



2022-2023 Family Handbook*

2200 SW Eveningside Drive
Topeka, Kansas 66614

www.topekacollegiate.org
Phone: (785) 228-0490

**Please note the Eagles360 Addendum applies to both the Employee Handbook and the Family Handbook during the 2022-23 school year.*

Insert current map on page 2

Insert academic calendar on page 3

INTRODUCTION

Independent schools have a unique character and a long history of producing quality education. Topeka Collegiate 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 (NAIS) affiliation. Our practices and policies reflect standards developed by ISACS and successful procedures in well-established independent schools. We are fully Accredited by ISACS through 2027.

OUR MISSION STATEMENT

Our mission is to inspire and prepare every student for a successful future through academic excellence, active citizenship, and humanitarian ideals.

Statement of Philosophy

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

Topeka Collegiate's mission is pursued by fostering enthusiasm for learning, 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, students study critical thinking, communication, and the subject areas of English, mathematics, science, social studies, world languages, fine arts, and physical education.

Who We Are

Students at Topeka Collegiate come from a variety of backgrounds and communities throughout Topeka and surrounding areas. While we are culturally, economically, racially, and religiously diverse, we all share an eagerness to learn.

As an independent school, teachers are given the freedom to tailor their classroom curriculum to the individual needs of their students. Teachers work with parents to ensure that students are academically challenged, but not overwhelmed.

Our curriculum emphasizes math, science, history, reading, and writing. Specialists teach science, languages, music, art, and physical education in all grades.

We honor learning and achievement at Topeka Collegiate. Children come here to receive an education that nurtures natural curiosity, cultivates a sense of personal commitment to service, and develops principles of integrity, honesty, and a sense of fairness and justice.

Children leave Topeka Collegiate as young adults who have a love of learning that will stay with them their entire lives. They have a broad range of interests and openness to new ideas. They are communicators, risk takers, and critical thinkers.

Value Statements

The following value statements were developed through a school-wide input process and finalized by the Strategic Planning Taskforce and formally adopted by the Board of Trustees in 2021.

- We value and support the uniqueness of every individual in our school community.
- We value a solutions-oriented approach to academic excellence through critical thinking, creativity, and a lifelong love of learning.
- We value a nurturing environment that fosters compassion, curiosity, collaboration, integrity, individuality, and inclusivity.
- We value bold and thoughtful humanitarianism rooted in citizenship, service to others, and social responsibility.
- We value our independent school autonomy and agility to customize vibrant programming for the benefit of every student.

Core Competencies

These competencies stem from our mission and philosophy. They 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 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 the 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 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.

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.

BOARD OF TRUSTEES

The Board of Trustees is comprised 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, appoints a Head of School, and sets general school policy. Kent Lammers will serve as Board President for the 2022-23 year.

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.

2021-2022 BOARD OF TRUSTEES:

Stacey Beatty, PhD

Sridevi Donepudi

Bridget Elmer ‘91

Sean Frost

Susan H. Garlinghouse (Secretary)

Kathleen Heit (Treasurer)

Michael Hooper

Kent Lammers (President)

Karen Linn (Past President)

Sara McBride

Tom McBride

Brooks Pettit

Marie Pyko

Michaela Saunders

Josh Svaty

Kareem Thomas

Topeka Collegiate Faculty & Staff List

LEADERSHIP TEAM

Head of School

Lyn Rantz, Ed.D.

Academic Dean

Director of Admissions, Diversity, & Social Responsibility

Director of Communications and Special Projects

Director of Development

Director of Finance and Operations

Michael Flax

Leilani Grey

Brittany Crabtree

Jodi Boyd

Debra Ricks

STAFF

Administrative Assistant

Administrative Assistant

Accounts Receivable

Athletic Director

Extended Day Director

Health Services Director

Maintenance Director

Taylor Bremer

Tiffany Harrison

Melanie Mullican

Brady Drane

Rebecca Bonilla

Alesia Arnold

Mary Estrada

Maintenance Assistant
School Counselor
Summer Program Director
Technology Director

Paul Saupe
Taylor Bremer
TBD
Shelly Robinson

LOWER SCHOOL FACULTY

Prekindergarten
Teaching Assistant
Kindergarten
Grade 1
Grade 2
Grade 3
Grade 3
Grade 4
Grade 5

Sheri Rippel
Dakota Mumford
Kelley Berryman
Dina Dudinyak
Carmen Anello
Ruth Bammes
Marilyn Kido
Ken Park
Megan Hossain

RESOURCE CLASS FACULTY

Art
Library
Lower School Science
Lower School Spanish
Music
Physical Education
Technology Innovation

Sally Riggs
Jennifer Russell and TBD
Mary Kate Baldwin
Rebecca Bonilla
Kay Siebert
Brady Drane
Shelly Robinson

EXTENDED DAY STAFF

After-Care Program Staff
Before-Care Program Staff

Eric Collazo '13
Ruth Bammes

MIDDLE SCHOOL FACULTY

History
History Research Skills
Language Arts
Latin
Math (6th, 7th, 8th)
Math (6th)
Science
Science Research Skills
Sixth Grade Life Skills
Spanish

Hayley Smith
Hayley Smith
Elian Mota
Lisa McDonald
Tamara Buche
Michael Flax
Kevin Simons
Lisa McDonald
Alesia Arnold
Lisa McDonald

WHO DO I CONTACT?

Email: sayhello@topekacollegiate.org

Main Number: (785) 228-0490

Fax Number: (785) 228-0504

Absences

Main Office

Academic Concerns

Classroom Teacher
Michael Flax, Academic Dean

Admissions

Leilani Grey

Alumni Affairs

Jodi Boyd

Athletic Events

Brady Drane

Billing, Tuition, and Fees

Debra Ricks

Communications

Brittany Crabtree

Fundraising

Jodi Boyd

To plan an event on campus

Debra Ricks

Health Services

Alesia Arnold

Summer Programs

TBD

Extended Day Programs

Rebecca Bonilla

Technology Issues

Shelly Robinson or
K12itc (1-855-512-8324)

Technology support for school-owned devices

Printer issues

Tiffany Harrison

PRINCIPLES OF GOOD PRACTICE FOR NAIS SCHOOLS

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 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.
- 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 every parent well-informed through systematic reports, conferences, website publications, calendars, and informal conversations.
- The school clearly defines 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 develop a vibrant, innovative, and engaging learning experience for each student.

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 concerns may be addressed with the Head of School.

Most communication will be made through the bi-monthly *Collegiate Connection*. Be sure to read newsletters when they are sent as they contain very important information.

All parents and guardians are encouraged to stay informed of school news and accomplishments via social media and our website. If active on social media, families are asked to be active supporters and followers of Topeka Collegiate. This includes:

- Facebook: @TopekaCollegiateSchool
- Instagram: @topekacollegiate
- On YouTube, search for and subscribe to "Topeka Collegiate Video"
- On Issuu, search for Topeka Collegiate

CURRICULUM COMMITTEE

The Curriculum Committee is comprised of representatives from the faculty, the Academic Dean, and the 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.

FACTS/PARENTSWEB

FACTS (formerly known as ParentsWeb) is a web-based software program that connects parents, the classroom, and the administration. FACTS enhances academic performance with real-time school-to-parent communication. With FACTS, you will have online access to your student's grades, homework assignments, the school calendar, billing information, and much more.

INSTRUCTIONS FOR ACCESSING FACTS THE FIRST TIME

Please see instructions for accessing FACTS at the end of this handbook. If you still need help, please call the school at 785-228-0490 or email sayhello@topekacollegiate.org.

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 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, encourage lifelong learning, and offer the opportunity to be fully competent in 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 the 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, they should not give out their 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 they have contacted online without their 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 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 them 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 that 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, and 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. 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 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.

Students who damage our school-owned property may be charged.

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 conveniences 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 are 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 their 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. Students and employees have been instructed not to admit visitors through the Eagle Foyer door during this period. Please use the main entrance.

ABSENCES, TARDIES, AND EARLY DISMISSAL

When your child is unable to attend school due to illness or other legitimate reasons, please notify the main office at 785-228-0490 by 8:30 AM on 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.

If students arrive at the school after their class starts, 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 after class starts.

Students leaving early due to an appointment must bring in a parent's note (or send an e-mail) stating their obligation. Generally, parents must sign their child out at the main office before leaving the school.

CELL PHONES

Cell phone usage is not permitted during the school day between 8:15 AM and 3:30 PM or in After Care. Students can use a classroom telephone in case of an emergency. Students are required to ask permission of the classroom teacher or after-school care provider before using the phone. Administrators, faculty, and staff reserve the right to seize any cell phone seen during the times in which these policies are in effect, whether or not a student is actively 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 3:45 PM. After 2:45 PM, 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. If you need to reach an extended care provider after the office is closed, please call 785-228-0490 Ex. 2157.

CLASS ASSEMBLIES

Assemblies are planned as a sharing of activities that originate in the classroom and as an opportunity to celebrate our community. Parents, grandparents, and friends are cordially invited to attend. Students are expected to participate, to be attentive, and to be courteous. Students are encouraged to wear their Topeka Collegiate spirit gear. Topeka Collegiate will videotape assemblies and select special programs. Footage will be loaded directly to our YouTube channel, Topeka Collegiate Video. Visitors are invited to join us in singing our school song at the beginning of each assembly:

Topeka Collegiate School Song, "Fly Like an Eagle"

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.

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 from the homeroom teacher when helping or planning for classroom parties. Classroom Champions will be provided with guidelines for organizing events.

All off-campus end-of-the-year parties should not affect regular school hours of operation. To facilitate this matter, Topeka Collegiate has made the last day of school a half day and ask that year-end parties take place after school on this day.

If parents hold a “class” or “school” party in their home, every member of the class should 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. This is keeping within the school’s philosophy of encouraging our students to develop strategies of acceptance and inclusion for all members of their learning community.

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; disruptive behavior; academic dishonesty; 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.

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 they are 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.

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 their emotion 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 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 as a helper during recess. 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 the misuse or disrespect of a student will be repaired at the student’s cost. If the damage requires physical labor that the student would be capable of assisting with, 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 they truly wish 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.

DRESS CODE

Our dress guidelines are based on the premise that a student's attire reflects their 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 their best judgement when considering what to wear to school. Bra straps are to remain covered; however, sports bras are acceptable. Students must wear modest cuts for tops and skirts/shorts. Skin should not be visible between the bottom hem of the top to the top of the pants. 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. Strapless shirts or spaghetti strap shirts 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. The dress code applies to school day, extended care, school field trips, dances, and graduation.

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

EIGHTH GRADE CLASS GIFTS

In order to ensure that the traditional class gift given to the school by the 8th 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 Director of Development.

ELECTRONIC EQUIPMENT

Students may have electronic devices (palm-size or tablet) or laptops but only for Topeka Collegiate-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.

EMERGENCY PLANS AND DRILLS

Topeka Collegiate 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, which sends a text message to families for whom we have a current cell phone number.

ENROLLMENT

Each spring we send contracts for the following school year to all families whose children are being invited to return. The contract must be signed by the person financially responsible for the student's tuition and fees. The contract requires a NON-REFUNDABLE enrollment deposit that will be invoiced on your family account after your signed contract is returned. In order to complete the enrollment process, a fully-completed Enrollment Packet must be returned.

FEES, BILLING, AND PAYMENTS

Your Family Billing Record is located in your Family Portal, and your financial information and authorization are set up in your Enrollment Packet. Your Family Billing Record includes your Tuition account and your Incidental Billing account. Your Tuition account included your current contract details, current tuition charges, a schedule of upcoming tuition charges, financial information, and payment activity. Your Incidental Billing account included details concerning your lunch and Extended Day charges. Invoices, payment notifications, account statements, and any additional information are emailed to families directly from FACTS Management Company. Payment is automatically processed for Tuition accounts, and payment may be automatically or manually processed for Incidental Billing accounts. If you have a question concerning your accounts or account activity, please contact FACTS at 866-800-6593, the Business Office at 785-228-0490, or email sayhello@topekacollegiate.org for assistance.

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.

FUNDRAISING AT TOPEKA COLLEGIATE

You have chosen to send your child to Topeka Collegiate because you believe in their potential and in the high quality of education we offer here. Beyond education in the classroom, Topeka Collegiate values our independent school autonomy and agility, and we encourage the support of our school community through philanthropy.

Philanthropy at Topeka Collegiate primarily focuses on the Annual Fund in the fall and the Celebration Auction in the spring. All families are invited to support both fundraisers at a meaningful level for their families.

Proceeds from the Auction, along with Annual Fund donations, support the day-to-day operation of the school. Together, the Annual Fund and the Celebration Auction account for roughly 25% of our annual operating budget. We appreciate all forms of support but ask that families make the Annual Fund and the Celebration Auction their priorities.

ANNUAL FUND

The Annual Fund's purpose is to close the gap between what the Board of Trustees sets for tuition and the Operational budget for the school. Your gifts to Annual Fund help us recruit and retain the most dedicated and inspiring teachers, sustain strong financial aid policies, offer robust faculty professional development, annual update technology tools, and infrastructure, and, above all, provide the highest-quality programs for our students. Gifts to the Annual Fund are 100% tax deductible.

Gifts to Annual Fund are pledged in the fall and are payable by the end of the school year in May. 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.

CELEBRATION AUCTION

The Celebration Auction is the biggest party of the year! It's a festive, fun event that involves the entire school community. Each family is asked to support preparation for the auction by donating an auction item valued at \$150, taking advantage of the \$150 buyout option, or by securing corporate sponsorship.

Please join us for the Auction on April 22, 2023! The occasion is sure to be joyful as we come together as a school community and celebrate everything that is Topeka Collegiate! Bid high, bid often, and together make this the most successful event of the year!

The Director of Development oversees all fundraising at Topeka Collegiate.

Other Opportunities

Additional opportunities are available to support the school. They are considered "opt-in" programs. Examples include purchasing gift cards through our Scrip program, signing up for Dillons or HyVee awards, choosing Topeka Collegiate through AmazonSmile, or purchasing spirit wear in our online store. Also, our 7th graders raise funds for their class gift and for their culminating field trip to Sea Camp in 8th grade. Some of the fundraisers you may see in this effort include the opportunity to purchase your child's art projects created through **Original Works**, Bingo Night, concession sales at sporting events, and May plant sales. All fundraising efforts are coordinated and overseen by the Director of Development to help ensure their success.

INCLEMENT WEATHER / EMERGENCY CLOSINGS

It is Topeka Collegiate's intent to conduct school each day of the current school calendar unless inclement weather prohibits 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 that we decide to 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.

LIBRARY

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

MIDDLE SCHOOL LENDING LIBRARY

A small collection of books is available in the Eagle Foyer for the benefit of the Middle School students. This collection supplements the books available in their language arts classrooms. There is no formal check-out system. Students are encouraged to take a book to read, return it when finished, or add a book from home they feel others may enjoy.

LOST AND FOUND

Misplaced items will be turned into the lost and found box located in the Lower School near the stage door. In the Middle School, items will be placed in an unused locker adjacent to the office of the Director of Finance and Operations (currently, locker number 51). Students and parents are urged to check lost and found 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.

LUNCH AND SNACKS

This year, we are excited to introduce our new 2022-23 lunch program - Collegiate Kitchen powered by Bobby's Food Co. Our new program features a wide array of delicious nutrition-dense meals prepared by our local caterer, Bobby's Food Co. Fruits, grains, vegetables, proteins, and a salad bar are included as a daily part of the lunch program. Daily menus will fuel and inspire our students as they enjoy their lunch and learn about the origins and cultures of their meals. Enrollment in the lunch program will be offered in five (5) terms during the school year. Families will be considered as automatically enrolled in this program each term unless they indicate that they would like to opt out of the program. The opt-out period for each new term will begin two weeks before the end of the current term and will last a week. The cut-off date for the opt-out period will be strictly enforced. If parents choose to opt out of our lunch program, they will need to send a home lunch daily. The lunch program fee will be charged to your Incidental Billings account. Parents and guests are welcome to join their students for lunch. We ask that you reserve your spot in the lunchroom at least one week in advance in order for us to share that information with our caterer. A guest lunch fee will be charged to your Incidental Billing account for those meals.

All students and staff will wash their hands with soap and water before coming to lunch. Students and staff will go through the lunch counter and receive their lunch trays using a cafeteria-style service. The lunch counter has a preexisting sneeze guard.

Lunch time	Group
10:55-11:20	Prekindergarten, Kindergarten, 1st and 2 nd Grade
11:30-11:55	Grades 3-5
12:10-12:30	Grades 6, 7, & 8 (MTWF*)
	*11:50-12:10 PM on Thursdays

Snacks will be offered before the first morning recess and may be eaten during recess or saved for a later time designated by their teacher. Students will sign up for snacks with their classroom, or

homeroom, teachers at the beginning of each day via FACTS. Snacks will be charged to your Incidental Billings account on a daily basis. There are no vending machines on campus.

Water is the only drink that is allowed in classrooms. No gum-chewing is permitted, barring educational accommodations approved by the administration.

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 new restriction. For alternatives to nut-based foods, please refer to the Parents' Quick Guide for Nut-Free Snacks available on our website. Although peanut butter may be served in the lunchroom, we will have a table that is a nut-free zone.

MUSICAL PERFORMANCES

Topeka Collegiate explores a variety of musical literature* with students throughout the school year, as part of a balanced school 76experience. All students are expected to participate in the planned music concerts. To fully support our student musicians, please plan to attend the musical events as a family and stay for the entire performance.

**While some of the music we perform may have a religious or spiritual aspect, it is not Topeka Collegiate's intent to teach or promote religion through music. 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.*

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 FACTS. 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.

PHYSICAL EDUCATION / ATHLETICS

The P.E./athletics program aids in the academic, emotional, and physical development of our students through the promotion of teamwork, sportsmanship, and athletic competition. The P.E./athletics 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 P.E. schedule to you. Please bring a pair of tennis shoes to school that will be left at school for the entire year. If your child is unable to tie shoestrings, please provide shoes that have Velcro closures. Each student needs to wear appropriate gym clothing so they can safely participate in P.E. class.

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 that determination include, but are not limited to, the following. Recess will be indoors if:

- the actual/wind chill temperature is 20 degrees or below.
- the actual/heat index temperature is 95 degrees or above.

REFERRALS FOR TESTING AND TUTORING

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. Topeka Collegiate will not make an official diagnosis of a specific problem. Arranging for testing will be the responsibility of the parent. Topeka Collegiate can help parents identify professionals in the Topeka area who provide such testing.

Likewise, if additional tutoring is recommended by the child's teacher or desired by the parents, Topeka Collegiate can help parents identify qualified tutors or tutoring programs. Tutoring arrangements are the responsibility of parents.

SOCIAL MEDIA

Students are asked not to send "friend" requests to 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. Parents should not use social media as a means of conducting official school business with Topeka Collegiate employees.

Apps or social media platforms on personal devices are the responsibility of parents and guardians. Topeka Collegiate is not responsible for student electronic activity or any personal device activity when not on school grounds or on field trips.

STANDARDIZED TESTING

Standardized tests are administered periodically. Tests keep parents and teachers apprised of individual students' 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. Families not current with their financial obligations to the school will not receive standardized testing reports.

STUDENT DROP-OFF/PICK-UP AND PARKING PROCEDURES

We are glad to once again open our doors to parents and encourage all parents to walk children in and out of the school daily. Daily face-to-face interactions help maintain open communication and foster positive relationships between families and teachers. Parents are also welcome to request phone calls or video chats.

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 24/7, 365 days a year**. Please refrain from parking in these marked spots at any time. These spots were purchased at our fundraising auction, and we are obliged to our families for their generosity. Parking spots are available for purchase; contact the Development Director for more information.

Please do not park in the church/daycare parking lot across the street. Please do not park in the area immediately in front of the main entrance. Handicap spots are available along Eveningside Drive near the entrances.

Our goal is to provide our children with the safest possible traffic environment at and around Topeka Collegiate.

DROP-OFF PROCEDURES:

School begins at 8:15 AM for all students. Parents and students in Lower School may enter the building beginning at 8:05 AM, moving directly to classrooms where they will be greeted by the teacher. Middle school students will gather in the Commons beginning at 8:00 AM, from where they will be dismissed for Homeroom or Morning Meeting at 8:15 AM.

Prekindergarten through Third Grade

Student and their family member(s) are asked to walk their lower school students to the classroom door each morning. Classrooms are open to students beginning at 8:05 AM. When walking in with their child, we ask parents to utilize the parking spaces on Eveningside Drive or 23rd Street and enter through the main entrance of the school. In order to ensure we have a secure campus, the back gate (on Hope Street) will not be open.

Fourth through Eighth Grade

Students and family member (s) are welcome to walk their students to the classroom door each morning. They also have the option of utilizing the drop-off zone at the North Entrance of the school building. Cars should enter from 23rd Street (heading north on Eveningside Drive) and proceed to the drop-off area near the Eagle Foyer (the north entrance). Please drop off in the coned area of the street. **We ask that drivers pull forward completely before unloading.** 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. For safety reasons, we cannot allow students to access car trunks in the drop-off zone. If you need to access your 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.

PICK-UP PROCEDURES:

Dismissal time is 3:30 PM. Students in Lower School who are not picked up by 3:35 p.m. will be dismissed to after-care. Middle School students who have not been picked up by 3:45 p.m. will check themselves into 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 extended 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. After-care ends at 5:25 p.m. All students must be picked up by that time unless they have been pre-enrolled in the TAT enrichment class. Any student who is still here at 5:25 p.m. will be automatically enrolled in the TAT class for the entire semester, and the \$300 fee will be charged to the family's FACTS account.

See the Extended Day section for additional information or email any questions to sayhello@topekacollegiate.org.

THE TOPEKA COLLEGIATE CAMPUS

We are proud of our buildings and grounds. It takes all of us to maintain our 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 (including broken windows from ball play) 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.

VOLUNTEER OPPORTUNITIES

It's hard to imagine a more powerful team than school teachers, administrators, 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 volunteering in 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 opportunities on our website and to fill out the interest form so that vital volunteer teams can be formed. Email sayhello@topekacollegiate.org if you would like this information sent to you directly.

We encourage you to volunteer for many tasks throughout the year. Sign-up sheets will be available at Hopes and Dreams conferences and Back to School Night.

Topeka Collegiate is not responsible for injuries incurred while an individual performs volunteer activities.

YEARBOOK

Yearbook fees are included in the cost of tuition. The yearbook is compiled 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.

STUDENT HEALTH INFORMATION

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

IMMUNIZATIONS: Immunization requirements and recommendations for the 2022-23 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 determines immunizations required for any individual who attends school or early childhood programs operated by a school. Current immunization regulations are available on the Kansas Department of Health and Environment website at <http://www.kdheks.gov/immunize/>.

In addition to the immunizations required for school entry, the Centers for Disease Control 2013 ACIP recommendations include additional immunizations for school children. Those recommendations can be found on the CDC website at <https://www.cdc.gov/vaccines/index.html>.

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 the electronic school form (including the student health section) by the start of each school year. This form must be completed properly in order for students to participate in field trips and other school events or to receive any form of medication in the Health Room.

Families must provide up-to-date information to the Health Room from the most recent well-child check. Doctors usually provide a printed summary when asked, but a health assessment form can be obtained from the Health Room if needed.

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. These forms are located on the Topeka Collegiate 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 Health Form must be signed by the parent/guardian.

ACCIDENT/ILLNESS: Every effort will be made to immediately contact parents in the case of a 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.

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.

TOPEKA COLLEGIATE EXCLUSION POLICY I NEED TO STAY HOME IF.....							
FEVER	SEVERE COUGH	VOMITING	DIARRHEA	I HAVE A RASH	HEAD LICE	CONJUNCTIVITIS	HOSPITAL
							
Temp of 99.6 or above with sore throat, headache, nausea, coughing/sneezing and/or other symptoms. **100.4 or above w/no symptoms**	Severe cough – red or blue in the face or cough is high-pitched “croupy” or “whooping” (seals barking)	**within the past 24hrs	**diarrhea and/or loose and/or watery stools within the past 24hrs.	Infected areas of the skin – yellow, crust, dry area or rash Ex. Impetigo, ringworm, etc.	Severe itching of the body or scalp or constant scratching of the scalp Ex. Lice or scabies	“Pink Eye” Inflammation in one or both eyes, swelling of the eyelids w/redness and/or purulent discharge.	Hospital stay or ER visit.
I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 	I CAN RETURN TO SCHOOL WHEN 
Free of fever for 24hrs **without the use of medications**	Symptom free AND physician's written approval to return to school	Free of vomiting for 24hrs **without the use of medications**	Free of diarrhea for 24hrs **without the use of medications**	Excluded until treatment has been initiated AND physician's written approval to return	Excluded until treatment has been initiated INCLUDING free of live lice.	Excluded 24hrs after treatment has been initiated AND physician's written approval to return	Physician's written approval to return

EXTENDED DAY PROGRAMMING

Care Programs

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. Our Care Programs help 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 PM. 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 our Care Programs. If you have an early meeting, you can utilize Before-care without making any arrangements. Students are automatically dismissed to After-care if they are not picked up after school. If something happens unexpectedly and you aren't able to be here at 3:30 PM, you can rest assured that your student will be safe in After-care.

Our program is designed with your students in mind with fun, age-appropriate activities that engage the students and help them grow and develop. We strive to provide a rich environment that encourages exploration, creativity, social interaction, and positive reinforcement. Free choice is the cornerstone of our program. Each child has unique needs, so students are allowed to choose activities and options that work best for them. We understand that some students need to unwind and play for a while after school before they can concentrate on their homework. Others want to start on their homework right away and play after their homework is finished. Therefore, we allow students in K – 8th to decide on a daily basis whether they want to go outside first and work on homework later or work on homework first and go outside later. They can even change their minds if they start working and realize they need a break. When not working on homework, students have free choice time on the playground, in the gym, or in the After-care classrooms.

Program Availability

Before-care is provided starting at 7:35 AM every full and half-day of school, with the exception of the first half-day of school. No Before-care or After-care will be provided on that day. Doors open at 7:30 AM. Please do not enter the school before that time. If you arrive at 7:30 AM, you must stay with your student until Before-care starts at 7:35 AM. After-care is provided until 5:25 PM every full day of school. After-care is not provided on days with early dismissal. If the school closes due to inclement weather, no Extended Day Programs will be provided. If the school calls for a delayed start, no Before-care will be provided on that day.

Rates

The charge for Care Programs is \$6 an hour and is billed by the minute (10 cents a minute). Care Programs charges will be posted to your family's FACTS account every week and will be included on the FACTS invoice that is sent every month. **Due to KDHE regulations, we cannot provide care before 7:35 AM or after 5:25 PM.** It is imperative that we stay in compliance with licensing regulations. If students are in our care after 5:25 PM, they will automatically be enrolled in the TAT class for that semester and charged \$300. Rates will not be prorated if this occurs in the middle or end of the semester.

Check-in and Check-out

Any Lower School student who has not been picked up by 3:35 PM will be automatically signed into After-care. Middle School students are given a little more time to talk to teachers and gather their items from their lockers. We expect all Middle School students who have not been picked up by 3:45 PM to sign themselves into After-care at that time. Students who are not checked into Before-care or After-care must be under the supervision of a parent or designated adult at all times. If a student is unsupervised, they will be automatically signed into our Care Programs, even if their parent is somewhere else in the building. Parents are responsible for notifying the providers that they are checking their students in or out of our Care Programs. If a child leaves After-care and is not checked out, parents will be charged the full amount for the day.

It is imperative that parents escort their students into the school and ensure that they are signed into Before-care in the mornings. In the afternoons, we expect all parents to come into the school to pick up their students from After-care. This is an important safety precaution. Students **will not** be released from After-care unless the providers see and identify the parent or authorized person. A text message or phone call that the parent is at the school will not suffice. Anyone picking up a student other than the parent of that student must be on the student's authorized pick-up list. If the person is not on the list, 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, parents of other students in the school, etc.

Middle School students may be released to attend sporting events or school activities if parents have given prior notice to the director and/or care providers. It is helpful to have advance notice if someone else is picking up your student. Please call the office or send an email to the director of the program to add or remove people from your student's pick-up list. We understand plans can change and you may need to add someone to the list at the last minute. In those cases, please call **785-228-0490 ext. 2157** to reach a Care Program provider after the office is closed.

Snacks

Students in Before-care are welcome to bring their breakfast or a snack with them in the morning. A healthy snack is provided after school for students in Adventures and After-care. Students are allowed to bring their own snacks as well as long as they are consumed during designated snack times and in designated areas (not in the library). All of our snacks are nut-free. If your student has other food allergies or dietary restrictions, please bring snacks from home for your student to enjoy in After-care. The student can either keep the snack in his or her backpack, or we can store them with your student's name on them.

Sick Child

If your student becomes sick during any of our Extended Day Programs, a care provider will contact you to come and pick the student up from school. If we cannot reach parents/guardians, the care providers will call the next people listed on the authorized pick-up list. The same exclusion policies that apply during the day apply in our Extended Day Programs. Those can be found in the Health section of the Family Handbook.

Extended Day Schedule and Locations:

Before-care PreK-8

7:35 AM – Check-in starts in room 112

8:05 AM – Dismissed to classrooms

After-care PreK-8

3:35 PM – Check-in for Lower School in library

Choice of gross motor playground or homework in library

3:45 PM – Check-in for Middle School in library

Choice of gross motor on playground or homework in library

4:15 PM – Snack on the patio

4:30 PM – Choice of activities in room 112 or homework in library

5:25 PM – After-care ends

Communication:

Rebecca Bonilla

Extended Day Director

785-228-0490 ext. 2113

rbonilla@topekacollegiate.org

sayhello@topekacollegiate.org

If you need to contact the Care Programs providers or your student after the office is closed, call **785-228-0490 ext 2157**. Care providers cannot always answer the phone and will not be able to access the voicemail, so please email the director if there is no answer at the After-Care extension.

Please check the whiteboard hanging on the wall in the south entrance for messages. If there is a change in location, there will be a note on the board stating where to pick up your student. Example: If it is raining outside, we might leave a note saying the After-Care K-8 students are in the gym playing.

Since we do not know which students will be attending our care programs from day to day, it is not possible to send emails to only the parents of students checked into Before-Care and After-Care in a timely fashion. If there is an emergency, the care providers will first care for the students. Their safety is always our top priority. The care providers will inform the parents of the situation in person when the parents arrive to pick up their students. Care program providers are busy caring for the students and do not have time to communicate with parents via email during Before-care and After-care hours. No emails will be sent to parents unless the situation is serious and urgent and requires an emergency alert to be sent to parents of all enrolled students regardless of whether their student is checked into our Care Programs.

Examples: In the event of a tornado warning, the Extended Day Programs providers will first quickly escort the student to the designated tornado shelter area in the building. Once everyone is safe, an emergency alert will be sent to parents. In the event of a serious lock-down situation, the doors will be locked and an alert will be sent to parents instructing them how and when to pick up their students.

Most communication will be made through our e-newsletter, the Collegiate Connection. Be sure to read those newsletters when they are sent as they contain very important information. Open communication is key to meeting the needs of each student. We value your feedback. We ask parents to complete an Extended Day Programs survey at the end of the year so we can continue to make this program the best it can be. Feel free to call or email the director at any time. If you would

like to visit longer than a few minutes, you are more than welcome to make an appointment to meet with the director.

Expectations for Students

Our goal is to create an environment in which students and care providers respect each other and their peers. Extended Day Programs are intended to be fun, and we strive to guide students to be responsible and happy individuals. The below specific expectations are imperative to the safety and well-being of the students and the success of the program. **Please help us enforce these expectations by reading and discussing them with your student and reminding them to clean up their areas before they leave.**

- Students are expected to respect themselves and others. This includes respecting the property of the school and fellow classmates. Older students need to set an example for the younger students.
- Students are expected to follow directions from all staff members. These directions are geared toward the safety of each child and the success of the program.
- Students are expected to be with a parent/designated adult or checked into Before-care and After-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 our Extended Day Programs.
- 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.
- Students are expected to hang belongings (coats, backpacks, etc.) on hooks in the hallway. Personal belongings should not be on the floor in the hall. We want to avoid tripping hazards.
- 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, socializing with friends, playing games, reading books, exploring outside, etc.
- Students are expected to consume food in the approved areas at designated times. Food is allowed in the commons, playground, room 112, and south entrance. After-care snacks, both school-provided and snacks from home, are only allowed on the patio, in room 112 or in the hallway. No food is allowed in the library.

Applies to After-Care Only

- Students in Lower School are expected to report to the library at 3:35 PM. They are to wait politely in line while the care provider checks them into After-care on the computer, and line up nicely in front of the door to the playground or start working on homework at the tables in the library.
- All Middle School students must report to the library at 3:45 PM and wait politely while the care provider checks them into After-Care on the computer. Once checked in, Middle School students may go outside to the playground or start working quietly on homework at the tables in the library. Backpacks must be left in the hallway. No snacks or cell phones should be seen in the library.
- Students are expected to work on homework unless parents notify After-Care providers that they want their students to work on homework only at home. If students have homework, they must work on it either before they go outside or after recess time. If parents wish for their

students to complete homework at home rather than in After-care, they can notify the Care Programs providers.

- 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 the weather is so unpredictable, we suggest that students keep a sweatshirt or a jacket here at school. Students who have not dressed appropriately for the weather will be allowed to choose an inside activity.
- If students are in the library, they are expected to work quietly on their homework. If they would rather visit with friends, they are welcome to go outside or to the free choice room. However, the library has to stay a quiet place conducive to homework.
- Students are expected to follow the same indoor recess policies in the gym as during the 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 are also the same as during the 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 or soccer nets. Everyone on the swings needs to be sitting correctly and swinging safely. Students go down the slides safely. Basically, be safe and keep the equipment in good condition.

Topeka Collegiate Adventures

Students have the opportunity to participate in specialized activities after school tailored to their individual interests. Choir, chess, painting, and cooking are just a few examples of the types of Adventures offered. Enrollment is on a first-come, first-served basis via Active.com. The link for each semester will be in the Collegiate Connection and on the school website. Please see the catalog on the school website for pricing and details.

Enrichment Class

TAT is an afternoon class from 5:25 PM-6:00 PM. TAT stands for Tutoring, Academics, and Technology and will be held in the L3. Students can receive extra help on homework or explore the new technology in the lab. This class will be a fun way for students to end the day.

Registration

Families should register as early as possible. There are only 15 spots available for the TAT class. Registration is required. For a drop-in program, please see the Care Programs section of this handbook. Families wishing to register for the TAT enrichment class should email Rebecca Bonilla at rbonilla@topekacollegiate.org. Families will be added to a list and automatically charged for the class in August and December. If the class is full, families will be added to a waiting list. Families who enroll in the fall semester will automatically be added to the list for the spring semester unless they notify the director that they only want to register for one semester. Families must notify the director if they wish to withdraw from TAT for the next semester by the first full day of school each second semester.

Rates

The cost of the TAT class is \$300 per semester. Charges for the fall semester will be added to family FACTS accounts in September. Charges for spring enrichment classes will be added to family FACTS accounts in January. After-care ends at 5:25 PM. We legally cannot provide care after 5:25 PM. TAT is a class. Due to KDHE licensing, it cannot be a drop-in program. **Any student who is still in our care at 5:30 PM will automatically enroll in TAT for the semester, and the \$300 charge will be posted to the student's FACTS account.** Rates will not be prorated, and no refunds will be provided.

LOWER SCHOOL INFORMATION

The Lower School offers an exciting learning experience for students in grades Prekindergarten 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. Students are provided the groundwork necessary for academic and personal success. The foundational skills of learning to read well, write clearly, reason soundly, and 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 PROGRESS REPORTS

The purpose of progress reports 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 FACTS. 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 the 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 one of the most frequently asked questions of newly enrolled families. We realize that the philosophy or purpose of giving homework has become a popular topic of discussion for parents of young students. At Topeka Collegiate, 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 they 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 Lower School 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 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	*Incomplete
A- 90-93	C- 70-73	* Not calculated into GPA
B+ 87-89	D+ 67-69	
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 P.E. and study skills) 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.

GRADE POINT AVERAGE (GPA)

Grade point average is based on the student's numerical grade in all of their courses. Core subjects (English, math, science, history, and Spanish) are considered weighted courses, and percentage grades are tripled. Resource subjects (computer, music, art, and Latin) 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.

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. A 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 athletic teams and/or extra-curricular activities
 - Assignment to extra help during recess and/or Flight Training
 - Loss of privileges
 - Conference with teacher(s) and parents
 - Non-renewal of contract
 - Dismissal

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

PROMOTION TO THE NEXT GRADE LEVEL

Students must earn a grade above “D-” (60) in all core subjects (English, science, history, math, and Spanish) 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 their enrollment contract. 8th Grade students must pass ALL courses completed in the school year and be in good financial standing with the school in order to participate in their graduation activities and earn a diploma from Topeka Collegiate.

ELIGIBILITY REQUIREMENTS FOR MIDDLE SCHOOL ATHLETICS

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.

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 that week or over the weekend. If a student is deemed ineligible, the student, parent, and coach will receive an 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.

MERGE THIS DOC AT THE END

https://www.topekacollegiate.org/editoruploads/files/Accessing_Family_Portal_and_Pay_Now__1_2022.pdf