



**MIDDLE SCHOOL
STUDENT HANDBOOK
2021-2022**

OUR MISSION STATEMENT

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

Dear Topeka Collegiate Middle School students,

For over 39 years our school has been the very best school in the Topeka area. Your parents selected our school for your education because of our focus on academic excellence. At Topeka Collegiate, students achieve their limitless learning potential. The faculty and staff at Topeka Collegiate are committed to confidently challenging you to pursue excellence. The teachers, curriculum and school work will challenge you, motivate you, and give you the foundation for future educational success. Beyond the book, our school hopes to instill a love of learning, the confidence to take on any challenge, and a humanitarian spirit.

The years you spend in Middle School should be both exciting and educational. We will provide experiences and opportunities that enhance your growth academically, physically and emotionally. One of the best ways for you to be successful in school is to get involved in each class, get to know each teacher and other students and get involved in many activities, clubs, community service and school functions. Topeka Collegiate will provide you with many opportunities from which you may explore, excel and lead.

As a Topeka Collegiate Middle School student, we will expect the very best from you. To have the very best year ahead, the following two things will be expected from you:

- 1.) Do your best.
- 2.) Always treat others as you would want to be treated.

Also, remember the Growth Mindset belief that success comes from hard work, effort, and practice. Together with our Core Competencies, these ideals will be your path to success.

Please review the contents of the handbook to familiarize yourself with the expectations for your school. If you have questions, please let us know. Best wishes for a successful 2021-2022. *Go Eagles!*

Sincerely,

Dr. Rantz and the Faculty and Staff of Topeka Collegiate

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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.

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.

Courtesy and respect are expected from all Topeka Collegiate students at all times. Greeting people upon meeting, opening the door, responding when spoken to and remembering to say “please” and “thank you” are signs of courtesy that need to be consistently reinforced by all teachers.

OUR 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. . .
Like the eagle on the mountain you are free.

FACULTY AND STAFF

LEADERSHIP TEAM

Head of School.....	Lyn Rantz, Ed.D.
Academic Dean.....	Michael Flax
Director of Finance and Operations.....	Debra Ricks
Director of Admissions, Diversity, and Social Responsibility..	Leilani Grey
Director of Development	Jodi Boyd
Director of Communications and Special Projects	Brittany Crabtree

SUPPORT TEAM

School Counselor	Taylor Bremer
Administrative Assistant for Development	Taylor Bremer
Accounts Receivable.....	Melanie Mullican
Administrative Assistant.....	Tiffany Harrison
Extended Day Director	Rebecca Bonilla
Summer Program Director	Ariel Garrett-Croney
Maintenance Assistant	Paul Saupe
Food Service Manager	Crystal Kiely
Food Service Assistant.....	Yumiko Glashausser
Health Services Director.....	Alesia Arnold
Technology Director	Shelly Robinson
Athletic Director	Brady Drane

RESOURCE CLASS FACULTY

Art	Blake Zachritz
Music.....	Kay Siebert
Physical Education.....	Brady Drane
Lower School Science.....	Mary Kate Baldwin
Lower School Spanish	Rebecca Bonilla
Computer Innovation	Shelly Robinson
Library.....	Kimberly Svaty

EXTENDED DAY STAFF

After-Care Program Staff.....	Ariel Garrett-Croney
Before-Care Program Staff	Ruth Bammes

MIDDLE SCHOOL FACULTY

Language Arts.....	Elian Mota
History.....	Hayley Smith
Science	Kevin Simons
Math (7 th , 8 th)	Kevin Simons
Math (6 th)	Michael Flax
Spanish.....	Jay Carter
Latin	Jay Carter
History Research Skills.....	Hayley Smith
Science Research Skills	Jay Carter
Sixth Grade Life Skills.....	Alesia Arnold

MIDDLE SCHOOL DAILY SCHEDULE

Notes about the Master Schedule:

Morning Meeting-

All middle school students and faculty meet together in the Commons to focus on Core Competencies, celebrations and announcements. Morning Meeting is every Tuesday and Thursday in the Commons.

Homeroom-

Small grade level teams who meet together three times a week. This time allows students and homeroom teachers to build a strong relationship. Time is used for personal planning, organizational strategies, and grade-level announcements. Your homeroom will meet Mondays, Wednesdays, and Fridays from 8:15-8:30.

- Monday's will be looking ahead for planning and checking Google Classroom.
- Wednesday's will be grade checks.
- Fridays will be celebrations, team building, and a focus on Social-Emotional Learning.

Flight Training

"Follow your fancy, soar on the wings of destiny"

~Topeka Collegiate School Song

Every Thursday afternoon we set time aside for school business and for students to pursue special interests. This may be used for school activities and activities of student choice. Flight Training offers students time to work on their History Day project, make up tests, work on class assemblies, Model U.N., Quiz Bowl, math, geography, and spelling competitions, as well as Leadership Club tasks (such as recycling). It is also a time for students to visit with alumni, hear guest speakers, and for high school visits. The first priority is school business, then students can choose how they spend their time.

Flight Training is every Thursday from 2:40-3:30. All students begin in the Commons.

HELPFUL SUGGESTIONS

When planning the school day, it is best to take materials for more than one hour each time you go to class. This will reduce the number of trips to the locker. We recommend:

- At the start of day, students should take books and supplies for homeroom, 1st and 2nd hour.
- After morning recess, take books and supplies for 3rd and 4th hours.
- After lunch recess, take books and supplies for 5th, 6th and 7th hours.
- Before going home, be sure to lock your locker.

The Commons should not be used as a hangout between classes. Students who need to visit lockers between classes should do so quickly and then proceed to class. Students are expected to arrive to class on time. Students who are late to class will be counted tardy. There are no bells throughout the school day. Students are responsible for getting to class on time.

GENERAL EXPECTATIONS

Before School:

- Before-care starts at 7:35 AM
- If you arrive before 8:00 AM, please check into Before-care unless you have made prior arrangements to meet a teacher. Do NOT roam the halls.
- During Homeroom or 1st hour you will select your lunch preference. This includes main meal, snacks, and seconds.

Mornings:

- Find a seat and use “indoor” voices as you work in the Commons.
- If you arrive late and there is a guest speaker, remain in the Eagle Foyer.
- Close Chromebooks when the lights dim to start morning meeting.
- Sit up straight and give your undivided attention to speaker.

Lunch:

- Be courteous and polite to the lunchroom workers.
- Be seated for lunch and use “indoor” voices.
- When you’re finished eating, carefully empty your trays and stack them neatly.
- Clean your personal area: table, seat, and floor.
- When lights dim for announcements, give your undivided attention.
- Before leaving for recess, make certain your table is clear of food and debris.

After School:

- Cell phones or the phone in Mr. Flax’s office may be used if you need to contact your after-school ride.
- If you have not been picked up by 3:45 PM, check into After-care; do NOT sit in the Eagle Foyer or go outside to wait to be picked up.
- If you are involved in an after-school sport, please use the locker room to dress. If you would like a snack after school, please bring one from home.
- If prior arrangements are made, students may visit with teachers after school to discuss assignments or concerns.

Commons General:

- Do not leave books, assignments, papers, coats, etc. on the tables or in the window wells. Your materials should be in your locker. If things do not fit, take them home.

BEYOND-THE-BOOK EXPERIENCES

ASSEMBLIES

Lights! Camera! Action! One of the wonderful experiences for students at Topeka Collegiate is the opportunity each one has to perform on stage before schoolmates and family each year. Friday all-school assemblies are a tradition that we cherish. In their assemblies, students benefit from learning about and participating in many aspects of theater arts. Typically, class assemblies are performed by homeroom groups or grade level group. Choosing the script or even shared writing of the script is the first step. Learning lines, understanding characters, staging the scenes, and designing costumes are all part of the class assembly experience. Middle School students with an interest may join the Tech Crew and learn more about sound and lighting.

ELECTIVES

Each semester, students in 6th through 8th grade choose two elective classes. Electives meet during 7th hour on Mondays and Fridays. Middle School teachers, and occasionally volunteers from the wider community, teach these classes which are designed to give students an opportunity to explore topics and skills that are beyond our core curriculum. Elective classes usually meet for one semester only, but some, such as Leadership Club, meet both semesters. Early in the semester, students will receive a list of classes along with a Google form on which they will list their top three class choices. Once these forms are completed, a roster for each elective class will be posted. Elective classes are mixed-grade level classes.

HISTORY DAY

History Day is an integrated part of our curriculum in 6th through 8th grade. It is one vehicle we use to teach study skills and the research process. It is also an exciting way to study history and learn about the issues, ideas, people, and events that are of interest to young scholars. During history class time and history research class time, students will learn the steps required for historical research. In addition, they are expected to work outside of class on all phases of the History Day process. A timeline for completing the steps for a final research project will be given. Students present what they have learned through creative and original performances, exhibits, documentaries, historical papers or websites.

National History Day is actually the name of the non-profit organization that sponsors historical research contests at the district, state, and national levels for students in 6th through 12th grade. Participation in the actual NHD competition is voluntary, but all middle school students participate in our school-level History Day Fair. To find out more about the NHD competition, please visit www.nhd.org or talk to Mrs. Smith. The 2021-2022 theme is Debate & Diplomacy in History: Successes, Failures, Consequences.

8TH GRADE - SEACAMP

Each year our 8th grade class travels to SeaCamp as a culminating experience. Students spend a few days at SeaCamp which is a hands-on, immersive science learning environment. The date has not been set; we are waiting for the organizers to let us know when we can come. Mr. Simons and Miss Baldwin will answer questions about SeaCamp.

THE TRANSITION TO HIGH SCHOOL

The transition to high school is always an important topic of discussion. We will invite representatives from the local high schools to come to morning meeting to talk to students about their programs. We will

post those meetings on the school calendar and invite families to join us for the presentations. See Dr. Rantz for more information.

LEADERSHIP CLUB

Leadership Club is a year-long, student-led elective devoted to instilling, promoting, and rewarding the qualities necessary for good leadership, self-motivation, personal/communal responsibility, and service.

Membership in Leadership Club is secured through a two-part process. First, candidates must compose a formal letter of intent, which describes why they want to be a member of Leadership Club, and what he or she feels most qualifies him or her for membership. Second, each student must go through an interview with the club adviser and other faculty.

As members of Leadership Club, students will have two primary responsibilities. First, members must act as leaders of the school by setting the example in terms of behavior and academic performance for the rest of the student body. They must also act as representatives and ambassadors of the school when there are guests or visitors and when designing school activities. Second, members will be responsible for designing, organizing, and running certain school activities. These activities include, but are not limited to:

- Four middle school dances per year (one per quarter)
- One middle school lock-in
- Weekly middle school recycling collection
- Spirit Week
- End-of-the-year talent show
- Any other fundraising/school pride/leisure activities members come up with.

Members of Leadership Club must be available to attend and participate in all Leadership Club activities, including set-up and break-down as necessary. Any failure to fulfill the responsibilities described above can result in dismissal from Leadership Club.

Ideally, Leadership Club will be composed of three students from each Middle School grade, but this is subject to change.

Mr. Mota is the person to talk to if you have questions about Leadership Club.

MATHLETICS

Math competitions and other math-focused extracurricular activities are designed to challenge students beyond the daily math curriculum and stimulate depth and breadth of mathematical development.

Mathletics is a Monday elective for students who are passionate about learning more math and taking their math skills to the next level. Some Mathletes may use MATHCOUNTS curriculum materials to practice for MATHCOUNTS competitions. Other Mathletes may focus on problem-solving useful in SUMDay, the AMC 8, or Math Olympiad competitions (6th graders). Optional morning or afternoon practices may be added as we near the MATHCOUNTS competition. Students can expect supplemental practice material, available to take home.

All Middle School students interested in exploring math beyond the book are welcome. See Mr. Simons for details.

MATHCOUNTS

MATHCOUNTS is a national math coaching and competition program that promotes Middle School mathematics achievement.

MATHCOUNTS provides students with the following benefits:

- A challenging and fun activity that helps them in their math classes.
- A chance to share common interests with new and often long-lasting friends.
- An opportunity to meet students from other schools.
- The experience of developing teamwork skills.
- A chance to vie for scholarships and prizes.
- A sense of accomplishment that comes from setting and achieving goals.
- An opportunity to explore mathematics and mathematics-related careers.
- A chance to explore cool mathematics that isn't always taught in middle school classrooms.

See your math teacher for more information.

THE AMC-8

The AMC-8 is a 25-question, 40-minute, multiple-choice examination in middle school mathematics designed to promote the development of problem-solving skills. The AMC-8 provides an opportunity for middle school students to develop positive attitudes towards analytical thinking and mathematics that can assist in future careers. Students apply classroom-learned skills to unique problem-solving challenges in a low-stress and friendly environment.

The AMC-8 is given to all 5th through 8th graders during math class. This year's AMC-8 will take place between January 18 and January 24 at school. Unfortunately, due to competition rules, there can be no make-up tests for absent students. Certificates will be awarded to the top scorers.

See your math teacher for more information.

MATH OLYMPIAD

The Math Olympiad is a math contest given once a month to students in 4th, 5th, and 6th grade. There are 5 questions on each test, or contest, for a total of 25 questions. Students who are absent can make up the test, if arrangements are made with their teacher by the day of their return. Patches, pins, and highest-scorer awards are presented at the end of the year.

Goals:

- To stimulate enthusiasm and a love for mathematics
- To introduce important mathematical concepts
- To teach major strategies for problem solving
- To develop mathematical flexibility in solving problems
- To strengthen mathematical intuition
- To foster mathematical creativity and ingenuity
- To provide for the satisfaction, joy, and thrill of meeting challenges

See your math teacher for more information about Math Olympiad.

SUMday

SUMday is a once-a-year Shawnee County math competition available for students in 4th-8th grades. Six students per grade are eligible to participate on the SUMday team.

Students compete in two events: Number Sense (no calculators allowed) and Geometry (calculators allowed). Competitors placing in the Top Ten in each event are awarded a ribbon, and then the Top Three are awarded a medal. Practice for SUMday will be scheduled around students' activities. SUMday will be announced later this year, but typically held in the month of March.

See your math teacher for more information about SUMday.

SCIENCE DAY

Students in the 6th, 7th, and 8th grades participate in Science Day each fall. With the help of the Middle School science teacher, each child chooses a science or engineering topic that interests him or her. Using the scientific method, students pursue a question, formulate a hypothesis, conduct an experiment, and communicate their results. Breaking this long-term project into smaller, more manageable chunks allows everyone to experience the success of finishing their project in a meaningful way. The Middle School students present their projects to friends and family at an evening Science Fair. The projects are evaluated by judges invited for this purpose. The next optional step for our young scientists is the regional science fair, where Middle School students are encouraged to enter their projects in the competition. See Mr. Simons if you have questions.

SERVICE LEARNING/COMMUNITY SERVICE

Community service is a key component of the Middle School experience. All students are required to serve the local community during three days set aside for division-wide service and coordinated by a faculty member. Service projects support the overall school mission and Middle School statement of philosophy by showing commitment to "humanitarian ideals and the importance of community service." Such service projects are an excellent opportunity for students to explore their role as active and productive citizens of their school, city, county, and world. Students with over 5, 50, and 100 hours of community service beyond that are recognized at a year-end awards ceremony.

Your homeroom teacher or Dr. Rantz will give you more information.

ATHLETICS

The Topeka Collegiate School Middle School athletic program focuses on the total development of the student-athlete while providing students the opportunity to compete in organized sports. Participation in organized sports teaches skills not necessarily acquired in the classroom and provides learning opportunities in fast-paced atmospheres. Topeka Collegiate and Topeka Lutheran have teamed up for athletic teams. The team name is *Topeka CL*. Topeka Collegiate competes in the Topeka Parochial League and other non-league schools in the area.

We offer co-ed soccer and girls' volleyball during the fall portion of the year, boys' and girls' basketball during the winter months, and track and field during the spring. The athletic program has a no-cut policy; each student is allowed to be on the team regardless of skill level. This policy allows students of all skill levels to learn the intricacies of different sports and gain the experience of organized team practices. The athletic program is designed to grow the student-athlete, both mentally and physically.

Topeka Collegiate maintains that academics are a priority when a student chooses to participate in athletics at the Middle School level. Athletics at Topeka Collegiate are a privilege and students are required to maintain a good academic standing to participate.

Students 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 or practices during that week or over the weekend. If a student is deemed ineligible, the student, parent, and coach will receive email confirmation of this. Often times, coaches still expect ineligible athletes to attend and watch practices for that week, but this will be at the discretion of both the coach and parent. Students can become eligible to participate during the following week if grades are in alignment with policy requirements.

Middle School students who wish to participate in Parochial League athletics 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.

If there are any discrepancies with grades, the Athletic Director should be emailed immediately in order to ensure that the student is not deemed ineligible for the week.

See Mr. Drane if you have questions.

TOPEKA COLLEGIATE YOUTH CHOIR

The Topeka Collegiate Youth Choir is a non-auditioned choir open to students in 4th through 8th grade. First-semester choir students learn music in one, two and three parts from various holiday traditions and perform them at school and in the Topeka community. First-semester choir students take a "Holiday Tour" into the community, performing at events such as the Festival of Trees, the Winter Music Festival at the library, and various retirement centers. They also perform for community organization events when asked.

Second-semester choir students work on a musical production, including auditions, learning songs, dialogue, choreography, acting and performing skills. The musical is presented as the final event of the choir season.

See Mrs. Siebert for more information.

SCHEDULES, EXPECTATIONS, AND ACADEMICS

HOMEROOM

The homeroom teacher/advisor will support students in a variety of ways including the following:

- Reinforce character programs and life-skills concepts.
- Serve as an advocate for the students in their homeroom.
- Serve as an academic advisor to monitor and address students' academic performance.
- Communicate as needed with parents of the students in their homeroom and facilitate communication among students, parents, and classroom teachers.
- Assign lockers, locks, and Chromebooks.
- Arrange locker clean out days.
- Coordinate service learning trips.

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 and receive a pass 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.

TARDINESS

If students arrive at the school after 8:15 AM 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 it is later than 8:15 AM.

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 out at the main office before leaving the school.

BACKPACKS

Students are not to bring backpacks to class. Students need to empty their backpack at their locker and then bring the appropriate books to class.

LOCKERS

Each student will be assigned one locker, provided with a padlock. Do not give the lock combination to anyone, even a best friend. Do not put adhesives on lockers. Students may use magnets to hang items in their locker. Sixth graders will be provided a shelf. Seventh and eighth graders may bring their own shelves. Students need to measure their locker before purchasing shelves.

Lockers must be locked at the end of each school day. Locking the locker during the school day is optional, but recommended.

HEALTH ROOM HOURS:

The Topeka Collegiate Health Room is open during regular school hours, from 8:00 AM to 3:45 PM

MEDICATION:

Prescription or over-the-counter medication should be administered by Mrs. Arnold - 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.

PHYSICAL EDUCATION

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.

Please bring a pair of tennis shoes to school in August **to be left at school for the year**. Each student needs to wear appropriate gym clothing so he/she can safely participate in PE class.

BEHAVIOR EXPECTATIONS

Our school believes in each student and supports each student to grow into responsible citizens. We will expect no more and tolerate no less. Young people make mistakes. No one student will do everything the way we wish he/she would. When incidents occur, we will respond to help those who have been hurt and address those who hurt others. Our students are bright, creative, and full of potential. No student is perfect, but we will continue to work with each of them on the path toward excellence.

The difference between teasing, taunting and bullying is an important distinction.

Teasing: Teasing includes actions carried out in a lighthearted manner to poke fun and make both parties laugh, with no intent to harm. Teasing is generally reciprocal in nature, a give-and-take where both parties may tease back and forth. Fun, lighthearted teasing is usually intended to lighten the mood between friends and can actually strengthen their relationship, forming a special bond between them. This is a normal and somewhat healthy part of Middle Schoolers' lives.

Taunting: Taunting includes actions or statements that are not lighthearted, or that are done in an unsafe context. Taunting is not teasing, but rather is intentional and harmful behavior toward another, in which there is an imbalance of power. There is a clear difference between taunting and teasing; however, tweens may have difficulty in figuring out the line that separates them. Taunting is not

tolerated at Topeka Collegiate. If a taunting behavior is exhibited one time, then it is called taunting. However, if it is repeated, it becomes bullying.

Bullying: Bullying occurs when the taunting behavior is repeated, targeted, and unwanted. If and when this type of behavior occurs, the staff and school administration will be involved. We will work with those students and their parents to provide a safe school for each student. There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing.
- Name-calling.
- Inappropriate sexual comments.
- Taunting.
- Threatening to cause harm.

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose.
- Telling other children not to be friends with someone.
- Spreading rumors about someone.
- Using social media (Snapchat, Instagram, texting, etc.) to spread rumors or put down someone.
- Embarrassing someone in public.

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting/kicking/pinching.
- Spitting.
- Tripping/pushing.
- Taking or breaking someone's things.
- Making mean or rude hand gestures.
- Interfering with or preventing natural movement.

The faculty and staff at Topeka Collegiate believe in each student and his/her potential. We believe in the growth mindset of each child. We believe in the value of understanding and demonstrating empathy toward others.

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; plagiarism; endangering the safety of others or yourself; possession or use of illegal drugs; disrespectful behavior; disruptive 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.

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.

If 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 of education. All students are encouraged to use their best judgement 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 three or more inches.

Shirts with spaghetti straps and strapless tops are not allowed in grades 5-8. Bra straps are to remain covered; however, sports bras are acceptable. 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. Our dress code applies to field trips, dances, graduation, musical performances, and other school-sponsored events.

Parents/Guardians 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.

We strongly encourage students to check with their parent(s)/guardian(s) when in doubt about the appropriateness of their clothing choices for attending school.

New students will be supplied with a blue Topeka Collegiate t-shirt at the beginning of the school year. Students will be requested to wear these shirts for special events and off-campus trips. Additionally, students may choose to wear their shirt or another Collegiate gear each Friday – Spirit Fridays – and to assemblies. Nail polish may not be applied at school. Please do not bring nail polish to school.

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

Each Middle School student will be provided a Chromebook for the school year. A unique username and password will be provided. The password may not be changed. If issues arise with the computer, the network or printing, please notify your homeroom teacher or Ms. Holland.

The acceptable use policy governs student conduct while using technology, both on campus and off campus. Students represent Topeka Collegiate 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 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. 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 fundraising 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, or 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.

Topeka Collegiate maintains a computer monitoring system over all school owned devices while on the school's network. This is to protect student privacy, use, and to assure educational benefit of device and network.

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 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. Topeka Collegiate employees are unable to accept these requests and will not communicate via non-sanctioned electronic communication with students, with the exception of relatives. Students are welcome to follow and engage with Topeka Collegiate social media platforms:

If active on social media, families are asked to be active supporters and followers of Topeka Collegiate. This includes:

Facebook- @TopekaCollegiateSchool

Instagram- @topekacollegiate

YouTube- Topeka Collegiate Video

CELL PHONES and SMARTWATCHES

Cell phone usage is not permitted during the school day between 8:15 AM and 3:30 PM or in Before Care or After Care. Students can use a classroom telephone in case of an emergency. Students are required to ask permission of the classroom teacher, Before Care, or After Care provider 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. If parents need to contact their students, they can call the school office at 785-228-0490 between the hours of 8:00 AM and 3:30 PM. After 2:45 PM messages for students cannot be guaranteed to be delivered.

Smartwatches are frequent sources of distraction and are synced with cell phones. Therefore, smartwatches should not be worn from 8:15-3:30.

ELECTRONIC EQUIPMENT

Students may have electronic devices (palm-size or tablet) or laptops but only for Topeka Collegiate-approved educational uses – not for games. If they are used inappropriately at school, staff will confiscate these devices and parents must come to retrieve them. Unless specifically being used with a teacher’s permission, all personal electronic devices should remain off and in locker from 8:15 AM to 3:30 PM and in after-care.

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. Students are responsible for making their lunch preference with Homeroom or 1st hour. This includes snacks and seconds. 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, which is recess for Middle School.
- Bottled water (with a secured lid) is the only drink that may be brought into the classroom.
- Gum-chewing is not permitted, barring educational accommodations approved by administration.

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 on the Family Resources page and 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.

Due to limited space, parents will not be able to eat lunch with their child. The Eagle Foyer is locked at lunch time. Students and employees have been instructed not to admit visitors through the Eagle Foyer during the day when the doors are locked. Guests should enter through the main doors and sign in at the office.

Snacks brought from home must be eaten prior to 8:15 AM in the Commons or during recess. Students may not eat snacks in Morning Meeting or the classroom unless explicit permission is granted, generally when the schedule excludes recess. Water is the only drink that is allowed in classrooms.

There are several students in our school who have severe nut allergies. **No nuts or peanuts are permitted in classrooms.** As you plan for snacks, lunches, and classroom parties, please be mindful of this restriction. For alternatives to nut-based foods, please refer to the Parents' Quick Guide for Nut-Free Snacks available on our web site.

Although peanut butter will still be served in the lunchroom, we will continue to have a table that is a nut-free zone.

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

Classroom parties are organized by the teacher and the volunteer room parent. 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. Topeka Collegiate is not responsible for injuries incurred while an individual performs volunteer activities.

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 Director.

THE TOPEKA COLLEGIATE 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. This includes damage to property as a result of damage by balls at recess. 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.

CLASS 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 blue Collegiate shirts or other Collegiate spirit gear.

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 rules with their students.

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

During indoor recess students may use their Chromebooks and play card games.

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.

Dismissal time is at 3:30 PM. Students who are not picked up by 3:45 PM are expected to check themselves into After-Care. After 2:55 PM messages for students cannot be guaranteed to be delivered. If you're running late, your child is safe in After-care until you arrive.

INCLEMENT WEATHER / EMERGENCY CLOSINGS

When severe weather or other emergency closings arise, the school asks that parents review public announcements on the television to find out our cancellation or delayed opening schedule.

Announcements will be broadcast frequently on Topeka-area TV stations. A notice will also be posted on our school website, our school's Facebook page, and sent via e-mail. We will also send a Parent Alert to all families.

It is Topeka Collegiate's intent to conduct school each day of the current school calendar unless inclement weather prohibits safe travel to and from school.

Topeka Collegiate will determine a school closing with the safety of students, parents, and its employees as the number one priority. Although we will not follow Topeka USD 501 and Washburn Rural USD 437 closings, their decision to close will be considered when making a school closing determination.

There may be days we have a delayed start time to allow road conditions to improve. Before-care will not be available before a late start.

Topeka Collegiate will communicate a closing through a parent alert text and local media. Every effort will be made to communicate a school closing as early as possible.

If the school is open but you feel that it is too dangerous to drive, or a storm is coming and you would like to pick-up your child earlier for safety reasons, parents are free to do so.

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	I Incomplete*
A- 90-93	C- 70-73	
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 course in which the student has demonstrated competency and has fulfilled the basic requirements. Students given a Pass in any core class will be excluded from any honor roll lists.

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.

GRADE POINT AVERAGE (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. Middle School students earning a GPA of 3.70 and above will achieve the distinction of High Honors. Students who receive a Pass in any class cannot be included on an honor roll list.

ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL ATHLETICS

Topeka Collegiate maintains that academics are a priority when a student chooses to participate in sports at the Middle School level. Sports at Topeka Collegiate are a privilege and students are required to maintain a good academic standing to participate.

All students 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 the entire 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 or practices during the week or over the weekend. If a student is deemed ineligible, the student, parent and coach will receive email confirmation of this. Oftentimes coaches still expect ineligible athletes to attend and watch practices for that week, but this will be at the discretion of both the coach and parent. Students can become eligible to participate during the following week if grades are in alignment with policy requirements.

If there are any discrepancies with grades, the Athletic Director should be emailed immediately in order to ensure that the student is not deemed ineligible for the week.

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 (language arts, science, history, Spanish, 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 to graduate (participate in graduation activities) or earn a diploma from Topeka Collegiate.

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.
- **Time-out:** Students may be given a time-out or cooling off period by a faculty member. This may be in a designated spot in the classroom or may require removal to the hallway or office. Students may be asked to fill out a “think sheet” during this time allowing them an opportunity to identify the emotion they are feeling and its cause, reflect on their response to that emotion and think about other ways in which they can respond in the future.
- **Lunch room table cleaning:** Students can be assigned to table-cleaning for inappropriate choices of lunchroom behavior.

- **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.
- **Restitution:** Any damage to school property caused by a student's misuse or disrespect, will be repaired at the student's cost. If the damage requires physical labor with which the student would be capable of assisting, the task of assistance may be assigned to the student. This work detail will be supervised by a faculty or staff member.
- **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 suspension:** 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 Topeka Collegiate 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.

ACADEMIC DISHONESTY

Academic dishonesty is defined as intentionally using or giving unauthorized aid on any work for which a grade is given. Students are expected to submit their own work and should not copy from another student or allow anyone to copy from them on tests, homework, or papers. Academic dishonesty also includes plagiarizing content from any source.

Consequences for academic dishonesty include any or all of the following:

- A zero assigned to the assignment.
- Notification of parents.
- Redoing the assignment or an alternate assignment given by the teacher for partial credit.
- Consideration for disciplinary action/suspension.
- Failure in the class.