

Eagles360°

A Comprehensive Plan for Student Learning



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LETTER FROM THE

Head of School

At Topeka Collegiate, our mission is to prepare students for advanced education, successful careers and responsible citizenship through a commitment to academic excellence and humanitarian ideals.



No matter the circumstances, our mission doesn't change. That's why the Eagles360° Program is so important. It provides our school with a comprehensive roadmap for the upcoming school year. We may not know what their future holds, but we will be prepared.

Now in our 38th year, Topeka Collegiate remains strong and is well-positioned to overcome the challenges created by COVID-19, just as we navigated previous crises, such as the 2008 global financial meltdown. I've come to realize that this is truly history in the making — how we manage the upcoming school year is a reflection of who we are. We are resilient. We are compassionate. And we are a community.

I lead each day with the future in mind. A decade from now, what will they say about how we handled this crisis? Did we stick together? Did we make the tough decisions? Did we model a growth mindset? I believe the answer is yes.

The Eagles360° Program gives new meaning to former Head of School, Mac Rives' quote: Freedom with Responsibility. This quote hangs just inside the front doors of our school - and it has continually inspired us throughout the development of the Eagles360° Program.

I hope sooner, rather than later, this document will become obsolete. But if not, the Eagles360° Program is ready to go.

A handwritten signature in black ink, reading "Lyn D. Rantz". The signature is fluid and cursive.

Dr. Lyn D. Rantz
Topeka Collegiate Head of School

“The members of the Eagles360° Taskforce took on the Herculean task of thinking through the health implications of COVID-19, while also designing scenarios to keep our entire school community safe and learning. Their dedication cannot be overstated.

Just as the teachers serving on the taskforce were wrapping up an intense final quarter and beginning their summer break, they stepped up to think creatively and critically about shaping the upcoming school year. We met for multiple hours a week, multiple times. I cannot thank them enough for their efforts. The Eagles360° Program would not be what it is today without them.”

Dr. Lyn D. Rantz
Head of School



JOIN US IN THANKING THE

Eagles360° Taskforce



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Kindergarten
Teacher



Rebecca Bonilla

Lower School Spanish Teacher
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Jay Carter III

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Director of Communications
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Michael Flax

Academic
Dean



Marilyn Kido

Third Grade
Teacher



Melanie Mullican

Executive
Assistant



Sheri Rippel

Prekindergarten
Teacher



Kevin Simons

Middle School
Science Teacher

Strategy Map

The Eagles360° Program was designed to provide a comprehensive solution for student learning, whether attending class on campus or online.

As an independent school, Topeka Collegiate is uniquely positioned to customize precautions based on the needs of our school community.

Topeka Collegiate will periodically review these scenarios, alongside government regulations and **CDC guidance**, to determine if we should increase/decrease precautions or transition to a different scenario.

We intentionally designed the Eagles360° Strategy Map to resemble a rotating dial. We will adjust the dial, as needed, to create a safe learning experience for our school community.

Guiding Principle No. 1: Health & Safety

We have a responsibility to help one another stay healthy and safe. Just as the school's mission is to encourage civic responsibility, our school must model responsible personal hygiene, best practices and contentiousness in all decision-making during COVID-19.

Guiding Principle No. 2: Teaching & Learning

We will partner with parents and the broader community to refine online teaching approaches using research-based strategies. Leveraging innovative tools, we will continue to fulfill our mission of preparing students for an advanced education.

Guiding Principle No. 3: The Whole Child

We continue to be committed to every student's social emotional learning and wellness, on campus or online. Through creative opportunities to connect outside of the classroom, we'll encourage a growth mindset and support students' resiliency.

● **Standard Campus:** All students are on campus and in their classroom.

● **Small Group Campus:** This scenario was developed to fit within the large gathering limitations seen in recent government regulations. In this scenario, students are divided into groups less than ten. If a classroom is divided, a rotating schedule will be implemented so students have equal time in their homeroom and in a satellite classroom. Precautions will be in place.

● **Distance Learning:** This scenario was developed in case government requirements prevent students from returning to campus, or if we need to move to Distance Learning at any time throughout the school year. Additionally, any family may "opt-out" by choosing the Distance Learning option at any time throughout the Eagles360° Program.

● **Hybrid Learning:** This scenario was developed to fit within a government requirement that schools open at 50% capacity. If this occurs, we will request an exemption. If our waiver is denied, this scenario includes half of our students learning from home and half on campus. Precautions will be in place.

Outer Ring
Guiding Principles

2020-2021 Academic Year

Freedom with Responsibility
Health & Safety
Topeka Collegiate

Teaching & Learning

The Whole Child

Standard
Campus

Hybrid
Learning

Small
Group
Campus

Distance
Learning

360°

Inner Ring
Campus Scenarios

BEST PRACTICES FOR

Campus Learning

The Family Handbook will be updated no later than August 1, 2020, to reflect the best practices outlined below. Families are encouraged to read the updated policies and procedures prior to the first day of school.



Freedom with Responsibility Pledge

All students and teachers will be given the *Freedom with Responsibility Pledge*, outlining ways that we all can take responsibility for keeping one another safe and healthy throughout the Eagles360° Program. This will be shared with parents before the beginning of the school year, so students can review it at home before the first day of school.



Physical Distancing

In an effort to create more space between individuals on our campus, we will stagger the start and dismissal of the school day. We have grouped grade levels, as much as possible, to accommodate the parents of multiple students. The four arrival and departure windows will be:

- 8:00 AM Start (First Grade and Third Grade)/3:15 PM Departure
- 8:10 AM Start (Kindergarten and Fifth Grade)/3:25 PM Departure
- 8:20 AM Start (Prekindergarten, Second and Fourth Grade)/3:35 PM Departure
- 8:30 AM Start (Middle School)/3:45 PM Departure

In an effort to control the flow of traffic, each grade level will be given a designated entrance/exit during pick-up and drop-off. We will also provide signage in the hallways, indicating appropriate distancing. Please note that parents of Prekindergarten through First Grade students will still be allowed to walk their child to the classroom. All other students will be dropped off at the designated entrance and walk to their classroom on their own or with a staff member.



Classroom Precautions

Teachers are making the necessary changes to their classrooms to ensure that all desks are spaced appropriately. Students will assist with implementing the classroom precautions as outlined in the *Freedom with Responsibility Pledge*.

Topeka Collegiate is working with each Resource Teacher (Art, Music, Technology, Physical Education, Lower School Science, and Lower School Spanish) to determine which aspects of their curriculum will be modified to meet government recommendations.





Hygiene and Health Precautions

All individuals on campus must wear a mask until notified otherwise. Students and teachers will need at least two masks each day — one for the morning and one for the afternoon. Families must provide their own masks; disposable masks will be available for a small fee.

Every individual will have their temperature taken prior to entering the building. Any individual whose temperature is 100.4 degrees or higher will not be permitted to enter. Students and teachers will have their temperature checked at least one additional time during the day. We will also increase the number of times students wash their hands.

Topeka Collegiate will increase the cleaning procedures completed before and after each school day. If a student or staff member on our campus is diagnosed with COVID-19, we will cancel two school days for cleaning before re-opening the campus. See the 2020-2021 Family Handbook (available after August 1, 2020, on the Family Resources tab of [our website](#)) for more information.



Lunch Precautions

Students will continue to eat lunch in the Commons with precautions in place. Students will be spaced appropriately in the lunch line, and the lunch schedule will be modified to ensure Commons usage does not exceed 50% capacity.

Students will no longer be able to get communal water and will need to bring a water bottle to lunch. Plated salads will be an option but must be ordered each morning during attendance of Homeroom. Condiments, milk and other items will be placed on the lunch tray. Students will no longer get these items themselves.

Our ability to serve lunch is contingent upon identifying and training volunteers to assist in the lunchroom on a daily basis. Please consider volunteering for this important role by emailing [Jodi Boyd](#), Director of Development.



Recess Precautions

Topeka Collegiate believes in the educational benefits of recess. We will continue to provide outdoor recess. However, this will be a key aspect of the *Freedom with Responsibility Pledge*. Students will help one another stay safe and healthy by disinfecting basketballs, wearing masks when appropriate, and distancing while socializing.



Extracurricular Activities

The precautions outlined for *Campus Learning* will be applied to Extended Day Activities, as well. A separate communication will be shared with parents outlining these best practices. Please note that field trips and traditions will be reviewed on a case-by-case basis. Assemblies will continue, with precautions in place. For athletic events and sports, we will follow the guidance set by the [Topeka Parochial League](#).

SCHEDULES FOR **Campus Learning**

Topeka Collegiate is doing everything possible to bring all students back to our campus for the upcoming school year, as long as we are able to honor our guiding principles, and only if government regulations permit us to do so.

Based on the information available to us as of June 30, 2020, we are planning to launch the school year utilizing the Standard Campus Scenario.

Standard Campus

This scenario brings all students back to our campus and in their classrooms, with precautions in place. The schedule is similar to previous years. We share it primarily to provide a comparison to the *Distance Learning* schedule shared on subsequent pages.

Small Group Campus

This scenario was developed to fit within the large gathering limitations seen in recent government regulations. In this scenario, students are divided into groups less than ten.

If a classroom is divided, a rotating schedule will be implemented so students have equal time in their homeroom and in a satellite classroom.



STANDARD & SMALL GROUP

Lower School Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:15-8:45*	Homeroom Core Instruction	Homeroom Core Instruction			
8:45-9:30	Art				
9:40-10:00	Recess	Recess	Recess	Recess	Recess
10:10-10:50	Resource Classes (Science, Spanish, Technology, PE, Art, and Music)				
10:55-11:35	Homeroom Core Instruction	Resource Classes (Science, Spanish, Technology, PE, Art, and Music)			
11:45-12:35	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess	Lunch and Recess
12:35-2:15	Homeroom Core Instruction				
2:15-2:35	Recess	Recess	Recess	Recess	Recess
2:35-3:30	Homeroom Core Instruction				

** Each grade level will receive a customized schedule that reflects the staggered start/end times described on page eight. For example, if a student's school day starts ten minutes earlier, their day will end ten minutes earlier.*

STANDARD & SMALL GROUP

Middle School Schedule

Monday-Wednesday & Friday	
8:30-8:45*	Morning Meeting or Homeroom
8:50-9:35	1st Hour
9:40-10:25	2nd Hour
10:25-10:45	Recess
10:50-11:35	3rd Hour
11:40-12:25	4th Hour
12:25-12:50 12:50-1:10	Lunch & Recess
1:15-2:00	5th Hour
2:05-2:50	6th Hour
2:55-3:40	7th Hour
3:45	Dismissal

Thursday	
8:30-8:45*	Morning Meeting or Homeroom
8:50-9:28	1st Hour
9:33-10:11	2nd Hour
10:11-10:31	Recess
10:36-11:14	3rd Hour
11:19-11:57	4th Hour
11:57-12:17 12:17-12:37	Lunch & Recess
12:40-1:18	5th Hour
1:23-2:06	6th Hour
2:11-2:49	7th Hour
2:54-3:40	Flight Time
3:45	Dismissal

**Please note the later start time to accommodate the staggered start/end times described on page eight.*

BEST PRACTICES FOR

Distance Learning

First, we want to thank all of the parents that provided feedback on our *Distance Learning* structure. In Spring 2020, your input was extremely helpful as the Eagles360° Taskforce worked to create a stronger, improved delivery format.

As a result, the *Distance Learning* outlined in this document could be considered "*Distance Learning 2.0*." We've strengthened the schedule and the technology available to our teachers to ensure that students will have an even better experience should we need to transition to this scenario in the upcoming school year.

If we need to transition to *Distance Learning*, we will plan for a three-day transition. During this transition, teachers would shift their curriculum to online learning and students would be out of school. In anticipation of this transition, we proactively changed three inservice days in the upcoming fall semester to classroom instruction days.

If we do not need to use these three transition days, then students will receive three extra days of learning during this academic year.

Online Tools



FACTS (formerly known as RenWeb)

This tool continues to be helpful, whether on campus or during *Distance Learning*. This is an important way that parents track student progress. During Spring 2020, we learned that tracking student progress and communicating with teachers became even more important during *Distance Learning*.



Google Suite

Topeka Collegiate has a suite of Google tools available for teachers during *Distance Learning*. Most commonly, teachers will utilize Google Meet for live teaching and Google Classroom to share assignments. However, the tools available in this suite are extensive and you may see teachers augmenting their curriculum with other tools from Google Suite.



Zoom

We will use Zoom for online events, designated activities outside of the classroom, and for live teaching. Teachers have been trained in utilizing the "Breakout Rooms" feature of Zoom, which provides additional small group learning opportunities.

continued on page 14

DISTANCE LEARNING *continued*

Technology Requirements

As required in Spring 2020, all students will need a learning device (computer, laptop, etc), with a camera and access to the internet to participate in *Distance Learning*.

Depending on the strength of the computer's microphone, parents may also need to purchase a headset with microphone to make communication easier in their virtual classroom. Topeka Collegiate will also provide all teachers with headsets, so they can easily be heard by students online.

Scheduling The Whole Child

The schedules outlined on the following pages were intended to provide a consistent, predictable schedule for parents that balances academic excellence with age-appropriate screen time. We've also included wellness breaks and will provide a Resource Class focused on social emotional learning during *Distance Learning*.

Additionally, we ask that each family sit down to discuss the following components of effective *Distance Learning*, and plan accordingly:

- Consistent sleep schedule and healthy diet
- Quiet, organized space for learning
- Designated time for reading and journaling
- How to effectively utilize wellness breaks
- Discuss online etiquette (recommendations will be shared with all families at Back to School Night on August 10, 2020)



DISTANCE LEARNING

Lower School Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Homeroom Morning Meeting				
8:45-9:15	Homeroom Core Instruction and Independent Work Time	Independent Work Time (Faculty Available)	Homeroom Core Instruction and Independent Work Time		
9:15-9:45	Wellness Break		Wellness Break		
9:45-10:15	Homeroom Core Instruction and Independent Work Time		Homeroom Core Instruction and Independent Work Time		
10:15-10:45					
10:45-11:15					
11:15-12:45	Lunch and Wellness Break				
12:45-1:15	Resource Classes (i.e. Science, Spanish, Technology, PE, Art, Music, Storytime, Social Emotional Learning and Writing)				
1:15-1:45	Resource Classes (i.e. Science, Spanish, Technology, PE, Art, Music, Storytime, Social Emotional Learning and Writing)				
1:45-2:15	PM Meeting and Social Time				
2:15-2:45	One-to-One Meeting Time				
2:45-3:15					
3:15-4:00	Office Hours				

**Each grade level will receive a customized schedule if/when we transition to Distance Learning.*

DISTANCE LEARNING

Middle School Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30-8:45	Homeroom Morning Meeting		All Middle School Meeting	Homeroom Morning Meeting	
8:45-9:30 1st Hour	Core Class	Core Class	Independent Work and Faculty Office Hours	Core Class	Core Class
9:45-10:30 2nd Hour	Resource Class	Resource Class		Resource Class	Resource Class
10:45-11:30 3rd Hour	Core Class	Core Class		Core Class	Core Class
11:30-12:45	Lunch and Wellness Break				
12:45-1:30 4th Hour	Core Class	Core Class	Independent Work and Faculty Office Hours	Core Class	Core Class
1:45-2:30 5th Hour	Core Class	Core Class		Core Class	Core Class
2:45-3:30 6th Hour	Resource Class	Resource Class		Resource Class	Resource Class
3:30-4:00 7th Hour	Office Hours as needed				

BEST PRACTICES FOR

Hybrid Learning

This scenario was developed to fit within a government requirement that schools open at 50% capacity by allowing half of our students on campus, while half learn from home. However, because Topeka Collegiate's building capacity is much larger than current enrollment, we will request an exemption to avoid implementing either of the *Hybrid Learning* scenarios listed below. While every aspect of the Eagles360° Program was designed to be feasible and reasonable, these scenarios would not provide an ideal learning environment for the maximum number of students.

Age-Appropriate Scenario

In this scenario, we would meet the 50% capacity requirement by dividing students by age, recognizing that older students are more capable to study independently at home than our younger students. Only students in prekindergarten through third grade would be on campus. All other grades would be engaged in *Distance Learning*. Of the two *Hybrid Learning* scenarios, this scenario would be our preferred solution.

Campus Learning	Distance Learning
Prekindergarten, Kindergarten, First Grade, Second Grade, Third Grade	Fourth Grade, Fifth Grade, All Middle School

Family-Focused Scenario

In this scenario, we would alternate which grades are on campus each day. As much as possible, classrooms that have siblings would be on campus on the same day to reduce transportation challenges for families with multiple children enrolled at Topeka Collegiate. Classes would have equal time on campus and at home engaged in *Distance Learning*.

Location	Monday	Tuesday	Wednesday	Thursday	Friday
Campus	Blue Day	Orange Day	Distance Learning for all students	Blue Day	Orange Day
Distance Learning	Orange Day	Blue Day		Orange Day	Blue Day

FIVE WAYS TO

Prepare for Eagles360°

1 **Review the Pledge as a Family**

All students and teachers will receive a the *Freedom With Responsibility* pledge at the beginning of the school year, outlining our personal and collective responsibilities that each of us have to keep our peers and colleagues safe on campus. This will be shared with all families before the beginning of the school year. We hope that you will review it together and discuss why this pledge is an important part of the Eagles360° Program.

2 **Practice the Precautions**

We recommend discussing the precautions outlined in this document with your child and beginning to practice some of them at home.

Suggestions include:

- Identify key times in the day that you will wash your hands (before/after eating, before/after leaving the house, etc.)
- Practice wearing a mask for extended periods of time — beginning with an hour and increasing in 30-minute increments.
- Find a large hula hoop and practice walking with it around your waist, to better visualize the physical distancing we'll require on campus.
- Ask children to help with disinfecting commonly-used surfaces around the home.

3 **Attend Back to School Night on August 10, 2020**

This year's parent orientation will be held virtually on Zoom on August 10, 2020 at 6:00 PM. In addition to hearing from teachers about the school year, the event will provide parents with basic training on each of the scenarios in this document. Please mark your calendar! More information coming soon.

4 **Summer Enrichment: Don't Stop Reading!**

No matter which scenario is implemented under the Eagles360° Program, students will still need to be prepared for the next grade level. In addition to encouraging your child to read this summer, enrichment packets are now available online. Click the Family Resources tab at the top of [our home page](#) to see a list of packets by grade level.

5 **Check Your Tech**

Having technology that works for you and your student will be important within multiple scenarios. In addition to having access to the internet, we recommend every student have a computer camera, headphones or headset, and a microphone.

For more information, see page 14.

QUESTIONS AND ANSWERS

Eagles360° FAQs

1. What should I do if I do not feel comfortable letting my child return to campus?

If, for any reason, you are not ready to let your child attend class on campus, please contact the Academic Dean, [Michael Flax](#), to discuss the *Opt Out Option*. This option allows any family to transition to *Distance Learning* at any time.

2. How will grades be managed in each of the scenarios?

Grades will be given when *Campus Learning* scenarios are in place; however, a more flexible grading policy will be implemented if we return to *Distance* or *Hybrid Learning*. Details will be provided if/when this occurs. Questions about grading should be sent to the Academic Dean, [Michael Flax](#).

3. What should I do if my child is not being challenged during Distance Learning?

Parents are encouraged to first contact their homeroom teacher if they do not feel their child is adequately challenged during *Distance Learning*. If additional assistance is needed, parents and/or teachers should then contact the Academic Dean, [Michael Flax](#), to discuss tailored solutions for your child.

4. What happens if my child — or anyone in my family — arrives on campus without a mask?

All individuals on our campus are required to wear masks during the 2020-2021 academic year until notified otherwise. Therefore, if someone arrives on campus without a mask, we will have disposable masks available. Your account will be charged \$1 for each mask. Please note that students and teachers will be asked to bring two masks each day — one for the morning and one for the afternoon. See the 2020-2021 Family Handbook (available after August 1, 2020, on the Family Resources tab of [our website](#)) for more information.

5. Will Topeka Collegiate hold assemblies this year?

Yes, if we have an *Campus Learning* scenario in place, we will hold schoolwide assemblies. Attendees will be appropriately spaced, and masks will be required. Precautions will be in place to ensure assemblies are as safe as possible, while still giving our school community the opportunity to come together and celebrate our students.

6. Will students participate in field trips, annual traditions and sports?

Field trips and annual traditions will be evaluated on a case-by-case basis to determine which activities are safe and appropriate based on current government regulations. For athletic events and sports, we will follow the guidance set by the [Topeka Parochial League](#).

7. I know this is a challenging time for the school; what can I do to help?

Every year, volunteers are critical to school operations. However, this year, the volunteer role will take on additional importance because every volunteer will need to be trained in COVID-19 precautions. As noted on page nine, we must have multiple, trained volunteers in the lunchroom each day for our school to be able to continue serving lunch during the Eagles360° Program. Please contact the Director of Development, [Jodi Boyd](#), to sign-up to volunteer in the lunchroom or in other capacities at the school.



“Our mission is to prepare students for advanced education, successful careers and responsible citizenship through a commitment to academic excellence and humanitarian ideals.”

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