

<b>TOPEKA PUBLIC SCHOOLS</b>	<b>REGULATION NUMBER: 6400-01</b>
<b>SUBJECT:</b>  <b>SCHEDULING STUDENT ACTIVITIES</b>	<b>DATE OF ISSUE: 06/18/80</b> <hr/> <b>REVISIONS: 08/01/96; 06/17/10; 12/11/13</b> <hr/> <b>PREPARING OFFICE:</b> <b>INSTRUCTION AND LEARNING</b>

**I. PURPOSE:**

To establish procedures for scheduling evening student activities preceding a school day and/or on Sunday.

**II. PERSONNEL AFFECTED**

All personnel involved in evening activities preceding a school day or on Sunday.

**III. PROCEDURES:**

When it is necessary to schedule an activity (other than an athletic event) after 5 p.m. preceding a school day or on a Sunday, the following procedures will be followed:

- A. Each event should terminate no later than 10 p.m. and have prior approval of the building principal.
- B. Any event scheduled to end after 10 p.m. must have the approval of the executive director of instruction or general director of student support services.
- C. The sponsor of the event will notify parent(s) prior to the activity in the event of any deviation from this regulation.
- D. Parent(s) are encouraged to call the sponsor of the event if any questions arise.
- E. Any school-sponsored Sunday activities must be cleared through the office of the executive director of instruction or general director of student support services.