



2018-2019 Student Handbook

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“It’s Great to be a Scot!”

Dear Highland Park High School Families,

Welcome to a new school year! A special welcome to those of you who are new to Topeka 501 and Highland Park High School, whether you have recently moved or are first-time high school students or parents. It is such an exciting time as I am a new Scot! There are likely some anxious feelings with a new principal, but I believe I will be able to transform that feeling tone and replace it with excitement and elation. There is nothing more rewarding than helping students understand and reach their potential. I am committed to doing just that as we build character, work ethic, goal setting, and provide wraparound services for our students. I am excited, yet humbled, to be the principal in partnership for the benefit of our young people.

Although this is my first year as principal at Highland Park, I have numerous years of experience as principal, assistant principal, and teacher. All of my decisions are kid-focused and data-driven. The national and state standards and expectations are becoming increasingly higher each year, and I am ready for the challenge. My philosophy of education comes from a desire to entice ALL children to desire the hunger of knowledge and experience the sweet, savory taste of learning, success, and achievement. Two essential factors caused me to choose education as my way of life: continuous learning and influence. The road to educating children is always under construction. There is a desire for continued improvement nationally with the students our educational institutions produce and birth to the “real world.” I enjoy being a part of that product. I gladly take responsibility for the students I have impacted both directly and indirectly. My role as an instructional leader is important, and I take it seriously. Therefore, the students today should be better than those of yesterday.

My desire is to positively and profoundly impact the learning and achievement of all students, of all races, all income levels, and all academic levels, holding them to high standards and expectations of mastering the curriculum, responsibilities of citizenship, and the rigors of global competition. NO EXCUSES! Student Engagement is a good predictor of student success, and Topeka Career And Learning Center provides many opportunities for students such as: AVID, Gear-up, Robotics, C.N.A., Biotechnology, AP Coursework, Athletics, Clubs, Student Government and Leadership, as well as many other extra-curricular offerings to help you develop your talents, skills, and interests. It is likely you can find a way to get involved, and if nothing seems to be the right fit for you, then come up with a proposal and create something new.

Many graduates have gone on to achieve significant accomplishments and are making positive contributions to the community, state and county. I've heard repeatedly, “It's Great to Be a Scot!” My promise to you is to be an ambassador of greatness as I represent Highland Park. I will gladly embrace the responsibility of being a Scot. I promise to exude greatness and give nothing but my best to the students, teachers, parents, and community in everything I think, say, and do! I promise to give unconditional love and treat the students the same way I would expect my own children to be treated. Expect a steel hand in a velvet glove!

What will your legacy be to HPHS? How do you plan to demonstrate your greatness?

I am excited about this school year and look forward to the collaboration ahead. If you have ideas, comments, questions, or thoughts you want to share, please don't hesitate to contact me any time via phone (785) 274-6000 or e-mail sperry1@tps501.org.

Your partner in education,

Dr. Shana Perry,
Principal

Highland Park: Rich in a Tradition

Revised 8/2018

Highland Park High School (HPHS) in 2017 commemorated 100 years of educational services to thousands of Highland Park High School Students. On June 25, 1863, a committee of five attendees at a school meeting were appointed to find a site for a schoolhouse. The first Highland Park High, serving two grade levels were built at 27th and Indiana out of stone at a cost of \$1,600 in 1868. Up until this date, school had been in a rented house. This new school opened on September 14, 1868. It serves the students of this small township until a new brick school-house opened in 1863 progressively adding successive grade levels. Finally, the fourth year of high school was added in 1916. What began as a small one-room, one-teacher school in 1863 grew to two school houses by 1916. In May of 1917, the first high school class of eight graduates completed four years of high school coursework. Over the next century, two new buildings were erected to accommodate a growing enrollment, and on August 1, 1959 Highland Park High School officially became part of the Topeka Public School System. We are the Highlanders, the Scotties and the Scotsmen: and our colors are scarlet and forest green. We remain proud of our history and are committed to maintain the strong traditions that are the fabric of our school and our community. We are the Scots!

Notable alumni

Ron Evans, Astronaut

Dr. Julius Rebek, Jr., Biochemist

Melvin Douglas, Olympic Wrestler

Top 10 Rules

Revised 8/2018

WEAPONS: If you are in possession of a weapon, or facsimile of a one, you will be **SUSPENDED** per district policy. If a weapon or facsimile is accidentally brought to school (i.e. in your pocket, purse, backpack, or in your car), you can bring it to your principal without repercussion.

FIGHTING: Highland Park High School has a zero tolerance for fighting. If a student is involved in a physical altercation, they will be suspended from school with a possible, long term suspension hearing. Fighting occurs when two parties are involved in a physical altercation on school premises or on the property adjacent to the school.

Administration reserves the right to make the final determination.

If the suspension is ten days, a proposed long-term suspension hearing will be held. Conflict mediation will be required upon students' return, and criminal charges may be filed.

DRUGS/ALCOHOL: Drugs and/or alcohol are **NOT** permitted on campus or at any school event. Drug and/or alcohol violations result in a suspension and referred for a screening and potential counseling. **NOTE:** All over the counter drugs and prescriptions (including inhalers) needed by students during the school day, **MUST** go through the school nurse. If you are in possession of **ANY** medicine (legal or otherwise) consequences will be assigned.

BULLYING: Bullying is not the same as conflict. Bullying is an imbalanced relationship between a person and another person or group of people. There are repeated actions over a period of time that makes one feel degraded and humiliated. One side is being aggressive (bully) and the other side is the victim. There is no give and take between those involved. Conflict is a disagreement between two or more people and is described as antagonistic and hurtful. Both sides saying and doing inappropriate things to each other, which is **NOT** an imbalanced relationship. Typically conflicts start from mutual kidding/teasing, jealousy of one's status, or disagreement in a school setting. Sometimes conflict is mistaken as bullying but both sides are acting aggressively towards one another. Bullying will not be tolerated and is grounds for suspension. Students should report these concerns to a counselor and/or principal for help.

ATTENDANCE: You cannot get your education if you do not come to school or attend your classes. Unverified and excessive excused absences will be addressed by the appropriate administrator. Truancy is considered not being in the classroom (wandering halls, taking an extra lunch, leaving campus, etc.) or frequently not attending school. Students may not re-enroll without updating information at the District Enrollment Office, meeting with the District Attendance Officer and receiving consequences.

TARDIES: When students are late to class they may receive detention. Excessive tardiness to class may also result in other consequences, including parent contact, detention, and losing good standing.

Revised 8/2018

***Parent(s) must contact the school and students must sign out in the attendance office before leaving campus. Parent(s) must physically come to the school and sign students out in person during lunch. WE ARE A CLOSED CAMPUS.

FAILURE TO COMPLY WITH AND/OR IDENTIFY YOURSELF TO STAFF: You are to identify yourself to ANY and ALL staff members when approached or asked and to immediately comply with any directive or request. NO EXCEPTIONS. Failure to do so will result in a form of suspension.

ELECTRONIC DEVICES (ED): While some E.D. are allowed, students are discouraged from bringing such items to school. The school is not responsible for stolen, damaged, or lost items. The normal school day will not be disrupted by wireless/electronic devices. It is the teacher's discretion if ED can be used in class for music. Disciplinary action will be levied if a student fails to comply or obey a teacher in regard to ED use. Students are required to comply without argument. Teacher are allowed to confiscate or direct a student to put E.D. away. Recording or the video/audio of any event, student or staff member, is not allowed and may result in a form of suspension.

SEXTING: Sexting is the sending or forwarding through electronic media sexually explicit, nude, or partially nude pictures/photographs/images or the creation of or relayed transmission of obscene material or child pornography that includes but is not limited to the uncovered genitals, buttocks, or female breasts of persons under the age of 18, via electronic media in the form of digital images, videos, or other electronic images. This provision applies to those students that originate the transmission as well as those students who distribute or post it in any manner other than submit it to appropriate school or law enforcement authorities. School officials will provide all such material to appropriate law enforcement authorities, and it shall be at the discretion of the District Attorney of Shawnee County whether the transmission of such material constitutes a felony or a misdemeanor under Kansas law and whether to prosecute. Snaps and Instagram do not actually delete messages and the forensics officer is able to pull information from an E. D. with the permission of the parent of a victim. Please be aware!

DRESS CODE: See handbook for full details. If your clothing is deemed inappropriate, you will not be allowed to attend class until the issue is corrected. Your parents can bring a change of clothing, your parent can check you out to go home and fix the problem, The student's clothing will be returned in exchange for the school issued attire. If you do not take advantage of one of these options, you will be placed in ISR for that day and you will lose your test exemptions.

PARKING LOT: Students who are found in the parking lot without a pass or permission may be searched and disciplined. The vehicle may also be searched. All vehicles must have a school issued parking pass after showing proper driver's license and proof of insurance. Vehicles without proper decal will first be issued a warning, the second offense will result in a ticket, and could face towing from the lot. Students are also not allowed to leave campus without following

the proper check-out procedure. Any student entering the building must show the current year student ID regardless of whether you are arriving to campus for the first time or just returning into the building. This is a safety procedure to identify who is entering the building.

RESPECT: All HP Stakeholders should expect respect from peers, teachers, students and staff

Backpack Policy: Each student will be assigned a locker and backpacks must be stored in the student's locker during the school day. Backpacks are not allowed in classrooms. The school has binders to give to students that will hold notebooks and act as a protective case for the student's Chromebook. Purses or other small bags designed to hold personal items are allowed if they are worn on the body at all times. If the bag is designed to hold books it is considered to be a backpack and must be stored in the locker.

WHAT DO I DO IF. . . Scot Tips

FULL DAY ABSENCES – Parent/guardian should notify the attendance office at 274-6031 the day of the absence or by 3:30 p.m. the following day. Notification may be made by telephone or a note may be sent with a telephone number where the parent/guardian may be reached.

APPOINTMENT DURING SCHOOL HOURS – To excuse a student, the parent/guardian should notify the attendance office prior to the absence. This may be done by telephone or a note may be sent with a telephone number where the parent/guardian may be reached. Students must check in and out at the attendance office when leaving or arriving back at school.

LATE TO SCHOOL – If a student arrives late to school, the student should report class. Absences will be considered unexcused unless a telephone call or a note with a telephone number where the parent/guardian may be reached is given to the attendance clerk.

BECOME ILL AT SCHOOL – When you feel ill at school, obtain a pass to the nurse from your classroom teacher. If the nurse is unavailable, report to Room 101. Do not leave campus without first checking out from Room 101.

SCHEDULING – If you have adjustments that need to be made to your schedule, contact your counselor or administrator.

BULLYING – A student/parent/guardian or an observer should report all incidents of harassment and/or bullying to an administrator, counselor, or social worker. All reports of this type will be investigated.

ID BADGES – You are required to have your ID badge every day. You will need your badge to pay for your meals and to check out materials from the Media Center. New badges may be purchased in the Student Services Office.

LOCKERS – Each student is assigned a locker. Locker concerns should be reported to your academy office.

LOST AND FOUND – Check with the Main Office and Division offices for lost items. Remember schools are not responsible for lost or stolen items

LOST TEXTBOOKS – Check with classroom teachers, lost & found, your locker, or your Division.. If you cannot locate your textbook, check with your teacher on the procedures for obtaining a new book.

CLASS ACHIEVEMENT – Check with your teachers to see how you are performing in your classes. You may also visit with your counselor about any concerns you may have.

ACADEMIC RECOGNITION – To receive an academic letter, a student must maintain a cumulative GPA of 3.5 or higher for a minimum of 3 semesters. Other awards include the semester honor rolls and the end-of-year academic banquet and awards assemblies.

TUTORS – Tutors are available each day before and after school in Room 126. See your teacher or counselor for assistance.

ANNOUNCEMENTS

Announcements will be read starting at 7:45 am and at 2:55 pm.. If you would to add, remove or change announcements please see the announcements document.

ASSEMBLIES

Attendance is required. When students lose good standing, they are required to go to study hall where roll will be taken. Classroom seating will be assigned for some assemblies. Failure to report to your assigned area seating could result in disciplinary action. Avoid talking, yelling, clapping, or indicating approval/disapproval when such is not appropriate. (Ex: The Veteran's Day assembly requires respectful listening; pep assemblies require audience participation.) Students sit by grade level at pep assemblies. Students sit with class during formal assemblies.

BUILDING HOURS

Our building is open from 7:30 a.m. - 3:30 p.m. Students will not be allowed to remain in the building after 3:15 and must wait outside for transportation, unless meeting with a teacher/sponsor. **PARENTS SHOULD PICK STUDENTS UP NO LATER THAN 3:45.**

Entrance/Exits

Students should not open doors to let other students in. We are a closed campus and this is a huge safety and security issue. All visitors must report through the front doors of the main school after 7:55 AM. All Students must check through the front attendance window if they arrive at school after 7:55 AM. We have buzzers at the doors that would need accessed by students during the day. This system is run by the Attendance Office

THIS IS A MAJOR SAFETY ISSUE.

CHANGE OF TELEPHONE AND/OR ADDRESS

Any change of phone number should be reported to the office. Change of address must be completed in the Registrar's Office by providing a new proof of residency.

CHEATING

Cheating - the act of gaining or giving knowledge for an assignment or test by fraudulent means - undermines the integrity of the school. Cheating is also defined as:

- To use the work of another as one's own.
- To copy information from another student's test or assignment, theme, book report, term paper or notebook.
- To plagiarize – to use another person's idea, expression of words without giving the original author credit.
- To prepare for cheating in advance: to have a copy of a test or assignment to be given by a teacher, to use the textbook or notes during a test, to talk while taking quizzes or tests.
- To fail to follow test procedures or instructions announced by a teacher (i.e. no turning around in seat, raise hand to ask questions, clear desk, etc.)
- To use technology to gain advantage or share information.

FUNDS/SALE OR DISTRIBUTION

No person may display, distribute, solicit contributions, collect funds, offer to sell, or sell any item to students or school district personnel at school, on school vehicles or at school-sponsored or authorized functions, unless he/she has the written permission of the school principal or the superintendent of schools. Materials will be confiscated.

COLLEGE CAREER & TESTING INFORMATION

College information is constantly being updated. For the best information, students and parents are urged to contact the College and Career office located in 136 or the counseling office. The most up-to-date information is available for anyone interested. Information is available on entrance requirements for state and various other colleges and universities, ACT & SAT testing, NCAA and NAIA Clearing House as well as many other issues faced by our college bound students.

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Any publication which is a part of approved school activities, including but not limited to student directories, handbooks, newspapers, or programs are copyrighted and cannot be reproduced in whole or part without the prior written approval of the principal.

CREDIT & UNIT RECOVERY

All credit recovery work must be completed by the last day of the semester to count as a credit for that school year. A student will not be allowed to work ahead. All unit recovery requirements must be met within two weeks after the last day of the semester.

COURT SUBPOENAS AND JURY DUTY

Students who have received a subpoena from a court requiring their presence should bring the subpoena to the attendance office. These will be classified as excused absences and will not count against attendance totals for withdrawal or driver's license withdrawal.

DELIVERING MESSAGES TO STUDENTS

Please do not call your child's cell phone during class time. We take messages from parents. In case of emergency, we have a phone in every classroom.

DANCE POLICY

ONLY students in good standing (academically and disciplinarily) will be allowed to attend dances. The back-to-school dance and student council-sponsored dances are for HP students only. Outside guests may accompany HP students to Homecoming, Winter Royalty and Junior-Senior Prom. Guests must have achieved freshman classification to be allowed to attend. To bring a guest who doesn't attend HP, an outside guest form must be obtained in the main office and directions followed. Students attending alternative placements must have permission from their respective principal in order to attend.

DISCIPLINE/PARENT CONTACT

Serious attempts are made to contact parents on most discipline issues. Parents deserve to know when their student has an issue.

- We meet face-to-face by appointment. We try to accommodate walk-ins, but with a large enrollment, patience is needed and appointments are preferred.
- We contact by mail, home phone, cell phone, FAX, and e-mail. PLEASE MAKE SURE CONTACT INFORMATION IS CURRENT AND ACCURATE.
- If the school is unable to make contact, that does not change the scope of the incident or change the consequences. The student is expected to take home the referral for a signature.

DRUGS AND ALCOHOL

Drugs and/or alcohol are NOT permitted on campus or at any school event and violations will result in a minimum 3 day suspension and screening with possible counseling. NOTE: All over the counter drugs and prescription (including inhalers) needed by students during the school

day, MUST go through the school nurse. If you are in possession of ANY medicine (legal or otherwise) consequences will be assigned. SEE SUBSTANCE USE POLICY.

PASSES

All students must have a pass from a faculty member to be in the halls. Students are expected to sign for the pass before they leave the room. Students should not be out of class for more than 5 minutes in most cases. Students are expected to use their passing period for restroom, locker, and vending machine use. Students may be stopped by any faculty or staff to check for the pass and to see that you get to your destination with expediency.

FAILURE TO GO TO THE OFFICE WHEN TOLD

Failure to go to the office when told by a teacher or other staff member could result in a form of suspension.

FAKE PHONE CALL TO TRY TO EXCUSE ABSENCE OR CHECK OUT

Only a parent can call the school with an excuse for absence. If any other person calls in for the student, the student will face disciplinary action, including an unexcused absence.

FINANCIAL OFFICE

All returned checks are automatically sent to Zimmerman and Zimmerman. There is a returned check fee of \$30.00. The person writing the bad check will have to work with Zimmerman directly to take care of any bad check. The school will not be able to accept money for a bad check.

FOOD AND DRINKS

Having vending machines is a privilege. Drinks should be capped and put away in the classroom or not brought at all. When a spill happens, contact someone for clean-up and properly dispose of bottles and trash. The allowing of soft drinks or food items in the classroom is left up to individual teachers. It is expected that all will use proper trash receptacles demonstrating respect for our school and custodial staff.

FORGERY

All school records are OFFICIAL (examples: grade books, test answer sheets, test scores, doctor's notes, etc.) and any student altering those is subject to disciplinary measures. Forging and /or altering passes is also prohibited.

FUNDRAISING PROJECTS

All requests for fund-raising projects by any class or organization are to be submitted to the activities office for approval by the principal and the school board prior to the start of the project. Unauthorized activities by individuals or groups designed to raise funds by competing with authorized fund-raising activities or engaging in other acts of solicitation in or on school property are forbidden. Violation of this policy will subject the offenders to disciplinary action.

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GAMBLING

No gambling is permitted on school property or at any school-sponsored function. Cards or dice will be confiscated. Disciplinary action may result.

GANG OR CULT BEHAVIOR

*Yelling gang, set or clique names, waving bandanas, tagging, flashing, whistling, etching or displaying gang signs or symbols may result in suspension. Displaying a bandana or wearing gang-related clothing/colors or accessories will result in confiscation and possible disciplinary action. See dress code.

Gangs and secret clubs not sponsored by established agencies or organizations are prohibited. Groups that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are prohibited. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang, presents a clear and present danger to the school environment is forbidden. Initiations, hazing, intimidation, and/or related activities that may cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to students is prohibited.

GOOD STANDING

There will be a LOGS list at the entrance of each extra-curricular event and distributed to staff prior to in school assemblies. Assemblies designed specifically for educational purposes will allow for all students to attend and not be excluded.

HALLWAY BEHAVIORAL EXPECTATIONS

The guidelines include refraining from:

- Running
- Loud talking, yelling, and use of profanity
- Public displays of affection
- Gathering in groups in the hallways
- Any students with reduced schedules must leave the building when not in class.

Students who do not follow proper hallway etiquette will subject themselves to discipline. All students deserve to attend a school where they feel safe.

HEALTH CLINIC /MEDICATIONS AT SCHOOL

Highland Park has full-time nurse on duty. The nurse's office will be open from 7:30 a.m. – 3:30 p.m.

*If you become ill or injured during the day OBTAIN A CLINIC PASS FROM YOUR TEACHER to report to the nurse's office.

LIBRARY/MEDIA SERVICES

The Library/Media Center is open from 7:30 a.m. to 3:15 p.m. and offers a total multi-media program designed to support the curriculum and provide for individualized student learning. Students have access to materials and are encouraged for use in individual, small group, and class activities. Special sections of the library include a reading lounge, reference study area. The staff is available at all times to answer questions and give assistance. Students must use hall passes issued by a teacher and returned to the teacher after their use, but they do not need passes before or after school. Library computers allow access to the internet for academic purposes and maintains a copy machine for student use.

LIGHTERS AND LASER PENS (POSSESSION)

Lighters will be confiscated. Using a lighter may result in suspension. Laser lights or laser pens are not allowed at school. They will also be confiscated and use could result in a negative consequence.

LOCKERS

Lockers are provided for storage of school materials. Keep locked at all times. DO NOT GIVE COMBINATION TO OTHER STUDENTS. The school assumes no responsibility for articles missing from lockers. Remember, the staff can access lockers at any time.

LOST AND FOUND

A "Lost and Found" is located next to the main office so articles found at school can be turned in there. Electronics and money should be turned into the main office. The school is not responsible for lost or stolen items. Do not bring large amounts of money or valuables to school.

LUNCH PROCEDURES

OPEN campus: Your official listing for 11th and 12th grade students are allowed to go out to lunch and should return prior to the end of the lunch period to avoid being tardy. Students may not stay in parking lot, corridors, etc. If a student needs to check out during their lunch, the student's parent must come into the attendance office to pick up the student. Only individuals indicated in our database (provided by the parent) will be allowed to pick up students for lunch. Although we have open campus, if a student opts to remain on campus, he/she must be in a designated eating location where there is supervision.

Restricted areas: Students should stay in the cafeteria or courtyard.

Students are not allowed in the main building.

Parking lot: Any students found loitering in parking lot is subject to search and discipline.

Hallways: Students are not permitted in the hallways during their lunchtime without a pass.

Concurrent enrollment, service-learning and Washburn Tech students, should show IDs as they enter and exit the building.

Visitors are not allowed on campus during lunch or anytime, other than parents, graduates on school business, military in uniform and business representatives who make prior arrangements. Former students, friends, students from other schools and relatives other than parents are NOT allowed to visit and will be respectfully turned away.

All of these guidelines are in place for the safety of all of our students and staff.

LEAVING TRAYS/TRASH

Students are expected to follow cafeteria procedures (e.g., returning their cafeteria trays to the window and discarding paper items, etc.). Failure to do so will result in the following consequences:

1st offense: 60-minute detention

2nd offense: 120-minute detention

3rd offense: Friday School

THROWING FOOD

Participation in a food fight will result in a 1 to 5 day OSS and a possible loss of cafeteria privileges.

NON-SCHOOL DEMONSTRATION/MEETINGS AT SCHOOL

Any students who wish to promote, organize, or participate in demonstrations or meetings on school premises, outside of activities sponsored by the school, must obtain prior approval from the principal, or associate principal and the activities director. Approval must be requested at least three (3) days prior to the activity, exclusive of the day of the request and the day of the activity. Before approving such a request, the principal must first determine that the activity will not interfere with the rights of others or substantially and materially disrupt the educational process.

PARKING LOT

Students in the parking lot without permission from the office subject themselves to search and discipline. Students from other schools or non-students may be cited for trespassing.

QUESTIONING STUDENTS BY STAFF

Principals and their designees shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. Such investigations shall be conducted in a way that does not unduly interfere with school activities. Students are expected to cooperate. Failure to do so could result in disciplinary action. Principals and their designees shall determine when the necessity exists to contact law enforcement officers, when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school or to conduct an investigation of alleged criminal behavior. Students will ALWAYS have a right to Due Process when being questioned about school rules and incidents.

REFUSAL TO IDENTIFY ONESELF

Students must identify themselves upon request of school personnel on school premises, to and from school during school hours, or during the time of school-sponsored or authorized functions. A student's decision NOT to identify themselves may be grounds for a disciplinary consequence. Students are expected to have their ID Badges at all times.

RESTROOMS

Everyone appreciates a clean restroom. Do your part to keep it that way. Restroom stalls are made to be occupied by only one person and sharing a stall could be grounds for disciplinary action. There is no smoking in restrooms. Do not stay in the restroom when you are ill. Go to the nurse/help.

SAFETY DRILLS

Our school will conduct safety drills on a regular basis throughout the school year. Students will be expected to follow all instructions, guidelines and procedures at all times during a safety drill and/or in the event of an actual emergency. Student conduct that is determined to be inappropriate during a safety drill and/or actual emergency could result in disciplinary action being taken by administration. Students are expected to comply with the expectations and procedures during the drill and after as they return to class.

SCHEDULING CLASSES/GUIDANCE

Counseling services help students make responsible decisions in all phases of their lives. Counselors are helpful in choosing classes and setting goals. Make an appointment to visit with your counselor.

The master schedule is built and staff is hired from the pre-enrollment course requests. If a student gets the classes for which he/she pre-enrolled, it will not be possible to change those classes. If there is a mistake on the student's schedule, please notify the counseling office immediately. Mistakes include being enrolled in a class already taken and passed or being enrolled in a class for which the student has not taken the prerequisite. Students must follow appropriate steps to request a schedule correction within the set time limits each term. Those steps are:

1. Pick up schedule correction form in the counseling office and fill out form completely.
2. Obtain parent signature; this is required and turn in by deadline date.
3. Attend class on schedule until notified by the counselor.

No schedule will be changed in order to get a different teacher or a different lunch period.

Students should be aware that any student might be changed from a larger class to a smaller class to balance class size.

TIME FRAME FOR CORRECTIONS

Requests for a change must be submitted within the first five school days of each semester.

Pre-AP & AP classes will have ten days to change during the 1st semester. Requested

changes for 2nd semester must be submitted 5 days prior to the end of the first semester.

----DROPPING CLASSES----

STUDENTS SHOULD NOT EXPECT TO BE ABLE TO DROP A CLASS THEY HAVE SIGNED UP TO TAKE. Students must attend all classes that they are enrolled in until the end of the semester or year, even if they are failing the class because there is value in the course content and the class interaction apart from the grade earned. Students who quit attending a scheduled class without officially dropping the class will be considered truant and subject to discipline. Students will be given the opportunity to request changes in order to make up required classes they have failed. Making up required classes during the school year may or may not be possible depending on class size and availability.

TARDINESS

When a student arrives late to school, they shall go to class but will be marked tardy. Parents may excuse students tardies to their first period of the school day ONLY. Tardies which are a result of a professional appointment may also be excused.

Tardiness: Tardy is defined for high school students as arriving after the start of each class period. Tardies are excused for illness or personal injury, medical and dental appointments, court appearances, or religious holidays, and require written documentation. Students are to report directly to attendance window when arriving from an appointment or late.

TEXTBOOKS/CHROME BOOKS

Students are responsible for damage and wear caused by carelessness or poor treatment. Students are responsible for lost or stolen books.

VEHICLE REGULATIONS

All student vehicles (including motorcycles) must be registered and parking permits displayed on the front windshield in the lower part of the driver's side. Students needing to leave for classes at Washburn Tech, concurrent enrollment, and work study will need a special sticker. A student who changes their schedule and no longer needs an early release sticker is responsible for turning the sticker into the office. Failure to do so or allowing other students to use your early release sticker will result in disciplinary action and/or loss of parking privileges. Students who are temporarily driving a car different from their usual car should obtain a temporary parking permit in the attendance office. Change of vehicle, license plate or insurance must be reported. Students will be ticketed for incorrect parking and/or failure to properly display a current First violation – The ticket is the warning. The parent will be advised that if there is a subsequent offense, the vehicle may be impounded at the driver's expense.

Any subsequent violation – Vehicle may be impounded at the driver's expense.

- Moving violations (i.e. speeding, reckless driving, passengers on outside of vehicle or in beds of trucks, motorcycle drivers must wear protective eyewear & headgear) (i.e. no parking in handicapped, teacher, visitor, spaces marked reserved parking spaces or anywhere in front of the school.

- First violation – One week suspension from parking at school. Second violation –Nine weeks suspension from parking at school. Third violation—Must appear before a committee who will determine consequences. Restriction of the parking privileges may be applied to a student on any step at the discretion of the building administrator.
- Cars for which ownership cannot be determined and vehicles parked in the parking lot displaying lost, stolen, or canceled stickers may be towed and impounded without warning.
- Students driving cars with expired license plates or without proper insurance will be required to remove the car from the school grounds. If the car is returned to the campus without the problem corrected, the car is subject to immediate towing without warning.
- No loud noises from vehicles, loitering or sitting in vehicles before, during, or after school or overloading of vehicles (number recommended by manufacturer).
- Stickers, signs, plates, or anything that the administration believes is causing or capable of causing a disruption to the school climate is prohibited.
- All student vehicles must be parked in the student parking areas located on the North and East sides of campus. Parking in the Dollar General Parking lot is NOT permitted and vehicles may be towed without warning by the store.

Highland Park is not responsible for accidents, theft, vehicle vandalism, etc.

CONTRABAND IN STUDENT VEHICLES:

Vehicles may be searched when on school property when the school has reasonable suspicion. Failure to consent to the search will result in loss of parking privileges. In addition, school officials will follow district policy in accessing the contents of the vehicle. It is the responsibility of any student driving a vehicle onto school property to insure that the vehicle does not contain alcohol, controlled substance(s), weapons, or any other item banned by school policy. Violations will result in disciplinary action.

VISITORS POLICY

Parents are welcome as visitors at all times. Conferences with staff members should be arranged by telephone before the visit. A visitor's pass may be obtained in the attendance office if proper identifications and qualifications are presented. Parents may shadow their students with 24 hour notice provided to the student's principal so teachers may be notified and extra seating may be obtained as needed.

Student visitors from other schools or friends visiting to have lunch with Highland Park are not allowed. This includes in or out-of-state visitors. The principal or any faculty member, after establishing that a person is 1) not a student or employee of the school, or 2) has no proper business at the school, will direct such person to leave immediately.

WITHDRAWAL PROCEDURE

The procedure for withdrawing from school is as follows:

1. Authorization for withdrawal must be made by telephone or in person by your parent or guardian to the counselor's secretary in the counseling office.
2. Obtain appropriate form from the counseling office.

3. Have the form signed (1) by your teachers, (2) the Library Media Center, (3) the school nurse, (4) the registrar, (5) The principal (6) counselor, (7)athletic office , and (8) the cafeteria. All school books and property need to be turned in at the time of withdrawal.
4. Return completed form to the counseling office for final clearance.
5. All financial obligations must be cleared before the final withdrawal.

WASHBURN TECH STUDENTS

NOTE: Washburn Tech students should be released at 10:25 daily, and will eat with 1st Lunch.
PARENTS RIGHT TO KNOW

As a parent of a student in Highland Park High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's teacher(s) and requires us to give you this information in a timely manner if you ask for it. In addition per federal law, you will be notified if your child is taught for four (4) or more weeks by a teacher who is not deemed highly qualified by federal standards.

ATHLETICS/CONDUCT CODE FOR SPECTATORS

The following conduct code for spectators was drafted by the Kansas State High s School Activities Association and should serve as a model for sports fans at all high school athletic events. Also, see Event Expectations.

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will, and the centering of attention on the good qualities involved; and

BELIEVING THAT conduct is an important part of the school's athletic program, I pledge to act in accordance with these principles.

As An Athletic Spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline, and restraint during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me, but to the participants playing the game.
4. Regulate my action at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct, since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat the visiting team and spectators as guests, being courteous and fair.
7. Avoid actions which will offend the individual athlete.

Revised 8/2018

8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests, and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair, and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities, and that spectators have great responsibilities.
21. Obscene cheers, littering of basketball courts, the throwing of objects, and verbal indignities directed toward visiting athletes, spectators or referees have no place in high school athletics.

ATTENDANCE

Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent or guardian may be considered acceptable by the principal for the first five (5) excused absences per semester. Additional absences will be considered unexcused unless official written documentation is submitted (ex: doctor's note, verification of a court appearance, memorial service folder, etc.). The Administration may provide appropriate consequences for unexcused absences.

EXCUSED ABSENCES

In order for an absence to be excused, the student's parent/guardian must call the attendance office no later than 3:30 p.m. on the day following the absence. Absences during lunch block from 11:20-1:30 will NOT be excused unless the student had an appointment and the parent/guardian notified the attendance office prior to the absence.

UNEXCUSED ABSENCES

a. Students who leave school during the day without properly checking-out will be counted "unexcused." Parent calls excusing these absences must be recorded before the absence occurs. Students who leave school without properly checking out may receive up to three days in ISS.

b. Students escorted by school officials for being out of class without proper pass and/or permission will receive up to three days in ISS.

c Students who skip class (es) and/or leave campus without properly checking out through their Academy office will receive up to three days in ISS. In addition, truancy conferences will be held with the student, parent/guardian, and administrator, and truancy may be filed.

d. Students with excessive absences may be required to produce documentation to excuse absences. Parents will not be allowed to call in absences.

Students may be dropped from enrollment for being absent 10 consecutive days or 15 parts of days without proper documentation for being out of school during a semester. Students will need to contact the HP's registrar and counselor to re-enroll prior to returning to school. Upon return, students could be placed on an attendance contract to assist them in being successful in attending school, maintaining grades and earning credits. This would be created with the administrator, counselor, truancy officer, social worker, parent(s) and student.

MAKE-UP WORK FOR EXCUSED ABSENCES

The student is responsible for contacting his/her teacher to receive assignments. Students are allowed the number of days absent + one additional day to complete the work.

Early Dismissal: A student shall not be excused and dismissed from school before the end of the school day without an approved written request for early dismissal from the student's parent or guardian or the approval of an administrator. Telephone requests for early dismissal of a student will only be honored if the caller can be positively identified as the student's parent or guardian. Additional precautions regarding excusing students from school may be taken as appropriate to the age of the student and/or as circumstances warrant. Students must remain in class until dismissed following site procedures.

Make-Up Work: A student shall have the same amount of time to make-up any missed assignments equivalent to the amount of class time that they missed for any excused or school activity related absence. This work may be completed and graded for full credit. In the event that a student is aware of dates that they will be absent from school, they are encouraged to obtain their assignments early.

Truancy: Highland Park Truancy Officer works with students to ensure that all students attend school on a consistent basis. School and District Administrators may take reasonable measures to enforce the provisions of the State of Kansas's Compulsory School Attendance Laws. These measures may include school, district, and legal consequences.

CLASS ATTENDANCE

ALL STUDENTS ARE REQUIRED TO ATTEND SCHOOL ALL DAY.

BULLYING

Revised 8/2018

BULLYING 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 a school vehicle 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. Individuals who violate this policy may also be referred to law enforcement officials.

SB68: Kansas Anti-Bullying & Character Development Legislation: January 1, 2008 Definition of Bullying: A) Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive education environment for a student of staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: • Harming a student or staff member, whether physically or mentally • Damaging a student's or staff member's property • Placing a student or staff member in reasonable fear of harm to the student or staff member; or • Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or • Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section of subsection (e) of K.S.A. 72-8205 and amendments thereto. (Kansas School Board Association)

B) Bullying is any ongoing physical or verbal mistreatment where there is: • An imbalance of power and • The victim (target) is exposed repeatedly to negative actions on the part of one or more other students (Olewus 1986, 1991, and 1993).

CAMERA SURVEILLANCE

Surveillance Videos: The District utilizes video cameras to enhance its security operations. Video cameras may be placed in buses, hallways, classrooms, parking lots, common areas, cafeterias, stadiums, auditoriums, and any other except locker rooms and bathrooms. These video cameras are monitored and are under the control of the Topeka Public Schools Campus Police Department is responsible for the creation and maintenance of any surveillance videos. Building principals may request copies of any recording made by any surveillance video cameras from the Campus Police Department.

Surveillance videos are NOT considered to be educational records of students but are considered to be records of a law enforcement unit. Surveillance videos may be used in disciplinary actions against students and employees and may be publicly disclosed during such disciplinary proceedings.

Videos will not be retained unless the District's Campus Police Department determines that a video is needed. Any requests from the media for copies of videos are to be handled by the Communications Director. All other requests for copies of videos should be submitted to the

Campus Police Department. The District shall have discretion as to the release of surveillance videos.

CHANGE OF TELEPHONE AND/OR ADDRESS

Any change of address or phone number should be reported to the attendance or counselors' office or a parent or guardian can log into Power School and update phone numbers, email-address, and emergency contacts. Change of address will be completed with a lease and utility bill with the custodial parent(s) or guardian's name on both.

CODE OF CONDUCT

Student behavior at Highland Park High School is based on respect and consideration for the rights of others. Students have a responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

DETENTION NOT SERVED

When a detention is assigned by a staff member and the student fails to report to serve the detention, he/she will receive the following discipline:

Detention not served: 60-minute detention

120-minute detention

Administrator detention not served: Friday School

Friday School not served: 1 day In-School Suspension

DISRESPECT TO STAFF MEMBER (inappropriate gestures, name calling, inappropriate language toward a staff person)

All students are expected to show respect toward all staff members.

Disciplinary action to could result in:

1-3 day OSS

Continued disrespect to staff will be dealt with accordingly.

DISRUPTIVE STUDENTS

Minimal disruptions are to be handled by the classroom teacher. The teacher will call parents to report concerns.

1st offense: Administrator calls parent + assigns detention/or ISS

2nd offense: Friday School + administrator calls parent

3rd offense: ISS/ OSS up to 3 days

FAILURE TO COMPLY WITH A REASONABLE REQUEST

The teacher will follow the classroom Problem Behavior flowchart.

INSUBORDINATION/DEFIANT BEHAVIOR

Revised 8/2018

If a teacher finds it necessary to send a student out of class because he or she continues to disrupt the educational process, the following consequences will apply.

1st offense: Administrator calls parent for conference; assigns detention

2nd offense: Administrator calls parent for conference; assigns Friday School

3rd offense: Administrator calls parent for conference; assigns ISS

4th offense: 1-3 day OSS

OBSCENITY/OBSCENE GESTURES/PROFANITY/ INAPPROPRIATE COMMENTS

The judgment of whether or not a statement is profane or obscene will rest with the academy principal, who may also confer with other administrators in making a decision. Obscenity and profanity guidelines will apply equally to written, oral, computer and/or Internet communications.

* Students using inadvertent profane/obscene language or gestures in a classroom will be referred to their principal.

1st offense: Teacher consequence

2nd offense: Teacher consequence

3rd offense: Teacher consequence

4th offense: Detention

* Students using deliberate profane/obscene language or gestures in classrooms, hallways and/or on school grounds are subject to the following administrative actions:

1st offense: Administrator calls parent + assigns Friday School

2nd offense: ISS

3rd offense: 1-3 day OSS

4th offense: 3 day OSS

* If the profanity/obscenity is directed toward a teacher/staff member:

3-5 day OSS

*NOTE: Removal from class with loss of credit may result.

CONCERNS OF STUDENTS/PARENTS

A student or parent who has a concern should first bring the matter to the appropriate teacher or coach. If the outcome is not satisfactory, a call should next be made to a building administrator or athletic director. A conference can be scheduled, if necessary. If the outcome of the conference with the principal is not satisfactory, the next step would be to contact the Topeka Public Schools Lead Principal High School.

DIRECTORY INFORMATION/MEDIA RELEASE

See FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

DISCIPLINE

Students should know what is expected of them in terms of behavior and in terms of education. Students should be treated fairly and with proper due process, but there should be no question that the teacher is in charge in the classroom, and the principal is in charge of the school.

While the school should make every effort to help students with problems, those problems can never be allowed to interfere with the education of the rest of the students.

Highland Park has one basic rule of conduct. We desire that all students accept the responsibility of "self-discipline." Students are to conduct themselves as young ladies and gentlemen at all times.

When a student demonstrates that he/she cannot conduct himself/herself in a positive manner, and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

DRESS CODE

Clothing and grooming must be such that it does not constitute a health or safety hazard.

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

Shirts/Blouses/Tops

- Clothing and/or accessories that promote violence, gang activity, drugs, or alcohol are inappropriate.

Accessories

- Footwear must be worn at all times. Note: House shoes should not be worn to school. There may be changes, interpretations or exceptions to the dress code as deemed necessary by administrators. These changes or interpretations will be dependent upon safety conditions or situations that develop. Any student deemed in violation of the dress code will be required to find clothing that meets the dress code. As a last resort, the school may provide an appropriate clothing item in exchange for the original clothing (if the school has something available). The student can redeem their original clothing item when they return the school's appropriate clothes at the end of the school day. Failure to comply after a student has been asked to make corrections will result in disciplinary action.

If a student violates the dress code, a contract can be used as an agreement. Failure to uphold the agreement will result in an appropriate consequence.

ELIGIBILITY FOR ACTIVITIES

The maximum number of absences for ACTIVITIES, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one-class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

Eligibility criteria for student participation in activities sponsored or sanctioned by Highland Park High school

In addition, a student participating in an activity/athletic event during the week must be in attendance for the entire school day in order to participate in a practice, game or activity. This means that the student must be in class, for all classes scheduled, until such time as the team or activity group is dismissed to prepare for and/or travel to the event. If, however, s/he secures the administration's permission prior to the absence due to extenuating circumstances, participation may be permissible.

Activity Participation - Eligibility:

Eligibility requirements for participation in extracurricular activities (KSHSAA)

1. Current Semester – The student shall be enrolled in and attending a minimum of five new subjects (those not previously passed), of unit weight, or its equivalency, during the present semester.
2. Scholarship – The student shall have passed at least five new subjects (those not previously passed), of unit weight, or its equivalency, the previous semester or the last semester of attendance.
3. Students who must attend a semester to regain scholastic eligibility may not participate in interschool activities until after they have attended classes in a new semester.
4. Physical Examination – Any student wishing to participate in athletics must have a physical exam with the form signed by certified medical personnel. The physical examination shall not be taken earlier than May 1 preceding the school year for which it is applicable. A physical examination form and parental consent form must be turned into the coach or Athletic Director before students will be allowed to practice or try out for any sport. Students that make the team will then need to complete an emergency file card and release to be treated from to be on file in the Athletic Training office.

PERSONAL SPORTS EQUIPMENT

Students are not to bring their personal athletic or sports equipment (i.e., footballs, basketballs, tennis or golf balls, bats, racquets, skateboards, etc.) to school unless such equipment is required for a class or school-sponsored athletic activity. If athletic equipment is used for school sport it must be put in school or team locker. If skateboards are used for transportation, they must be stored in the student's locker during the entire school day. Such items are not to be used on campus, in the classrooms, in the halls or in the cafeteria. Students who violate this policy will be given one warning. Additional infractions will result in disciplinary consequences and the item will be held by school authorities until a parent/guardian can pick it up.

Scholastic Eligibility: Additional Highland Park High School Eligibility Requirements:

Purpose

The goal of Highland Park High School is for every student to progress successfully toward completion of his or her high school education. While we recognize the value of activities, this policy is designed to ensure proper focus on academic progress.

Procedure

At the end of each week in each semester, the Athletic/Activity Office will distribute the names of students who are failing 2 or more courses. At the beginning of the succeeding week - a period of no activity participation will begin for all listed students involved in extra-curricular or co-curricular activities. Listed students will be required to attend on-campus tutoring (such as in

Room 126 or team study hall) until the minimum standard (only one F) is regained (a minimum 30 minutes per session) and they are no longer failing 2 or more classes. Coaches/sponsors will monitor tutoring attendance and progress. Any student who is failing in two (2) or more subject areas will not be allowed to participate in any practice/rehearsal, public performance or competition, and remaining ineligible until they regain the minimum standard: only one F in Power School, S1. The semester grades listed on Power School will be used to evaluate the students' eligibility. If a student is eligible for a district contest the student will also be eligible for the State competition in that activity. All teachers must have current grades posted on PowerSchool by midnight of each Thursday. All issues or questions in concern to an individual's eligibility must be presented to the Athletic Director or Administration for judgment.

A student MUST pass at least five new classes the previous semester in order to be eligible to participate (Note: Summer school and night school do NOT count towards meeting eligibility requirements). Additionally, the student MUST be currently enrolled in 5 classes during the current semester of the participation.

Students dually enrolled in college courses who have their college hours recorded on their high school transcripts may count a maximum of five hours of college credit as two subjects of unit weight or three hours of college credit as one subject of unit weight.

A student cannot have more than eight semesters of possible eligibility in grades nine through twelve, and semesters are consecutively counted upon the first day of enrollment.

INTRA-DISTRICT TRANSFERS FOR ATHLETICS

Students entering 9th grade from a Topeka Public schools middle schools who desire to transfer to Highland Park High school outside their attendance area without loss of eligibility for varsity/KSHSAA athletic competition, shall have the opportunity to apply for said transfer provided application is made on or before May 15.

Any high school student who is making their first entry into the district and who desires to transfer to a Highland Park High school outside their attendance area without loss of eligibility for varsity/KSHSAA athletic competition, shall make a request in writing to the Superintendent or designee who will form a review committee to determine whether or not eligibility requirements will be waived.

When a transferred student, enrolled in an KSHSAA sanctioned sport, returns to their resident area school, the student will lose interscholastic athletic eligibility for 18 calendar weeks, beginning on the first day the student attends class at their resident school.

ELIGIBILITY RULES FOR PARTICIPATION IN KSHSAA. SANCTIONED SCHOOL ACTIVITIES

You are not eligible:

- If you reach 19 years of age before September 1
- If you have not attended classes 90% of the time for the current term
- If you do not follow the code of conduct established by your school and are consequently placed under discipline as a result of reflecting discredit upon your school

- If you enter a contest under an assumed name
- If you are a member of a fraternity, sorority, or secret society in violation of the State Laws of Kansas or the regulations of any local Board of Education
- If you have violated the amateur rule by (a) using your knowledge or skill or athletics or reputation as an athlete for financial gain, (b) by being compensated for your participation in physical activities with professionals, or where professionalism is practiced, (c) if your team or their sponsors are compensated or reimbursed on a win or lose basis, or (d) if you accept cash or usable merchandise other than trophies, medals, or plaques given to individuals or teams
- If you have attended more than eight terms after entering the ninth grade or if your seventh and eighth terms do not follow consecutively
- If you have participated or had the opportunity to participate in any sports for all, or part of, four (4) seasons beginning with the ninth (9) grade
- If you and your parents do not live in the school district in which you attend school unless you have served one term of ineligibility or, unless your resident situation has been approved by the KSHSA.A. office
- If you participate in a school district other than where your parents live, you are ineligible at all other schools including the school of the district where your parents reside
- If you violate the end of the season rule by participating after the state championship tournament for that particular sport without being approved to do so
- If you allow anyone other than you or your parents to pay a fee for specialized training in summer basketball or football camp

NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY DISCIPLINE

Any freshman student entering National Collegiate Athletic Association Division I and II institutions must complete a core curriculum and maintain certain standards.

If you have any questions concerning your status as it relates to this policy, contact your coach and/or counselor

CLASSIFICATION POLICY

- A freshman student must earn six (6) units to be a sophomore for the next school year.
- A sophomore student must have earned thirteen (13) units to be considered a junior for the next school year.
- A junior student must have earned nineteen (19) units to be considered a senior for the next school year.
- A senior student must have earned twenty-four (24) units by the end of the second semester to graduate.

HONOR ROLL

Placement on the Honor Roll is determined by using the weighted GPA. Three Honor Roll levels are recognized: 4.00 and above, 3.50 through 3.99 and 3.00 through 3.49. To be eligible for any Honor Roll designation, a student must be enrolled in five or more classes for which a letter grade is earned; pass/fail classes do not count. In addition, a student must earn no grade lower than a "C" in order to be eligible.

CALENDAR FOR COLLEGE-BOUND STUDENTS

Throughout the school year, students should consult with their counselors to determine which deadlines are applicable to their college-bound program.

SEPTEMBER

1. Discuss college plans with parents
2. Notify counselors if you are college bound.
3. Register for ACT, and SAT according to college choices.
4. Register with ACT for State of Kansas scholarship program.

OCTOBER

1. Request catalogs, applications and/or financial aid information from various colleges.
2. Watch for announcements of college meetings during the school day. Visit with college representatives.
3. Take October ACT.
4. Register for December ACT.
5. Register for December SAT and/or Achievement Tests.
6. Attend College Parent Night.
7. Discuss college plans with counselor.
8. Attend USD 501 College Fair.

NOVEMBER

1. Register for January SAT and/or Achievement Tests.
2. Take November SAT.
3. Contact college of your choice if interested in CLEP (College Level Entrance Program).

DECEMBER

1. Note carefully the deadlines for submitting applications for admission and/or financial aid; February 13 is the most common deadline for financial aid.
2. Take December ACT.
3. Take December SAT.
4. Attend Financial Aid Information Night.

JANUARY

1. Request counselor or secretary to forward seven-semester transcript.
2. Pursue vigorously second semester classes; until a college receives final transcript, admission is on conditional basis.
3. Take January SAT and/or Achievement Test.
4. File financial evaluations, FAFSA, and/or Pell.

FEBRUARY-MARCH

1. Register for Advanced Placement Examinations of CEEB or College Level Entrance Program (CLEP).

APRIL

1. Inform selected college of your acceptance and intent to enroll.
2. Notify other colleges to which you have applied that you wish to withdraw applications.
3. Inform counselor of scholarships and other awards received.

MAY

Revised 8/2018

1. Request final transcript.
2. Inform counselor of scholarship and other awards received.
3. Proof of scholarships must be submitted by May 10 for inclusion in the graduation program.

EVENT EXPECTATIONS

So that everyone can enjoy USD 501 events, here are expectations for people who attend:

- If you leave the building, you may not re-enter.
- Do not loiter during or after an event.
- Be well-behaved and respectful.
- Noisemakers are not allowed.
- Students in ISS, or serving a suspension are not allowed at school events.

Failure to comply with these guidelines will result in your removal from the event and future events.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act Notice of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1) The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3) The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses educational records without consent to officials of other school districts or post-secondary schools in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

Notice to Parents and Students Regarding Directory Information

Note to Parents:

Please read carefully this notification of rights concerning the privacy of student information. If you wish to restrict the release of information about your child, please notify your child's school principal in writing.

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the Highland Park High School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Highland Park High School may disclose appropriately designated "directory information" without your written consent, unless you advise the district to the contrary. The primary purpose of directory information is to allow Putnam City Schools to use this type of information from your child's education records in certain school publications or media stories.

Examples of these uses include:

- Honor roll or other recognition lists
- Graduation programs
- School directories
- Sports programs, such as for football, showing weight and height of team members
- A program showing student roles in plays or other fine arts programs
- Stories written or taped by newspaper, television, radio or Internet media

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Companies that manufacture class rings
- Companies that publish yearbooks
- Companies that provide tutoring

Highland Park High School has designated the following information as directory information:

- Student's name
- Parent's or guardian's name
- Address
- Telephone number
- Date and place of birth
- Grade level
- Dates of enrollment
- Honors and awards received
- Most recent previous school attended
- Student statements/quotes
- Photographs
- Audio or video tapes or files which identify the student's participation in and/or achievements earned in enrolled courses or recognized activities and sports.

The district will be free to release or use directory information as appropriate without prior consent, unless parents notify the school principal in writing within 10 days of the date of receiving this handbook that the above information should not be released without consent. Parents/guardians may write a letter or use a form available in the school counseling office.

Notice to Parents Regarding Directory Information and Military Recruiting

Provisions of the No Child Left Behind Act of 2001 (P.L. No. 107-110), Title IX General Provisions § 9528 and the National Defense Authorization Act of 2002 require high schools to provide to military recruiters, upon request, access to secondary students' directory information unless parents/guardians have "opted out." In accordance with those acts, military recruiters are entitled to receive the name address, and telephone listing of juniors and seniors in high school. If your child is a junior or senior in high school, and you do not wish Highland Park High School to release your child's name, address and phone number to military recruiters, you may opt-out by notifying your child's school in writing. To opt-out of disclosure of student information to military recruiters, you must provide written notice to the school principal. Parents/guardians may write a letter or use a form available in the school counseling office. If parent/guardians do not provide written notice, their child's directory information will be released to military recruiters as required by law.

FIGHTING

Highland Park High School has a zero tolerance for fighting. If a student is involved in a physical altercation, they will be suspended from school with a possible, long term suspension hearing. Fighting occurs when two parties are involved in a physical altercation on school premises or on the property adjacent to the school.

Administration reserves the right to make the final determination.

If the suspension is ten days, a proposed long-term suspension hearing will be held. Conflict mediation will be required upon students' return, and criminal charges may be filed.

ASSAULT AND BATTERY

An assault is an unprovoked attack which occurs with no physical response from the victim. All assault cases will be reviewed by the administrator and the building principal before a verdict is reached.

All confirmed instances of assault and/or battery will result in a 10-day OSS with a proposed long-term suspension hearing and the notification of the proper authorities. Criminal charges will be filed..

STRIKING/PUSHING A STAFF MEMBER

Any student who intentionally pushes or strikes a staff member will receive a 10-day OSS with a proposed long-term suspension hearing. If the long-term suspension is upheld, a referral may be made for an alternative academic setting. Criminal charges will be filed.

If the staff member has the student in class, the student will be removed from that class.

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THREAT BY WORD OR DEED

A threat made to a staff member will result in a 3-10 day OSS. If the suspension is for 10 days, a proposed long-term suspension hearing will be held. If the threat is made to a teacher in the classroom, the student may (in addition to the OSS) be removed from the class with loss of credit. Appropriate authorities may be called.

A threat made to a student by another student may result in conflict mediation (when and where possible) AND/OR 1-3 day OSS and a meeting with parents/guardians

TERRORISTIC THREATS will be referred to the proper authorities.

HORSEPLAY

For the safety and welfare of others, no running or horseplay will be tolerated. Horseplay includes, but is not limited to: grabbing, pinching, pushing, tripping, throwing objects,

roughhousing, and body bumping. Participation in horseplay will result in consequences assigned by the administration. Subsequent violations will be dealt with accordingly.

EXTORTION

Students caught extorting money, services, or any items of value from another person will receive a 3-day OSS. Criminal charges may also be filed.

FALSE FIRE ALARMS/EMERGENCY CALLS

Setting off a false fire alarm or making a false emergency call will result in a 3-day OSS. The student may be required to pay for any losses and/or damages.

FIRES

Students setting fires in or near the building will receive a 5-10 day OSS and may be subject to a proposed long-term suspension hearing. In addition, the appropriate authorities will be notified. Restitution for damages may also be required.

FIREWORKS

All fireworks (including fire crackers, fire bombs, stink bombs, "poppers," etc.) are prohibited. Use and/or possession on school property of such items will result in a 5-day OSS. In addition, the appropriate authorities will be notified. Restitution for damages may also be required.

FIRE EXTINGUISHERS

Students who set off or steal fire extinguishers will receive a 5-day OSS. The student may be required to pay for the loss of items and/or the damages.

THEFT OR POSSESSION OF STOLEN PROPERTY

Any student caught stealing or in possession of stolen property may be subject to a 5-day OSS and restitution.

If a student is caught stealing while on a school activity or team trip, in addition to other consequences the student may be removed from the activity for the remainder of the season. Restitution will be made by the student. The student is also subject to prosecution under the law.

VANDALISM/DESTRUCTION OF SCHOOL PROPERTY

Vandalism is the defacing or destroying of property. A student who is found to be guilty of vandalism or destruction of school property must pay restitution for the damages. In addition a 5-day OSS may be imposed. If needed, the appropriate authorities will be notified.

ELECTRONIC ITEMS

Students are discouraged from bringing electronic items (e.g., cell phones, MP3 players, I-Pods, games, etc.) to school. The school will not assume responsibility for lost, stolen, or damaged items. The use of cell phones in the building during class time is strongly discouraged, except when required for an instructional activity. Using cell phones or other electronic items to record fights, share inappropriate snapshots/videos, or bully other students may be determined as a disruption to the school environment and may result in school and local law enforcement investigations and potential discipline. Electronic devices that disrupt the educational process must be taken to the Administrative Office.

1st offense: Teacher warning.

2nd offense: Device will be kept in the Administrative Office until the end of the related class period. Multiple offenses will be handled with parents by the administrator.

YONDR POUCHES

C. At the high schools, students are also permitted to use cellular phones and other ECDs during the lunch period and passing periods. Cellular telephones and other ECDs must remain in an off position and out of sight in classrooms or during instructional time unless use of the ECD is specifically authorized by the classroom teacher. Exceptions may be made in special circumstances with prior approval from the principal or designee. Use of a cellular telephone or other ECD shall not be allowed if the use will be disruptive to other students' instructional time. Highland Park High School has partnered with Yondr to help students make responsible choices when it comes to electronic devices. Certain classes will require the use of such pouches when deemed necessary and appropriate by administration and staff to enhance the educational climate.

If a student in class is in violation of above stated Board Policy the teacher may ask the student to put personal electronic device in pouch (student retains possession of phone) for the remainder of the class period or, if student refuses they will be required to turn in phone at their Division Principal's office where it will be put in a pouch for the remainder of the day. Multiple or subsequent violations of this policy will result in parents being contacted and the student needing to turn in electronic device to the office every morning.

In order to prevent violation of cell phone policy and to encourage student learning, success, and achievement, in certain core/required classes, students will be required to lock phones in pouches upon entering the classroom. Refusal to do so will result in disciplinary action.

GRADING SYSTEMS

The grading system is designed to promote continuous evaluation of student performance, communicate progress, and celebrate successes. Printed grade reports are received by each student following the end of the marking periods. These are for the parents' records, and do not have to be returned to the school. Besides the letter grade, each report contains a citizenship grade and the attendance record. The Highland Park grading scales:

A	=	90 - 100
B	=	80 - 89

C	=	70 - 79
D	=	60 - 69
F	=	50-59
I	=	Incomplete
N	=	No Credit

Graduating Class of 2013-2014 and Beyond

A.	Language Arts		4.0 units
	Freshman English	1.0	
	Sophomore English	1.0	
	Junior English	1.0	
	Speech Arts	0.5	
	Senior Writing	0.5	
B.	Social Studies		3.0
	World History	1.0	
	U.S. History 1, 2, & 3	1.5	
	U.S. Government		0.5
C.	Mathematics	3.0	
	Algebra 1		1.0
	Geometry		1.0
	Algebra 2		1.0

NOTE: An advanced student may enter with Algebra or Geometry and progress as desired.

D.	Science	3.0	
	Biology		1.0
E.	Physical Education	1.0	
F.	Financial Literacy	0.5	
G.	Fine Arts	1.0	
H.	Electives	8.5	

- Seminar (.25 credit per year) is required at each of the comprehensive high schools.
- Decisions about additional elective coursework should be guided by the student's chosen career cluster and pathway.
- In addition to these requirements, a college and career-focused senior project or presentation will be required for graduation.

Total Required for Graduation 24.0 units

PARTICIPATION IN GRADUATION EXERCISES

For a student to participate in graduation exercises, the following guidelines must be met:

1. All correspondence classes and credit recovery classes must be finished and the final grade documented in the counselors' office by May 1st.
2. Students must meet graduation requirements by the end of the spring term

A student may still receive his/her diploma in the summertime after graduation has been completed. The above information only pertains to graduation exercises.

HEALTH SERVICES

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. It is the responsibility of the parent to inform appropriate school personnel of medical conditions of the student and medications that the student is taking that may have an effect on their child's educational success, even if the medications are not taken at school. This information will be kept in confidential health records.

Administration of Medicine

A school nurse, or in the absence of such nurse, an administrator or designated school employees, may administer medicine(s) to students when authorized in writing by the student's parent or guardian as provided by law.

1. General procedures for the administration of medicine:

- Written authorization must be on file in the school clinic or office before the school nurse or designated school employees may administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form.
- Each school in which any medicine is given shall keep a record of the name of the student to whom the medicine was administered; the date the medicine was administered, the name of the person who administered the medicine and the type or name of the medicine which was administered.
- Medicine to be administered shall be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication.
- For incidents of major concern, or questions regarding the administration of any medication, every effort will be made to contact the parent or guardian. The nurse's professional discretion will be used to determine if the administration is in keeping with the health and well being of the student and sound medical practice.

Specific procedures for the administration of medicine:

- It is the responsibility of the parent/guardian having legal custody of the child to provide any medication to be given at school.
- No controlled substances (such as hydrocodone, percocet, tylenol #3) will be given at school without a specific doctor's order stating the med must be given during school hours.
- Prescription medicines must be brought to school in the original prescription container labeled with: the date, name of the prescriber, the name of the student, the name and dosage of the medication, directions for administration and the name and phone number of the pharmacy.
- Sample drugs must be accompanied by a physician's written order, specifying the dosage, the frequency and directions for administration.
- Non-prescription medicines must be brought to school in an unopened, original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, i.e. oral, nasal, side

effects/contraindications and other directions as appropriate. The medicine must be age and dose appropriate.

- A new authorization form must be completed for any change in medication.
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age. Exceptions are made for asthma inhalers or medication for life-threatening conditions, which may be carried by a student after the school receives a letter from the parent/guardian and the physician stating that it is necessary for the medicine to remain with the student. Authorization must include that the student has been trained and is proficient in self-administration of the prescribed medication. School personnel shall not be responsible for any adverse reaction suffered by the student as a result of self-medication.
- Non-prescription inhalers for asthma will not be given at school.
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use must be accompanied by a physician's written order.
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician.
- Because of the potential for harm to children or teenagers who are suffering from viral illnesses such as influenza, chicken pox or colds – no aspirin or aspirin-type products will be given at school. *
- In the absence of either the written authorization from the parent/guardian, or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

Use of Crutches in School

If it is necessary that your child use crutches at school, please inform the school nurse. Your child will need to check in with the school nurse so that accommodations can be made for the safety of your child while on crutches at school. These accommodations may include an early release pass for leaving class early (5 minutes) to avoid crowds in the hallways, elevator keys, and any other accommodation that is necessary.

Health Screenings

Each year, various health screenings may be done at school. While each school is different in the screenings they do, the following health screenings may be done on the students at your child's school: height, weight, BMI, blood pressure, vision, hearing, and/or dental. If you do not want your child screened, please call your child's school and specify which screenings you do not want done on your child. If you do want a specific screening done on your child, please call the school and request this.

CONCUSSION FACT SHEET FOR PARENTS

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. You can't see a concussion. Signs and symptoms of concussion can show

up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion: SYMPTOMS REPORTED BY ATHLETE: • Headache or “pressure” in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light • Sensitivity to noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/ GUARDIANS: • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows mood, behavior, or personality changes

Content Source: CDC’s Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).

IN-SCHOOL SUSPENSION (ISS)

The In-School Suspension (ISS) program is designed to offer an alternative setting to the regular classroom that provides students with continued educational access while serving the consequences for inappropriate behavior.

District Guidelines:

- ISS will be administratively assigned.
- The assignments for students in ISS will be provided by the regular classroom teacher.

Substitute assignments may be given by the ISS staff.

- Students in ISR will be separated from their peers during lunch.
- Students will not be allowed to attend or participate in school events during or after school until they have been dismissed from ISS on their last day assigned. The only exception to this rule would allow students to attend and participate in practices conducted after school hours.
- Rules of behavior will be provided, and full compliance is expected by each student assigned to ISR.

INTERNET

II. GENERAL INFORMATION:

The purpose of providing Internet access to students and staff in the Topeka Public schools is to support education and research. The valuable information and interaction available on this world network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access involves a complex association of government agencies and regional, state, and local networks. The effective operation of the Internet relies upon the appropriate conduct of the

end users. As a result, users of this service are bound by the conditions and rules for use of the Topeka Public Schools and also those entities mentioned above.

Guidelines are provided here that outline user responsibilities. In general, this requires efficient, ethical, and legal utilization of the Internet resources.

IV. TERMS AND CONDITIONS:

A. The use of the district's internet access is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. The Topeka Public Schools reserves the right to deny, revoke, suspend, or close any user account at any time, based upon its determination of inappropriate use by the account holder or user. The Topeka Public Schools also reserves the right to restrict access to resources which do not meet district informational, instructional, and educational outcomes.

B. The use of accounts must be in support of education and research and consistent with educational objectives of the Topeka Public Schools. Use of another organization's network or computing resources must comply with the rules appropriate for that network as well as the rules established by the district. Transmission or receipt of material in violation of United States or state regulation is prohibited. This includes, but is not limited to:

1. Copyrighted material;
2. Threatening or obscene material;
3. Material protected by trade secret.

Use for commercial activities is governed by Administrative Regulation No. 2475-1, Advertising, Commercialism, Fund Raising, or Selling in the Schools, and is generally not acceptable. Use for commercial product advertisement or political lobbying is also prohibited.

C. Users are expected to abide by the generally accepted rules of Internet etiquette. Those include but are not limited to the following:

1. Be polite;
2. Use appropriate language;
3. Do not reveal personal addresses, phone numbers, or private (nonschool) e-mail addresses of students or colleagues;
4. Do not use the Internet in such a way that there is disruption in the use of the network by others;
5. Participation in illegal activities is strictly forbidden and will be reported to the authorities;
6. Understand that expressed viewpoints may be criticized and should be met with a measured, rational reply.

D. The Topeka Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. This includes but is not limited to: loss of data resulting from delays, non deliveries, misdeliveries, service interruption, or other damages suffered. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services. Use of any information obtained via the Internet is at the user's own risk.

E. Electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal or unacceptable activities will be reported to the authorities. The Topeka Public Schools reserves the right to review any material in user accounts and to monitor disk space in order to make determinations on whether specific uses of the Internet are inappropriate.

F. Users are governed by the security policies established by the district and its Internet access provider. Users should protect passwords to ensure security and protect their own ability to continue use of the service. Should users identify a security problem on the Internet, they should promptly notify appropriate school authorities. No one should use another individual's account without written permission from that individual. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

G. Specific procedures for classroom and library media center use will be developed at each building, and an acceptable-use policy will be published in staff and student handbooks. Teachers will be responsible for appropriate classroom usage and direct instruction about acceptable use. Users are reminded that violation of classroom/library media center written and oral instructions may result in termination of access or other disciplinary action.

II. GENERAL INFORMATION:

The purpose of providing Internet access to students and staff in the Topeka Public schools is to support education and research. The valuable information and interaction available on this world network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet access involves a complex association of government agencies and regional, state, and local networks. The effective operation of the Internet relies upon the appropriate conduct of the end users. As a result, users of this service are bound by the conditions and rules for use of the Topeka Public Schools and also those entities mentioned above.

Guidelines are provided here that outline user responsibilities. In general, this requires efficient, ethical, and legal utilization of the Internet resources.

SAFE SCHOOLS (GUN FREE SCHOOLS ACT)

III. DEFINITIONS:

72-89a01(h)(1) Weapon means (A) any weapon which will or is to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any weapon described in the preceding example; (C) any firearm muffler or firearm silencer; (D) any explosive incendiary, or poison gas (i) bomb,

(ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than 1/4 ounce, (v) mine, or (iv) similar device; (E) any weapon which will, or which may be readily converted to, expel a projectile by the action of explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; (F) any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples and from which a destructive device may be readily assembled; (G) any bludgeon, sandclub, metal knuckles or throwing star; (H) any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement; (I) any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

(2) The term "weapon" does not include within its meaning (A) an antique firearm; (B) an air gun; (C) any device which is neither designed nor redesigned for use as a weapon; (D) any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device; (E) surplus ordnance sold, loaned, or given by the secretary of the army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10 of the United States Code; (5) class C common fireworks."

For purposes of this section, "air gun" means any device which will or is designed to or may be readily converted to, expel a projectile by the release of compressed air or gas, and which is of 0.18 caliber or less and has a muzzle velocity that does not exceed 700 feet per second.

IV. PROCEDURE:

A. Any incident involving the possession or use of a weapon, as defined above, by any student at any school-supervised activity, in any school building, or on any school district property shall be reported immediately to USD 501 campus police department or the Topeka Police Department. If the student is less than eighteen (18) years of age, an immediate report shall also be made to the secretary of the department of children and families or the commissioner of juvenile justice.

B. The superintendent (or director of school safety) shall maintain records of all such reports and shall make an annual report to the Board of Education containing a description of the circumstances surrounding the expulsion of any student, pursuant to Board Policy No. 8125, for the possession or use of any weapon as defined above. (The report shall include the name of the school or schools concerned, the number of students expelled, and the type of weapons concerned.) The report shall also be submitted to the Kansas State Board of Education on forms in the manner and at the time to be determined and specified by the State Board.

C. The provisions of Section IV-A of this regulation do not apply to the possession of weapons, as defined above, in connection with a weapons safety course of instruction or a weapons education course approved and authorized by the superintendent of schools or if the possession of the weapon is specifically authorized in writing by the superintendent of schools.

D. Possession of an air gun at school, on school property or at a school supervised activity is prohibited, except when a student is participating in activities conducted by an organization, whether school sponsored or community-based, whose primary purpose is to provide youth development of individuals under the age of 18 in activities, including activities that include the possession and use of air guns by participants, designed to promote and encourage self-confidence, teamwork and a sense of community, or is in transit to and from such activities.

LEAVING SCHOOL DURING THE DAY

If a student finds it necessary to leave school during the day for a doctor's appointment or some other valid reason which is known by the student and parent, the parents should call and advise the attendance office before time for the student to check out. The student must then stop by the attendance office and sign out before leaving. If returning to school the same day, the student must sign in at the attendance office.

If students should find it necessary to leave school for some unexpected reason, they must report to the attendance office, contact parents by phone, and let the attendance secretary

Speak with a parent or guardian before leaving. They will then be allowed to check out and receive a verified absence when returning for the classes missed. Students leaving school should check-out through the attendance office unless they have received notification they have already been checked out. Failure to do so, could result in an unexcused absence. Student may also be given detention or suspended.

NON-DISCRIMINATION

The District is committed to the policy that no person shall be unlawfully subjected to discrimination in, excluded from participation in, or denied the benefits of any educational program, extra-curricular activity, or employment in the District on the basis of race, color, national origin, religion, gender, age, disability, or veteran status.

PRIVACY RIGHTS

PUPILS SHALL NOT HAVE ANY REASONABLE EXPECTATION OF PRIVACY FROM SCHOOL ADMINISTRATORS OR TEACHERS IN THE CONTENTS OF A SCHOOL LOCKER, DESK OR OTHER SCHOOL PROPERTY. SCHOOL PERSONNEL SHALL HAVE ACCESS TO SCHOOL LOCKERS, DESKS, AND OTHER SCHOOL PROPERTY IN ORDER TO PROPERLY SUPERVISE THE WELFARE OF PUPILS. SCHOOL LOCKERS, DESKS, AND OTHER AREAS OF SCHOOL FACILITIES MAY BE OPENED AND EXAMINED BY SCHOOL OFFICIALS AT ANY TIME, AND NO REASON SHALL BE NECESSARY FOR SUCH SEARCH; MORE SPECIFICALLY:

1. Student lockers and desks remain under the jurisdiction of the District, even though assigned to students, and are subject to search at any time. Students are personally responsible for anything found in their lockers and desks.
2. Classrooms and other common areas are subject to a search at any time when students are not present, or when there is reasonable cause to conduct a search.
3. The police may search students or their lockers if they have a valid warrant to do so, or if they have "probable cause" to believe that students are in possession of unlawful items.
4. Metal Detectors - Principals retain the right to use metal detectors when needed, to assure a safe and secure learning environment.

HIGHLAND PARK HIGH SCHOOL CAMPUS POLICE DEPARTMENT

The statute allows local boards of education to appoint officers to be designated School Police Officers pursuant to board policy. Those officers appointed to Topeka Public Schools Police have the same powers vested as peace officers. They must meet KSCPOST standards and receive KLETC certification because of the peace officers standing.

Topeka Public Schools provides for Topeka Public Schools Police Officers, to have the same powers, liabilities, and immunities with regard to criminal matters and enforcement of the law of the state and the city in which the institution is situated as sheriff and police officers. Jurisdiction includes all campuses, adjacent property, and district properties.

The Topeka Public Schools Police Department is located at 455 SE Golf Park Ave. The telephone number to the main headquarters is 295-3730. Highland Park High School has two (2) full time officers assigned to the school and the office phone numbers are 274-6048 or 274-6066. Patrol units are radio dispatched to respond to routine or emergency calls for service at school sites. Topeka Public Schools Police provide safety and security, crime prevention, patrol and traffic control on district property.

VECHICLE REGULATIONS:

ALL STATE LAWS AND CITY ORDINANCES CAN BE ENFORCED ON SCHOOL PROPERTY AND TICKETS MAY BE ISSUED. STUDENTS MUST HAVE A VALID RESTRICTED OR REGULAR LICENSE. A LEARNER PERMIT IS NOT A DRIVER LICENSE AND WILL NOT BE ISSUED A PARKING PERMIT OR ALLOWED TO DRIVE/PARK ON SCHOOL PROPERTY. STUDENTS ARE TO PARK ONLY IN THE NORTHWEST OR NORTHEAST PARKING LOTS. Students caught parking in front of the school or in the circle drive will be issued citations. All student vehicles (including motorcycles) must be registered and a school issued parking permit displayed on the vehicle. Parking permits are issued by the Topeka Public Schools Police Officers assigned to Highland Park High School. To obtain a permit you must possess a restricted or current valid driver license (a learner permit does not qualify unless you can prove that a licensed driver the age of 18 is riding with you in the front passenger seat). The vehicle must have current registration and insurance. You must complete the Student Parking Permit Application and have it signed by a parent/guardian (unless 18 or over). There will be one permit issued per student (not per vehicle, it is your responsibility if you drive a different vehicle to put the permit in that vehicle). If the permit is lost/misplaced, a replacement permit can be issued at the discretion of the administration. There may be a replacement cost involved. Permits are to be positioned in a hanging position from the rearview mirror or placed in the corner of the windshield on the driver side. 1st offense of not having a permit is a warning ticket. 2nd offense will be issued a City of Topeka Citation current fine amount is \$146.00 (subject to change as per City of Topeka). 3rd offense is a City of Topeka Citation and banned from parking on lot for the rest of the semester. Student will drive in the lot in a safe manner. This means at a safe and reasonable speed (speed in a parking lot is 15 mph). Students will only ride in a vehicle in areas designed for passengers. Those caught driving unsafely will be issued a City of Topeka Citation and banned from parking on school property.

SEARCHING OF VEHICLES ON SCHOOL PROPERTY

All weapons, alcohol, narcotics, or any other banned items are prohibited on school property. Any vehicle parked on school property is subject to search. Students are responsible for what is in their vehicle. Violations are subject to disciplinary actions and may result in criminal charges.

TRAFFIC

Revised 8/2018

Student parking is restricted to the north and northeast lots.

CITY TRAFFIC ORDINANCES WILL BE ENFORCED ON SCHOOL PROPERTY AND TICKETS MAY BE ISSUED.

1. ILLEGAL PARKING/DRIVING

Students who park/drive illegally or who park in a restricted area will be subject to the following procedures:

1st offense: Warning.

2nd offense: Parking ticket.

3rd offense: Restricted from parking on school property for remainder of semester.

2. LOUD MUSIC, RADIOS, CAR ALARMS

Students are asked to keep the volume of their car stereos and radios at a reasonable level.

Students are asked to not intentionally activate their car alarms on school property. Students who refuse to comply with this request will be reported to their academy principal for discipline.

The student may also face a possible loss of parking privileges.

3. SPEEDING/UNSAFE DRIVING

Students caught speeding or driving unsafely are subject to city ordinances and may be restricted from driving and/or parking on school property.

4. UNSAFE RIDING ON VEHICLES

Students engaged in unsafe riding on vehicles (e.g., riding on a car or truck hood or any other area on a vehicle which is not designated for riding) will be subject to city ordinances and may be restricted from driving and/or parking on school property.

SECRET WITNESS HOTLINE:

Phone : 785-234-0007

Text to: 274637 (Crimes) Start your message with "TopTip"

CODE OF CONDUCT:

SEXUAL HARASSMENT

Sexual Harassment

A student who engages in continuous references related to an individual's gender or sexual preference may be suspended out of school for up to 3 days.

Bullying/Harassment

A student who, once they have been warned, continues to engage in any form of physical, verbal, written or sexual harassment/bullying may be suspended out of school for as many as three (3) days. Charges may be filed as the situation warrants.

PROTECTION FROM HARM

a. Ethnic/Racial Slurs

A student who directs a negative or derogatory comment toward any one in reference to that person's ethnic or racial background with the intent to harm and/or injure through that insult may be suspended for five (5) days. Charges may be filed as the situation warrants.

b. Sexual Harassment

A student who engages in continuous references related to an individual's gender or sexual preference may be suspended out of school for up to 3 days.

c. Bullying/Harassment

A student who, once they have been warned, continues to engage in any form of physical, verbal, written or sexual harassment/bullying may be suspended out of school for as many as three (3) days. Charges may be filed as the situation warrants.

Romantic Behavior

Students are not to display inappropriate romantic behavior affections at school or school activities. Some behaviors are unacceptable are prolong hugs and romantic kissing, as well as inappropriate touching/physical contact. Students who engage in inappropriate romantic/sexual behavior at school or school activities will be subject to ISS or OSS depending on the severity of the behavior.

SMOKING POLICY

All students under the age of 18 are forbidden to possess, use, or smoke tobacco products in school buses, in the buildings, or on the grounds, including parking lots, of the Topeka Public Schools.

No student is allowed to use or smoke tobacco products in district buildings and on any property, buses, or vehicles that are owned, leased or controlled by the school district, including parking lots. For purposes of this policy, tobacco products shall include any form of tobacco including, but not limited to cigars, cigarettes, pipes, smokeless tobacco and electronic cigarettes.

REGULATION NO. 8175-1

USE OF TOBACCO BY STUDENTS

PROCEDURES:

Pursuant to the laws of the state of Kansas, no person is allowed to smoke or use tobacco products in any school district building. Pursuant to Board of Education Policy Nos. 2280, 4550, and 8175, no person is allowed to smoke or use tobacco products in any building or on any property, including vehicles or parking lots, owned or operated by the Topeka Public Schools. The regulation of smoking or use of tobacco products outside on school district-owned or -operated grounds is a matter of Board of Education Policy and Administrative Regulations. This regulation is intended to provide guidance for enforcement issues relating to use of tobacco products by students.

No student will be allowed to use or smoke tobacco products on school transportation, in school buildings or on the grounds (including parking lots) of the Topeka Public Schools. Students under 18 years of age may not possess tobacco products.

Building administrators will not designate an outside smoking area for students.

Each building will make available to students written materials on the adverse effects to health caused by smoking or other use of tobacco products. Cessation materials will be located in the school counselor and/or school nurse's office.

1. Cessation training will be made available to any students who desire such training via the Kansas Quitline.
2. Because tobacco cessation is an intervention for tobacco use and addiction, students who violate this policy may participate in the cessation program as many times as needed.

SUBSTANCE USE BY STUDENTS

Before any student suspended for violation of alcohol or drug policy returns to school, the student must provide evidence of a completed assessment with a substance abuse specialist (required by Board Policy #8225). For information on local service agencies, please see an administrator or a social worker.

1. ALCOHOL-DISTRIBUTION, SALE, POSSESSION

Administration reserves the right to suspended based upon severity of offense.

CONSUMPTION AND/OR UNDER THE INFLUENCE

3-day OSS AND required consultation with substance abuse specialist prior to return to school AND notify appropriate authorities.

• DRUGS/NARCOTICS-DISTRIBUTION, SALE, POSSESSION

. Administration reserves the right to suspended based upon severity of offense

CONSUMPTION AND/OR UNDER THE INFLUENCE

3-day OSS AND required consultation with substance abuse specialist prior to return to school AND notify appropriate authorities.

3. MARIJUANA/ALCOHOL SMELL

When a student is sent to the office for smelling like marijuana or alcohol, but is not under the influence, the administrator will verify the odor with another appropriate staff member or security officer and discipline as follows:

1st offense: Sent home to change clothes and administrator calls parent. Additional procedures, per building policy, may be implemented.

2nd offense: ISS

3rd offense: 1 day OSS with parent meeting

4th offense: 3 day OSS with parent meeting

5th offense: Referral to appropriate intervention services

*Drug detection test may be required if deemed necessary.

4. POSSESSION/USE OF TOBACCO PRODUCTS

The USD 501 Board of Education does not allow possession or USE of tobacco products of any type anywhere on school property (this includes in cars in the parking lots). Failure to abide by this policy could result in a 3-day OSS and notification of the appropriate authorities.

Students under the age of 18 who are observed smoking are also subject to a Topeka Police Department ticket either on or off of school premises. State law prohibits smoking by minors under the age of 18.

NOTE: An initial consultation with the Shawnee Regional Prevention and Recovery Services, 2209 SW 29 Street, Topeka, KS 66611-1908, Telephone No. 266-8666, Fax No. 266-3833, is provided at no cost. The cost of additional consultations or consultations with other providers are the responsibility of the student and his or her parents and guardians

WEAPONS

Students in possession of any lethal weapon, or a viable replica, will be suspended from school for 10 days with a proposed long-term suspension hearing. If the charges are upheld, the student will be suspended for 186 school days. Also, according to Board Policy and state law, the student's driver's license will be suspended for one year. A referral may be made for an alternative educational setting. A copy of the suspension form and a note of explanation will be sent to the superintendent. The appropriate authorities will be notified.

FOR YOUR INFORMATION

BUSINESS TELEPHONES

Students may use the service phones located in each office to call parents or make business phone calls. Students are requested to not use classroom phones for personal call, except in the case of an emergency and with the permission of the classroom teacher.

HEALTH SERVICES

The responsibility of the school nurse is twofold: health education and health service. The nurse provides for emergency care of the sick and injured at school, and may recommend that students contact their personal physician for medication and treatment. Pupils are welcome in her office to discuss individual problems. She is available as a resource person for health-related topics. She can also provide new and current information on films and pamphlets on health matters. A pass from the classroom teacher or academy office is required to see the nurse during class time.

ILLNESS AT SCHOOL

If students become ill during the day, they should report to the school nurse in Room 100. Parents will be contacted if necessary, and students will be sent home or helped to resume the day's work. If students become ill and the nurse is not in, they should report to their academy office. A student should not leave the campus without contacting either the nurse or the academy office.

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VISITORS TO THE SCHOOL

Visitors' passes will be issued at the reception window as you enter the front doors of the building. Students from other schools will not be allowed to visit without prior permission granted by the host student's academy principal. Except in conjunction with a child development class, no young children will be allowed to accompany Highland Park High school students to their classes.

LOCKERS

Lockers and lock combinations are issued to students at enrollment time. In order for their property to be safe, students should not share their combinations or lockers. Students are responsible for keeping their lockers clean both inside and outside. Any locker malfunction should be reported to the security office. Money or other valuables should not be kept in the lockers. Students are not allowed to bring locks from home and are responsible for the locks issued to them. A student who loses a lock will be charged a \$5 lock replacement fee. In compliance with Board of Education Policy, a random locker search is made each month of students' lockers located in the east and west buildings.

BREAKFAST

Breakfast is available to students from 7:00 - 7:45 a.m. in the cafeteria.

LUNCH

All students will be assigned a five-digit lunch number. Students may prepay for their meals, and the amount of the prepayment will be entered into the computer. When the students go through the line, the meal will be subtracted from their account. They will be informed of how many meals they have left. USD 501 does not allow any meals to be charged. Under a federally reimbursed meal program, each student can receive only one meal per day. Second meals purchased by students will be at the adult price. Students may not give their lunch number to other students. Families who have questions about this process should call the Food Service Office at 295-3070.

LUNCH POLICY

According to the Topeka Public School's Board Policy, freshmen and sophomores are not allowed to leave campus for lunch. Use of the vending machines at lunch is prohibited. In the cafeteria, students should sit no more than six to a table and remain seated unless purchasing additional food items. Switching tables during the lunch period is not permitted.

DANCES AND PARTIES

Dances are closed to outsiders unless prior arrangements are made with the administrator in charge and the guest has proper identification, is under the age of 21, and is accompanied by a Highland Park High School student. The deadline to sign up a guest/date will be 4:00 p.m. on the day before the dance. Highland Park High School students may purchase tickets ahead of

time or may purchase tickets at the door if they have proper positive identification or their Highland Park High School ID card. Those in attendance may not return once they have chosen to leave the dance. This policy applies to guests as well as HPHS students. All school rules are in effect for all who attend any Highland Park High school-sponsored dance. Most dances end at 11:00 p.m. Students should have transportation plans completed in advance to coincide with the time the dance ends.

CIVIL DEFENSE AND FIRE DRILLS

Route plans for emergencies that are either man-made or natural, or those which require defense actions, are posted in each room throughout the building. Planned, coordinated action to protect pupils is the responsibility of every person in a building. Each teacher will inform students each hour of the exits to be used from that room and the procedures to follow in the event a drill is sounded. One fire drill will be held each month in accordance with state laws. A pulsating tone is sounded as a signal for the building to be cleared. Students and teachers will remain outside until they are instructed to return to the classroom.

TORNADO DRILL

Tornado drills are held during the months of September, October and April. The signal for the tornado drill will be given verbally over the PA system to classrooms by an administrator. The administrator will say, "This is a tornado drill. Students and teachers should now proceed immediately to the designated shelter areas." They will remain there until they are released by the administrator in charge.

TORNADO WATCH

Regular classes and extra-class activities that involve only Highland Park students will continue as usual during a tornado watch. Extra-curricular activities that include students from other schools, spectators, or other outside participants will not be started after a tornado watch has been declared.

TORNADO WARNING

When a tornado warning is given, the tornado drill signal will be sounded. All students will take cover immediately in the designated areas and will remain there until they are released by the administrator.

TORNADO ALERT

If a tornado strikes without warning, students will be directed to shelter areas either in the hall or in designated areas within the classroom. Everyone should follow these general guidelines:

- a. Move away from windows and doors.
- b. Crouch or kneel and cover your head and face with your arms.
- c. Listen to specific directions from your teacher or other staff members.

CAMPUS POLICE OFFICERS

The campus police office is located in the north wing of the first floor near the west entrance. Police officers are on duty during school hours and at school activities throughout the school year.

THE MEDIA CENTER

1. The Media Center is open from 7:00 a.m. until 3:30 p.m. Monday through Friday with the exception of those days prior to a scheduled break. All book checkouts must be completed by 3:30 p.m. The Media Center computer lab projects must be completed by 3:30 p.m.
2. The student identification card is used as the library card for check out purposes. This card **MUST BE USED** when checking out materials.
3. No limit is placed on the amount of material a student may check out. **HOWEVER**, students are responsible for all materials checked out in their name.
4. It is the students' responsibility to know when books are due. Date due cards are inserted inside each book. A book may be renewed for an additional three-week period. If the material is not returned by the specified due date, the material is considered lost and the student is asked to pay the replacement cost or return the overdue material. No additional material may be checked out until the overdue material is returned.
5. Students may come to the Media Center during the school day by having their planner signed by their teacher or academy office personnel. Students who come to the Media Center during their lunch period must have their planner signed by their academy personnel or teacher. The planner is not necessary for before and after school visits.
6. Beverages, food, and horseplay are not permitted in the Media Center. Should this become a problem, students will be instructed to leave or receive a discipline referral.
7. Hats and all other head paraphernalia **ARE NOT PERMITTED** in the Media Center.
8. No electronic devices such as CD players, beepers, pagers, cell phones, etc. may be used in the Media Center.
9. Monitored internet access is available in the Media Center. Students who use this service must have their student ID (with parental permission sticker affixed) in view at all times. **NO** e-mailing is allowed! Students who attempt to access unauthorized sites will have their internet access privilege revoked for no less than the current semester.
10. The copy machine is to be used only for academic projects.

SCHOOL DAY

The school day begins at 7:55 a.m. and ends at 3:00 p.m. each day with five (5) minutes passing time between each class. The extended day begins at 3:05 and continues until 7:00 p.m. There are three (3) twenty-five minute lunch periods each day. Your teacher will review your assigned lunch period with you. If you are not being supervised for an after-school activity, you are expected to exit the building by 3:15 p.m. Surveillance cameras are in operation throughout the entire campus to monitor unsupervised student behaviors at all times. Students observed violating school policies will be disciplined based on surveillance camera evidence.

