat (verbal, written or electronic) by a person to bomb or use other devices for the purpose of exploding, burning or causing damage to school property or harm to students or staff.

2099 – Discriminatory Remarks: Repeated use of language or conduct that slurs another person's race, religion, disability, gender sexual orientation, gender expression, gender identity or ethnic heritage.

2120 – Alcohol Possession: Possession with intent to consume at school

2140 – Alcohol Use: Use or consumption, or being under the influence of alcoholic beverages at school

2310 – Marijuana Possession: Possession with the intent to use at school

2320 – Marijuana Use: Use, consumption or being under the influence of marijuana at school

2340 – Possession of Illicit Drugs: Possession with the intent to use narcotics or drugs at school

2350 – Use of illicit Drugs: Use, consumption or being under the influence of narcotics or drugs at school

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

2510 – Tobacco Possession in Unauthorized Places: Possession of tobacco products by students under 18 years of age at school

2530 – Tobacco Use: Use of tobacco products at school

3000 – Arson: Causing unlawful and intentional damage to a school or personal property through the use of fire or an incendiary device

3330 – Disruptive Behavior: Unruly conduct that disrupts school or school activities

3380 – Insubordination, Open Defiance: Resisting, challenging, or opposing a teacher, administrator or other authorized school personnel in the performance of their duty

3385 – Failure to Serve Disciplinary Consequences: Refusal or failure to serve detention, in-school suspension or Saturday School after being duly notified that such discipline has been imposed

3399 – Unruly Conduct on School Transportation: any behavior that disrupts the normal operation of a school bus or other school transportation; failure to comply with authorized school transportation regulation

3399 – Gang Related Activity: Committing an act that furthers gangs or gang-related activity

4000 – Theft/Stealing: Using or taking property of another person or school district property without rightful ownership or permission.

4410 – Vandalism of School Property: intentional conduct resulting in the destruction of or damage to school district property.

4450 – Vandalism of Personal Property: Intentional conduct resulting in the destruction of or damage to the property of another person.

5000 – Inappropriate Computer Use: Any violation of the district's acceptable use of computers, use of electronic communication devices or other computer policies

1000 – Commission of a Misdemeanor at School: Commission of a misdemeanor not specifically set forth in the policy

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

Level III Infractions:

1099 – Violent Act Against Student: fighting, involving two or more participants resulting in or causing an injury requiring medical treatment; used a weapon to threaten or injure another.

1210 – Weapons: Possession of Board Defined Weapon or any device, object or substance that, in fact or under the circumstances, can reasonably be considered sufficient to cause serious harm.

- 1230 – Use of a Weapon: Using any weapon, as defined by the Board or state and federal statutes, at school
- 1299 – Possession of a Weapon (Federal and State Definitions): Possession of a weapon, including firearms, as defined by federal and state law, at school.
- 2099 – Extortion: Obtaining or attempting to obtain money or property by violence or threat of violence.
- 2160 – Alcoholic Beverages/Sales Solicitation: Selling, purchasing, or possessing alcoholic beverages with the intent to sell at school
- 2330 – Marijuana Sales/Solicitation: Selling, purchasing, or possessing marijuana with the intent to sell at school
- 2360 – Sales/Solicitation of Illicit Drugs: Selling, purchasing or possessing illicit drugs with the intent to sell at school
- 3000– Arson: Causing unlawful and intentional damage to a school or personal property through the use of fire or an incendiary device
- 1000 – Commission of a Felony, on or off campus

EMERGENCY SAFETY INTERVENTIONS (ESI)

The use of seclusion or physical restraint is considered to be an “emergency safety intervention (ESI)” and shall be used only when a student presents a reasonable and immediate danger of physical harm to the student or others with the present ability to effect such physical harm.

Restraint is defined to include the following:

- a) “Chemical restraint” means the use of medication to control a student’s violent physical behavior or restrict a student’s freedom of movement. This term does not include prescribed treatments for a student’s medical or psychiatric condition by a person appropriately licensed to issue these treatments.
- b) “Mechanical restraint” means any device or object used to limit a student’s movement. This term does not include those protective or stabilizing devices either ordered by a person appropriately licensed to issue the order for the device or required by law, any device used by a law enforcement officer in carrying out law enforcement duties, and seat belts and any other safety equipment when used to secure students during transportation.
- c) “Physical restraint” means bodily force used to substantially limit a student’s movement, except that consensual, solicited, or unintentional contact and contact to provide comfort, assistance or instruction shall not be deemed to be physical restraint.

Restraint Restrictions

The use of chemical and mechanical restraint is prohibited, except as allowed in the above limited circumstances. Physical restraint may only be used when a student presents an immediate danger to self or others.

Reports of Emergency Safety Interventions

In the event an emergency safety intervention is used with a student the parents/guardians will be notified the same day that the ESI was used. All ESI events are reported to the Kansas State Department of Education.

For detailed information go to our website and click the Departments tab. Click on the Emergency Safety Intervention link where you will find additional ESI Information.

DRESS guidelines for students – BOARD POLICY #8150

SCHOOL ATTIRE

A student shares with his/her parents the right to dress according to personal preference except:

- A. Where clothing is dangerous to the student's health or safety or to the health or safety of others; or
- B. Where clothing is unsanitary, revealing, distracting or indecent to the extent that it interferes with the learning and teaching process; or

- C. When a school has adopted guidelines for standardization of dress in accordance with a regulation promulgated by the superintendent of schools in furtherance of this policy.

Grooming cleanliness and neatness are also the primary responsibility of students and their parents. Standards of grooming and dress may be prescribed for participation in certain classes, extracurricular activities or other educational settings.

Each school may develop recommended guidelines which are consistent with this policy.

It is also inappropriate to dress in a manner that is distracting or disruptive to the educational environment. Students are reminded that school is a place of business and attire should be work appropriate. Any student whose attire is deemed inappropriate will be asked to change clothing.

ACCEPTABLE USE OF 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.

As per Board Policy #2945, 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.

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:

- i. 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;
- ii. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
- iii. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- iv. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- v. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- vi. Soliciting others for gang membership;
- vii. 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.

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.

NOTICE OF NONDISCRIMINATION

The Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. For students, the Title VI, Title IX and Section 504 compliance coordinator is the General Counsel for the district. For employees, the EEO/AA and Title VII compliance officer is the general director of human resources. Compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The Clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3059 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

PARKING LOTS AND STUDENT PARKING PERMITS - BOARD POLICY 8190

By entering the parking lot areas, the person in charge of any vehicle consents to search of the entire vehicle and its contents by school officials or police officers upon reasonable suspicion of violation of school policy or law. Driving to school is a privilege students can lose that privilege for not abiding by the following regulations:

- All vehicles must have a THS parking permit
- The speed limit is 10 mph.
- Students will observe safe driving practices.
- Students will enter school promptly upon arrival and exit immediately after school via appropriate exits.
- Students need a pass to go to the lots other than before school, at lunch or dismissal.
- Violations may result in citations in the form of detentions or fines.

PASSES OUT OF CLASS

Only students who have passes available on their monthly hall pass will be allowed out of class. 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. Emergencies and or previously explained medical conditions will be excluded from this policy.

PLAGIARISM/CHEATING

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

Items such as laser pointers, skateboards, and scooters, are not allowed on school property. Any item 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. Never loan your ID badge to another person. The badge is only valid when in your possession.
2. 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.
3. Your ID badge will be required for the purchase of dance tickets, and the purchase of activity tickets.
4. You must have your ID with you when you attend special school functions, such as dances, prom, after prom, etc.
5. 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.

STUDENT VISITORS:

Student visitors are **NOT** allowed at Topeka High School. Prospective students may be permitted access to "shadow" a student with permission of a campus principal, if the student lives in the Topeka High School attendance area or is considering a move to the THS attendance area.

Rationale: It is important for staff and administration to work alongside students in ensuring that instructional minutes are maximized by following through with systems for timeliness regarding arrival to class and the articulation of clear expectations for how tardies are handled (entrance expectations) and the follow through for students who struggle in this area

FIRST PERIOD OF THE DAY (MTWF-1st/H-2nd)

- Students Arriving through the front doors after the Final Bell (7:55 a.m.) will be sent directly to class.
- As with other periods, Teacher marks students as either T (<5) or Z(>5) in Tyler SIS
- Administration/Police will hand out Tardy Cards to cars arriving late.
- Administrator/Truancy Coordinator Follow Up for students accruing large numbers of first hour “Z’s” and “A’s”
 - Determine Reason and Problem Solve
 - Address at Regular Intervals (5, 10, 15 etc.)
 - Truancy Officer will run an absence report

Teachers (These are per semester cumulative systems)

- Teacher marks a tardy (T) if less than 5 minutes late
- Teacher marks a tardy (Z) if more than 5 minutes late

TEACHER REPORTING GRID

3 Tardies	Teacher Phone Call Home (Script Provided)(Tyler SIS Documentation Log Entry)
6 Tardies	Teacher Assigns AMT-Conference With Student-Parent Contact (Script) - Student No Show (Email Referral)(Tyler SIS Documentation Log Entry)
9 Tardies	Administrator-Student Conference/Parent Call-AMT 30 With Teacher (Tyler SIS Disciplinary Log Entry)
12 Tardies	Administrator Referral / Parent-Student-Admin Conference Behavior Management Contract (BMC) discussed
15 Tardies	Administrator Referral / Parent Conference & Placement on BMC signed and enacted
18+ Tardies	Responses Continue & Admin Looks at BMC and determines next steps based on consequences set

CUMULATIVE “Z” ADMINISTRATOR RESPONSE (These are per semester cumulative systems)

- Administration actions at 7, 14, 21, & 28 (blocks 2-8)
 - Step 1 - principal/parent conference
 - Step 2 - Parent conference in house, speak about Behavior Management Contract (BMC)
 - Step 3 - BMC set with consequences based on prior issues
 - Step 4 - BMC broke, action will be taken for placement

OTHER INFORMATION

- **STUDENTS WHO ARE TARDY MAY NOT LEAVE CLASS AGAIN DURING THAT HOUR (TROJAN TIME INCLUDED)**
- Limit any student passes out of class to RR, and only with their Hall Pass
- Students w/o Hall Pass may not leave the classroom. Should they choose to “walk out” they are to report to the division office in order to reenter the classroom (in case of restroom situation without hall pass)
- Call Division Office if a student walks out and document in Tyler SIS regardless of the reason (we do this now for disciplinary situations, but this would also be true for a restroom walk-out)
- Parent Link message will be sent to let parents know there are ways to track tardies, absences and grade information in Tyler SIS by signing up in Tyler SIS and also with Google Classroom
- Post Lunch
 - Handled like all other hours
 - Freshmen-Caught off campus addressed by administration

***Title I School Federal Requirement:** Any parent can request information about any teacher of their child. Under federal law, parents have the right to know:

- whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether a teacher is teaching under emergency or another provisional status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of a teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- the qualifications of a paraprofessional providing instruction to a student and be reassured of the fact that all paraprofessionals work under the direction of a licensed teacher.

TRUANCY

Kansas state law requires any student under 18 years of age who has three consecutive, five cumulative days in a semester, 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.

*added 2/20/2019

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, KSHSAA consent, KU Health Systems consent to treat, 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 (www.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 STATE 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

Winter sports

Spring sports

Football	Women's Basketball	Baseball
Cross Country	Men's Basketball	Women's Soccer
Women's Tennis	Bowling	Track
Volleyball	Wrestling	Softball
Men's Soccer		Men's Tennis
Men's Swimming		Men's Golf
Women's Golf		Women's Swimming

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.

WEEKLY GRADE CHECK

In order to be guaranteed eligibility a student must be passing all 7 classes.

The Athletic Department will run a grade check of all students currently enrolled in an activity on Monday morning beginning the second week of each season (fall, winter, spring). Any student who is on this list will have 1 week to bring the grade to passing. If the grade remains failing in the same class for the next grade report, the student will be ineligible for 1 week. Example 1: If a student has an F in class A for two straight weeks, he/she will be ineligible for the second week. Example 2: A student has an F in class A for week 1. In week 2, class A is now passing. However, class B is now an F. This student will be eligible for the second week.

If a student wishes to appeal a failing grade that has not been updated by the teacher, the student may appeal to Division Principal within 24 hours. Student will not be eligible until the appeal is approved.

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: www.topekapublicschools.net, or call the Clearinghouse at 1-877-262-1492 or 1-877-861-3003.

ACTIVITY CARD

Students may purchase an activity card in the fall at enrollment. The activity card allows a student admission to all home activity events (excluding tournaments). The cost of the activity card is \$45. This card 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 that should ensure a percentage of minority students are: cheerleading, drill teams, and student government. Athletic teams are not affected by this policy.

8100-1 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.

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.

STUDENT ACTIVITIES AND ORGANIZATIONS - BOARD POLICY 8100- 2

The building administrators have the primary responsibility for working with students in establishing the rules, regulations, and bylaws that shall govern any school-sponsored student organization. Written Constitution and bylaws of any school-sponsored student organization shall be filed with building administrators. 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, sex, sexual orientation, gender, gender identity, gender expression, disability, national origin or ancestry.

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), Girls STEM, International Thespian Society, Mandala, Mu Alpha Theta (mathematics honorary), Model United Nations, National English Honor Society, Quill and Scroll, National Forensics League, Robotics, Science Olympiad Club, Science Olympiad Club, Scholar Bowl, Skills U.S.A., and Tri-M

World Language Clubs: Chinese, French, German, Spanish,

Sports Clubs: Spirit, Step Team

Social and Service Clubs: American Field Service, Anime, Association of Latin American Students, Black Student Union, Chess Club, Coalition Against Hunger, Dragon Ball Z, Fellowship of Christian Students, FCS(Spanish version of above) Gamers Club, Gay Straight

Alliance, Gender and Women's Issues, Go Green, Male Club, Medical Club, Race and Equity, Red Cross, Robotics, STUGO,

SPECIAL INTEREST CLUBS, "NO CLUB CLUBS", AND CLUB DAYS

In addition to the clubs and organizations listed above, ALL Topeka High Students will have the opportunity to participate in a "Special Interest" Club, or a "NO CLUB CLUB" on designated Friday "Club Days." Many Special Interest Clubs are the same as mentioned above, though there are numerous additional Special Interest Clubs. These clubs are intended to provide students and staff an enjoyable outlet centered on shared interests. Students will be allowed to select a new Special Interest Club at the start of the Second Semester. No Club Clubs are designated teachers/classrooms in which students have opted to use that time to study. Each No Club Club will have a subject matter theme so as to allow students to choose No Club Clubs that are best suited to their academic needs. Friday "Club Days" will generally be every-other-Friday and will be designated on the school calendar.

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, backpacks, 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.

Students whose home school is THS, but are attending an alternate school such as Hope Street, Capital City High School, or Avondale Academy alternative program will be allowed to attend events at THS pending approval from their principal. 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

DIVISIONS

Students are assigned alphabetically to Division Assistant Principals and academic counselors according to their last names. 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 and counselor.

FOOD SERVICE

Breakfast and lunch are served daily in the student cafeteria. Breakfast begins at 7:15 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 7:30 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 or <https://www.facebook.com/Topeka-High-School-Library-200897120362529/>

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 (Family Services & Guidance)	232-5005
Alcoholics Anonymous and Alateen	235-2226
Center for Safety & Empowerment	354-7927
24-hour hotline	888-822-2983
Child Abuse Hotline (Dept. of Children & Families)	1-800-922-5330
Door Step	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
Marian Dental Clinic	233-2800
Kansas Domestic Violence Hotline	1-888-363-2287
National Runaway Safeline	1-800-786-2929
Prevention and Recovery Services (PARS)	266-8666
Pregnancy Information (Top/Sh Cty Health Agency)	251-5642
WIC (Women, Infants, & Children)	251-5642
Rape Counseling and Prevention	354-7927
Evenings	1-888-822-2983
Dept. of Children and Families (formerly SRS)	296-2500

Safe School Hotline	1-877-626-8203
Suicide Prevention Service and Hotline (Valeo)	adult: 234-3300
Topeka/Shawnee County Health Agency	368-2000
Reporting Underage Drinking Hotline	1-866-687-8221

COVID-19 GUIDANCE (**Spanish version following English version**)

As we begin the 2020-2021 school year during the outbreak of a worldwide pandemic, we have established plans and protocols to reduce the risk of exposure to COVID-19 to students and staff while in school buildings, including distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.

To aid the school and community in fighting the spread of COVID-19, please read and adhere to the following DO's and DON'Ts.

- **DO NOT** attend in-person instruction if the student or anyone in the household has tested positive for COVID-19 or is exhibiting any of the following symptoms:
 - Fever or chills;
 - Cough;
 - Shortness of breath or difficulty breathing;
 - Fatigue;
 - Muscle or body aches;
 - Headache;
 - New loss of taste or smell;
 - Sore throat;
 - Congestion or runny nose;
 - Nausea or vomiting; and/or
 - Diarrhea.
- **DO** contact the Shawnee County Health Department testing appointment line at (785) 251-4949 for free testing for anyone with 2 or more of the above-listed symptoms.
- **DO** wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- **DO** avoid close contact with others.
 - Put and stay at least 6 feet of distance (about 2 arms' length) between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread the virus.
- **DO** cover your mouth and nose with a cloth face cover when around others.

- You could spread COVID-19 to others even if you do not feel sick and the cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

GUÍA DURANTE COVID-19

Al empezar el año 2020-2021 durante el brote de una pandemia mundial, hemos establecido planes y protocolos para reducir el riesgo de exposición del COVID-19 en los estudiantes y el personal mientras están en los edificios escolares, incluyendo el aprendizaje a distancia, la asistencia escalonada, el distanciamiento social en las clases y los pasillos, el uso de tapabocas, y otras medidas preventivas.

Para ayudar a la escuela y a la comunidad en la lucha contra la propagación del COVID-19, por favor lea y adhiérase a la siguiente lista de LO QUE SE DEBE HACER y de LO QUE NO SE DEBE HACER.

- **NO** asista a la instrucción en persona si el estudiante o cualquier persona en el hogar ha salido positivo para el COVID-19 o está presentando cualquiera de los siguientes síntomas:
 - Fiebre o escalofríos;
 - Tos;
 - Respiración entrecortada o dificultad para respirar;
 - Fatiga;
 - Dolores musculares o corporales;
 - Dolores de cabeza;
 - Nueva pérdida del gusto u olfato;
 - Dolor de garganta
 - Congestión o secreción nasal;
 - Náusea o vómito; y/o
 - Diarrea.
- **SÍ** - Contacte al Departamento de Salud del Condado Shawnee (*Shawnee County Health Department*) llamando al (785) 251-4949 para pruebas gratuitas para cualquiera que presente 2 o más de los síntomas mencionados arriba.
- **SÍ** - Lávese las manos frecuentemente.
 - Lávese las manos frecuentemente con agua y jabón durante por lo menos 20 segundos.
 - Es especialmente importante lavárselas:
 - Antes de comer;
 - Antes de tocarse la cara;
 - Después de usar el baño;
 - Después de sonarse, toser, o estornudar; y/o
 - Después de manipular su tapabocas de tela.
- **NO** se toque los ojos, la nariz y la boca sin lavarse las manos.
- **SÍ** - Cubra la tos y los estornudos.
 - Siempre cúbrase la boca y la nariz con un pañuelo cuando tosa o estornude, o use la parte interna del codo y no escupa.
 - Tire los pañuelos usados a la basura.
 - Inmediatamente lávese las manos con agua y jabón durante por lo menos 20 segundos. Si no hay agua y jabón fácilmente disponibles, límpiense las manos con desinfectante de manos que contenga por lo menos 60% de alcohol.
- **SÍ** - Evite el contacto cercano con otras personas.
 - Ponga y mantenga por lo menos 6 pies de distancia (aproximadamente 2 brazos de largo) entre usted y las personas que no viven con usted.
 - Recuerde que algunas personas sin síntomas pueden propagar el virus.

- **SÍ** - Cúbrase la boca y la nariz con un tapabocas de tela cuando esté alrededor de otras personas.
 - Usted podría propagar el COVID-19 hacia otros aun si usted no se siente enfermo y el tapabocas de tela tiene por objeto proteger a otras personas en caso de que usted esté infectado.
 - Todos deben usar un tapabocas de tela en sitios públicos y cuando haya gente alrededor quienes no viven en su casa, especialmente cuando otras medidas de distanciamiento social sean difíciles de mantener.
 - No se le debe poner tapabocas de tela a niños menores de 2 años, a cualquier persona que tenga dificultad para respirar, esté inconsciente, incapacitada o de otra forma incapaz de removerse el tapabocas sin ayuda.
 - Continúe manteniendo aproximadamente 6 pies entre usted y los demás. El tapabocas de tela no es un sustituto para el distanciamiento social.