TONGANOXIE HIGH SCHOOL

2026-2027
STUDENT HANDBOOK

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INSPIRE. EMPOWER. EXCEL.

MISSION STATEMENT

We inspire, empower, and enable students to excel in academics, the community, and life.

CORE BELIEFS

- Every student will develop a strong foundation of academic skills necessary for success in Pre-K through 12th grade
- Every student will experience an equitable school community where student health, safety, and well-being are prioritized and student voice is centered
- Every student will acquire critical and creative thinking skills, meet/exceed high academic standards, and achieve their highest potential
- Every student will have access to high-quality academic programming and resources to support their success
- Every student will graduate ready to thrive in life after high school and with the skills to navigate, adapt, and innovate within a sustainable workforce

Notice of Nondiscrimination

USD 464 prohibits discrimination on the basis of race, color, national origin, sex, sexual preference, gender identity, age, religion, marital status, disability, or need for special education services in its programs, activities and employment, and provides equal access to the Boy Scouts and other designated youth groups to its facilities as required by: Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Individuals with Disabilities Education Act, and other relevant state and federal laws.

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ACADEMICS

GRADUATION REQUIREMENTS - THROUGH CLASS OF 2027

SUBJECT	NUMBER OF CREDITS REQUIRED
English	4 credits
Math	3 credits
Science	3 credits (Biology is required)
History, Government, Social Studies	1 credit -World History 1 credit - American History .5 credit - American Government .5 credit - Social Studies elective
Physical Education	.5 credit Health .5 credit Physical Education
Fine Arts	.5 credit Speech .5 credit Fine Art
Electives	13 credits
TOTAL	28 CREDITS

GRADUATION REQUIREMENTS - STARTING CLASS OF 2028

SUBJECT	NUMBER OF CREDITS REQUIRED
Communications 4 credits	3.5 credits of ELA .5 credits Speech
Society & Humanities 4 credits	1 credit -World History 1 credit - American History .5 credit - American Government .5 credit - Social Studies elective 1 credit of Fine Art
STEM 7 credits	3 credits of Science (Biology is required) 3 credits of Math 1 credit of STEM Elective
Employability & Life Skills 6 credits	.5 credit Health .5 credit Physical Education .5 credit Financial Literacy

	4.5 credits IPS Electives
General Electives 7 credits	7 credits Electives
TOTAL	28 CREDITS
The graduation requirements also include student completion of at least two postsecondary assets (as defined by the KSDE).	

A detailed description of courses can be found in the THS Course Catalog.

ACADEMIC GRADING

Grades serve as the tool to measure student learning and to communicate a level of knowledge to the teacher, the student, and guardians. Semester course grades are based on the numerical accumulation of class points over the length of a semester. Student grades can be accessed at any time using the Skyward Parent Portal. The final semester grade will be entered on the student transcript.

Grading, late work and assessment policies may vary from department to department. Please review course syllabi at the beginning of the semester to understand teacher grading practices. Points may be deducted for late work after the due date.

Grading Scale:
(A) 100-90
(B) 89-80
(C) 79-70
(D) 69-60
(F) 59-0

Grade Point Average (GPA):
Each grade is assigned a point value as follows:
A - 4 points
B - 3 points
C - 2 points
D - 1 point
F - 0 points
Division of the total grade points earned by the number of classes taken will determine grade point average

A weighted GPA is calculated on a 5.0 scale as follows:
A - 5 points
B - 4 points
C - 3 points

D - 2 points
F - 0 points

GPA will be based on all credits earned and rounded to the nearest 1/1000 to determine class rank & eligibility for honor rolls.

The following courses are weighted courses:

European Literature	Write for College	College Algebra (Dual credit)
Comp I (Dual credit)	Physics	Calculus (Dual credit)
Comp II (Dual credit)	Anatomy & Physiology	Spanish IV

COLLEGE DUAL CREDIT COURSES
To enroll in dual credit courses students need to meet certain requirements, including testing. Students register and pay tuition to the university or college, but take the classes at THS. Counselors will provide enrollment forms and tuition information. All admissions testing must be completed by the first day of the semester in which the courses will be taken for credit. If this deadline is not met, administrators must approve the student continuing to take the course for high school credit without receiving college credit.

Students enrolled in a dual credit course, regardless of whether or not they are taking it for college credit or high school credit, are all subject to the same assignments, projects, and tests under the same grading scale as set by the higher institution.

SCHEDULE CHANGES
Students are required to enroll in every class period unless they receive special permission from the administration to enroll in a fewer number of credits. Schedules will be changed only if one of the following conditions have been met:

- The student is scheduled incorrectly (computer error, lack of required courses for graduation, lack of prerequisite course, etc.)
- Rescheduling becomes necessary as a result of academic performance from the previous year, class enrollment imbalance, course or staffing changes, etc.
- Extenuating circumstances, which are approved by an administrator and involve a student/parent/counselor conference

Changes must be requested during the first three days of Semester 1 and/or prior to the start of Semester 2 with a Class Change Request Form (Changes will not be made if the request would impede progress toward a student's graduation).

EARLY GRADUATION
Students may graduate at the end of the 7th semester if they have met all academic requirements. Such students may participate in graduation ceremonies in May with timely notification of the school.

Each junior and senior is advised to meet with their counselor during the fall semester to review their transcript with respect to meeting all requirements for graduation.

In the event that a student transfers to Tonganoxie High School at any time during their senior year, administration may reduce the number of required credits to be completed in order to graduate.

GRADUATION CEREMONY

Only those students in good standing who have completed all graduation requirements by the end of their eighth semester shall be eligible to participate in graduation ceremonies at the discretion of the administration, school board and superintendent. Students and families must have paid all fees owed to the district prior to graduation. Additionally, students must have no outstanding disciplinary consequences, including detentions. Official diplomas will be distributed to students after the ceremony.

Students who have not met necessary graduation requirements by the end of the eighth semester can fulfill the necessary requirements through credit recovery but will NOT be permitted to participate in commencement exercises.

Graduation Regalia & Dress Code

- Students WILL NOT be allowed to participate in the ceremony without cap and gown.
- Graduation caps will be reviewed and approved by administration prior to the ceremony.
- Only approved cords and stoles will be permitted.
- No sun glasses may be worn when graduation is indoors.
- The school dress code still applies to clothes being worn under gowns.
- Students will not be allowed to participate in the graduation ceremony if they violate any of these policies.

Beginning with the class of 2028, students who wish to speak at graduation must submit their welcome and/or speech by the designated deadline. Submissions will be reviewed and commencement speakers will be chosen by a panel of staff members.

ACADEMIC RECOGNITIONS

<u>Valedictorian and Salutatorian</u> (Ending with the class of 2027)

Students who wish to be the valedictorian or salutatorian of their class must meet the following criteria:

1. Complete the required courses for the Kansas Scholars Curriculum:
   - English - 4 years
   - Mathematics - 4 years - minimum of one course beyond Algebra II
   - Science - 3 years (Biology, Chemistry, and Physics)
   - Social Studies - 3 years
   - Foreign Language - 2 years in one language

2. The senior student with the highest weighted cumulative GPA at the conclusion of the second semester will be named valedictorian. The senior student with the second highest weighted cumulative GPA at the conclusion of the second semester will be named salutatorian.
3. In the event that two seniors have the exact same weighted cumulative GPA and all course requirements have been met, the valedictorian will be determined by the highest comprehensive score on the ACT test (American College Testing Program). The student with the second highest ACT score will be salutatorian.
4. All students pursuing valedictorian and salutatorian must take a full schedule all four years of high school for a total of 64 semester classes, as well as 8 semesters of homeroom.
5. All classes must be taken for a letter grade (no pass/fail).
6. All students must have classes of full weight (no student aide or work experience courses).
7. Zero hour classes will not count towards the calculation of weighted GPA for the purpose of valedictorian or salutatorian. Students must receive A's in all zero hour classes taken.

Graduation - Academic Honors (Beginning with the class of 2028)

Beginning with the class of 2028, Tonganoxie High School will use a Latin honors system for recognizing graduating seniors. This will replace the concept of designating a valedictorian and salutatorian at graduation. Latin honors fall into three main categories of academic distinction: summa cum laude, magna cum laude, and cum laude. These categories will be used to acknowledge the most academically successful students in each graduating class and enable more students to be recognized than the valedictorian/salutatorian concept has previously allowed.

The categories for distinction under the Latin honors recognition program are as follows:

- Summa Cum Laude: Meaning "with the highest praise" - To qualify, a student must achieve a 4.2 or above GPA and complete the Kansas Scholars curriculum.
- Magna Cum Laude: Meaning "with great praise" - To qualify, a student must achieve 4.0 - 4.19 GPA and complete the Kansas Scholars curriculum.
- Cum Laude: Meaning "with praise" - To qualify, a student must achieve a 3.8 and above GPA.

Educational Excellence Banquet

The Educational Excellence Banquet is held each year in the spring. Students that have achieved the following are invited to attend the banquet:

Sophomores and CBR Students
Must have earned a 3.75+ GPA for each of the previous 3 semesters at Tonganoxie High School.

Juniors
Must have earned a 3.75+ GPA for each of the previous 3 semesters at Tonganoxie High School AND have earned a 3 or 4 on both their Math and ELA State Assessments during their Sophomore year.

Seniors
Must have earned a 3.75+ GPA for each of the previous 3 semesters at Tonganoxie High School AND have earned a 3 or 4 on their Science State Assessments during their Junior year.

Honor Roll

Tonganoxie High School will publish the honor rolls on a semester basis. Earning an 'A' in each semester class qualifies students for the Chieftain Honor Roll. Students earning only 'A's and 'B's' qualify for the Red/White Honor Roll. All courses count towards honor roll qualifications.

National Honor Society

To apply for membership in the National Honor Society, students must be a junior or senior with a cumulative GPA of 3.75. In addition to academic requirements, students must participate in leadership roles, community service, and have good attendance. A committee of faculty members will review applications and make selections based on the criteria of the National Honor Society Organization.

SENIOR PORTFOLIO

Senior students must complete their Senior Portfolio AND all tasks for their Individual Plan of Study (IPS) from the Xello system in order to graduate from Tonganoxie High School. The completed portfolio is due on the date designated by the Senior Portfolio Committee during the semester in which the student intends to graduate.

The completed portfolio must be submitted and approved in order for the student to earn a diploma and participate in the commencement ceremony, in addition to all classes required by USD 464. Additionally, students must complete their portfolio and IPS items before actively participating in senior agreement. Both items are to be completed utilizing homeroom time.

SENIOR AGREEMENT

Seniors must take a full 8 classes as well as homeroom during the first semester. Seniors may enroll in a reduced schedule second semester with a completed application turned into Student Services. The application must be signed by the student, approved by the parent/guardian and given final approval by the principal based on credit verification. Any student participating in a KSHSAA-sanctioned activity must be enrolled in at least five full unit weight classes to be eligible to participate. Students participating in senior agreement must have their on-campus courses scheduled consecutively.

COURSES REPEATED
Students who wish to repeat a course previously passed must first have the approval of the instructor, a counselor, and an administrator. Both grades earned for the course will be recorded on the student's transcript and will be used to determine the student's grade point average.

The Kansas State High School Activities Association (KSHSAA) requires students to pass at least five NEW courses the previous semester to be eligible for inter-school activities.

VIRTUAL CREDIT POLICY
Students must obtain permission from the administration prior to enrolling in any online accredited course for high school credit. Transcripts for online courses must be submitted to the registrar no later than September 1 for the following school year. If the class is offered at THS, it must be taken here with our staff. Students taking virtual classes are responsible for maintaining and upholding academic integrity.

WITHDRAWAL FROM SCHOOL
If a student is transferring or withdrawing from school for any reason, they must complete all requirements with the registrar and return any school property to the building. Students who withdraw lose all of the rights and privileges which were afforded to them as students. They are prohibited access to the school grounds or building, except as a guest at school activities open to the general public or as a visitor on business, in which case they must report to the office and obtain a visitor's pass, if such is deemed appropriate by the principal.

ATTENDANCE

BELL SCHEDULE

ATTENDANCE POLICY
A high correlation exists between regular attendance and success in school. It is expected that each student will attend all classes every day. The primary responsibility for attendance rests with the student and parent. All students enrolled at Tonganoxie High School are subject to all guidelines of the attendance policy. This policy is intended to encourage students to be regular in their attendance and applies to all THS students – regardless of age.

Absence Limitations
Parents/Guardians may call a total of eight (8) times per semester to excuse their child from school (for any length of time up to one full school day). After the eight parent provided excuses in a semester the student will be required to provide verification of absence from one of the following:

- Personal Illness and/or Medical professional for office visit (doctor, dentist, etc.)
- Court official (when student is required to be in attendance)

- Other as deemed acceptable by administration

*Absences beyond eight not verified will be classified as unexcused and may result in detentions or other disciplinary consequences.

Exceptions to this policy are as follows:
1. Students participating in school-sponsored trips, events, and activities counted as School Activities are not counted absent.
2. Absences of three (3) days for the death of an immediate family member or of one (1) day for the death of other relatives are exempt.
3. Dual credit courses will follow the University of Saint Mary's attendance policy.
4. Tech Students will follow either the KCKCC Tech School or Washburn Tech School attendance policy.
5. Students who feel exceptional or unique circumstances exist may appeal to the administration.

Absences verified by a parent note, even for illness, do not exempt the absences from the attendance policy. Doctor appointments that are verified will not count against the student's eight days. Students are encouraged to arrange these after school or at times that do not affect any one class. Doctor notes must detail dates of the confinement and must be presented upon the student's return to school. Physicians' notes for extended absences will be reviewed for administrative approval. Students eighteen years old or older are not exempt from the attendance policy. It is extremely important that students understand that the eight days for necessary absences built into the attendance policy are not to be considered "skip days".

Students leaving school grounds must first bring a note from home, or have a parent/guardian call (no text messages), and then MUST sign out in the office before leaving. Failure to sign out will result in an unexcused absence and will be treated as a "skip" and consequences will be the same.

Truancy is defined as being absent without excuse for a "significant portion" of the school day, for three consecutive days, five days in a semester or seven days in a school year. Known truancy cases will be handled according to our disciplinary policy.

Parents or guardians are responsible for notifying the office when a student is absent and giving reason for absence. The reason for absence will be recorded on the student's daily attendance record. As stated in the 'Athletics and Activities' section, students participating in sports/activities must attend school for half of the day in order to participate.

TARDY POLICY
At the beginning of the day, parents may call in to excuse their student for being late to school up to 8 times per quarter (see 'Attendance Policy'). After the 8th tardy, students will be marked as tardy or unexcused, even if the parent calls. A student who accumulates 8 tardies during a quarter will be given a detention for every tardy on the

8th and beyond. Habitual tardiness could result in ISS or OSS. If a student is tardy for 15 minutes of the block/class period, they will be marked as absent from that class.

HOMEWORK POLICY

When a student has an excused absence, they will be given one class period to complete their missing work for each day missed at full credit. When a student's absence is unexcused, additional class periods to complete work for full or partial credit will be at teacher discretion. Teachers will spell out their late work policy in their class syllabus. Secretaries will be unable to request homework from teachers until students have missed for 3 consecutive days.

BEHAVIOR AND EXPECTATIONS

CELL PHONES AND ELECTRONIC DEVICES

Students are prohibited from using or accessing personal electronic communication devices during the school day. All personal electronic communication devices must be turned off and securely stored away in an inaccessible location during the school day. Students who violate this policy will be asked to surrender their electronic communication device to school staff and will be subject to disciplinary consequences. Refusal to surrender your cell phone or electronic device when requested to do so by a school employee will result in additional disciplinary action.

DRESS CODE

In all matters of dress, the building principal shall have the authority to decide whether or not the clothing or method of dress is acceptable. In all cases where students are dressed inappropriately for school, they may be subject to disciplinary measures, asked to change clothes, or denied admittance to class. Repeated violations of the dress code will become a Class II offense.

Attire or grooming that interrupts or distracts from the educational process or causes embarrassment to the student or others is inappropriate and will not be tolerated. Likewise, any clothing or grooming practice which endangers the health or safety of the student or others will not be considered appropriate for school attendance. The following list has been compiled to give students and parents an idea of what attire is considered to be appropriate or inappropriate. By no means is the list complete and may be updated as needed. These rules apply to all students regardless of gender.

1. All shorts, dresses, and skirts must be at a respectable length (teacher and administrative discretion).
2. No see-through or mesh clothing, unless appropriate clothing is worn underneath.
3. Beachwear is not considered suitable school attire.
4. Clothing with advertising, pictures or writing promoting alcohol, drugs, tobacco, sexually suggestive ideas, weapons or violence, and profanity will not be allowed.

5. Clothing that exposes the chest area, midriff, buttocks, or undergarments is not allowed.
6. Any apparel that can be construed as gang related will not be tolerated.
7. No clothing is acceptable that is ripped, cut, or torn to the point where it does not meet standards.
8. Students must wear shoes.
9. Blankets are not allowed.

BREATHALYZERS

As a preventive measure, a breathalyzer may be used at any and all school activities or during the school day. Upon reasonable suspicion or random selection, students may be asked to take a breathalyzer test. Students who do not pass the test will be disciplined per school policy. Students who refuse to take the test will be considered positive.

USE OF CARS AND PARKING LOT

Any properly licensed student may drive to school. This is a privilege, not a right. All student vehicles must be registered with the high school office. The registration sticker must be visible on the rear window of the student vehicle. Drivers on district property must not exceed 15 mph. Students should observe the proper traffic flow and maintain appropriate driving procedures.

Students may not park in any visitor spots or in the designated staff lot. Students should not park or drive in the gated area behind the school. Senior parking spots that have been purchased are reserved for those students only during school hours. Students must not enter or drive a vehicle once it is parked unless permission is obtained from the office.

Failure to comply with these regulations may result in the loss of the privilege of driving on campus or other disciplinary consequences. Careless driving on campus which constitutes a threat to persons or property will be reported to the local authorities for prosecution. While on school property or at school activities student vehicles are subject to search by authorities.

CARE OF SCHOOL PROPERTY

This is your school! Students should exercise care of the school property. Students who willfully deface or destroy school property whether on campus, school trips, activities or athletic functions will pay the cost of replacement and all necessary repairs. All such incidents will be reviewed for disciplinary action or prosecution when appropriate.

Students are held responsible for taking good care of all texts and materials issued and will be required to pay the replacement costs of lost or damaged books or materials.

Students are responsible for their school-issued Chromebooks and will be held accountable for following the 'Chromebook Guidelines' as appropriate *(refer to the guidelines posted separately on the district website).*

Students are responsible for athletic/activity equipment and uniforms assigned to them. Charges resulting from lost or damaged items must be paid before a student will be allowed to participate in an upcoming season.

LOSS OF PERSONAL PROPERTY

The school cannot be responsible for the loss of personal property. Students should not carry large amounts of money to school. If it is necessary to do so, please check the money into the office. Do not leave clothing, books, or other property in the hall, restrooms, or classrooms.

EXTRACURRICULAR ATHLETICS & ACTIVITIES

ELIGIBILITY POLICY

According to the KSHSAA, a student must have passed five classes of full unit weight in the preceding semester and currently be enrolled in at least five classes of unit weight. If these requirements are not met, the student is ineligible for the entire semester.

- Grades will be monitored throughout the season. Any student not applying themselves in the classroom may be held out until classroom requirements are met.
- Students with attendance issues or with continuous behavior that is not appropriate for the classroom may not be eligible for participation; to be determined by administration.
- A student suspended from school will face school penalties, as well as any team or group rules for missing days of practice or participation.
- Students must attend school for half of a school day in order to participate in their sport(s) or activities.
- Coaches and/or sponsors may require additional eligibility criteria as indicated in their program handbooks (approved by administration).

In addition to the KSHSAA guidelines for eligibility, THS will enforce a weekly eligibility policy. Starting in the third week of each Semester grading period, student grades will be updated and checked on Monday afternoon of each week. Any student who has a failing grade in any class will be placed on a two-week probation. After the two-week probation period, if a student has an F in any class they will be ineligible for competition that week. Students who raise their grade above an F prior to competition and verify it with the office can regain eligibility.

In addition to the above and in accordance with KSHSAA article 5, states “a student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A “condition” or an “incomplete” shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy (Illustration: two days for every day missed) would not be considered as “make up”. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.”

All athletes are strongly encouraged to be enrolled in a strength and conditioning class. The purpose of the program is to help train the body for athletic competition, physically and mentally, as well as help minimize the risk of injury.

Behavior Requirement
In addition to any or all of the above, the school district may impose a suspension or expulsion from attendance in school pursuant to K.S.A. 72-6114 to 72-6121, for violation of school district behavior requirements.

PHYSICAL EXAMINATIONS
Students wishing to represent Tonganoxie High School in interscholastic sports or cheerleading must have a Kansas State High School Athletic Association Pre-Participation Physical Evaluation completed and signed by a practicing physician, the student and their parent/guardian certifying that the student has passed an adequate physical examination and is physically fit to participate in inter-school athletics.

The KSHSAA physical form must be used and returned to the school office before participating in any practice session. Each participant is responsible for their own physical and selection of doctor.

Students and parents must also sign the Substance Abuse Policy, Concussion and Head Injury Release, Consent for Emergency Medical Treatment, and Acknowledgement of Risk before they are able to participate in games. Forms are available at the high school office and on the district website.

TONGANOXIE HIGH SCHOOL SPORTSMANSHIP POLICY
THS recognizes and supports the Kansas State High School Activities Association Rule 52 as stated in the KSHSAA handbook. In addition, THS also supports the following expectations, in accordance with KSHSAA rule 52:

1. Unsportsmanlike conduct on the part of others should not be an example for us. We should set the example of good sportsmanship.
2. Fans who do not respond to a reasonable request to curb unacceptable behavior will be removed from the gym or playing area.
3. Harassing officials and opposing coaches or team members is prohibited.
4. Banners and signs are permitted provided they are not personal, negative, unsportsmanlike, or vulgar.
5. Artificial noisemakers such as cannons, guns, bells and sirens may not be used.
6. Band instruments are to be played only during timeouts and intermission.
7. Courtesy during free throws should be observed for both teams.
8. Only authorized school personnel and teams should be on the floor/field.
9. Fans and cheerleaders will refrain from stomping and kicking bleachers.
10. No objects of any kind will be thrown on the playing area.
11. No vulgar language or gestures will be allowed.

12. Cheerleaders, students and visitors will sit in areas designated by the host school.
13. Host schools will encourage officials to enforce sportsmanship by communicating with rowdies and using technical foul/unsportsmanlike conduct penalties.
14. Tunnels are not to be allowed on the playing field or playing floor. In football, this includes the end zone.
15. Appropriate attire should be worn at athletic and activity events. Students should wear items that support school spirit in a positive manner.
16. No officials' shirts, no clothing with inappropriate language or that mimic the other school's mascot. Students must wear shirts.

Students who violate this policy or who display any type of poor sportsmanship may be ejected from the activity and may be subject to loss of the privilege of attending school activities, as well as further disciplinary actions.

SUBSTANCE ABUSE POLICY

During the activity season (fall, winter, spring or summer), regardless of the quantity, a student shall not:

1. Use, consume or possess alcohol.
2. Use, consume or possess tobacco (including electronic devices and/or paraphernalia).
3. Use, consume or have in possession any other controlled substance defined by laws as a drug or illegal for a minor to possess.
4. Misuse of prescription, non-prescription, or other substances.
5. Act or intend to buy, sell, distribute, dispense, or manufacture alcohol, tobacco, paraphernalia, or any other controlled substance defined by laws as a drug or illegal for minors to possess.

Interpretations:

The rule applies to the entire activity season. Any activity that spans the course of the year will be subject to the season in which the violation occurs. Special medical circumstances will be evaluated on an individual basis and brought to the attention of the coach or sponsor.

Penalties for Violation:

If the behavior is confirmed by a school staff member, law enforcement official or other reliable sources, the student participant will be referred to a school administrator and his/her parents will be notified. The school administrator will conduct a hearing with the student regarding the possible violation. If after the hearing it is determined that a violation did occur, the student will immediately by subject to any or all of the following:

1. Suspension from all activities of any team/squad to which he/she belongs for the next two consecutive inter-scholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater.

2. Suspension from all activities (including practice) of any team/squad to which he/she belongs for the remainder of the current activity season or remain suspended for any governed activity for the next six (6) week period, whichever is greater, excluding buffer week, KSHSAA non-practice dates, holidays and spring break.
3. Suspension from all activities (including practice) of any team/squad to which he/she belongs for the remainder of the school year (which ends July 31).

KSHSAA CATASTROPHIC INJURY POLICY
All athletes are covered by the Kansas State High School Activity Association Catastrophic Injury Policy. This policy provides coverage for students in grades 7-12 who are injured while participating in, practicing for, or traveling (as defined in the policy) in school transportation directly to/from these activities/interscholastic athletics under the jurisdiction of the KSHSAA. This includes coverage for students participating in non-athletic KSHSAA sanctioned activities.

ACTIVITY FEES
All students participating in KSHSAA athletics or activities are required to pay an activity fee prior to participating in these activities including practices. This is a non-refundable fee. All enrollment and other district fees must be paid prior to December before activity fees will be accepted or they will be credited to the student's account.

SCHOOL DANCES
School dances may be held from time to time. Students must be in good standing in order to attend the dances. Good standing for school dances includes having all passing grades, no out-of-school suspensions within 30 days prior to a dance, no unserved detentions, fees owed to the district and no truancy issues.

The following rules will apply to all school dances:

1. Only students of Tonganoxie High School and their approved guest may attend. No grade school or middle school students may attend. Attendees must be 20 years of age or under to attend.
2. A Dance Guest Form must be filled out and approved for any date that attends another school or is already a high school graduate.
3. Guests are subject to the same regulations as Tonganoxie High School students.
4. No one will be admitted 30 minutes after the scheduled starting time unless prior approval is received prior to the dance.
5. Students may leave the dance at any time, but will not be readmitted once they leave.
6. Alcohol, drugs, or tobacco use will not be tolerated. If it is the opinion of a sponsor that any student has been consuming or is under the influence of alcohol or drugs, admittance will be denied and the student referred for disciplinary action.
7. The dance may be terminated at any time during the evening if the sponsors feel such action is warranted.
8. Apparel worn to a dance shall be appropriate for the occasion.

9. No outside food or drinks will be allowed.

Prom

The above rules for School Dances also apply to Prom, with the following additions:

1. Only juniors, seniors, and their dates are allowed to attend.
2. Freshmen are not allowed to attend prom.

FIELD TRIPS

Students must be in good standing to attend field trips or participate in activities during the school day that incur a loss of instructional time. Good standing for field trips includes no F's or detentions owed. Recent disciplinary issues may also be taken into consideration by administration.

PERMITS AND PASSES

Students must not leave school during normal school hours unless they first obtain a permit to leave from the office. Students are not to go to the parking lot area unless they are personally supervised by a staff member or have permission to do so from the office. Permits to leave will be issued upon request from a parent/guardian in accordance with School Board policy. Students are expected to fully inform the office of such requests to leave school. Failure to follow procedure will result in disciplinary action.

MISCELLANEOUS

ADMISSION OF FOREIGN EXCHANGE STUDENTS

1. Only those students sponsored by an agency approved by the Kansas State High School Activities Association or who have established residency will be admitted.
2. Principal approval is required before a student will be admitted.
3. Foreign exchange students who are identified by their agency as being eligible to receive a diploma and who meet all of THS graduation requirements may be eligible to receive a diploma upon administration review.
4. In lieu of a diploma, a certificate of attendance will be awarded to all visiting exchange students. The student will receive special recognition at commencement by being called from the audience to receive the certificate.
5. Foreign exchange students will enroll in the following courses in order to receive a certificate of attendance: US Government, US History, English, Mathematics, Science, and Electives needed to complete a full schedule.

COLLEGE VISITATION

This privilege allows a student to visit a college campus they are considering as an option to further their education.

Students are allotted visit days based on their grade level:

- Seniors: 3 visit days
- Juniors: 3 visit days
- Sophomores: 1 visit day

Additional days may be awarded with administrative approval.

These days are considered a school activity if the following procedures are followed:

- Parents/guardians notify the office of the visit at least two days prior to the visit
- Students complete the College Visit Form on the counselor's website.
- The visit may not be taken during the last week of either semester.

Failure to follow these guidelines will result in the absence being categorized as an unexcused absence.

STUDENT GOVERNMENT AND ORGANIZATIONS

Students are encouraged to participate in student government and other various school organizations. The Student Council serves as a democratic forum in which students can address school-related issues and maintain a channel of communication among faculty, administration, and students. Freshman, sophomore, junior and senior classes are formally organized and function to plan and carry out the social activities of the class.

Student organizations may conduct fundraising projects with the approval of the principal or assistant principal. Organizations are limited to one fundraiser project per year in which a product is sold to the general public. Projects may be approved in which either a service is provided or sales limited within the schools.

All organization money is deposited with the THS Accounts Secretary. Money on deposit for organizations that become inactive or no longer exist will be transferred to the Student Council Reserve Fund.

NOTE TO 18-YEAR-OLDS

USD 464 policy states: "Every student 18 years of age or older shall be deemed to be an adult and shall have legal capacity to act as such. Such students, like all other students, shall comply with all the rules established, pursue the prescribed course of study, and submit to the authority of teachers and others in authority over them." Concerning student records, when a student attains 18 years of age, the rights accorded to parents shall thereafter only be required of and accorded to the student.

PARENT/STUDENT CONCERN

Please see the district communication matrix.

MORE INFORMATION

This handbook is subject to changes as may be needed to ensure continued compliance with statutory law and school board policy and is subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules or behaviors can be outlined in a handbook; however, we expect students to follow a reasonable code of conduct and not violate the rights of others.

The statements found in this student handbook are general rules and guidelines for a student attending Tonganoxie High School. If you would like more clarification or additional information about any section of the handbook, please feel free to contact the school principal or assistant principal. Please refer to the school calendar and building bulletins for general information and activities.

Approved by the Board of Education on June 8, 2026.