

Mission Statements

Topeka Public Schools

The mission of the Topeka Public School is **ENGAGE** students in the highest quality learning; **PREPARE** students for responsible, productive citizenship, and **INSPIRE** excellence for a lifetime.

Core Beliefs

In order to meet the academic, behavioral, and social needs of the students at French Middle School, we believe:

- Every student is capable of learning and finding success
- Effective instruction will challenge all students
- A safe, positive school environment and a collaborative relationship between home and school are essential

School Expectations

French Middle School has developed expectations for students, parents and staff. These guidelines are intended to support students in determining what behaviors are appropriate for school. They are also intended to guide staff and parents in their interactions with students and each other. These expectations include the following:

FALCON PRIDE

- **Perseverance:** I understand the importance of working hard, putting forth my best effort and the belief that I can succeed.
- **Respect:** I understand that when I am respectful I observe the rights of others to learn. I listen to others' perspectives with an open mind. I value cultural and personal differences.
- **Integrity:** I understand that my integrity is what makes me honorable, honest, and fair.
- **Dedication:** I understand that when I am dedicated I am committed and driven.
- **Engagement:** I understand that when I am engaged I am mentally, socially, & physically focused on the activity at hand.

French Middle School

Expectation Matrix

	Classroom	Arrival	Hallway	Restroom	Cafeteria/ Commons	Assembly	Bus
 <p>Perseverance <small>Importance of hard work and putting forth effort</small></p>	<ul style="list-style-type: none"> • Stay on task and avoid distractions • Accept criticism and consequences • Use classroom resources wisely 	<ul style="list-style-type: none"> • Go directly to destination 	<ul style="list-style-type: none"> • Walk and talk quietly in the hallway • Go directly to your destination 	<ul style="list-style-type: none"> • Use during passing periods or request permission at appropriate time 	<ul style="list-style-type: none"> • Ask permission to leave cafeteria • Wait/stay seated to be called for lunch and dismissal 	<ul style="list-style-type: none"> • Stay seated with class • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Stay seated in the same seat from pick up to drop off
<p>Respect <small>Observing the rights of others to learn</small></p>	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Be open to others' opinions • Use a calm voice at an appropriate level 	<ul style="list-style-type: none"> • Enter hallway/area quietly • Ask permission to leave the area 	<ul style="list-style-type: none"> • Recognize personal space of others • Stay to the right side of the hallway or stairwell 	<ul style="list-style-type: none"> • No phones • Wash your hands 	<ul style="list-style-type: none"> • Talk quietly with people at your table • Quietly exit and enter 	<ul style="list-style-type: none"> • Enter and exit in an orderly and quiet manner • Be an active listener • Save side conversations for later 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self • Use an inside voice
<p>Integrity <small>Importance of being honest, honorable, and fair</small></p>	<ul style="list-style-type: none"> • Make and accept sincere apologies • Keep Chromebook on appropriate website for school • Show kindness to classmates and staff 	<ul style="list-style-type: none"> • Stay in designated area • Leave at your appropriate dismissal time 	<ul style="list-style-type: none"> • Carry pass and student ID badge at all times • Arrive to class on time 	<ul style="list-style-type: none"> • Recognize the privacy of others 	<ul style="list-style-type: none"> • Sit at a table with seven or fewer people • Clean up after yourself • Welcome others to your table 	<ul style="list-style-type: none"> • Clean up after yourself 	<ul style="list-style-type: none"> • Be kind with words and actions • Report any concerns to the driver
<p>Dedication <small>Being committed and driven</small></p>	<ul style="list-style-type: none"> • Bring classroom materials daily • Arrive on time 	<ul style="list-style-type: none"> • Arrive on time 	<ul style="list-style-type: none"> • Keep locker and lock combination to yourself 	<ul style="list-style-type: none"> • Keep restroom clean 	<ul style="list-style-type: none"> • Push in your chair • Pick up trash even if it is not yours 	<ul style="list-style-type: none"> • Represent French Middle School positively • Use stairs to enter and exit bleachers 	<ul style="list-style-type: none"> • Follow directions given by driver • Keep aisle clear of objects
<p>Engagement <small>Being mentally, socially, and physically focused on activity at hand</small></p>	<ul style="list-style-type: none"> • Ask for help • Participate in classroom activities 	<ul style="list-style-type: none"> • Arrive ready to learn 	<ul style="list-style-type: none"> • Plan locker stops according to your schedule 	<ul style="list-style-type: none"> • Use quickly and return to class 	<ul style="list-style-type: none"> • Eat lunch in a timely manner • Learn and apply social skills 	<ul style="list-style-type: none"> • Cheer and applaud appropriately 	<ul style="list-style-type: none"> • Follow safety procedures

Boys Town Social (Life) Skills – At French Middle School, we share the philosophy with The Boys Town Education Model and Methods, that students can succeed in both school and life by learning to use sixteen social (life) skills in their everyday life. These social, or life, skills are a set of behaviors that help students interact with adults, teachers, peers, etc. These skills, when practiced, can help students adapt to the everyday challenges they may face at the middle school level. They are taught at several times during the year and are practiced in our classrooms regularly. Skills are also integrated into Second Step Social Skills Curriculum used with each grade level. The 15 social skills we focus on are listed below. Those highlighted in yellow will be a focus at FMS.

BOYS TOWN SOCIAL (LIFE) SKILLS

Following Instructions

1. Look at the person.
2. Say "Okay."
3. Do what you've been asked right away.
4. Check back.

Disagreeing Appropriately

1. Look at the person.
2. Use a pleasant voice.
3. Tell why you feel differently.
4. Give a reason.
5. Listen to the other person.

Asking for Help

1. Look at the person.
2. Ask the person if he or she has time to help you.
3. Clearly explain the kind of help that you need.
4. Thank the person for helping.

Working with Others

1. Identify the task to be completed.
2. Assign tasks to each person.
3. Discuss ideas in a calm, quiet voice and let everyone share their ideas.
4. Work on tasks until completed.

Accepting Criticism

a Consequence

1. Look at the person.
2. Say "Okay."
3. Stay calm.

Making an Apology

1. Look at the person.
2. Use a serious, sincere voice.
3. Say "I'm sorry for.." or "I want to apologize for.."
4. Explain how you plan to do better in the future.
5. Say "Thanks for listening."

Asking Permission

1. Look at the person.
2. Use a calm and pleasant voice.
3. Say "May I..?"
4. Accept the answer calmly.

Listening

1. Look at the person who is talking and remain quiet.
2. Wait until the person is finished Talking before you speak.
3. Show that you heard the person by nodding your head, saying "Okay," or "That's interesting," etc.

Accepting "No" for an Answer

1. Look at the person.
2. Say "Okay."
3. Stay calm.
4. If you disagree, ask later.

Accepting Compliments

1. Look at the person.
2. Use a pleasant voice.
3. Say "Thank you."

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and Interruptions from others.

Appropriate Voice Tone

1. Listen to the level of the voices around you.
2. Change your voice tone to match.
3. Watch and listen for visual or verbal cues and adjust your voice as needed.

Greeting Others

1. Look at the person.
2. Use a pleasant voice.
3. Say "Hi" or "Hello."

Having a Conversation

1. Look at the person.
2. Use a pleasant voice.
3. Listen to what the other person says.
4. When there is a break in the conversation, ask a question or share your thoughts.

Getting the Teacher's Attention

1. Look at the teacher.
2. Raise your hand and stay calm.
3. Wait until the teacher says your name.
4. Ask your question.

Ci3T Student and Parent Expectations Student Responsibilities

Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Students:</p> <ul style="list-style-type: none"> • Bring necessary classroom supplies to class • Ensure technology is charged • Seek repairs for technology when needed • Turn in classwork and homework in a timely manner • Be actively engaged by participating in discussions and work • Ask clarifying questions • Attend 90 minutes of core content & related arts instruction • Monitor grades and use Google Classroom for assignments 	<p>Students:</p> <ul style="list-style-type: none"> • Be responsible for learning • Follow school wide expectations • Report unsafe behaviors to adults • Demonstrate respect for the learning environment and classroom materials • Keep your space clean • Take ownership for your actions • Follow up with Synergy and Google Classroom when absent from class • Seek help when needed 	<p>Students:</p> <ul style="list-style-type: none"> • Participate in Second Step/BoysTown social skills lessons • Demonstrate appropriate social interactions with peers and adults • Take responsibility when you fail to meet social skill expectation • Participate in Naviance Lessons to prepare for post-secondary life

Parent Responsibilities

Parents can request the professional qualifications for their student's teacher anytime by contacting the building administrator.

Area I: Academics Responsibilities	Area II: Behavior Responsibilities	Area III: Social Skills Responsibilities
<p>Parents:</p> <ul style="list-style-type: none">• Monitor grades throughout year• Attend parent-teacher conferences and school events• Maintain open communication with students and staff• Keep demographic contact information updated in student information system• Check assignments weekly in student information system• Help your student stay abreast with instruction when absent	<p>Parents:</p> <ul style="list-style-type: none">• Discuss the FMS PRIDE expectation matrix at home• Use school website & Google Classroom as resources• Communicate concerns and student needs with appropriate staff• Answer emails and phone calls in a timely manner• Attend scheduled meetings	<p>Parents:</p> <ul style="list-style-type: none">• Know which staff members to contact and communicate with and how to advocate social concerns (bullying, exclusion, fear of attending school)• Read newsletters, link, or information regarding which social skills are being taught in school• Reinforce pride matrix at home Information and links are posted in Google Classroom and on the school website for students and parents to view• Contact staff members according to chain of command, starting with teachers

Falcon Bucks

Students can earn falcon bucks for demonstrating Falcon PRIDE Expectations in and out of the classroom. Falcon Bucks are given by staff electronically via student ID badges. Students can spend Falcon Bucks weekly by ordering items at the Falcon Buck Store online.

REDUCING THE SPREAD OF COMMUNICABLE DISEASES (COVID-19/INFLUENZA)

As we continue to work to reduce the spread of communicable diseases, such as COVID-19 and influenza, the school has established plans and protocols to reduce the risk of exposure to students and staff while in school buildings. While we hope many precautionary measures can be reduced or eliminated this school year, we ask for your cooperation in following any that are put in place for everyone's safety.

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

- **DO NOT** come to school if you have tested positive for COVID-19, have been asked to quarantine due to exposure to COVID-19, or are exhibiting any symptoms of COVID-19 or other communicable disease.
- **DO** follow any safety protocols that have been put in place, including, but not limited to, distance learning, staggered attendance, social distancing in classes and hallways, mask wearing, and other precautionary measures.
- **DO** wash your hands often.
 - Wash your hands often with soap and water for at least 20 seconds.
 - It's especially important to wash:
 - Before eating food;
 - Before touching your face;
 - After using the restroom;
 - After blowing your nose, coughing, or sneezing; and/or
 - After handling your cloth face covering.
- **DO NOT** touch your eyes, nose and mouth with unwashed hands.
- **DO** cover coughs and sneezes
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - Throw used tissues in the trash.
 - Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

QUARTERLY TARDY POLICY

Students are considered tardy if they have not crossed the threshold of the classroom when the bell rings. Upon the 3rd tardy to class, students will begin to have consequences. Tardy detentions are served after school in ISS. Tardy accumulation starts over each quarter.

DETENTION ROOM EXPECTATIONS

Detention begins at 2:55 until 3:25.

Students will be expected to:

- Sign in on time
- Come prepared with homework or a book to read quietly

- Leave electronics turned off
- Remain in the detention room until detention is over (no passes out)
- Leave all food, drinks, and gum outside of the detention room

ACTIVITIES

Research has shown that participation in activities plays a vital role in the successful development of young people. At French, we are proud of the high degree of student participation in the numerous extra-curricular activities that have been offered.

Leadership

Student Council
 Assembly Introductions/Readers
 5th Grade Orientation Guide
 Kiwanas Builders Club
 Girls on the Run

Academic

Spelling Bee
 Model U.N.
 Math Contests
 National History Day Competition
 Geography Bee
 MLK Competition

Social

Intramurals
 Dances
 School Parties
 Advisor Base
 Grade Level Socials
 Social Skills Lessons
 Art Contests
 Musical Performances
 School Plays
 Music Festivals/Competitions
 Clubs

Dances

Dances are planned and organized by the Student Council in cooperation with the school administration and parent volunteers. These parties are open only to 7 & 8th grade students currently enrolled at French who have maintained eligibility points. Students must also be in good academic standing (no Fs). Most dances have an admission fee. Starting and ending times for all events will be published in the school calendar. Students will not be allowed to leave such events earlier than the announced closing time unless the parent comes in to the event to retrieve student.

ADVISOR BASE PROGRAM

Each student at French Middle School is assigned to an advisor base. Your advisor base experience will include activities such as orientation to French, explanation of school rules and expectations, goal setting, intervention/study hall, and friendly intramural competitions.

The goal of the advisor base program is to help each student have a successful school experience while learning to deal with the physical, intellectual, and emotional changes typical of this time in his/her life. Specifically, the program is designed to provide an adult advocate, a peer group to which each student belongs, exploratory opportunities, and an effective means of maintaining parent-school communication.

The following objectives have been established for the Advisor Base Program:

1. To provide a direct and structured time each day to develop positive interpersonal relationships.
2. To help students find order, pattern, and meaning through consistent exposure to school-wide expectations.
3. To develop appreciation for the skills of good sportsmanship and citizenship through activities.
4. To involve students in new and different learning and social activities.
5. To provide an opportunity for each student to enhance his/her self-concept.
6. To provide an avenue to participate in a community service project.
7. To provide for students an advisor who is available on a daily basis to assist with problem solving and decision-making.

STUDENT ID BADGES

Students are expected to wear their student ID badge daily during the school day. The badge is required in order to have passes out of class and to attend extra-curricular activities. In addition, badges are used at lunch, check out library materials, and receive Falcon Bucks. Students will be provided one free badge at the beginning of the school year. If badges are lost or damaged, students will be required to replace the ID badge. Replacement fee is \$5.

ASSEMBLIES

Students will be seated in the gym/commons with their classes. Students are to conduct themselves in an orderly manner. Assembly expectations include: Entering & exiting gym quietly with class, sitting with class, showing respect to speaker, and cheering/applauding appropriately.

ATHLETICS

Competitive athletics are available to all seventh and eighth grade students. Seventh and eighth graders may participate in football, basketball, track, cross-country, soccer, volleyball and tennis. Students who participate in school sports may not engage in outside competitions in the same sport during the season in which they represent the school per KSHSAA. Note: Consult the coach, Activity Coordinator, or Principal before participating individually or on a team in any game, training session, contest, or tryout conducted by an outside organization.

Each sport will have Varsity and Junior Varsity teams, both of which will be mixed grade levels depending on ability and skill level. If large number of participants try out for sports, a developmental team may be created for those students who demonstrate a beginning skill level.

Proper attitude is probably the most important aspect of a successful athletic program. The coaches will work hard and spend as much time as possible to continue this success. Each student, though, must come into the athletic program with a desire to be competitive and to display good sportsmanship at all times.

Emergency Card

Students are required to have an emergency card on file with their coach if they participate in sports.

Guidelines

1. Students are expected to have minimal discipline problems while they are members of the team.
2. Any student having time assigned after school is expected to attend practice AFTER s/he has served the detention time.
3. **Students must be in school at least one-half of the day to participate on that day.**
4. Students who have been placed on suspension (in school or out-of-school) are eliminated from participation in school activities, which occur during the day(s) of the suspension.
5. Only those students passing five (5) classes for the previous quarter may participate in sports during the next quarter.
6. Any student excused from P.E. class for medical reasons will not participate in any after school sport on the day(s) s/he is excused from P.E. class.
7. **Removal from the team will occur for any illegal substance possessed by a student or for any behavior that we feel does not represent our school in a positive manner.**
8. **Athletes must be in good academic standing (No F's) to participate in weekly games. Grade reports will be updated weekly.**

Physicals

All students participating in inter-scholastic athletics must have a KSHSAA physical form signed by a doctor, a parent, and the student on file in the main office **before the student will be allowed to practice/participate** in any sport. The form must be dated after May 1 of the previous school year.

Practice Schedules

Occasionally, a previously scheduled practice will need to be canceled or changed, usually because of inclement weather for outdoor sports. If practice is canceled it is the student's responsibility to notify his/her parents/guardian. The office telephone will be available for student use for this purpose. Sometimes it is necessary to hold some practices before school. Participants who have not had breakfast may purchase a snack/breakfast from the school cafeteria by 7:40 a.m.

Required Equipment

Students are required to provide all personal items for sports, including shoes, mouthpieces, etc. **The school provides uniforms.**

Spectators

1. Admission to athletic events is \$2.00.
2. Students must be passing all classes to attend games. (No Fs)
3. Students will wait in the commons area, seated at the lunchroom tables, until instructed it is time to enter the gym. This will usually be some time after 3:00 p.m. **Students MAY NOT enter the event after 3:30 p.m.**, unless accompanied by a PARENT or with a pass from a teacher.
4. Students are to enter the gym quietly, pay admission, sit down and watch the event. **Students must sit in the student section.**
5. Once students enter the gym, they are there until half time or a break in play occurs. **If students leave at any other time, they MAY NOT reenter.**
6. **Students asked to leave a game for any reason will not be allowed to attend any more games for the remainder the season.**
7. **DON'T wait to call after the event is over!** Rides should be at school on time to pick you up.
Clapping or yelling for a good play is encouraged. **GO FALCONS!!!!**

Sportsmanship

1. Be courteous to all -- participants, coaches, officials, staff, and fans.
2. Know the rules; abide by and respect the officials' decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, your team, and your school.
6. Permit only positive, sportsmanlike behavior to reflect on your school or its activities.
7. Do nothing that will embarrass you, your school, your team, or your coach.

ATTENDANCE

Regular attendance, punctuality, and success in school are closely related. The primary responsibility of good attendance at the middle level rests with students and their parents/guardians. Patterns of good attendance are usually established early in the school year. It is necessary for a parent/guardian to notify the school the day of the student's absence. If no phone is available, a note may be sent with the student on his/her return to school. Parents will be contacted in the evening by an automated dialing system when their student has an unexcused absence.

To request that an absence be excused, the parent/guardian must notify the office (438-4150) the day of the absence or have the student bring a note to the office excusing him/her upon returning to school. Per district policy (8075-01) school administration reserve the right to determine whether an absence will be excused or unexcused.

When a student's illness extends beyond three (3) consecutive school days, the school principal may require a physician's statement verifying the necessity of the absence, giving permission to return to classes, and/or requesting restricted activity. When a student has accumulated 2 unexcused absences, a truancy advisory letter will be sent. Students with 10 more absences may be required to provide a doctor's note for future absences.

All cases of truancy will be reported to the School District's Truancy Officer. When a student accumulates three (3) consecutive unexcused absences, five (5) cumulative unexcused absences in a semester, or seven (7) cumulative unexcused absences in a school year, the principal may file a Truancy Report verifying the dates and extent of such absences with the Truancy Officer for USD 501. The report will then be forwarded to Court Services for processing.

BUILDING HOURS

French Middle School is located at 5257 S.W. 33rd Street, Topeka, Kansas; 66614- corner of Fairlawn & 33rd St. The school building will be open to students at 7:30 a.m. Prior arrangements need to be made if students need to meet with an individual teacher. Students who do not have school business **are to be picked up by 3:05 p.m.** Breakfast will be served from 7:20-7:40 a.m. Students must be in their classroom by 7:50 a.m. Students are tardy for school if they are not in their classroom by the 7:50 a.m. bell.

CRISIS INTERVENTION

French Middle School has a crisis intervention plan which delineates procedures for fire, tornado, crisis orientation, power failure, and other civil defense issues. Parents should understand that there is a plan related to releasing students during a crisis, and **students will be released only to their parent/guardian** during a time of emergency. All middle schools have a School Resource Officer (SRO) placed in their school. The officer works with the school community to ensure safety and provide resources to staff and students.

DRIVEWAY TRAFFIC PLAN—Falcon Drive

The **lane closest to the front of the school is designed for student drop-off and pick-up** between 7:20-7:50 a.m. and 2:40-3:00 p.m. with parking permitted outside those times. The **center lane is designated a driving lane with no stopping or drop off** (student safety). The last lane closest to the street is a parking area. Thank you for observing the reserved spaces. For the safety of children, only staff vehicles and busses use the south (back) parking lot directly before and after school.

HONOR ROLL

Students with a grade point average from 3.0 - 4.0 will be recognized each quarter at an assembly. Grade points are figured on the following basis:

A = 4.0 B = 3.0 C = 2.0 D = 1.0 F = 0

LEAVING SCHOOL

Any student who leaves school for any reason during school hours must have parent/guardian's permission and **must sign out in the office** before leaving the building. Upon returning to school, a student must check in at the office for a pass to class. A student will not be allowed to leave school without prior notification from parent/guardian.

LUNCH

All of the district's middle schools have a closed lunch period. Students may not leave the school grounds for lunch. The lunch period is 30 minutes. The school cafeteria can provide lunches for all students within this time period. Students also have the option of bringing a sack lunch. Parents are discouraged from taking their student out of the building for lunch; however, should they do so they are encouraged to observe the 30 minute allocation because any additional time is taken away from the instructional period. Students may choose to eat from the salad bar or from two main entrees. Students may also purchase Ala Carte items with cash only. Ala Carte items must be eaten during lunch hour in the lunch room.

Students may purchase lunches by the day, week, or month from the cashier in the cafeteria. Students are notified when they are almost out of lunch credit. Free or reduced price lunch applications are available in the main office or online. Students who qualify for free/reduced price lunches may use their lunches for one meal a day. Students are not allowed to have food delivered to them for lunch from restaurants.

All food should be consumed while students are in the lunch room or breakfast area. Students will clean their area before being dismissed. **No outside food, candy, or drinks (other than during the lunch period) are allowed at school.** Students may have clear water in class if teacher allows. Food/snacks are not allowed in the classroom.

MEDIA CENTER

During class hours students are admitted with passes issued by their teacher. Students are expected to be quiet, courteous, and to use the media center materials in a responsible manner at all times. Students may check out books to be taken home during the school year. Books and materials checked out must be returned to the media center on the designated due date. The student must pay for lost or damaged books.

MEDICATION AT SCHOOL

When medication (prescription or nonprescription) is to be taken by a student during the school day, a parent/guardian is responsible for submitting a completed "Request and Permission to Supervise the Taking of Medication at School" form available in the main office prior to staff members administering medication. Most medications require that a doctor sign the appropriate form before staff members can administer the medication and **all medication including inhalers** must be in the original container and turned in to the nurse/office.

NETWORK COMPUTER USAGE

In order to use a networked computer, students must have an official "ACCEPTABLE USE POLICY" on file. These are handed out on the first day of school. Students are then issued a "log-in" and "password" that provides them access to certain networked programs. Log-ins and passwords should be kept confidential by student. In addition, students will be issued a district Chromebook & charger upon completion of check-out form. Students/Parents are responsible for care and cost of repairs for the Chromebook. Students are also responsible for charging Chromebooks each night at home and bringing the device to school ready for instruction daily. Students who fail to comply with the standards set forth in the district technology policy can be suspended and/or deleted from the system and will be unable to use networked computers and/or Chromebooks. Students are able to bring their own device to use in school for class.

PUPIL INFORMATION FORM

Pupil Information Forms (PIF) must be kept up to date. Parents can update or make changes regarding home address, home phone number, business phone number, place of employment, emergency telephone number, cell phone number, etc. using their parent Synergy log in.

STUDENT POLICIES

BULLYING POLICY

French Middle School will not tolerate bullying of any kind. **Bullying is defined as any ongoing verbal or physical mistreatment where there is an imbalance of power, and the target/victim is exposed repeatedly to negative actions by one or more students.** Bullying can be direct (physical or verbal), or indirect (exclusion, cyber-bullying, emotional). In order for everyone to feel safe and secure at school, every Topeka Public School has adopted the following rules against bullying...

- I will not bully others.
- I will try to help students who are bullied.
- I will do my best to include students who are easily left out.
- When I know somebody is being bullied, I will tell an adult at school and an adult at home.

Students, staff and parents should report any bullying that they are aware of to a staff member or complete online form via school website. Students who bully others will receive consequences. Our counselors will be visiting 6th, 7th and 8th grade classes to remind students what bullying is, what we can do to prevent bullying, and what students should do if they or someone else is being bullied. Students will receive consequences for bullying as outlined on school rubric for bullying.

CELL PHONES/ELECTRONICS

Cell phones and other electronics are not allowed during the instructional day per district policy. All personal devices must be turned off and kept out of sight, preferably in their locker. Bluetooth/wireless headphones are not allowed at school as they interfere with our network. If a student has a cell phone, wireless headphones or other electronic in class, it may be confiscated and a parent may be required to pick it up from the office. **Lost/stolen/broken electronics devices/phones will not be investigated by staff.**

CONTRABAND

Contraband describes items brought to school that are not needed in the classroom. The school will not investigate reports of these types of items being stolen or missing. Contraband will be confiscated by teachers/principal and returned only to parent or guardian.

DRESS CODE

The purpose of a dress code is to encourage students to dress tastefully. A general statement of our dress code may be defined with three words: NEAT, CLEAN, and APPROPRIATE for the job of being a student!

Not acceptable - halters, half-shirts, midriffs or short tops not covering the stomach area, oversized armholes, bare feet, slippers, sagging pants, as well as any other clothing, belts/buckles, notebooks, or tote bags designed to make references to illegal drugs, alcohol, violence, gangs, profane statements, or otherwise **determined inappropriate by the school administration** will not be permitted. Hoods should be down while in the building.

Other guidelines – backpacks, bags of any sort, hats, sunglasses, combs, gloves; hair combs, brushes, picks, need to be kept in lockers during the school day.

Jackets/coats designed for outside wear are to be in lockers and not worn in classrooms. Sweatshirts/sweaters, blazers, suit coats may be worn in cool classrooms.

Students who violate the dress code will have the option of correcting the situation by putting on different clothing, borrowing clothing from the school to wear, or by having a parent bring them an acceptable piece of clothing. If students refuse, it will become a disciplinary matter and may result in consequences.

DESTRUCTION OF PROPERTY/VANDALISM

The destruction of school property or the property of others is an unlawful act. Students will be required to pay for damages or make restitution. In addition a police report may be filed.

FIGHTING

If a student is angry with someone, s/he should seek the assistance of a counselor to help him/her solve the problem. Violence is never the solution in resolving conflicts. Fighting, regardless of who started it, **will result in a parent conference and suspension from the learning**

environment. IF STUDENTS DO NOT BREAK AT A VOICE COMMAND, consequences will be increased. Verbal threats of violence may also result in suspension from the learning environment. Threats will be taken seriously. School security will be notified immediately and will become involved in an investigation. Charges may be filed. In addition, students caught encouraging; videotaping and/or posting a school fight on social media may result in an out of school suspension as well.

HOMEWORK

Consistent with the school-wide expectation of being ready and responsible, students are expected to be prepared for tests and daily assignments whether or not they participate in extracurricular activities. Students are expected to follow the homework expectations created by each grade level.

LOCKERS

Locks and lockers are school property. Treat with care by refraining from applying stickers, writing on lockers, or defacing in any other way. Locks are rented. **Personal locks are not allowed. School issued locks are the only locks permitted.** Locks should be locked. There is a fee to replace lost locks. **KEEP YOUR COMBINATION TO YOURSELF** and keep only your own items in your locker. If you have a problem with your lock, see a teacher immediately!

POSSESSION OF ILLEGAL SUBSTANCES

Students will be suspended and are required to schedule an appointment with Prevention and Recovery Services. Other authorities will be notified as well.

PROFANITY

Profanity is not acceptable in the learning environment and may result in removal from the learning environment. Profanity used with staff will result in an out of school suspension.

STUDENT VISITORS

Students may not bring friends/relatives from out of town or other schools to spend the day or part of the day attending classes with them.

SCHOOL PHONE USE

Students will be called to the phone only in cases of *extreme emergency*. Otherwise, all phone messages will be delivered to the student. There is an office phone that may be used, with staff permission, by students to notify parent/ guardian if they are staying after school for detention, to work with a teacher/staff member, or other school related business.

STUDENT TRANSPORTATION

Bicycles

Bicycle racks are located on the south side of the building for students to park their bikes. It is highly recommended that all bicycles are locked. Bicycles are not to be ridden on school grounds.

Skateboards/Rollerblades

Some students use skateboards/rollerblades as a means of transportation. While this is permissible, they are not allowed to be ridden on school grounds and must stay in lockers during the school day.

Bus Transportation

Students who live in the French attendance area, but 1.75 miles or more away, are eligible to ride the bus. For the safety of all people riding the bus, there are regulations that must be followed. If a student displays disregard for these regulations, suspension of bus privileges may result. Chronic disregard for these regulations may result in a complete loss of riding privileges.

Bus Regulations (Applies to before/after school, field trips, activity bus, etc.)

1. Passengers must respond promptly to instructions given by bus driver and/or bus paraprofessional.
2. The use of tobacco, food or drink on the bus is prohibited. Animals and oversize objects, as well as glass containers are also prohibited.
3. Ordinary conversation is expected and permitted. Horseplay, unruly behavior, abusive and obscene language or gestures is prohibited.
4. All parts of the body are expected to face the front of the bus.
5. All parts of the body are expected to stay inside the bus, not outside the windows.
6. Students are expected to remain seated while the bus is in motion.
7. Anyone who creates damage on the bus will be required to reimburse the bus company.
8. Parents and students are expected to adhere to the bus schedule. The bus cannot wait for tardy passengers.
9. Students are to wait at the proper pick-up points and exit the bus at the proper drop-off points.
10. Students are expected to stay out of the streets before and after pick-up or drop-off.
11. Students are expected to follow the driver's instructions and signals when entering and exiting the bus as well as when crossing in front of bus.
12. **Friends are not allowed to ride to and from school on school bus with regular riders.**

Bus Consequences

Riding on the bus is a privilege and not a right. Appropriate behavior is expected. The school will follow up on any disciplinary referral and the student will receive a warning, detention, bus suspension or school suspension as warranted. In all cases of discipline, the school reserves the right to move to a higher level or reduce a consequence after investigating a situation. Fights and/or unsafe behavior on bus may result in removal of bus privileges for remainder of school year.

WEATHER

Inclement Weather –If school is closed by the superintendent due to inclement weather, it will be announced on the radio & television stations early in the morning. Coaches may cancel outdoor practices because of inclement weather or move the practice inside.

Tornado Watch - After school activities will be canceled if a tornado watch is issued prior to the beginning of the event. If an activity is already in progress, it will continue even if the tornado watch is announced. If a tornado warning occurs after an activity has already started, students will take shelter in the school’s basement and will not be allowed to leave unless their own parent/guardian (in person- no phone calls) signs them out.

Notice of Non-Discrimination Topeka Public Schools, Unified School District No. 501 is committed to affirmative action and equal opportunity. No person shall, on the basis of age, race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, disability, national origin or ancestry be denied lawful access to any appropriate educational service, program or activity provided by the school district. The Title IX compliance coordinator is the executive director of administration. The Section 504 compliance coordinator is the general director of special services. For employment, the EEO/AA officer is the general director of human resources. All compliance coordinators may be contacted at 624 SW 24th Street, Topeka, KS 66611-1294, (785) 295-3000. The clerk of the Board of Education has been designated to receive and redirect or handle inquiries regarding nondiscrimination policies, regulations and procedures. The clerk may be contacted by calling (785) 295-3045 or by writing to 624 SW 24th Street, Topeka, Kansas 66611-1294.

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

EMERGENCY SAFETY INTERVENTIONS (ESI)

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

Restraint is defined to include the following:

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

Restraint Restrictions

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

Reports of Emergency Safety Interventions

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

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

