



2024-2025 Family Handbook

2200 SW Eveningside Drive
Topeka, Kansas 66614

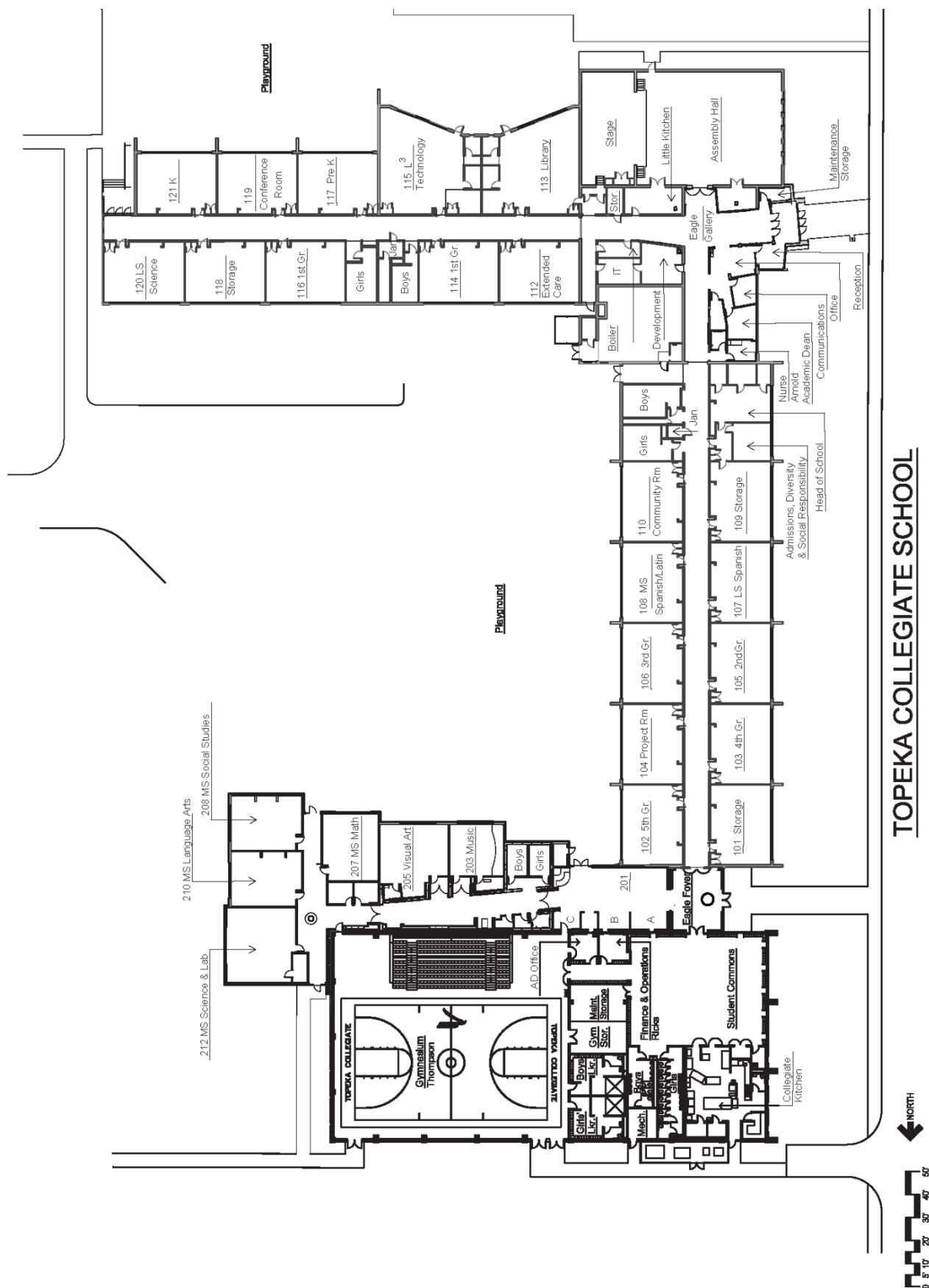
www.topekacollegiate.org

Phone: (785) 228-0490



Academic Calendar 2024-2025

August 2024					January 2025				
M	T	W	Th	F	M	T	W	Th	F
			1	2			1	2	3
5	6	7	8	9	6	7	8	9	10
12	13	14	15	16	13	14	15	16	17
19	20	21	22	23	20	21	22	23	24
26	27	28	29	30	27	28	29	30	31
<div>9 New Teachers Begin</div> <div>12 All Teachers Return</div> <div>14 ISACS Accreditation & Teacher Work Time</div> <div>14 New Family Social -5:30 PM</div> <div>15 & 16 Hopes and Dreams Conferences</div> <div>19 MS Orientation-8:00 AM-9:45 AM</div> <div>19 Meet the Teacher-10:00 AM-Noon</div> <div>21 First Day of School-11:00 AM Dismissal</div>					<div>1 & 2 No School-Winter Break</div> <div>3 No School-ISACS Accreditation/ PD</div> <div>6 First Day of 3rd Quarter</div> <div>20 No School-Martin Luther King Jr. Day</div>				
September 2024					February 2025				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	3	4	5	6	7
9	10	11	12	13	10	11	12	13	14
16	17	18	19	20	17	18	19	20	21
23	24	25	26	27	24	25	26	27	28
30									
<div>2 No School-Labor Day</div>					<div>17 No School-President's Day</div> <div>18 No School-Parent Teacher Conferences</div>				
October 2024					March 2025				
M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4	3	4	5	6	7
7	8	9	10	11	10	11	12	13	14
14	15	16	17	18	17	18	19	20	21
21	22	23	24	25	24	25	26	27	28
28	29	30	31		31				
<div>11 End of 1st Quarter</div> <div>14 No School- Teacher Work Day</div> <div>15 First Day of 2nd Quarter</div> <div>31 Halloween Fun- 11:00 AM Dismissal</div> <div>31 Teacher Work Time- PM</div>					<div>13 End of 3rd Quarter</div> <div>14 No School-Teacher Work Day</div> <div>17-21 No School-Spring Break</div> <div>24 No School-ISACS Work</div> <div>25 First Day of 4th Quarter</div>				
November 2024					April 2025				
M	T	W	Th	F	M	T	W	Th	F
				1		1	2	3	4
4	5	6	7	8	7	8	9	10	11
11	12	13	14	15	14	15	16	17	18
18	19	20	21	22	21	22	23	24	25
25	26	27	28	29	28	29	30		
<div>1 & 4 No School-Parent Teacher Conferences</div> <div>22 Grandparent/VIP Day-11:00 AM Dismissal</div> <div>25-29 No School- Thanksgiving Break</div>					<div>18 No School- ISACS Accreditation</div> <div>21 No School-Professional Development</div>				
December 2024					May 2025				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6				1	2
9	10	11	12	13	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
23	24	25	26	27	19	20	21	22	23
30	31				26	27	28	29	30
<div>20 End of 2nd Quarter-11:00 AM Dismissal</div> <div>23-31 No School- Winter Break</div>					<div>14 End of 4th Quarter</div> <div>14 Last Day of School- 11:00 AM Dismissal</div> <div>15 Graduation 10:00 AM</div> <div>16 Teacher Work Day</div>				
<div><div><div>Early Dismissal</div><div>No School</div><div>No School, Staff Work Day</div></div><div>1st Quarter: August 21 - October 11</div><div>2nd Quarter: October 15 - December 19</div><div>3rd Quarter: January 6 - March 13</div><div>4th Quarter: March 25 - May 14</div></div>					<div>2200 SW Eveningside Drive</div> <div>Topeka, KS 66614</div> <div>www.TopekaCollegiate.org</div> <div>SayHello@TopekaCollegiate.org</div> <div>785-228-0490</div>				
<div>We inspire and prepare every student for a successful future through academic excellence, active citizenship, and humanitarian ideals. Serving children age 4 through 8th grade since 1982.</div>									



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. Our Independent Schools Association of the Central States (ISACS) accreditation and National Association of Independent Schools (NAIS) affiliation strengthen this tradition. 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 or 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 families 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 for 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, 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 connected and engaged in the issues and trends shaping 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 various forms and to various 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 in our nation and worldwide.

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 shows 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 personal and academic responsibility. 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 composed of volunteers. They are nominated by members of the Board 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. Sean Frost will serve as Board President for the 2024-2025 year.

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

2024-2025 BOARD OF TRUSTEES:

Alexandra Blasi ‘98

Sridevi Donepudi, M.D.

Bridget Elmer ‘91 (Vice President)

Sean Frost (President)

Jessie Garlinghouse

Susan H. Garlinghouse (Secretary)

Scott Hamilton (Treasurer)

Kathleen Heit (T) ‘89

Michael Hooper

Marie Pyko

Michaela Saunders

Sarah Towle

Jane Tilghman

FACULTY AND STAFF LIST

Leadership Team

Head of School

Lyn Rantz, Ed.D.

Academic Dean

Director of Admissions, Diversity, & Social Responsibility

Director of Communications and Alumni Engagement

Director of Finance and Operations

Michael Flax

Leilani Grey

Carmen Anello

Debra Ricks

Staff

Administrative Assistant

Accounts Receivable

Athletic Director

Community Engagement Coordinator

Extended Day Director

Health Services Director

Maintenance Director

Summer Program Director

Technology Director

Tiffany Harrison

Melanie Mullican

Chuck Thompson

Hayley Smith

Rebecca Bonilla

Alesia Arnold

Mary Estrada

Jessica Walker

Shelly Robinson

Lower School Faculty

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

Sheri Rippel
Kelley Berryman
Aubrey Cook
Dina Dudinyak
Allison Brewer
Alicia Amborski
Ken Park
Megan Kopshinsky

Resource Class Faculty

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

Sally Riggs
Jennifer Russell
Mary Kate Baldwin
Rebecca Bonilla
Kay Siebert
Chuck Thompson
Shelly Robinson

Extended Day Staff

Aftercare Program Staff
Beforecare Program Staff

Rebecca Bonilla

Middle School Staff

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

Hayley Smith
Hayley Smith
Elian Mota
Tamara Buche
Michael Flax
Kevin Simons
Kevin Simons
Alesia Arnold
Linda Philbrick

WHO DO I CONTACT?

Email: sayhello@topekacollegiate.org
Main Number: (785) 228-0490
Fax Number: (785) 228-0504

Absences
Academic Concerns

Main Office
Classroom Teacher
Michael Flax, Academic Dean

Admissions
Alumni Affairs
Athletic Events
Billing, Tuition, and Fees

Leilani Grey
Carmen Anello
Chuck Thompson
Debra Ricks

Communications
Fundraising
Plan a Campus Event
Health Services
Summer Programs
Extended Day Programs
Technology Issues
Technology Support for School-owned Devices
Printer Issues

Carmen Anello
Barbara Gannaway
Debra Ricks
Alesia Arnold
Hayley Smith
Rebecca Bonilla
Shelly Robinson or
K12itc (1-855-512-8324)
Tiffany Harrison

PRINCIPLES OF GOOD PRACTICE FOR NAIS SCHOOLS

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

- Families 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, families seek an optimal match for the needs of the student, their own expectations, and the school's philosophy and programs.
- Families are familiar with and support the school's policies and procedures.
- Families provide a home environment that supports the development of positive learning attitudes and habits.
- Families involve themselves in the life of the school.
- Families seek and value the school's perspective on the student.
- When concerns arise, families seek information directly from the school, consulting with those best able to address the concerns.
- Families 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 families during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.
- The school seeks and values the families' perspective on the student.
- Teachers and leadership are accessible to families 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 families 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 families to support the educational process.
- The school 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. In addition, please be sure to read newsletters when sent, as they contain very important information.

Parents/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"
- On Issuu, search for Topeka Collegiate
- LinkedIn, 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

FACTS is a web-based software program that connects families, 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 the 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 and off campus. Students always represent Topeka Collegiate, including vacations, nights, and weekends. Any inappropriate behavior during vacations, nights, or weekends, that harasses or harms a fellow member of the school community

or affects the school's educational environment, 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 support education and research and be consistent with the school's educational objectives. 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 electronic resources must apply these guidelines, as they will lead to acceptable use.

Using the Topeka Collegiate Network is a privilege, 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'/guardians' approval.
2. A student should not 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 any e-mail account's contents or directory. Students may not post chain letters or send 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 the network for non-educational uses such as games, downloading music-swapping programs, auction sites, and instant messenger programs.
- f. Any vandalism 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 proper documentation in any assignment, paper, or other work will be considered 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 with intent or negligence 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 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, families 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 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, families 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 Aftercare. Students can use a classroom telephone in case of an emergency. Students are required to

ask permission from 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 when these policies are in effect, whether or not a student is actively calling or sending/receiving a message.

If parents/guardians need to contact their students, they can call the school office at 785-228-0490 between 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 Aftercare Program until you arrive. If you need to reach an extended care provider after the office is closed, please call 785-228-0490 ext. 2157.

CLASS ASSEMBLIES

Assemblies are planned as a sharing of activities that originate in the classroom and as an opportunity to celebrate our community. Families and friends are cordially invited to attend. Students are expected to participate, be attentive, and 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

The teacher and the volunteer room parent organize classroom parties. Volunteer family members should always get final approval from the homeroom teacher when helping or planning for classroom parties. Volunteers 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 asked that year-end parties take place after school on this day.

If a family holds 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, all members of the class are expected to 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 that subjects one or more students to insults, taunts, or challenges or 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. Only through everyone's effort to eliminate bullying will students 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 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 is 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 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; they should bring their concerns to the attention of their teacher or an administrator to resolve the concerns.

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. Families can expect prompt communication from the school about such incidents. The school reserves the right to discipline any student whose actions are inconsistent with the standards of good character and citizenship or the Honor Code of the school. Questions regarding disciplinary actions should be directed to the Academic Dean.

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: A faculty member may give students a time-out or cooling-off period. This may be in a designated classroom spot or require removal to the hallway or office. Students may be asked to fill out

a “think sheet” during this time, allowing them 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 Cleaning: Students can be assigned to cafeteria cleaning for inappropriate lunchroom behavior choices.

Temporary Removal: A student may be asked to leave class or 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 the implications of their actions with a parent or guardian. 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 the 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 the 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 feel 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 judgment when considering what to wear to school. Guidelines are as follows:

- Bra straps are to remain covered; however, sports bras are acceptable.
- Students must wear modest cuts for tops, skirts, and shorts.
- Shorts and skirts must be 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.

- The mid-drift/skin should not be visible between the bottom hem of the top to the top of the pants.
- Strapless or spaghetti strap shirts are not permitted in grades 5th–8th.
- No cut-off t-shirts (muscle shirts) or cut-off shorts.
- No clothing depicting drugs, alcohol, violence, profanity, initials, or acronyms not commonly known (such as K.U. or K.S.U.) are to be worn at school.
- No hats are to be worn in the school building. This policy does not apply to cultural headwear.
- Nail polish may not be applied at school. Please do not bring nail polish to school.

Students not in compliance will be loaned suitable clothes for the day. Families may be notified if students are not in compliance with the above policies. The Academic Dean or other appointed school officials will resolve questions of compliance. We encourage students to check with their parent(s) when in doubt about the appropriateness of their clothing choices for attending school. The cooperation of the students and their families is essential to 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 are encouraged to wear these shirts or other Collegiate gear on school-designated Spirit and assembly days.

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 Head of School.

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/ guardians 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 lockdown of our school, families 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

Annual Division enrollment contracts are sent out in the spring, and once signed and returned, the non-refundable Tuition Deposit will be invoiced to your FACTS Incidental Account. These contracts come with the option to 'lock in' the tuition rate for the length of the Division. This option can provide a predictable, guaranteed rate for families. Locking in the rate doesn't mean you have locked in your student's enrollment. Enrollment for locked Division contracts is verified each January before the non-refundable Tuition Deposit is invoiced. New Division enrollment contracts are generated as appropriate.

Our Division enrollment contract grade levels are:

- Division 1 - PreKindergarten to Grade 1
- Division 2 - Grade 2 to Grade 4
- Division 3 - Grade 5 to Grade 8

If circumstances change after the January verification deadline, the balance of the Division contracts can be canceled if notification is given in writing by June 1 of intent to un-enroll your student. Annual Division contracts have the same provision for un-enrolling your student.

The person responsible for the student's tuition and fees must sign the Division enrollment contract. 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 includes 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 Tuition Deposit, Collegiate Kitchen charges, and Extended Day charges. Invoices, payment notifications, account statements, and 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 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/guardians will receive notice regarding any special trips or events. Parent permission forms may be used for certain field trips. These should be signed and in the school staff's possession before a student can leave the school. The school will provide supervision, but parents/guardians may be asked to accompany the trip as parent chaperones and/or drivers.

FUNDRAISING AT TOPEKA COLLEGIATE

You have sent your child to Topeka Collegiate because you believe in their potential and 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. 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 prioritize the Annual Fund and the Celebration Auction.

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 the Annual Fund help us recruit and retain the most dedicated and inspiring teachers, sustain strong financial aid policies, offer robust faculty professional development, update technology tools and infrastructure annually, and provide the highest-quality programs for our students. Gifts to the Annual Fund are 100% tax deductible.

Gifts to the Annual Fund are pledged in the fall and payable by the school year's end 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 the auction.

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.

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, families, and employees as the priority. Although we will not follow Topeka USD 501 and Washburn Rural USD 437 closings, their decision to close will be considered when determining a school closing.*

There may be days we decide to have a delayed start time to allow road conditions to improve. Beforecare 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.

**Families may pick up their child early due to driving conditions or an impending storm at their discretion.*

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 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 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 families 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.

A and cultures of their meals. Enrollment in the lunch program will be offered each semester. Families will be considered automatically enrolled in this program each term unless they indicate that they would like to opt out. 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 families opt out of our lunch program, they must send a home lunch daily. The lunch program fee will be charged to your Incidental Billings account.

Families 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.

<u>Lunchtime</u>	<u>Group</u>
11:00-11:25	Prekindergarten, Kindergarten, and Grade 1
11:30-11:55	Grades 2-5
12:10-12:35	Grades 6-8 (M-TH*)
	*12:15 PM-12:40 PM on Fridays

Snacks will be offered on a regular basis 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 via FACTS at the beginning of each day. 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 are permitted in classrooms.** As you plan for snacks, lunches, and classroom parties, please be mindful of this restriction. For alternatives to nut-based foods, please refer to our website's Families Quick Guide for Nut-Free Snacks. 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 experience. 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 musical literature in any concert will be excused with a note to the Academic Dean from the parent.*

PARENT-TEACHER CONFERENCES AND REPORT CARDS

Scheduled conferences are held for families 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. Families 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 our student's academic, emotional, and physical development 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 cannot tie shoestrings, please provide shoes with Velcro closures. Each student must wear appropriate gym clothing to participate in P.E. class safely.

RECESS

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

- 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 families 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 parent or guardian, Topeka Collegiate can help identify qualified tutors or tutoring programs. Tutoring arrangements are the responsibility of the parent or guardian.

SOCIAL MEDIA

Students are asked not to send "friend" requests to employees of Topeka Collegiate. Topeka Collegiate employees cannot accept these requests and will not communicate via non-sanctioned electronic communication with students, except relatives. Families should not use social media to conduct official school business with Topeka Collegiate employees.

Parents and guardians are responsible for personal device apps or social media platforms. Topeka Collegiate is not responsible for student electronic or personal device activity when not on school grounds or on field trips.

STANDARDIZED TESTING

Standardized tests are administered periodically. Tests keep families and teachers apprised of individual student's strengths and challenges and 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 students' test scores with their parents, guardians, 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

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 Head of School 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 the safest possible traffic environment at and around Topeka Collegiate.

DROP-OFF PROCEDURES

School begins at 8:15 AM for all students. Families 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

Families 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/guardians to utilize the parking spaces on Eveningside Drive or 23rd Street and enter through the school's main entrance. In order to ensure we have a secure campus, the back gate (on Hope Street) will not be open.

Fourth through Eighth Grade

Families are welcome to walk their students to the classroom door each morning. They can also utilize the drop-off zone at the North Entrance of the school building. Cars should enter from 23rd Street (north on Eveningside Drive) and proceed to the drop-off area near the Eagle Foyer (the north entrance). Please drop it off in the coned area of the street. We ask that drivers pull forward completely before unloading. Safety monitors will assist children as they get out of your car.

Students should only exit and/or enter on the car's passenger side. You should then proceed to exit onto either 22nd or 21st Street. We cannot allow students to access car trunks in the drop-off zone for safety reasons. If you need to access your trunk or wish to walk your children into school, park in one of the spaces on 23rd Street or Eveningside Drive.

PICK-UP PROCEDURES

Dismissal time is 3:30 PM. Students in Lower School who are not picked up by 3:35 PM will be dismissed to Aftercare. Middle School students who have not been picked up by 3:45 PM will check themselves into Aftercare. After 2:45 PM, messages for students cannot be guaranteed to be delivered. If you're running late, your child is safe in the Aftercare Program until you arrive.

All school policies and procedures apply during extended care. Families must sign their child out from Aftercare. Families will be charged the full amount if a child is not signed out for the day. Aftercare ends at 5:25 PM. All students must be picked up by that time unless they have been pre-enrolled in the TAT enrichment class. Any student still here at 5:25 PM, 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 ballplay) will be considered a serious offense. Families will be notified of such conduct and expected to become active in the solution. This will include sending 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 families working together for the good of children. That's why volunteering as a parent is vital to enriching your child's education.

The families of Topeka Collegiate students play a very important role in providing support that enhances the work of the school. It is an expectation within independent schools that families volunteer. Therefore, families are expected to volunteer in the lunch room two times per year. Other opportunities are available, including projects that benefit the school, the staff, and, most importantly, the students.

Families find that volunteering in the school pays dividends in understanding and becoming part of the school family. It creates opportunities to meet other families who can give you deeper insights into your children's and their classmates' lives. Meeting fellow families may also enhance your professional connections and personal friendships. Volunteering helps you truly 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 families are strongly encouraged to thoughtfully review the volunteer opportunities on our website and fill out the interest form to form vital volunteer teams. Email sayhello@topekacollegiate.org if you would like this information sent to you directly. Additionally, 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.

Immunization: Immunization requirements and recommendations for the 2022-23 school year are based on the Advisory Committee on Immunization Practices (ACIP) recommendations and the Governor's Child Health Advisory Committee Immunization Workgroup consensus. 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/guardians must complete the electronic school form (including the student health section) by the start of each school year. This form must be completed properly so students can participate in field trips and other school events or 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 Health Services Director or their designee, not the classroom teacher. Prescription medications must be delivered to the school in a pharmacy bottle with the proper label and dosage legible. If you request, pharmacies will supply two bottles, including one for school. 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 parent/guardian 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 contact the family immediately 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.

Families 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. With the help of their child's healthcare provider, the child's parents/guardians 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
99.6 oral temp or above w/sore throat, headache, nausea, coughing/sneezing and/or other symptoms. <u>**100.4 or above w/no symptoms</u>	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 48hrs <u>**without the use of medications**</u>	Symptom free <u>AND</u> physician's written approval to return to school	Free of vomiting for 48hrs <u>**without the use of medications**</u>	Free of diarrhea for 48hrs <u>**without the use of medications**</u>	Excluded until treatment has been initiated <u>AND</u> physician's written approval to return	Excluded until treatment has been initiated <u>INCLUDING</u> free of live lice.	Excluded 24hrs after treatment has been initiated <u>AND</u> physician's written approval to return	Physician's written approval to return

EXTENDED DAY PROGRAMMING

Our goal is to help families manage their busy schedules by providing a safe and dependable environment for students to go to before and after school. Our Care Programs help students start and end their days in a positive way. During Beforecare, 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. Aftercare ensures that students have a safe place to go if families 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 Beforecare without making any arrangements. Students are automatically dismissed to Aftercare if they are not picked up after school. If something happens unexpectedly and you aren't able to be here at 3:35 PM, you can rest assured that your student will be safe in Aftercare.

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 their homework immediately and play after it is finished. Therefore, we allow students in Grades K – 8 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. Students have free time in the playground, gym, or Aftercare classrooms when not working on homework.

Program Availability

Beforecare 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 Beforecare or Aftercare 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 Beforecare starts at 7:35 AM. Aftercare is provided until **5:25 PM** every full day of school. Aftercare is not provided on days with early dismissal. No Extended Day Programs will be provided if the school closes due to inclement weather. If the school calls for a delayed start, no Beforecare will be provided that day.

Rates

The Care Programs cost is \$0.10 per minute, for a total of \$6 an hour. Care Programs charges will be posted to your family's FACTS account every two weeks and included on your monthly FACTS invoice.

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. Students in our care after 5:25 PM will be automatically 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 Aftercare. 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 Aftercare at that time. Students who are not checked into Beforecare or Aftercare must be under the supervision of a parent/guardian 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. **Families** are responsible for notifying the care providers when they check their students in or out of our Care Programs. If a child leaves Aftercare and is not checked out,

families will be charged the full amount for the day.

It is imperative that families escort their students into the school and ensure that they are signed into Beforecare in the mornings. In the afternoons, we expect all approved family members to come into the school to pick up their students from Aftercare. This is an important safety precaution. Students **will not** be released from Aftercare unless the care providers see and identify the parent or authorized person. A text message or phone call that the parent or guardian is at the school will not suffice. Anyone picking up a student other than that student's parent must be on the student's authorized pick-up list. If the person is not on the list, care providers will call the parent/guardian and ask if they would like the person to be added to the list. This applies to staff members, piano teachers, basketball coaches, Girl Scout leaders, families of other students in the school, etc.

Middle School students may be released to attend sporting events or school activities if the parent or guardian has given the Program Director and/or care providers prior notice. It is helpful to have advance notice if someone else is picking up your student. Please call the office or email the Program Director 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. Please call **785-228-0490 ext. 2113** to reach the Program Director after the office is closed.

Snacks

Students in Beforecare are welcome to bring their breakfast or a snack with them in the morning. A healthy snack is provided after school for students in AfterSchool Adventures and Aftercare. Students are allowed to bring their own snacks as long as they are consumed during designated snack times and in designated areas. 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 Aftercare. The student can keep the snack in his or her backpack, or we can store them with your student's name.

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

Beforecare Grades PreK-8

7:35 AM – Check-in in Room 112

8:05 AM – Dismissed to classrooms

Aftercare Grades PreK-8

3:35 PM – Check-in in Room 112; activities in the gym or homework in Room 112

3:45 PM – Check-in for Middle School in Room 112; activities in the gym or homework in Room 112

4:15 PM – Snack

4:30 PM – Choice of activities or homework

5:25 PM – Aftercare ends

Extended Day Communication

Rebecca Bonilla

Extended Day Director

785-228-0490 ext. 2113

rbonilla@topekacollegiate.org

If you need to contact the Program Director or your student after the office is closed, call **785- 228-0490 ext. 2113**. Please email the Program Director, **rbonilla@topekacollegiate.org**, if there is no answer when you call.

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/guardians of students checked into Beforecare and Aftercare 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 parent/guardian of the situation in person when the parent/guardian arrives to pick up their students. Care program providers are busy caring for the students and do not have time to communicate with parents/guardians via email during Beforecare and Aftercare hours. No emails will be sent to parents/guardians unless the situation is serious and urgent and requires an emergency alert to be sent to the parent/guardian 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 students to the designated tornado shelter area in the building. Once everyone is safe, an emergency alert will be sent to the parent/guardian. In the event of a serious lock-down situation, the doors will be locked, and an alert will be sent to parents/guardians 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, so please let us know how we can continue to make this program the best it can be. Feel free to call or email the Program Director at any time. If you would like to visit longer than a few minutes, you are welcome to make an appointment to meet with the Program 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 student's safety and well-being and the program's success. **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 each child's safety and the program's success.
- Students are expected to be with a parent/guardian or designated adult or checked into Beforecare and Aftercare 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.
- Personal electronics are allowed in Beforecare only. Beforecare is a quiet environment where students can fully wake up and have a positive mindset for their day. Personal electronics are acceptable in that setting. Due to the large number of students in Aftercare, it is difficult to monitor personal electronic usage after school. Aftercare 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 and other approved areas. Aftercare snacks, both school-provided and

snacks from home, are only allowed in the Commons.

Applies to Aftercare Only

- Students in Lower School are expected to report to the Commons at 3:35 PM. They are to wait politely in line while the care provider checks them into Aftercare on the computer and then pick up an activity to take to a table or start working on homework.
- All Middle School students will check in at 3:45 PM. Once checked in, Middle School students may go to the gym or start working quietly on homework at the tables. No cell phones should be used in the Commons.
- Students are expected to work on homework unless parents/guardians notify Aftercare providers that they want their students to work on homework only at home. If students have homework, they must work on it either before or after snack time. If parents/guardians wish their students to complete homework at home rather than in Aftercare, they can notify the Program Director or the care providers.
- Students will be required to wear long sleeves or jackets if the care providers feel it is too cold to go outside in short sleeves. Since the weather is so unpredictable, we suggest students keep a sweatshirt or jacket at school. Students who have not dressed appropriately for the weather will be allowed to choose an indoor activity.
- 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.

TOPEKA COLLEGIATE AFTERSCHOOL ADVENTURES AND ENRICHMENT

Students can participate in specialized after-school activities tailored to their individual interests. Choir, chess, painting, and cooking are just a few examples of the types of After-school 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

Tutoring, Academics, and Technology, known as TAT, is an afternoon class from 5:25 PM-6:00 PM held in the Commons. Students can receive extra help on homework during this program. 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@topeka.collegiate.org. Families will be added to a list and automatically charged for the class in August and December. Families will be added to a waiting list if the class is full. Families who enroll in the fall semester will automatically be added to the list for the spring semester unless they notify the Program Director that they only want to register for one semester. Families must notify the Program Director if they wish to withdraw from TAT for the next semester by the first full day of school each second semester.

Rates

The TAT class cost is \$300 per semester. Semester charges for this class will be added to your family FACTS account in September and January. Due to KDHE licensing, it is not a drop-in program. **Any student who is consistently in our care at 5:30 PM will automatically be enrolled in the TAT class 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 Prekindergarten through Grade 5 students. 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 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 learning quality and success rate. 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 newly enrolled families' most frequently asked questions. We realize that the philosophy or purpose of giving homework has become a popular topic of discussion for parents or guardians of young students. At Topeka Collegiate, we believe there is great value in having students practice the skills and concepts taught in their various classes.

We also realize that in practicing their work at home, students have an opportunity to share with their families the material that is being presented by their teachers. However, our homework assignments are not intended to have families become surrogate teachers. We certainly do not want our students to become dependent on having their families explain concepts covered in class. If confusion reigns during homework time, something has gone wrong with 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 regarding the kind of work 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/guardians 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 families 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 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)

The grade point average is based on the student's numerical grades in all 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 P.E.) are unweighted. The 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

Values

O = Outstanding

S = Satisfactory

N = Needs Work

Areas Evaluated

- Timely submission, consistency, and care in preparation for 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 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 determined by the school. A review of such status occurs on a mid-quarterly basis.

1. Academic Review is given when:
 - Students earn a grade below "C-" (70) in one course for one or two quarters.
2. Academic Probation occurs when:
 - Students earn a grade below "C-" (70) in a 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.
3. 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 the teacher(s) and parents or guardian
 - 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 and the use of A.I. programs.

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

- A zero was assigned to the assignment
- Notification of parents or guardians
- 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. Grade 8 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 any games or practices during that week or the weekend. If a student is deemed ineligible, the student, parent, and coach will receive an email confirmation. Often, coaches still expect ineligible athletes to attend and watch practices for that week, but this will be at the coach's and parent's/guardian's discretion. 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.