

2016-17
Family Handbook



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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 personally and professionally as well.

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. **Lifelong 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, gender identity, religion, age, or physical disability in the administration of its educational policies, scholarship, financial aid, athletic, and other school administrated programs.

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. Brandi Wells will serve as Board President for 2016 – 2017.

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	Dr. Lyn D. Rantz
Academic Dean	Ruth Bammes
Operations Director	Jane Tilghman
Development Director	Mary Loftus
Admissions Director	Paula Huff
Technology Director	David Zlotky
Athletics Director	Nichole Bishop

SUPPORT TEAM

Administrative Assistant	Melanie Mullican
Communications/Development	Kim Baker
Extended Day Director	Mindy Johnson
Summer Program Director	Briana Jackson
After School Adventures	Briana Jackson
Facility Maintenance	Matt Grubb
Maintenance Assistant	Rob Catlin
Food Service	Crystal Kiely
Food Service Assistant	Foy Akins
Food Service Assistant	Erica Peterson
Health Services Director	Alesia Arnold
Receptionist/Administrative Support	Mindy Johnson

LOWER SCHOOL FACULTY

Junior Pre-Kindergarten	Cheryl West
Pre-Kindergarten	Tally Moore
Kindergarten	Kelley Berryman
Kindergarten/Library	Katrina Van Aalst
Grade 1	Jaime Frederick
Grade 2	Melanie Kayser
Grade 3	Marilyn Kido
Grade 4	Ken Park
Grade 5	Briana Jackson

RESOURCE CLASS FACULTY

Lower School Art	Blake Zachritz
Music	Kay Siebert
Physical Education & Life Skills	Nichole Bishop
Lower School Science	Mary Kate Baldwin
Lower School Spanish	Lorie Duncan
Lower School Computer	Andrea Holland
After Care Staff	Elena Blum '11
	Beth Perry
Assistants/Before Care	Cheryl Hamilton
	Sara Adame
Assistant (Grades 1 & 2)	TBA

MIDDLE SCHOOL FACULTY

Grades 6 - 8 Language Arts	Elian Mota
Grade 6 History	Kevin Hensley
Grade 7 History	Gail Franklin
Grade 8 History	TBA
Grades 6-8 Science	Dr. P. Allen Macfarlane
Grades 6-8 Math	Phyllis Hoyt
Grade 6-7 Math	Kevin Hensley
Grades 6-8 Spanish	Susan Christensen
Grades 7 & 8 Latin	Gail Franklin
Grade 6 Art	Blake Zachritz
Grades 6 – 8 Computer	David Zlotky

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, the Academic Dean, 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 periodically. They are given to inform parents and teachers regarding 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 REPORT CARDS

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 report cards are available through our Parents' Web. Parents or teachers may request progress reports and conferences at other times during the year. Families not current with their financial obligations to the school will not receive report cards or be able to schedule parent-teacher conferences.



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 your student's grades, school calendar, homework assignments, family and billing information and much more.

Instructions for accessing Renweb the first time:

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

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

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

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

RenWeb Home Provides Access to ParentsWeb with the Conveniences of an App

RenWeb Home provides access to ParentsWeb from an iPod, iPhone or iPad with the conveniences of an App for an annual subscription of \$4.99 per household.

- › Always stay logged into ParentsWeb.
- › Get to your information faster.
- › Communicate easier with other school parents and faculty through your iPhone's integration with the School Directory, allowing you to Tap & Send emails or make phone calls instantly to directory listings. Import school calendar events and student homework assignments into your iPhone Calendars.

RenWeb Home information includes:

SCHOOL INFORMATION

- › Calendar Events
- › Announcements
- › School Directory Information

STUDENT INFORMATION

- › Homework Assignments
- › Lesson Plans
- › Daily Grades
- › Report Cards
- › Attendance
- › Behavior Events
- › Class Schedules

FAMILY INFORMATION

- › Demographic and Contact Information for Family Members on File



RenWeb Home is available now in Apple App Store for an annual subscription of \$4.99 per year which covers all iPhone/iPod/iPad devices for every parent and student in your household as recorded in RenWeb. Search the App Store for **RenWeb Home**.

An Android version of RenWeb Home is also available in the Android Market.

REFERRALS FOR TESTING 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, a referral can be made to the child's home school district or to a number of private testing institutions in the region. TCS will *not* make an official diagnosis of a specific problem. Arranging for testing will be the responsibility of the parent. TCS 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. If absences or tardiness become excessive, parents will be asked to attend a meeting to discuss the status of the student. A student arriving late to school, or returning after an appointment needs to check in at the main office before going to his/her classroom. Please enter through the main entrance of the school. (The Eagle Foyer entrance will be locked at 8:15 am and will remain locked until 3:15 pm.)

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 8:30 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 Academic Dean. 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 will be given a pass. This pass is required for admittance into the classroom if the 8:15 bell has already rung.

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 (or send an e-mail) stating their obligation. Parents must sign their child(ren) out 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 2016-2017 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the consensus of the Governor's Child Health Advisory Committee Immunization Workgroup.

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

- ☐ **Diphtheria, Tetanus, Pertussis (DTaP):** Five doses required. Four doses acceptable if dose 4 is given on or after the 4th birthday. A single dose of **Tdap** is required at Grades 7-12 if no previous history of Tdap vaccination regardless of interval since the last Td.
- ☐ **Polio**myelitis (IPV/OPV): Four doses required. Three doses acceptable. One dose required after age 4 regardless of the number of previous doses, with a 6 month minimum interval from the previous dose.
- ☐ **Measles, Mumps, Rubella:** two doses required.
- ☐ **Hepatitis B:** three doses required through grade 12.
- ☐ **Varicella (chickenpox):** two doses required for grades K-4 and 7-9; one dose required for grades 5-6 and 10-12 unless history of varicella disease documented by a licensed physician.
Two doses are currently *recommended* by the ACIP for all ages.
- ☐ **Haemophilus influenza type b (Hib):** four doses required for children less than 5 yrs of age in early childhood programs. Total doses needed for series completion is 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 yrs of age in early childhood programs. 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. The first dose is given at 12 to 18 months of age, with a 6 month interval between the first and second dose.

In addition to the immunizations required for school entry listed above, the 2013 ACIP recommendations also include the following for school children:

- ☐ **Meningococcal (MCV4):** one dose *recommended* at 11 years with a booster dose at 16 yrs of age; not required for school entry.
- ☐ **Human Papillomavirus (HPV):** three doses *recommended* for males and females 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.

The Recommended ACIP with minimum intervals can be found at:

<http://www.cdc.gov/vaccines/pubs/ACIP-list.htm>.

The minimum age and interval must be met for any vaccine dose to be considered valid.

Efforts by schools have been central to the success of public health efforts in eliminating vaccine preventable diseases and protecting their students and families. Thank you for your dedication.

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.

Middle School students who wish to participate in parochial league sports must have a pre-participation physical evaluation form and a KSHSAA concussion and head injury release form on file. All forms are located on the Topeka Collegiate School website.

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	Excluded from school until 24 hours AFTER treatment has been initiated.

the eyelids, and a purulent discharge.	
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 bring a pair of tennis shoes to school in August that will be left at school for the year. Each student needs to wear appropriate gym clothing 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, Jr. Pre K-5. The goals of the library are to encourage the life-long 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 will be disposed of 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 Academic Dean.

Parents will receive 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 and actions 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 e-mail 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 Academic Dean.

Topeka Collegiate is committed to educating our school community through the Peaceful Schools Project. This curriculum is based on 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 toward 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 Academic Dean. Should a student believe that he or she is being harassed by a fellow student, teacher, or administrator, the family should notify the Academic Dean 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. Shorts and skirts must be at least as long as the student's hand-- from the wrist to their fingers. For most middle school students, that means an inseam of six or seven inches. Shirts with spaghetti straps are not allowed in grades 5 – 8. No cut-off t shirts (muscle shirts) or cut-off shorts. 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. Students not in compliance will be loaned suitable clothes to wear for the day.

Parents may be notified for students not in compliance with the above policies. Questions of compliance will be resolved by Academic Dean or other appointed school official.

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.

New 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, tablets and phones 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 Family 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.

SOCIAL MEDIA: Students are asked not to “friend” request employees of Topeka Collegiate School. TCS employees are unable to accept these requests and will not communicate via non-sanctioned electronic communication with students, with the exception of relatives. Parents should not use social media as a means of conducting official school business with TCS employees.

CELL PHONE

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 seen during the times in which these policies are in effect, whether or not a student is in the actual use of calling or sending/receiving a message. Such devices may be used to schedule homework or appointments, but are not to be used to communicate with friends or family (unless given permission by a school official) during school hours.

ELECTRONIC EQUIPMENT

Students may have electronic devices (palm-size or tablet) 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.

COMMUNICATION

Initial questions or concerns should be directed to the classroom teacher. If you find it necessary to pursue further clarification, you may contact the Academic Dean. Any further concern may be addressed with the Head of 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 "Quick Links" drop-down menu. Food (including any kind of candy) should be eaten only at lunchtime or at the designated snack time. No gum-chewing is permitted, barring educational accommodations approved by administration. 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.

Parents are welcome to eat lunch with their child during their assigned lunch period. We strive in all areas of school life to be in accord with the school's philosophy of encouraging our students to develop strategies of acceptance and inclusion for all members of our learning community. In that effort, while we warmly invite parents to come and eat lunch with their children, we do ask visiting parents to help us be consistent by following the lunchroom standards to which we have asked our students to adhere:

- Adult guests and their child(ren) sit at the rectangular guest table or an unused round table, but not at the student tables.
- Children may invite one friend to join them at the guest table.
- Occasional special desserts/treats to share should be coordinated with the classroom teacher and shared with the whole class.

We ask our students to imagine what it feels like to be the child left out when displaced from the table by a visitor at lunch and/or to see everyone at one table receive a yummy treat but not be included as the treat is shared. Helping our students learn these lessons of inclusion and empathy is part of our goal to teach the whole child. We thank parents for being our partners in this learning opportunity.

Adult meals will be charged to the family's RenWeb account.

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.

ENROLLMENT

The Admissions office issues Enrollment Contracts to families after a child is admitted to the school. The Enrollment Contract needs to be signed and returned to the school with the required Enrollment Deposit (NON – REFUNDABLE) to secure a space in the class.

Each spring we send contracts for the following school year to all families whose children are being invited to return. The contract needs to be signed by the person financially responsible for the student's tuition and fees. The contract requires a NON-REFUNDABLE enrollment deposit.

By signing the contract families agree to abide by the following principles:

"In consideration of the acceptance of this enrollment contract by Topeka Collegiate School, the undersigned agrees to pay required fees, and any and all accrued scheduled or non-scheduled charges on or before the date said charges are due.

It is further agreed that enrollment, as specified within this enrollment contract, may be canceled in writing prior to June 1, without penalty (except forfeiture of the contract deposit). **If canceled after June 1, parents or guardians financially responsible for the student are obligated to pay the full tuition charges for the academic year and any and all applicable fees.**

By signing this agreement, I agree the School may rescind enrollment, withdraw, dismiss or decline to re-enroll any student if, in its sole discretion, the School concludes that the student's or parent's (guardian's) attitude, influence, actions, inactions or behavior no longer serves the best interests of the student or the school community. I agree that no portion of tuition or fees, either paid or outstanding, shall be refunded or canceled upon early withdrawal or dismissal of the above named student.

I agree to release and hold harmless the School, its agents and employees from claims, damages, losses, or other liabilities for injuries to the student not from gross or willful negligence by the School, its agents or employees. I agree to indemnify the School for damage caused by my child.

I hereby permit the School to use, in whole or in part, photographs, video, written extractions and voice recording of my child for the purpose of illustrations, publications, and websites. Further, I hereby permit the School to notify local newspapers of my child's academic, athletic and other special achievements. No compensation will be issued to families for such use.

I hereby permit the school to publish directory information in the online directory accessible through the School website.

This instrument shall be interpreted in accordance with the laws of the State of Kansas.

I understand that in signing this enrollment contract for the entire academic year, my family and I agree to comply with all policies, parent student handbook rules and regulations of Topeka Collegiate School as amended from time to time. Furthermore, I agree to the School's policy that no student will be permitted to receive a diploma, re-enroll, receive report cards or records nor will transcripts be released unless all financial obligations are paid in full."

FUNDRAISING AT TOPEKA COLLEGIATE

Philanthropy at Topeka Collegiate School includes the Annual Fund in the fall, and the Annual Auction in the spring. All families are asked to support both fundraisers. The school has chosen to concentrate its fundraising efforts on these annual endeavors in an effort to limit the number of times we ask our community to support the school. We are fortunate to have 100% participation among the parent community in the Annual Fund. We strongly encourage you to make a commitment to these endeavors with what is, for your family, a meaningful gift.

Other opportunities to support the school, through the purchase of grocery cards, SCRIP, or spiritwear, for example, 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 are fortunate that all Topeka Collegiate families typically support the Annual Fund. We ask that you participate at a level appropriate to your circumstances.

AUCTION

The Annual Auction is a festive, fun event that involves the entire school community. Each family is asked to support the auction by purchasing two tickets and by donating one auction item or taking advantage of the buyout option.

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

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 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 helps 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.

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 the volunteer sign-up opportunities listed on Volunteer Spot (<http://www.volunteerspot.com/group/638551098047>). The easiest way to access Topeka Collegiate volunteer listings is to click on the Volunteer Spot logo on the lower right-hand side of our school website's homepage (www.topekacollegiate.org).

We encourage you to volunteer for many tasks throughout the year. At a *minimum*, we ask that you sign up to help serve lunch three times during the school year. Lunchroom volunteers help us hold down costs. It's fun to interact with the students and your lunch is free.

EIGHTH GRADE CLASS GIFTS

In order to ensure that the traditional class gift given to the school by the eighth grade graduating class fits the school's priorities and long-range plans, we ask that the gift be chosen from a wish list developed by the school and approved in advance by the Development Committee.

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 an emergency arises, such as a weather-related emergency, a stranger on campus or a generalized emergency situation (city, state or nationwide). Emergency drills are conducted regularly during the school year. Directions are posted in each room. Should an emergency arise and regular communication is compromised, evacuation is necessary, or another situation that may require a lock down of our school, parents will be notified via electronic message as soon as possible. We will activate Parent Alert that send a text message to families for whom we have a current cell phone number.

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 Academic Dean 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. An End-of-year addendum to the yearbook is available for a nominal fee.

Recess

Decisions about when to hold recess indoors will be dictated by weather conditions, common sense and a judgment call on a recess-to-recess basis. Conditions that will be considered in determination are, but not limited to, the following:

- Temperature, with regard to wind chill and heat index:
Recess will be indoors if
 - actual/wind chill temperature is 20 degrees or below.
 - actual/heat index temperature is 95 degrees or above.

General Recess Rules

Before the first recess all teachers should go over the playground rule with their students.

Signals: One blow of whistle means "look at the teacher"; triple blow means "recess is over"; two long whistle blows means "there is a lockdown procedure in place".

- Students are only to play in approved playground areas: Lower school students stay south of the Primary wing; Middle School students should stay on the courtyard area and north field.
- Students are not go behind or near the white storage building.
- Students should not go behind any of the annex buildings.
- Students are never to be out of sight of the recess teacher on duty.
- Students do not play on wall or steps; students may sit on the steps.
- Students are to throw only playground balls, not sand, rocks or any other object that could injure others.
- Students may not throw balls at walls that contain windows.
- Students may not play games that have them throwing objects, including balls, at one another
- Tackle football is prohibited.
- Football may not be played on the Courtyard, black-top or in the Gym.
- Students are to keep their hands and feet to themselves.
- Students are to return any equipment they take out; the one who takes it out also returns it.
- Students may not leave the playground or go back to the classroom without permission.
- All snacks must be eaten on the blacktop portion of playground.
- Students should dispose of food wrappers and all trash in proper containers.
- Roller-blades and skateboards are not allowed on school property.
- Get in line quickly and quietly at the time of the adult's signal.
- Middle School students should not be in the hallways, Commons, or gym without consent from the recess teacher on duty.
- The patio may be used for table-top games only.

SWINGS

- Students are not to stand on swings or swing on their stomachs, but keep their seat on the seat.
- Only one person in the swing at a time.
- Students are not to jump from swings while swings are in motion.
- Students will not twist the swings, or swing from side to side to collide.
- Students will not climb swing poles.

- When swings are in use, students are to go around, not between, them.

OTHER PLAYGROUND EQUIPMENT

- Students are to slide down the slide feet first and never on their stomachs.
- Never go up the slides - use the stairs.
- Sand or other materials should not be placed in the bed of the slides.
- Students are not to climb or hang on slides or any part of the big toy without hand rails.
- Students must come down the slide one at a time.
- Students must not jump off the bridge or platform, but must get off using routes which were installed for that purpose. The big toy is not to be used for tag or dodge ball.
- Play equipment should not be taken onto the big toy.
- Students will not climb on the fences or the little house.
- Soccer goals are not for climbing and swinging.
- Students should not hang upside down or do gymnastic maneuvers on any of the equipment.

Extended Care

Our goal is to help families manage their busy schedules by providing a safe and dependable environment for students to go before and after school. Before and after care helps students start and end their days in a positive way. During before care, students have the opportunity to fully wake up, socialize with friends and engage in quiet, low key activities such as reading, writing, drawing, puzzles, etc. Students may also study for upcoming tests and check homework. After care ensures that students have a safe place to go if parents are not able to pick them up at 3:30. Students will enjoy a healthy snack and utilize academic time to work on their homework and seek help from providers if needed. They will also have the opportunity to play and socialize with friends. There is no need to sign up, call ahead or reserve a spot for extended care. If you have an early meeting, you can utilize before care without making any arrangements. Students are automatically dismissed to aftercare if they are not picked up after school. If something happens unexpectedly and you aren't able to be here at 3:30, you can rest assured that your student will be safe in after care.

Fee: The charge for extended care is \$6 an hour and is billed by the minute (10 cents a minute). Late fee: After-school care ends promptly at 5:25 p.m. A late fee of \$1 per minute will be charged after 5:25.

Schedule

Before Care PK

7:35 am – Room 116 (PK-1st hallway)

Before Care K-8

7:35 am – Reading Lab (2nd-5th hallway)

After Care PK

3:35-Check in (Room 116 – PK-1st hallway)

3:40-4:00 – Gross motor play (south playground or gym)

4:00-4:30 – Restroom break & healthy snack (Room 116 – PK-1st hallway)

4:30-5:25 – Free play (Room 116 – PK-1st hallway)

After Care K-8

3:35 pm – Check in (Commons) K-3rd are picked up from classrooms/4th-8th report to Commons

3:50-4:00 – Healthy Snack (Commons)

4:00-4:30 – Gross motor play (south playground, courtyard or gym)

Homework (Library – PK-1st hallway)

4:30-5:25 – Games/Free play (Room 112 – PK-1st hallway)

Homework (Library – PK-1st hallway)

Policies and Information for Parents

- **Students cannot be dropped off before 7:35, and all students must be picked up by 5:25. Doors open at 7:30. Please do not enter school before that time. If you arrive at 7:30, you must stay with your student until 7:35 when before care starts.** KDHE allows us a set number of hours to be in operation per week. We have distributed those hours to provide the maximum amount of time for both before and after school care. If a student is in our care before 7:35 or after 5:25, we are in violation of KDHE regulations.
- **Students at school who are not checked into after or before care must be under the supervision of a parent at all times.** If a student is in before or after care, they must be checked into extended care even if the parent is somewhere in the building.
- **Parents are responsible for notifying the providers that they are there and checking their child in or out of extended care,** either on paper or on the computer. If a child leaves aftercare and is not checked out, parents will be charged the full amount for the day.
- **Students will not be released from aftercare unless the providers see and identify the parent or authorized person.** A text message that the parent is at the school will not suffice.
- **Anyone picking up a child other than the parent of that child must be on the child's authorized pick-up list.** If they are not, providers will call the parents and ask if they would like for the person to be added to the list. This applies to staff members, piano teachers, basketball coaches, Girl Scout leaders, etc.
- **Students PK – 5th grade are automatically checked into aftercare if they are not picked up by 3:35. Middle School students are automatically checked in if they are not picked up by 3:45.**
- **Working on homework is mandatory.** If students have homework, they must work on it. Some students want to start right away after school, but some need some time to unwind and play first. We want to meet the needs of every student, so students can choose to start on homework right after snack and go outside when it's finished or to go outside first and work on homework afterwards. Please provide a written note if you want your student to work on homework at home instead of at school.
- **If you need to contact the aftercare providers or your student after the office is closed, call Google Voice number 785-422-7382 (4CareTC).** This will ring and send messages to the cell phones of all of the aftercare providers.

Policies and Information for students (Parents - Please read this as well.)

- **Students are expected to treat others with respect.** Older students need to set an example for the younger students.
- **Students are expected to be with a parent or checked into extended care at all times.** For safety reasons, roaming the halls and sitting at entrances or by classrooms unattended is not allowed.
- **Policies that apply during the school day are still in effect during extended care.**
- **Students are expected to leave rooms better than they found them.** This includes picking up the area (games, supplies, toys, etc.), throwing away trash, pushing in chairs, making sure there's nothing on the floor, etc.
- **All belongings (coats, backpacks, etc.) should be hung on hooks by the reading lab or library.**
- **Personal electronics are allowed in before care only.** Before care is a quiet environment in which students can fully wake up and get in a positive mindset for their day. Personal electronics are acceptable in that setting. Due

to the large number of students in after care, it is difficult to monitor personal electronic usage after school. After care time should be spent working on homework and/or socializing with friends.

- **Food can only be consumed in the approved areas:** commons, playground, room 116, reading lab and south entrance. Students are welcome to bring their breakfast to before care or an additional snack for after care. After care snacks, both school provided and brought from home, are only allowed in the commons from 3:35-4:00 and in the south entrance at 5:20. No food is allowed in the library.

Applies to Aftercare Only

- **Students in grades 4th and 5th are expected to check themselves in on the aftercare check-in sheet while snack is being prepared. All Middle School students must sign themselves in on the check-in sheet if they are still here at 3:45.** Students are expected to be honest and write the correct times.
- **Homework is mandatory.** If students have homework, they must work on it either before they go outside or after recess time.
- **Students will be required to wear long sleeves or jackets if the providers feel it is too cold to go outside in short sleeves.** Since weather is so unpredictable, we suggest that students keep a sweatshirt or a jacket here at school. Students who are not dressed appropriately for the weather will be allowed to choose an inside activity.
- **Indoor Recess Policies (same as during school day)** No students should be allowed in the equipment closet unless they have received special permission from a teacher. Bleachers, mats, exercise bikes and other equipment on the south wall are off limits for the students.
- **Outdoor Recess Policies (same as during school day)** Students are expected to walk down the steps on the south playground - not climb up and down the half-wall. No hanging on the goal posts or touching the volleyball net. Everyone on the swings need to be sitting on their bottoms and swinging safely. Students go down the slides safely. Basically, be safe and keep the equipment in good condition.

TCS STUDENT DROP OFF AND PICK UP AND PARKING PROCEDURES

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

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. Please do not park in the area immediately in front of the Main Entrance. Handicap spots are available along Eveningside Drive near the entrances.

School begins promptly at 8:15 a.m. Junior Pre-K and Pre-Kindergarten begin at 8:25. 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 Jr. 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 or 23rd Street and walk in with their child through the main entrance of the school. In order to ensure we have a secure campus, the back gate (Hope St.) will **NOT** be open.

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.

If your child will be arriving at school before 8:05am when classroom doors are open, you will need to walk your student into the building and check him or her into before-care.

PICK UP PROCEDURES

Dismissal time for students in Jr. Pre-Kindergarten is 11:45 a.m.

Dismissal time for students in Pre-Kindergarten is 3:25 p.m.

Jr. Pre-K and 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.

After 2:45 p.m. messages for students cannot be guaranteed to be delivered. If you're running late, your child is safe in the After Care program until you arrive.

Dismissal time for Kindergarten through 8th grade is at 3:30 p.m. Students who are not picked up by 3:35 will be dismissed to After Care. After 2:45 p.m. messages for students cannot be guaranteed to be delivered. If you're running late, your child is safe in the after-care program until you arrive.

All school policies and procedures apply during After Care. Parents must sign their child out from After Care. If a child is not signed out, parents will be charged the full amount for the day.

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 Topeka-area TV stations and on WIBW AM and FM radio. A notice will also be posted on our school Web site. If either USD 501 **OR** USD 437 schools close, Topeka Collegiate will also close. If we need to dismiss school early, parents will be notified by school personnel and/or Parent Alert system.

WHO DO I CALL?

Main Number (785) 228-0490

FAX Number (785) 228-0504

Absences	Main Office
Academic Concerns	Classroom Teacher, Academic Dean
Admissions	Paula Huff
Alumni Affairs	Mary Loftus
Athletic Events	Nichole Bishop
Billing, Tuition, and Fees	Jane Tilghman
Development	Mary Loftus

To Plan an Event on Campus
Health Services
Summer Programs
Extended Day Care
After-School Adventures
Technology Issues

Nichole Bishop
Alesia Arnold
Briana Jackson
Mindy Johnson
Briana Jackson
David Zlotky

LOWER SCHOOL INFORMATION

The Lower School offers a comprehensive and exciting learning experience for students in grades Jr. Pre-Kindergarten through fifth grade. 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

7:35 a.m. Before Care begins

8:05 a.m. Before Care ends and K – 5 classroom doors open

8:15 a.m. K through 5th grade begins

8:20 a.m. Jr. Pre-K and Pre-K Before Care ends and classroom doors open

8:25 a.m. Jr. Pre-K and Pre-K begins

11:45 a.m. Jr. Pre-K dismissal

Morning Recess

Pre-K & K: 9:15 – 9:35

1 – 5: 9:40 – 10:00

6 – 8: 10:20 – 10:40

Lunch

Pre-K & K: 11:05 – 11:35

1 – 5: 11:45 – 12:10

6 – 8: 12:20 – 12:40

Lunch Recess:

Pre-K & K: 11:40 – 12:00

1 – 5: 12:15 – 12:35

6 – 8: 12:40 – 1:00

Afternoon Recess

Pre-K and K: 1:35 – 1:55

Grades 1 - 5: 2:00 – 2:20

3:25 p.m. dismissal for Pre-K

3:30 p.m. dismissal for K through 8th grade

3:35 p.m. – 5:25 p.m. after care

LOWER SCHOOL PROGRESS REPORTS

The purpose of the Topeka Collegiate's Lower School 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. They are accessible through RenWeb. Families not current with their financial obligations to the school will not receive progress reports or be able to schedule parent-teacher conferences.

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 Academic Dean or Head of 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. Please notify your child's teacher of any homework struggles so he or she can assist your child and ensure understanding of the concepts presented.

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

7:35-8:05 a.m.	Before Care
8:15-8:30 a.m.	Homeroom/ Middle School meeting
8:35-9:25 a.m.	Period I
9:30-10:15 a.m.	Period II
10:20-10:40 a.m.	Recess
10:45-11:30 a.m.	Period III
11:35-12:20 p.m.	Period IV
12:20-1:00 p.m.	Lunch and Recess
1:05-1:50 p.m.	Period V
1:55-2:40 p.m.	Period VI
2:45-3:30 p.m.	Period VII
3:35-5:25 p.m.	After care

Assembly Schedule

7:35-8:05 a.m.	Before Care
8:15-8:30 a.m.	Homeroom / Middle School meeting
8:35-9:15 a.m.	Assembly
9:20-10:00 a.m.	Period I
10:05-10:45 a.m.	Period II
10:50-11:30 a.m.	Period III
11:35-12:20 a.m.	Period IV
12:20-1:00 p.m.	Lunch and Recess
1:05-1:50 p.m.	Period V
1:55-2:40 p.m.	Period VI
2:45-3:30 p.m.	Period VII
3:35-5:25 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	
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	
	F Below 60	

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

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 Academic Dean 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 tripled. Resource subjects (computer, music, art, Latin, and study skills) are unweighted. The total percentage is divided by the total number of weighted and unweighted grades to determine the numerical GPA.

Topeka Collegiate GPA System

A+100 and over = 4.33	C+ 77-79 = 2.33
A 94-99 = 4.00	C 74-76 = 2.0
A- 90-93 = 3.67	C- 70-73 = 1.67
B+ 87-89 = 3.33	D+ 67-69 = 1.33
B 84-86 = 3.00	D 64-66 = 1.00
B- 80-83 = 2.67	D- 60-63 = 0.67
	F Below 60 = 0

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 3.40-3.69 will receive the distinction of Honors. MS students earning a GPA of 3.70 and above will achieve the distinction 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-” (60) 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-” (60) may be subject to dismissal or non-renewal of enrollment 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.

A student must be academically eligible to compete for the school. Any student who receives one subject grade of F or two grades of D, in any week, will be ruled ineligible for that week. Grades will be checked each week on Monday afternoon during the season. If a student has one F or two D’s, that student will be ineligible to play in any games during that week or over the weekend. Students will be expected to attend all practices during the week, even if they are deemed ineligible for that week. There will also be a mandatory study hall for any students deemed ineligible for the week.

DISCIPLINARY RESPONSE

The Academic Dean 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, but are not limited to:

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.

Lunch Room Table Cleaning: Students can be assigned to table-cleaning for inappropriate behavior choices.

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 Academic Dean or Head of School.

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 Chromebook, network and/or Internet access: Students may have their Chromebook taken away and lose access to the school network and/or Internet 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 restitution.

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 of good character and citizenship or Honor Code.

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.