

2010-2011 School Handbook



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Topeka Collegiate School
Parent and Student Handbook
2010-2011

INTRODUCTION

Independent schools have a unique character and a long history of producing quality education. Topeka Collegiate School is modeled after other independent schools in the country. This tradition is strengthened by our Independent Schools Association of the Central States (ISACS) accreditation and our National Association of Independent Schools affiliation. Our practices and policies reflect standards developed by ISACS and successful procedures in well-established independent schools.

OUR MISSION STATEMENT

We prepare students for advanced education, successful careers and responsible citizenship through a commitment to academic excellence and humanitarian ideals.

OUR STATEMENT OF PHILOSOPHY

We strive to prepare our students to participate in the discoveries and challenges of the future with the foundations of wisdom, personal discipline and enlightenment.

We are dedicated to nurturing the unique nature and potential of each student, and are committed to building a school community enhanced by diversity in the areas of disability, class, age, sexual orientation, gender, race, religion and socio-economic status. Topeka Collegiate School does not teach from a religious doctrine nor does it have any religious affiliation.

Topeka Collegiate fosters a love of learning by encouraging the development of leadership skills and a sense of responsibility to the community, and teaching the skills necessary to obtain knowledge and understanding of self, humanity, and the physical world. Toward these ends, the study of critical thinking and communication in the areas of language arts, mathematics, science, social studies, world languages, fine arts, and physical well-being are embraced, studied and celebrated.

WHO WE ARE

We are Topeka's only independent college preparatory school, placing students at the center of the learning experience and passionately developing the next generation of leaders equipped with skills for life. Topeka Collegiate meets individual learning needs through a climate that fosters a student-centered experience.

To be competitive in a global society, students today need the skills for tomorrow. Topeka Collegiate School cultivates the next generation of leaders through character development, a commitment to equity and justice, social engagement and global awareness.

Our graduates are known for their broad and varied interests, deep knowledge base, versatile skill sets and a life-long love for learning. Our students develop competencies not just for their next educational step, but for a life-long love for learning.

CORE COMPETENCIES

These competencies shape our curriculum and guide all the work students, teachers, staff, and families do together in the school. Topeka Collegiate students become. . .

1. **Life-long Learners:** Our graduates are curious, self-motivated, and have a passion for learning.
2. **Leaders:** Our graduates lead by example and motivate people to unite, collaborate, and make informed and ethical choices. They are confident in who they are and their role in the world.
3. **Humanitarians:** Our graduates are culturally aware, empathetic, and are compelled to act on issues of social concern. They appreciate diversity in the community and demonstrate concern for the well being of all people.

4. **Innovators:** Our graduates are creative visionaries who are connected and engaged in the issues and trends that shape our future.
5. **Technologists:** Our graduates possess the skills and ability to adapt to the rapidly changing technological environment.
6. **Critical Thinkers:** Our graduates develop the ability to find and think critically about information. They can synthesize and analyze information from a variety of sources, and have facility with ideas and abstractions.
7. **Collaborators:** Our graduates have excellent interpersonal skills so they can work with others effectively to accomplish common goals.
8. **Communicators:** Our graduates express themselves effectively and confidently in speaking and writing, in a variety of forms and to a variety of audiences.
9. **Citizens of the World:** Our graduates understand the world's geography, history, culture, and current issues from multiple perspectives. They interact respectfully and responsibly with people within our nation and around the world.

STATEMENT OF NON-DISCRIMINATION

Topeka Collegiate School does not discriminate against qualified applicants for admission to the school, or against students on the basis of race, color, creed, gender, national or ethnic origin, sexual orientation, religion, age, or physical disability in the administration of its educational policies, scholarship, financial aid, athletic, and other school administrated programs.

POSITIVE ACTION

The Positive Action program is a proven, evidence-based program for improving academics, behavior, and character. The program helps students achieve excellence by meeting their needs, challenges, and goals. Positive Action consists of five components. It works by teaching and reinforcing the intuitive philosophy that you feel good about yourself when you do positive actions and there is a positive way to do everything. The program teaches positive actions for the physical, intellectual, social, and emotional areas of the self. The Positive Action program is taught from pre-Kindergarten through 8th grade.

HONOR CODE

The Honor Code is based on the belief that true learning and a healthy community depend on honesty and good character. Topeka Collegiate functions on the basis of mutual trust and respect among all members of the community. As a result, students are expected to demonstrate good character through integrity and individual responsibility, both personally and academically. Good character grows from daily acts of honesty, respect, responsibility, and compassion.

BOARD OF TRUSTEES

The Board of Trustees is made up of volunteers. They are nominated by members of the Board itself and are generally invited to serve for a three-year term. The Board has ultimate responsibility for the school. It raises funds, devises and controls budgets, serves as the legally-accountable body for Topeka Collegiate School, appoints a Head of School, and sets general school policy.

The Board holds the school “in trust.” They are responsible not only for their own children’s school but for the school of their children’s children, focusing their efforts on the future of the school.

LEADERSHIP TEAM

Head of School	Dick Patterson
Middle School Head	Sonja Czarnecki
Lower School Head	Dené Mosier
Operations Director	Jane Tilghman

Development Director	Mary Loftus
Admissions Director	Linda Kehres
Technology Director	David Zlotky
Athletics Director	Nick Ginapp

SUPPORT TEAM

Administrative Assistant	Melanie Mullican
Communications	Kim Baker
Development	Rehana Syed
Extended Day & Summer Program Director	Briana Jackson
Facility Maintenance	Linda Newman
	Michael Mayfield
Food Service	Krystal Hall
	Kate Hilbert
Health Services Director & Life Skills	Danielle Huckins
Support Staff	Karen Benson
Technology Support	Tracey Goering

LOWER SCHOOL FACULTY

Junior Pre-Kindergarten	Erin Forstein
Pre-Kindergarten	Jessica Figueroa
Pre-Kindergarten	Jennifer Odermatt
Kindergarten	Kelley Berryman
Kindergarten	Katrina Van Aalst
Grade 1	Laura Schwerdt & Jaime Frederick
Grade 2	Ruth Bammes
Grade 3	Dené Mosier & Dallas Bauer
Grades 4-5	Ken Park & Briana Jackson

MIDDLE SCHOOL FACULTY

Grades 6-8 Language Arts	John MacDonald
Grade 8 History & Life Skills	Sonja Czarnecki
Grade 7 History	Gail Franklin
Grades 7 Language Arts & Study Skills	Lanny Moyer
Grade 6 Science	Donna LaLonde
Grades 6-8 Science	Allen Macfarlane
Grades 6-8 Math	Phyllis Hoyt
Grade 6-7 Math & Grade 6 History	Laura Morris
Grades 5-8 Spanish	Miguel Martinez

RESOURCE CLASS FACULTY

Lower School Art	Blake Zachritz
Latin	Gail Franklin
Librarian	Jan Allison
Music	Kay Siebert
Physical Education & Life Skills	Nick Ginapp
Lower School Science	Mary Kate Baldwin
Lower School Spanish	Graciela Berumen
Lower School Instructional Tech. Coach	Asha Tripathi

PRINCIPLES OF GOOD PRACTICE FOR NAIS SCHOOLS

Parents Working with Schools, Schools Working with Parents

Parents and independent schools work together to create and sustain effective partnerships. The following principles of good practice describe the respective roles and responsibilities of both partners:

PARENTS WORKING WITH SCHOOLS

Parents recognize that effective partnerships are characterized by clearly-defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a positive and common vision of the goals to be reached.

In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.

Parents are familiar with and support the school's policies and procedures.

Parents provide a home environment that supports the development of positive learning attitudes and habits.

Parents involve themselves in the life of the school.

Parents seek and value the school's perspective on the student.

When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.

Parents share with the school any religious, cultural, medical or personal information that the school may need to serve the student best.

SCHOOLS WORKING WITH PARENTS

The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.

The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.

The school seeks and values the parents' perspective on the student.

Teachers and leadership are accessible to parents and model candid and open dialogue.

The school keeps parents well-informed through systematic reports, conferences, website publications, calendars, and informal conversations.

The school defines clearly how it involves parents when considering major decisions that affect the school community.

The school offers and supports a variety of parent education opportunities.

The school suggests effective ways for parents to support the educational process.

The school actively seeks the knowledge it needs to work effectively with a diverse parent body.

ACADEMIC CURRICULUM

The Topeka Collegiate curriculum supports academic excellence and humanitarian values according to the school's mission. The core competencies further define the goals of education at Topeka Collegiate. Within a challenging and safe educational environment, educators at Topeka Collegiate School develop a vibrant, innovative, and engaging learning experience for each student.

CURRICULUM COMMITTEE


The Curriculum Committee is comprised of the department chairs, Lower School Head, Middle School Head, and Head of School. The curriculum is defined as the subjects, core competencies, and values taught and learned each day, both inside and outside the classroom. The Curriculum Committee reviews, and has the authority to approve, proposed changes to the curriculum.

STANDARDIZED TESTING

Standardized tests are administered annually. They are given to determine the effectiveness of the school curriculum and to assess an individual student's strengths and challenges as well as those of an entire grade level or class. The school recognizes that these tests are only one measure of a child's performance. We will share the student's test scores with his/her parents and teachers.

PARENT/TEACHER CONFERENCES AND PROGRESS REPORTS

Scheduled conferences are held for parents twice a year. These conferences address the student's individual strengths, accomplishments, and challenges. Four times a year, student progress reports are available through our Parents' Web. Teacher comments will accompany progress reports after the first and third quarters only. Parents or teachers may request progress reports and conferences at other times during the year.

 RenWeb is a web-based software program that connects parents, the classroom and the administration. RenWeb enhances academic performance with real-time school-to-parent communication. With RenWeb, you will have on-line access to:	
<ul style="list-style-type: none">• Assignments and grades• Homework schedule• Weekly progress report• Account balances	<ul style="list-style-type: none">• Calendar events• Program announcements and forms• Teacher's email
Instructions for accessing Renweb the first time:	

Open the school's website at
<http://www.topeka.collegiate.org>

Click on the **Parents' Web** link at the top of the home page.



You will be directed to the **ParentsWeb** logon page.

The screenshot displays the "ParentsWeb Login" interface. It features four tabs: "Parents", "Students", "Faculty", and "First-time Users". The "First-time Users" tab is selected. Below the tabs, there are two input fields: "1. District" (containing "TCS-KS") and "2. Email". There are two buttons: "New Parent Login" and "New Student Login". At the bottom, there is a "Remember My Email?" checkbox which is currently unchecked.

Click on the **First-time Users** tab and enter **TCS-KS** as the District code and your **Email** address. After you click **New Parent Login** a password will be emailed to you.

It's important that you have access to the information contained in Renweb. If you have any problems logging on call the school at 228-0490.

Please visit:

www.renweb.com/robohelp/pwdemo/parentswebdemo_demo.htm to view a demo of ParentsWeb.

REFERRALS FOR C.A.R.E AND TUTORIAL PROGRAM

Our teachers provide a stimulating and creative program for the students in their classrooms. Occasionally, a teacher will see a pattern of learning difficulty emerge in a child that could indicate a learning difference is present.

If a learning difference is suspected, the CARE team (Collegiate Assistance for Reaching Excellence) might advise them to seek testing for their child. This referral can be made to the child's home school district or to a number of private testing institutions in the region. The teacher and/or leadership will *not* make an official diagnosis of a

specific problem. Arranging for testing will be the responsibility of the parent. The CARE team coordinator can help parents identify professionals in the Topeka area who provide such testing.

The school offers the Tutorial Program as an option for students who need support. Students must go through an educational evaluation to be admitted to the Tutorial Program. This program has limited availability for an additional fee.

ATTENDANCE

The educational program at Topeka Collegiate depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. For this reason, every student is required to attend every class, except when excused for illness, religious observance, or other reasons deemed acceptable by the school. School vacations and holidays are planned to provide both maximum convenience in observing holidays and maximum benefits to the educational process. Accurate absent and tardy records are kept in the main office. These records are posted on every student's transcript. Excessive tardiness and absenteeism is strongly discouraged.

ABSENCES

When your child is unable to attend school due to illness or other legitimate reasons, please notify the main office at 228-0490 by 8:45 a.m. the day of the absence. In the event of serious illness the health services director may require a doctor's note for return to school. We encourage you to coordinate travel plans with scheduled school breaks. Any plans for a special absence must be stated in writing in advance and given to the Lower or Middle School Head. We also request that you give teachers as much advance notice as possible when asking for make-up work for scheduled absences.

TARDINESS

If students arrive at the school after 8:15 a.m. they are considered tardy. The classroom teacher will signify in attendance that the students are tardy. Students who are tardy must report to the main office and sign in.

If absences or tardiness become excessive, parents will be asked to attend a meeting to discuss the status of the student.

LATE ARRIVAL AND EARLY DISMISSAL

Students arriving late to school must sign in at the main office.

Students leaving early due to an appointment must bring in a parent's note stating their obligation. Parents must sign out their child(ren) at the main office before leaving the school.

STUDENT HEALTH INFORMATION

HEALTH ROOM HOURS: The Topeka Collegiate Health Room is open during regular school hours, from 8:15 a.m. to 3:30 p.m.

IMMUNIZATIONS: Immunization requirements and recommendations for the 2010-2011 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations.

K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school.

It is required that the following immunizations are complete or in the process of being completed and are on file in the Health Rom prior to admission to school for each student ar as follows:

- **Diphtheria, Pertussis, Tetanus (DTaP or Td)**; five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday. Booster dose of Tdap required at 7th grade if more than 2 years since previous dose of Td.
- **Poliomyelitis (OPV/IPV)**; four doses required. Doses given at 2 months, 4 months, 6 months and 5 years of age. Three doses acceptable if dose 3 given on or after the 4th birthday.
- **Measles, Mumps, Rubella (MMR)**; two doses required. Doses given between 12-15 months and 5 years of age.
- **Hepatitis B (Hep B)**; three doses required. Doses given at birth, 2 months, and between 6-18 months.
- **Varicella (Chickenpox)**; two doses required unless history of varicella disease documented by a licensed physician. Doses given between 12-15 months and between 4 -6 years of age.
- **Haemophilus influenzae type b (Hib)**; three doses required for children less than 5 years of age. Doses given at 2 months, 4 months and 6 months. Total doses needed dependent on the type of vaccine and the age of the child when doses given.
- **Pneumococcal conjugate (PCV)**; four doses required for children less than 5 years of age. Doses given at 2 months, 4 months, 6 months, and between 12-15 months. Total doses needed dependent on the age of the child when doses given.
- **Hepatitis A**; two doses required for children less than 5 years of age. Doses given at 12 months and 18 months (6 months after dose 1).

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendations also include the following for school children:

- **Meningococcal (MCV4)**; one dose recommended at 11 years of age; not required for school entry.
- **Human Papillomavirus (HPV)**; three doses recommended for females and males at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.
- **Influenza**; yearly vaccination recommended for all ages > 6 months of age; not required for school entry.

If a child is unable to receive certain inoculations due to medical or religious reasons, a separate health form must be requested and the proper signatures obtained. The Head of School/Principal of every school in Shawnee County is responsible for enforcing the Kansas State School Immunization Law (KSA 72-5209 amended 1981). Failure to receive the required immunization documents may result in the student not being permitted to attend school until the documents are received.

STUDENT HEALTH FORMS: Parents must complete and return new student health forms by the start of each school year. All appropriate forms must be filled out properly in order for students to participate in field trips and other school events, or receive any form of medication in the Health Room.

MEDICATION: Prescription or over-the-counter medication should be administered by the school health director or her designee - not by the classroom teacher. Prescription medications must be delivered to the school in a pharmacy bottle with the proper label and dosage legible. Pharmacies will supply two bottles, including one for school, if you request it. A "Request to Administer Medication" form needs to be completed and signed by the student's physician and the parent/guardian before prescription medications can be administered at school. **NOTE:** If your child has been prescribed a medication to be given three times a day, this can be given by the parents before school, upon return home from school, and at bedtime.

If over-the-counter medications need to be given during school hours, the Topeka Collegiate School Health Form must be signed by the parent/guardian.

ACCIDENT/ILLNESS: Every effort will be made to immediately contact parents in the case of serious accident or illness. In the event that a parent cannot be reached, the physician and/or hospital authorized on the Topeka Collegiate Health Form by the parent to administer treatment will be contacted. Students who become ill during the day may request permission to go to the health room. Parents are to make every effort to pick up a sick or injured child within ONE HOUR of notification.

As it is unreasonable and inappropriate for staff to attempt to determine which illnesses and symptoms may be serious, the child's parents or legal guardians, with the help of their child's health care provider, are responsible for these decisions.

Parents/guardians are requested to report the physician's diagnosis to the school. As required by law, nursing services will report communicable diseases to the Kansas Department of Health and Environment and Shawnee County Health Agency.

CONDITIONS FOR EXCLUSION FROM SCHOOL	CONDITIONS FOR RETURNING TO SCHOOL
Oral temperature of 99.6 degrees or above with headache, sore throat, nausea, coughing/sneezing or other symptoms.	Free of fever for 24 hours.
Oral temperature of 100.4 or above will be sent home even when there are no other symptoms.	Free of fever for 24 hours.
Severe cough where student gets red or blue in the face or makes high-pitched "croupy" or "whooping" sounds after coughing.	Symptom free or physician's written approval to return to school.
Diarrhea, maximum of two water stools in a four hour period.	Free of diarrhea for 24 hours.
Vomiting	Free of upset stomach and vomiting for 24 hours
Conjunctivitis, bacterial (pink-eye). Inflammation of the conjunctiva of one or both eyes, swelling of the eyelids, and a purulent discharge.	Excluded from school until 24 hours AFTER treatment has been initiated.
Infected areas of the skin with crust, yellow, dry area or rash; e.g. impetigo, ringworm, etc.	Return to school 24 hours AFTER treatment has been initiated.
Severe itching of the body or scalp or constant scratching of the scalp; e.g. head lice or scabies.	After treatment, including free of live lice.
Fainting or seizures (other than pre-existing conditions) or general signs of listlessness, weakness, drowsiness, flushed face, headache, or stiff neck.	Symptom free or physician's written approval to return.

PHYSICAL EDUCATION / ATHLETICS

The PE/Athletic program aids in the academic, emotional, and physical development of our students through the promotion of teamwork, sportsmanship and athletic competition. The PE/Athletic program is a valuable asset to the total education process; therefore, the program operates within the same objectives and goals of the overall educational program.

Classroom teachers will communicate your child's PE schedule to you. Please ensure your child wears tennis shoes so he/she can safely participate in PE class.

TCS LIBRARY

Our library is open to all students and library times have been scheduled for each grade. The goals of the library are to encourage the lifelong love of reading by maintaining a diverse collection; to enrich the curriculum by acquiring materials that complement classroom learning; and to support all members of the Topeka Collegiate Community in their intellectual endeavors.

LOST AND FOUND

Misplaced items will be turned in to the lost and found box located in the lower school near the stage door. Students and parents are urged to check there for missing items. Please label all personal property. Unclaimed items are donated to charity at the end of each quarter. Small items such as jewelry, watches and eyeglasses are typically kept in the office.

FIELD TRIPS

Field trips are an invaluable source of enrichment to supplement classroom learning. Each field trip opportunity is carefully examined to see that it coincides with the curriculum. The benefit of each field trip is reviewed by the teacher and approved by the division head.

Parents will receive a notice regarding any special trips or events. Parent permission forms may be used for certain field trips. These should be signed and be in possession of the school staff before a student will be allowed to leave the school. The school will provide supervision, but parents may also be asked to accompany the trip as parent chaperones and/or drivers.

CONDUCT

The following are examples of, but not limited to, the kinds of behaviors, actions and choices that are not acceptable on Topeka Collegiate property: possession of fireworks, ammunition or weapons of any kind; fire of any kind; endangering the safety of others or yourself; possession or use of illegal drugs; disrespectful behavior; academic dishonesty (Honor Code violation); inappropriate use of technology; sexual intimacy or public displays of affection; vandalism; and theft. Disciplinary responses to these and other violations of behavior expectations are discussed below.

BULLYING

Bullying is defined as conduct which subjects one or more students to insults, taunts or challenges, or which causes one or more students to be excluded or singled out in a negative way. Bullying comes in many forms. It can be verbal or physical in nature. It can be intimidating or designed to provoke a violent or disorderly response from the students being targeted. Bullying may involve group or clique behavior, hazing, threats, violence, or exclusion. It can occur in person or over the telephone, by email or through internet sites.

"Cyberbullying" is when a child, preteen, or teen is taunted, insulted, threatened, harassed, humiliated, embarrassed or otherwise targeted by another using the Internet, interactive and digital technologies, or mobile phones.

All students have the obligation to report instances of bullying behavior, including the student who is the victim of bullying or a bystander observing or hearing about bullying behavior. It is only through everyone's effort to eliminate bullying that all students will feel comfortable in the educational environment. All concerns relating to bullying should be reported to the classroom teacher and/or the Middle School/Lower School Head of School.

Topeka Collegiate is committed to educating our school community through the *Peaceful Schools Project*. This curriculum is based three goals: 1) instilling self-esteem, respect, and compassion in students through the acquisition of social skills; 2) making students aware of the bully-victim-bystander power dynamics so they can quickly

recognize them in their own interactions with others; and 3) giving students tools for solving conflicts in non-physical ways and teaching them to utilize better and more effective coping skills.

HARASSMENT

Students are expected to treat each other with dignity and respect and are entitled to freedom from any kind of personal harassment.

No form of harassment will be tolerated whether it is related to, but not limited to, race, religion, nationality, language, physical appearance, gender, sexual orientation and physical and/or mental capacity. Harassment is defined as unwelcome, harmful behavior towards another person. This behavior must be annoying, bothersome and/or physically, emotionally or academically injurious to be considered harassment. Harassment can take the form of, but not limited to, verbal and/or written remarks, gestures, innuendoes, gossip, symbols or physical contact. All concerns relating to harassment should be reported to the classroom teacher or Middle School/Lower School Head. Should a student believe that he or she is being harassed by a fellow student, teacher, or administrator; the family should notify the Middle School/Lower School Head immediately. The school will investigate the complaint and ensure that appropriate disciplinary action will be taken for all confirmed cases of harassment. Students should not assume that the school is aware of a particular problem; students should bring their concerns to the attention of their teacher or an administrator so that the concerns may be resolved.

DRESS CODE

Our dress guidelines are based on the premise that a student's attire reflects her/his sense of self-esteem and concern for the general appearance and feeling of the school. Students are to wear clothing and shoes that are neat, clean, and appropriate for the occasion. All students are encouraged to use common sense when considering what to wear to school. All undergarments are to remain covered. Students must wear modest cuts for tops and skirts/shorts. No revealing necklines are permitted. No clothing depicting drugs, alcohol, violence, profanity, or initials or acronyms not commonly known (such as K.U. or K.S.U.) is to be worn at school. No hats are to be worn in the school building. Nail polish may not be applied at school. Please do not bring nail polish to school.

We strongly encourage students to check with their parent(s) when in doubt about the appropriateness of their clothing choices for attending school. Cooperation of the students and their families is essential to the school in its efforts to maintain a positive learning environment.

Students will be supplied with a collared Topeka Collegiate shirt at the beginning of the school year. Students may be requested to wear these shirts for special events and off-campus trips. Additionally, students may choose to wear their collared shirts or other Collegiate gear each Friday – Spirit Fridays – and to assemblies.

ACCEPTABLE USE POLICY FOR THE TOPEKA COLLEGIATE NETWORK, ACCESS TO THE INTERNET, AND E-MAIL

This policy governs student conduct while using technology, both on campus and off-campus. Students represent the Topeka Collegiate School at all times, including vacations, nights and weekends. Any inappropriate behavior during vacations, nights or weekends, which harasses or harms a fellow member of the school community or affects the educational environment of the school will subject the violator to discipline by the school, up to and including expulsion.

The purpose of the Topeka Collegiate Network is to provide students with access to unique educational and research resources to promote excellence in education, to encourage lifelong learning, and to offer the opportunity to be fully competent using modern technologies to communicate and build knowledge. All use of the Topeka Collegiate Network must be in support of education and research and consistent with the educational objectives of the school. This applies to Topeka Collegiate-owned equipment as well as personal technology, such as laptops, used here at the school. Topeka Collegiate School maintains guidelines for the behavior of students. These are common sense, truthfulness, respect for others, and respect for the school and its place in the community. Students using any of the electronic resources must apply these guidelines, as they will lead to acceptable use.

The use of the Topeka Collegiate Network is a privilege and not a right. Inappropriate or illegal use may result in cancellation of the privilege and further disciplinary action. The following additional guidelines will apply in all divisions of the school:

1. A student should not give out personal information. Specifically, he or she should not give out his or her full name, address, age, credit card or social security information, phone number, or fax number. A student should not give out information about friends or other persons while online. A student may not meet with someone he or she has contacted online without his or her parents' approval.
2. A student should not make any attempt to access inappropriate or "adult" materials. Pornography is the clearest example of such material. If inappropriate material is accessed accidentally, the student should disengage immediately, and inform a teacher about where that information was located. Topeka Collegiate faculty will do the best they can to guide the students to useful, educational resources and to filter unwanted material.
3. User directories at Topeka Collegiate are established for educational purposes. Although students are free to use their accounts, Topeka Collegiate reserves the right to view the contents of any e-mail account or any directory. Students may not post chain letters or engage in the sending of annoying or unnecessary messages to a large number of people or to a single person. Any student who receives unwanted e-mail messages or IM messages that make him or her uncomfortable should inform a teacher immediately.
4. The school may take a variety of disciplinary actions ranging from detention to legal action for violation of any aspect of the Acceptable Use Policy or the Topeka Collegiate Parent / Student Handbook, as appropriate.

The following offenses will be grounds for disciplinary action (this list is not exhaustive):

- a. Use of the system for commercial purposes, personal monetary gain, or purchasing goods or services.
- b. Use of the system for political fund-raising or lobbying.
- c. The use of inappropriate language, including language which might be considered dangerous, vulgar, sexually explicit, bigoted, harmful or harassing to others.
- d. The use of another person's account or password; revealing your account or password to others; attempting to discover other users' passwords.

e. Use of the network for non-educational uses such as games, downloading music-swapping programs, auction sites, instant messenger programs

f. Any vandalism which is a malicious attempt to harm, modify, or destroy the data of another user, or to modify or disrupt the Topeka Collegiate Network or any of the computers attached to it. This includes, but is not limited to, the introduction, downloading or creation of viruses or chain letters. Students may be responsible for the cost of returning any network system or sub-system to its original state if they have affected network operation or performance.

g. Laws, ethics, and common courtesy require that proper acknowledgment of the use of the intellectual property of others must be made. Rules against plagiarism will be enforced as an Honor Code Violation. Taking information from any Internet source without using proper documentation in any assignment, paper or other work will be regarded as plagiarism. Students may cite works according to the MLA guidelines, most recent edition.

Thus it is always best to assume that a work is copyrighted and treat it accordingly. Although the Internet is an uncensored environment, the use of the Internet at Topeka Collegiate will be subject to the normal Topeka Collegiate standards of acceptable behavior for our school environment.

It will be impossible to monitor every student all the time. If users want greater freedom and privacy, they should use their computers at home by acquiring their own personal accounts through a private Internet provider. Topeka Collegiate School makes no warranties of any kind, whether expressed or implied, for the Topeka Collegiate Network. The school will not be responsible for any damages users suffer. The school specifically denies any responsibility for the accuracy or quality of information obtained through the Topeka Collegiate Network, and the use of such information is at the user's risk.

CELL PHONE AND LISTENING DEVICES

Cell phone usage is not permitted during the school day between 8:15 a.m. and 3:30 p.m. A telephone is provided in the main office for students to use in case of an emergency. Students are required to ask permission of the classroom teacher and the school secretary before using the phone. Administrators, faculty, and staff reserve the right to immediately seize any cell phone or music listening device seen during the times in which these policies are in effect, whether or not a student is in the actual use of calling, receiving a message, or listening to music.

ELECTRONIC EQUIPMENT

Students may have electronic planners (palm-size) or laptops but only for TCS-approved educational uses – not for games. Teachers will confiscate these devices and parents must come to retrieve them if they are used inappropriately at school.

LUNCH AND SNACKS

A hot lunch program is available for all students. Parents may choose this option or send a home lunch. The current month's lunch menu is available on the school website by clicking on the "Calendar" tab. Food (including any kind of candy) should be eaten only at lunchtime or at the designated snack time. No gum-chewing or soda is permitted. Students in grades Kindergarten through three may eat a nutritious snack brought from home during a time designated by their teacher. Please note there are no vending machines on campus.

CLASSROOM PARTIES, OFF-CAMPUS PARTIES AND YEAR-END PARTIES

Classroom parties are organized by the teacher and the volunteer room parent. Volunteer room parents should always get final approval of the homeroom teacher when helping or making arrangements for classroom parties. Room parents will be provided with guidelines for organizing events.

We request that all off-campus end-of-the-year parties do not affect regular school hours of operation. To facilitate this matter, TCS has made the last day of school a half day and ask that year-end parties take place after school on this day.

The school would like to assume that if parents hold a “class” or “school” party in their home, every member of the class would be invited. Likewise, if invitations are sent through the school and distributed in class, it is expected that all members of the class will be included.

We hope that parents will consider including everyone in a class or grade level; i.e. all girls, all boys, one homeroom, etc. We encourage the parents of Middle School students to discuss with the child hosting the party how it might feel to be excluded. This is in keeping with the school’s philosophy of encouraging our students to develop strategies of acceptance and inclusion for all members of their learning community.

FUNDRAISING

Philanthropy at Topeka Collegiate School includes the Annual Fund, held each fall, and the Annual Auction, held each winter. The school has chosen to limit its major fundraising efforts to these annual endeavors in an effort to limit the number of times we ask our community to support the school. We encourage you to support these endeavors with what is – for your family – a meaningful gift.

In addition to the above-mentioned annual fundraising efforts, philanthropy will periodically include a multi-year capital campaign.

Other opportunities to support the school are “opt-in” programs. We appreciate all forms of support, but ask that families make Annual Fund and Annual Auction their priorities.

ANNUAL FUND

Tuition and fees do not cover the entire cost of a Topeka Collegiate education. The rest comes from voluntary, tax-deductible donations. We ask parents, trustees, faculty, staff, alumni, grandparents, parents of alumni and friends to help bridge the gap between tuition and the actual cost of educating each child. Another way of looking at it is to say that every child’s education is subsidized. That means that all parents share the responsibility of helping guarantee Topeka Collegiate’s continued strength.

Some people ask why we don’t simply raise the tuition to cover the gap. There are two reasons: First, the Annual Fund helps us keep tuition increases minimal to ensure that a Topeka Collegiate education is affordable to as many families as possible. Secondly, unlike tuition, gifts to the Annual Fund are 100% tax deductible.

The Annual Fund helps us to recruit and retain the most dedicated and inspiring teachers, to sustain strong financial aid policies, to offer faculty development, to update technology and to provide the highest-quality program for our students.

We literally cannot get along without the Annual Fund. Funds are pledged in the fall and payable by the end of the school year. Regardless of the level of giving, each gift is important and appreciated. We ask that you participate at a level appropriate to your circumstances.

AUCTION

The annual auction is a festive, fun event held in early March that involves the entire school community. We ask each family to purchase two tickets whether or not they are able to attend. If they cannot attend, the two tickets may be designated for faculty to attend the event.

Families are also expected to procure one or more items that can be successfully auctioned to other school families. Over the years there have been many creative items, products and services procured by members of the school family. You do not necessarily need to *purchase* an item; you may ask a business to donate an item or service. The

members of the auction committee can help suggest items that have been successful in previous years. Families may opt out of the procurement obligation with a \$200 cash buyout.

Proceeds from the auction, along with Annual Giving funds, go into the day-to-day operation of the school. Together, the Annual Fund and the auction account for roughly 10-12% of our annual operating budget.

The more support the school receives from parents in the school community, the stronger it is for our students.

CLASSROOM FUNDRAISING POLICY

Parents are asked to refrain from initiating any fundraising activities or soliciting contributions from fellow parents without prior approval from the Board Development Committee. The contact for such approval is the Development Director.

Exceptions to this policy are in-kind items (paper plates, food items), minimal cash collections (\$5 or less per family) for classroom auction items and other class projects, and gifts for teachers. In the case of teacher gifts, it is expected that all families be acknowledged as participating in the gift, so no child's feelings are hurt.

VOLUNTEER OPPORTUNITIES

It's hard to imagine a more powerful team than school and parents working together for the good of children. That's why serving as a parent volunteer is so vital to enriching your child's education.

The parents of Topeka Collegiate students play a very important role in providing support that enhances the work of the school. Parents have many opportunities to volunteer their services to projects that benefit the school, the staff, and most importantly, the students. Parents will find that working with and for the school pays dividends in understanding and becoming part of the school family.

Volunteerism lets you meet other parents who can give you deeper insights into the lives of your children and their classmates. Meeting fellow parents may also enhance your professional connections and personal friendships.

Volunteering lets you really get to know your child's school: who the staff and volunteer leaders are, why the school does what it does, and how the mission is carried out.

But perhaps most importantly, volunteering is an expression of your interest in, and commitment to, your child's daily life. All parents are strongly encouraged to thoughtfully review and complete the volunteer sign-up form. This year, the form is being distributed by e-mail and will also be available on our school web site.

PARENT ASSOCIATION

Each parent at our school is a member of this organization. The Parent Association's goals are to support the mission of Topeka Collegiate and contribute to building a positive school climate. The Parent Association strives to make every family feel welcome and included, and to help each parent connect with the TCS community through meaningful volunteer efforts and other activities that support the school's mission.

The Parent Association leadership consists of an Executive Committee made up of two Co-chairs (one serves as Treasurer), a Board of Trustees representative and a Secretary. The Executive Committee appoints additional event chairpersons to organize, support, and execute various school events.

Homeroom Representatives are appointed by each homeroom teacher. Their role of the Homeroom Representatives is to help communicate school events, organize, support, and recruit volunteers to provide supplies and assistance for classroom activities and events as requested by the teacher, and to serve as a representative for the homeroom at Parent Association meetings every other month.

THE TOPEKA COLLEGIATE SCHOOL CAMPUS

We are proud of our buildings and grounds. We expect our students to respect the campus and buildings and to refrain from treating them in an inappropriate way. Intentional misuse or destruction of school property by students will be considered a serious offense. Parents will be notified of such conduct and will be expected to become an active part of the solution. This will include sending the parents an invoice for the full cost of any necessary repairs. We need and appreciate your support.

EMERGENCY PLANS AND DRILLS

Topeka Collegiate School has an Emergency and Crisis Response Plan in place in the event that an emergency arises, such as a weather-related emergency, a stranger on campus or a generalized emergency situation (city, state or nationwide). In addition, emergency drills are conducted regularly during the school year. Directions are posted in each room. When the bell or horn sounds, students and teachers move quickly and quietly out of the building or, in case of tornado drills, to pre-directed locations throughout the main building. Evacuations are timed and recorded.

FRIDAY ASSEMBLIES

Assemblies are planned as a sharing of activities that originate in the classroom and as an opportunity to celebrate our community. Students are expected to participate, be attentive, and to be courteous. Parents, grandparents, and friends are cordially invited to attend. Students are encouraged to wear their collared polo shirts or other Collegiate spirit gear.

MUSICAL PERFORMANCES

The school exposes our students to a variety of musical literature throughout the school year in the general music class. All students are expected to participate in the planned music concerts. Collegiate never intends to “teach” religion through music. Rather, our intention is to expose our students to sacred and secular music that is an important part of a balanced school experience in the United States. Students who have a religious objection to performing any musical literature in any concert will be excused from doing so with a note to the Head of School from the parent. Please plan to attend the musical events as a family and stay for the entire performance.

YEARBOOK

Yearbook fees are included in the cost of tuition. The yearbook is compiled, with the help of students, as a pictorial record of all students and certain activities for a given year. It is distributed to students during the last few days of school.

TCS STUDENT DROP OFF AND PICK UP AND PARKING PROCEDURES

We encourage all parents to walk children in and out of the school daily.

School begins promptly at 8:15 a.m. Jr. Pre-Kindergarten and Pre-Kindergarten begin at 8:25. Before-care is available beginning at 7:15 a.m. for a \$6 per hour charge.

Our goal is to provide our children with the safest possible traffic environment at and around Topeka Collegiate School. Following these simple procedures will result in a smooth, safe, and efficient traffic pattern for everyone. Thank you for your cooperation and courtesy.

Jr. Pre-Kindergarten through 1st Grade

Students in Pre-Kindergarten through 1st grade are not eligible to utilize the drop-off zone and *must* be escorted to and from their classrooms.

Parents of children in grades Jr. Pre-Kindergarten through 1st grade should use the parking spaces on Eveningside Drive, 23rd Street or parallel park on Hope Street and walk in with their child.

When you're looking for a parking place in front of the school, please keep in mind that the spots marked with blue and white signs are reserved. These spots were purchased by families at our fundraising auction, and we are obliged to them for their generosity. Please help us thank them by refraining from parking in these marked spots at any time. Please do not park in the Crestview United Methodist Church parking lot. Handicap spots are available along Eveningside Drive near the entrances.

DROP OFF PROCEDURES – 2nd through 8th Grades

Cars will enter from 23rd Street (heading north on Eveningside Drive) at the south playground and proceed to the drop-off area at the eagle foyer (north entrance). Please drop off in the coned area of the street. There will be safety monitors to assist children as they get out of your car. **Children should exit and/or enter on the passenger side of the car only.** You should then proceed to exit onto either 22nd or 21st Street.

PLEASE NOTE—For safety reasons, we cannot allow cars to access their trunk in the drop-off zone. If you need to use the trunk, or you wish to walk your children into school, you must park in one of the available spaces on 23rd Street or on Eveningside Drive.

When you're looking for a parking place in front of the school, please keep in mind that the spots marked with blue and white signs are reserved. These spots were purchased by families at our fundraising auction, and we are obliged to them for their generosity. Please help us thank them by refraining from parking in these marked spots at any time. Handicap spots are available along Eveningside Drive near the front entrance.

PICK UP PROCEDURES

Dismissal time for students in Jr. Pre-Kindergarten is 11:45 a.m. Jr. Pre-K students must be picked up at their classroom.

Dismissal time for students in Pre-Kindergarten is 3:25 p.m. Pre-K students must be picked up at their classroom. Students who are not picked up at this time will be escorted to after-care.

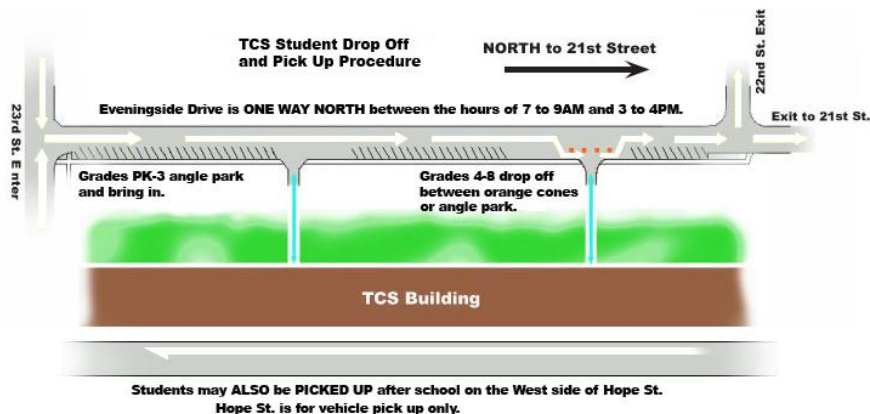
Dismissal time for Kindergarten through 8th grade is at 3:30 p.m. Students who ordinarily go to after care will be dismissed at 3:35 to go to care.

PICK UP LANE FOR 2ND -8TH GRADE

The after-school pick-up lane is on Hope Street only. It will be a north-to-south pick-up zone on the west side of Hope Street. **2nd-8th grade students** may be picked up at the driveway just north of the steps. Please notify your child's homeroom teacher if he or she will be using the pick-up lane.

Students who are not picked up from the carpool lane by 3:40 p.m. will be placed in our extended day care program for a \$6 per hour charge.

During this time, Eveningside Drive will be angled parking only. This will increase safety and alleviate traffic congestion.



INCLEMENT WEATHER / EMERGENCY CLOSINGS

When severe weather or other emergency closings arise, the school asks that parents review public announcements on the radio and television to find out our cancellation or delayed opening schedule. Announcements will be broadcast frequently on TV stations: WIBW-TV, KSNT-TV, and KTKA-TV and WIBW AM and FM Radio. A notice will also be posted on our school Web site. If either USD 501 or USD 437 schools are closed, Topeka Collegiate will also be closed. If we need to dismiss school early, parents will be notified by school personnel.

WHO DO I CALL?

Main Number (785) 228-0490
 FAX Number (785) 228-0504

Absences	Main Office
Academic Concerns	Classroom Teacher, MS or LS Head
Admissions	Linda Kehres
Alumni Affairs	Mary Loftus
Athletic Events	Nick Ginapp
Billing, Tuition, and Fees	Jane Tilghman
Development	Mary Loftus
To Plan an Event on Campus	Nick Ginapp
Health Services	Danielle Huckins
Library	Jan Allison
Summer Programs	Briana Jackson
Extended Day Care	Briana Jackson
After-School Adventures	Briana Jackson

School Song

Like the eagle on the mountain your spirit must be free
There's a bond between the eagle and the sky.
And the moving force within you gives an answer to the call
You must fly...

Fly like an eagle, follow your fancy, soar on the wings of destiny.
For none can claim your spirit, and none can own your soul.
Like the eagle on the mountain you are free.

You have seen the mighty eagle as he proudly takes the air,
And the wanderlust is shining in your eye.
Other lands and other challenges are calling out to you
You must fly...

Fly like an eagle, follow your fancy, soar on the wings of destiny.
For none can claim your spirit, and none can own your soul.
Like the eagle on the mountain you are free.

LOWER SCHOOL INFORMATION

The Lower School offers a comprehensive and exciting learning experience for students in grades Jr.Pre-Kindergarten through fifth. Driven by Topeka Collegiate's mission statement, the academic program seeks to prepare students for the challenges and complexities of an ever-changing world. The students in the Lower School are provided the groundwork necessary for academic and personal success. The foundation skills of learning to read well, to write clearly, to reason soundly, and to speak effectively are stressed. Creative expression is encouraged, and responsible, effective study habits are developed.

The Lower School stresses academic excellence, with a balance of enrichment opportunities and an emphasis on character development. The program provides a strong foundation for a child's total education in a challenging yet supportive environment.

LOWER SCHOOL DAILY SCHEDULE

7:15 a.m. Before care begins

8:15 a.m. K through 5th grade students report to classrooms

8:25 a.m. Pre-K and Jr. Pre-K students report to classrooms

9:10 – 9:30 a.m. recess – Pre-K

9:30 – 9:50 a.m. recess – 3rd-5th grade

9:50 – 10:10 a.m. recess – K through 2nd grade

11:00 – 11:50 a.m. lunch and recess – Pre-K
11:30 – 12:15 p.m. lunch and recess – 3rd- 5th grade
11:45 a.m. Jr. Pre-K Dismissal
11:50 – 12:35 p.m. lunch – K-2nd grade
1:45 – 2:05 p.m. recess – Pre-K
2:05 p.m. – 2:25 p.m. recess – 3rd-5th grade
2:25 p.m. – 2:45 p.m. recess – K-2nd grade
3:25 p.m. dismissal for Pre-K
3:30 p.m. dismissal for K through 5th grade
3:35 p.m. – 5:45 p.m. after care

LOWER SCHOOL PROGRESS REPORTS

The purpose of the Topeka Collegiate’s elementary progress report is to present a complete picture of the student in the school setting. The progress report will provide specific feedback concerning academic and behavioral performance. The format is designed to communicate grade level expectations and individual student achievement. Students’ needs are combined with planned instruction to identify and meet individual learning challenges. This method ensures an opportunity for a higher quality of learning and rate of success. Progress reports are issued on a quarterly basis.

BEHAVIOR

Instances of disrespect for learning or property, lack of consideration for others, disruptive behavior, abusive language, etc., are inappropriate and unacceptable. Less serious offenses will be handled immediately by the faculty member involved and reported to the classroom teacher. More serious, deliberate, or repeated instances will be reported immediately to the Head of the Lower School. Any instances of physical, verbal or sexual harassment or bullying may be grounds for dismissal.

HOMEWORK

“What do you have for homework?” is possibly one of the most frequently asked questions in the households of Topeka Collegiate students. We realize that the whole philosophy or purpose of giving homework has become a popular topic of discussion for parents of young students. The homework that is assigned to the students at Topeka Collegiate has a common philosophy behind it. We believe that there is great value in having students practice the skills and concepts that have been taught in their various classes.

We also realize that in practicing their work at home, students have an opportunity to share with their parents the material that is being presented by their teachers. However, it is not the intention of our homework assignments to have parents become surrogate teachers. We certainly do not want our students to become dependent on having their parents explain concepts that were covered in class. If confusion reigns during homework time, something has gone wrong in the process of classroom instructions, directions and explanations. If the work is not clearly understood in the classroom, it is certainly difficult to practice it at home.

We encourage all students to ask questions and resolve problems before they have to do assignments on their own. In that regard, confusion over homework could easily be a sign that not enough questions were asked during the student’s time in class.

Another frequently asked question is “How much time should my child be spending on homework?” The answer varies depending on a student’s reading ability or knowledge of math facts. Teachers can certainly answer that

question in terms of the kind of work that is being assigned and the kind of skills an individual student may have. Homework is meant to be useful and productive, not frustrating and overwhelming. We invite parents to be in contact with their child's teachers to make sure that the homework experience is a positive and productive one.

HOME FOLDERS

A home folder is issued to each student. Teachers place newsletters, tests, papers, and other homework in these folders for parents to review. The folder will be sent home each Friday and should be returned to school on Monday.

MIDDLE SCHOOL INFORMATION

MIDDLE SCHOOL DAILY SCHEDULE

7:15-8:10 a.m.	Before care
8:15-8:30 a.m.	Homeroom/ Middle School meeting
8:35-9:27 a.m.	Period I
9:30-10:17 a.m.	Period II
10:20-10:40 a.m.	Recess
10:45-11:32 a.m.	Period III
11:35-12:20 p.m.	Period IV
12:20-1:00 p.m.	Lunch and Recess/Study Hall
1:05-1:52 p.m.	Period V
1:55-2:42 p.m.	Period VI
2:45-3:30 p.m.	Period VII
3:35-5:45 p.m.	After care

Assembly Schedule

7:15-8:10 a.m.	Before care
8:15-8:30 a.m.	Homeroom / Middle School meeting
8:35-9:15 a.m.	Assembly
9:20-10:02 a.m.	Period I
10:05-10:45 a.m.	Period II
10:50-11:32 a.m.	Period III
11:35-12:20 a.m.	Period IV
12:20-1:00 p.m.	Lunch and Recess/Study Hall
1:05-1:52 p.m.	Period V
1:55-2:42 p.m.	Period VI
2:45-3:30 p.m.	Period VII
3:35-5:45 p.m.	After Care

MIDDLE SCHOOL GRADING SCALE

Topeka Collegiate follows a quarter system and the student's year-end grade is the average of the four quarters. Both academic achievement and effort are evaluated. The grading system is based on a 100-point scale:

Topeka Collegiate Letter Grade System

A+ 100 and over	C+ 77-79	*P Pass
A 94-99	C 74-76	*AU Audit
A- 90-93	C- 70-73	*I Incomplete
B+ 87-89	D+ 67-69	* Not calculated into GPA
B 84-86	D 64-66	
B- 80-83	D- 60-63	
	<i>F Below 60</i>	

A Pass is earned in a non-graded elective or similar course in which the student has demonstrated competency and has fulfilled the basic requirements.

An Audit is given when a student wishes to increase his or her knowledge of a particular subject but because of scheduling conflicts or course or work overload may find it difficult to be expected to receive full credit for the course work. Audits do not receive a grade. Students cannot Audit more than one course per year without the approval of the Middle School faculty and the Middle School Head.

Incompletes are given only when a student has been out of classes for an extended period of time, and has outstanding work to be handed in. Teachers will inform the Middle School Head before a grade of Incomplete has been given. Incomplete work must be submitted within two weeks after the close of the grading period to avoid receiving a failing grade on all missing work.

GPA

Grade point average is based on the student's numerical grade in all his or her courses. Core subjects (English, Math, Science, History, and Spanish) are considered weighted courses and percentage grades are doubled. Resource subjects (Computer, Music, Art, Latin, Life Skills, Study Skills, and P.E.) are unweighted and percentages are not doubled. The total percentage is divided by the total number of weighted and unweighted percentages to determine the numerical GPA.

GUIDELINES FOR DETERMINING CITIZENSHIP VALUES

CITIZENSHIP VALUES

O = Outstanding

S = Satisfactory

N = Needs Work

Areas Evaluated:

- Timely submission, consistency and care in preparation of homework
- Preparation and enthusiasm exhibited during class discussions
- Preparedness for class with books, supplies, etc.
- Punctuality to class
- Level of attention in class
- Care and attention to detail exhibited in all areas
- The student's willingness to seek "extra help" and/or complete extra work in order to improve

HONORS, HIGH HONORS

Middle School students earning a GPA of 85-93 achieve the rank of Honors. MS students earning a GPA of 94-100 achieve the rank of High Honors.

ACADEMIC REVIEW AND ACADEMIC PROBATION

Students who consistently show academic effort and/or achievement of below "C-" in one or more subjects are placed on Academic Review or Academic Probation. These students will be subject to appropriate actions and restrictions as determined by the school. Review of such status occurs on a mid-quarterly basis.

Academic Review is given when:

- Students earn a grade below "C-" (70) in one course for one or two quarters.

Academic Probation occurs when:

- Students earn a grade below "C-" (70) in a single specific course for three quarters.
- Students earn a quarter grade below "D-" (60).
- Students earn a quarter grade below "C-" (70) in three or more courses.
- Students on Academic Review in the preceding quarter who do not demonstrate improved effort and achievement.

Restrictions and appropriate actions while on Academic Review or Academic Probation may be, but are not limited to:

- Loss of eligibility on Middle School sport teams and/or extra-curricular activities
- Assignment to extra help during recess

- Loss of privileges
- Conference with teacher(s) and parents
- Non-renewal of contract
- Dismissal

PROMOTION TO THE NEXT GRADE LEVEL

Students must earn a grade above “D-” (63) in all core subjects (English, Science, History, and Math) for the school year to be promoted to the next grade level. Students whose year-end grade in a course at Topeka Collegiate is below a “D-” (63) may be subject to dismissal or non-renewal of reservation agreement. 8th grade students must pass all courses completed in the school year to earn a diploma from Topeka Collegiate.

ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL SPORTS

Topeka Collegiate School maintains that academics are a priority when a student chooses to participate in sports at the Middle School level. Sports at TCS are a privilege and students are required to maintain a good academic standing to participate. It is our policy that a student who has any grade lower than a “C-“ may NOT participate in games until that grade is a “C-“ or above. Topeka Collegiate is committed to working with students to help them learn to balance academics and sports.

Student-athletes’ grades will be monitored on a weekly basis throughout the sport seasons. Grades will be checked on Monday mornings and if there is a grade below a “C-“ the student will have that week to raise his or her grade. If the grade is not raised by the end of the day on Friday, that student will be deemed ineligible. Once a student has raised the grade to a “C-“ or above, they will once again be eligible to participate in games.

DISCIPLINARY RESPONSE

The Head of School or Middle School Head will consult with other faculty to review incidents of purported transgression of community expectations. These include the Honor Code and standards of good character and citizenship taught in the curriculum. Parents can expect prompt communication from the school about any such incidents. The school reserves the right to discipline any student whose actions are inconsistent with the standards of good character and citizenship or Honor Code of the school.

The forms of disciplinary responses include:

Warnings: An informal verbal warning may be issued to a student as a reminder that certain behavior is inappropriate. A pattern of warnings will result in a more formal response.

Temporary Removal: A student may be asked to leave class or an activity by the supervising adult as a result of inappropriate behavior. That student will report to the Head of School to discuss the removal from class. If the Head of School is not available, the student should report to the main office.

Detention: Detention, typically scheduled after school or on issues of tardiness, temporary removal from class, missing class or dress code violations. Detentions will either be in the form of academically-focused study or self-reflection time.

Restriction or Loss of Privilege: When issues of academic performance and/or disciplinary concerns arise, students may have privileges revoked for a designated period or be assigned to recess extra help. Several examples of such measures are listed below:

- Confiscation of student items: Students may have their personal items confiscated if, in the opinion of the supervising faculty or administrator, their possession/use constitutes a disruption or other violation of Topeka Collegiate policies and or procedures.
- Loss of network and/or Internet access: Students may have their access to the school network and/or Internet limited or forfeited as deemed necessary.

Suspension: A student may be suspended for the violation of the Honor Code, or standards of good character and citizenship. Suspension gives the student time away from the campus to reflect on prior behavior and discuss with a parent or guardian implications of their actions. The student will be held responsible for all academic work that has been missed during a suspension, and may be required to perform community service.

In-School Suspensions: In-School Suspension carries a forfeiture of a student's privilege to attend all commitments (except meals) in lieu of a required separation from the TCS community.

Disciplinary Probation: Disciplinary Probation is Topeka Collegiate's response to a student who violates a major rule or whose behavior has become a major concern. It is a trial period during which the student must demonstrate a commitment to the standards of good character and citizenship and Honor Code if he or she truly wishes to remain a member of the community. A student is placed on Disciplinary Probation for a specified period of time with a review process at the conclusion of the probationary period.

Dismissal: A student may be dismissed for the violation of one or more of the standards or good character and citizenship or Honor Code.