



## 2020-2021 Family Handbook\*

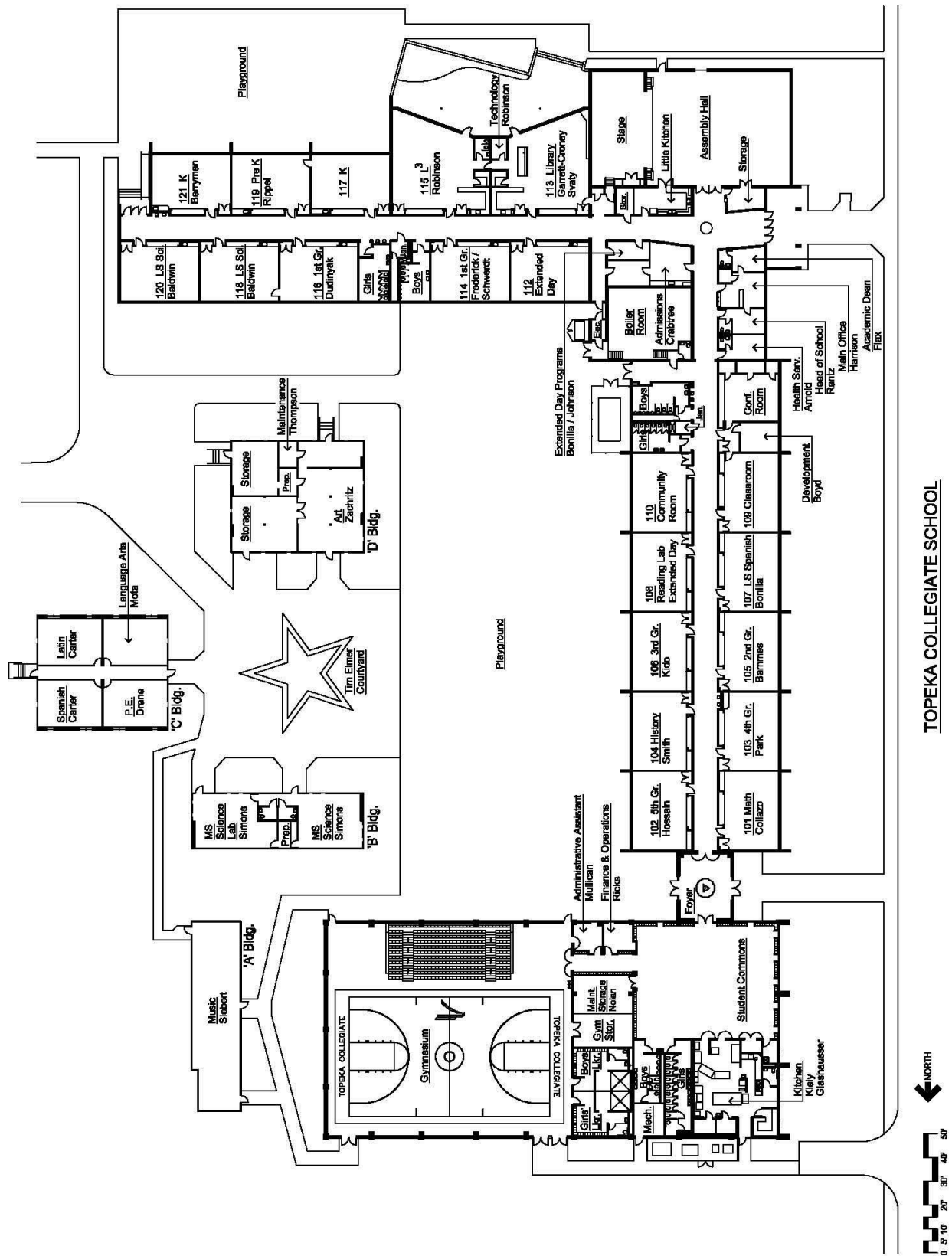
2200 SW Eveningside Drive  
Topeka, Kansas 66614

[www.topekacollegiate.org](http://www.topekacollegiate.org)  
Phone: (785) 228-0490

*\*Please note the Eagles360 Addendum applies to both the Employee Handbook and the Family Handbook during the 2020-2021 school year.*

## Revised July 2020

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**TOPEKA COLLEGIATE SCHOOL**



## **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.

## **OUR MISSION STATEMENT**

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

## **OUR STATEMENT OF PHILOSOPHY**

We strive to prepare our students to participate in the discoveries and challenges of the future with the foundations of wisdom, personal discipline, and enlightenment.

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

Topeka Collegiate fosters a love of learning by encouraging the development of leadership skills and a sense of responsibility to the community, and teaching the skills necessary to obtain knowledge and understanding of self, humanity, and the physical world. Toward these ends, the study of critical thinking and communication in the areas of language arts, mathematics, science, social studies, world languages, fine arts, and physical well-being are embraced, studied, and celebrated.

## **WHO WE ARE**

We are Topeka's only independent college preparatory school, placing students at the center of the learning experience and passionately developing the next generation of leaders equipped with skills for life. Topeka Collegiate meets individual learning needs through a climate that fosters a student-centered experience.

To be competitive in a global society, students today need the skills for tomorrow. Topeka Collegiate cultivates the next generation of leaders through character development, a commitment to equity and justice, social engagement, and global awareness.

Our graduates are known for their broad and varied interests, deep knowledge base, versatile skill sets and a life-long love for learning. Our students develop competencies not just for their next educational step, but personally and professionally as well.

## CORE COMPETENCIES

These competencies shape our curriculum and guide all the work students, teachers, staff, and families do together in the school. Topeka Collegiate students become...

1. **Lifelong Learners:** Our graduates are curious, self-motivated, and have a passion for learning.
2. **Leaders:** Our graduates lead by example and motivate people to unite, collaborate, and make informed and ethical choices. They are confident in who they are and their role in the world.
3. **Humanitarians:** Our graduates are culturally aware, empathetic, and are compelled to act on issues of social concern. They appreciate diversity in the community and demonstrate concern for the well-being of all people.
4. **Innovators:** Our graduates are creative visionaries who are connected and engaged in the issues and trends that shape our future.
5. **Technologists:** Our graduates possess the skills and ability to adapt to the rapidly changing technological environment.
6. **Critical Thinkers:** Our graduates develop the ability to find and think critically about information. They can synthesize and analyze information from a variety of sources, and have facility with ideas and abstractions.
7. **Collaborators:** Our graduates have excellent interpersonal skills so they can work with others effectively to accomplish common goals.
8. **Communicators:** Our graduates express themselves effectively and confidently in speaking and writing, in a variety of forms and to a variety of audiences.
9. **Citizens of the World:** Our graduates understand the world's geography, history, culture, and current issues from multiple perspectives. They interact respectfully and responsibly with people within our nation and around the world.

## STATEMENT OF NON-DISCRIMINATION

Topeka Collegiate 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. Karen Linn will serve as Board President for 2020-2021.

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.

## 2020-2021 BOARD OF TRUSTEES:

Stacey Beatty, PhD	Marie Pyko
<b>Jordan Carter</b> ‘03	Dave Sandir
Susan H. Garlinghouse (Secretary)	Michaela Saunders
Kathleen Heit	Josh Svaty
Michael Hooper	Kareem Thomas
Kent Lammers (Treasurer)	Pete Vobach (Vice President)
Karen Linn (President)	Brandi Wells (Past-President)
Brooks Pettit	

## Topeka Collegiate Faculty & Staff List

### LEADERSHIP TEAM

Head of School .....	Lyn Rantz, Ed.D.
Academic Dean .....	Michael Flax
Director of Finance and Operations .....	Debra Ricks
Director of Development .....	Jodi Boyd
Director of Communications and Admissions.....	Brittany Crabtree

### SUPPORT TEAM

Accounts Receivable.....	Melanie Mullican
Administrative Assistant .....	Tiffany Harrison
Administrative Assistant for Development .....	Mindy Johnson
Extended Day Director .....	Rebecca Bonilla
Extended Day Assistant Director.....	Mindy Johnson
Summer Program Director .....	Ariel Garrett-Crone
Building Manager .....	Nelson Nolan
Maintenance Assistant.....	Rachael Thompson
Food Service Manager .....	Crystal Kiely
Food Service Assistant.....	Yumiko Glashauser
Health Services Director.....	Alesia Arnold
Technology Director.....	Shelly Robinson
Athletic Director .....	Brady Drane

### LOWER SCHOOL FACULTY

Prekindergarten .....	Sheri Rippel
Teaching Assistant.....	Ariel Garrett-Crone
Kindergarten .....	Kelley Berryman
Kindergarten .....	Carmen Anello
Grade 1.....	Dina Dudinyak
Grade 1.....	Jaime Frederick
Grade 1.....	Laura Schwerdt
Grade 2.....	Ruth Bammes
Grade 3.....	Marilyn Kido
Grade 4.....	Ken Park
Grade 5.....	Megan Hossain

## Topeka Collegiate Faculty & Staff List (continued)

### RESOURCE CLASS FACULTY

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

### EXTENDED DAY STAFF

After-Care Program Staff .....	<b>Elena Blum '11</b> <b>Trinity Barnett '17</b> Ariel Garrett-Croney Eric Collazo '13 (T)
Before-Care Program Staff .....	Ruth Bammes

### MIDDLE SCHOOL FACULTY

Language Arts .....	Elian Mota
History .....	Hayley Smith
Science .....	Kevin Simons
Math.....	Edward Collazo
Spanish .....	Jay Carter
Latin.....	Jay Carter
History Research Skills.....	Hayley Smith
Science Research Skills .....	Kevin Simons
Sixth Grade Life Skills. ....	Alesia Arnold

### WHO DO I CALL?

Main Number: (785) 228-0490  
Fax Number: (785) 228-0504

Absences .....	Main Office
Academic Concerns.....	Classroom Teacher Michael Flax, Academic Dean
Admissions.....	Brittany Crabtree
Alumni Affairs .....	Jodi Boyd
Athletic Events .....	Brady Drane
Billing, Tuition, and Fees .....	Debra Ricks
Communications.....	Brittany Crabtree
Development.....	Jodi Boyd
To plan an event on campus .....	Brady Drane
Health Services.....	Alesia Arnold
Summer Programs .....	Ariel Garrett-Croney
Extended Day Programs.....	Rebecca Bonilla
Technology Issues.....	Shelly Robinson or
Technology support for school owned devices ...	K12itc (1-855-512-8324)

## **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 WORKING WITH SCHOOLS**

Parents recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a positive and common vision of the goals to be reached.

In selecting an independent school, parents seek an optimal match for the needs of the student, their own expectations, and the philosophy and programs of the school.

Parents are familiar with and support the school's policies and procedures.

Parents provide a home environment that supports the development of positive learning attitudes and habits.

Parents involve themselves in the life of the school.

Parents seek and value the school's perspective on the student.

When concerns arise, parents seek information directly from the school, consulting with those best able to address the concerns.

Parents share with the school any religious, cultural, medical, or personal information that the school may need to serve the student best.

### **SCHOOLS WORKING WITH PARENTS**

The school recognizes that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be reached.

The school clearly and fully presents its philosophy, program, and practices to parents during the admission process and encourages dialogue that clarifies parental expectations and aspirations for the student.

The school seeks and values the parents' perspective on the student.

Teachers and leadership are accessible to parents and model candid and open dialogue.

The school keeps 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 concern 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, family and billing information and much more.

## INSTRUCTIONS FOR ACCESSING FACTS THE FIRST TIME

- Open the school's website at [www.topekacollegiate.org](http://www.topekacollegiate.org)
- Click on the ParentsWeb link at the top of the home page. You will be directed to the Family Portal log-on page
- Click on the First Time Users tab.
- Enter our school's District Code: TCS-KS
- Enter your email address.
- Click on the New Parent Log-in; a password will be emailed to you.

If you have difficulties logging on, visit <https://factsmgt.com/support>

Still need help? Call the school at 785-228-0490.

FACTS has an app (FACTS Home) available for purchase for iPhone and Android users. Information is available on ParentsWeb (search for FACTS Home).

## **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, to encourage lifelong learning, and to offer the opportunity to be fully competent using modern technologies to communicate and build knowledge. All use of the Topeka Collegiate Network must be in support of education and research and consistent with the educational objectives of the school. This applies to Topeka Collegiate-owned equipment as well as personal technology, such as laptops, tablets and phones used here at the school. Topeka Collegiate maintains guidelines for the behavior of students. These are common sense, truthfulness, respect for others, and respect for the school and its place in the community. Students using any of the electronic resources must apply these guidelines, as they will lead to acceptable use.

The use of the Topeka Collegiate Network is a privilege and not a right. Inappropriate or illegal use may result in cancellation of the privilege and further disciplinary action. The following additional guidelines will apply in all divisions of the school:

1. A student should not give out personal information. Specifically, 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 to filter unwanted material.
3. User directories at Topeka Collegiate are established for educational purposes. Although students are free to use their accounts, Topeka Collegiate reserves the right to view the contents of any e-mail account or any directory. Students may not post chain letters or engage in the sending of annoying or unnecessary messages to a large number of people or to a single person. Any student who receives unwanted e-mail messages or IM messages that make him or her uncomfortable should inform a teacher immediately.
4. The school may take a variety of disciplinary actions ranging from detention to legal action for violation of any aspect of the Acceptable Use Policy or the Topeka Collegiate Family Handbook, as appropriate.

The following offenses will be grounds for disciplinary action (this list is not exhaustive):

- a. Use of the system for commercial purposes, personal monetary gain, or purchasing goods or services.
- b. Use of the system for political fund-raising or lobbying.

- c. The use of inappropriate language, including language which might be considered dangerous, vulgar, sexually explicit, bigoted, harmful or harassing to others.
- d. The use of another person's account or password; revealing your account or password to others; attempting to discover other users' passwords.
- e. Use of the network for non-educational uses such as games, downloading music-swapping programs, auction sites, 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. Thus it is always best to assume that a work is copyrighted and treat it accordingly. Although the Internet is an uncensored environment, the use of the Internet at Topeka Collegiate will be subject to the normal Topeka Collegiate standards of acceptable behavior for our school environment.

It will be impossible to monitor every student all the time. If users want greater freedom and privacy, they should use their computers at home by acquiring their own personal accounts through a private Internet provider. Topeka Collegiate 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.

## **ATTENDANCE**

The educational program at Topeka Collegiate depends heavily upon the content of each school day, and all areas of the curriculum are considered valuable. For this reason, every student is required to attend every class, except when excused for illness, religious observance, or other reasons deemed acceptable by the school. School vacations and holidays are planned to provide both maximum convenience in observing holidays and maximum benefits to the educational process. Accurate absent and tardy records are kept in the main office. These records are posted on every student's transcript. Excessive tardiness and absenteeism is strongly discouraged. If absences or tardiness become excessive, parents will be asked to attend a meeting to discuss the status of the student. A student arriving late to school or returning after an appointment, needs to check in at the main office before going to 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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 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. However, due to COVID-19, parents are encouraged to call or buzz the office and wait for their child at the main door. We will do a visual confirmation when the student is released.

## **CELL PHONES**

Cell phone usage is not permitted during the school day between 8:00 AM and 3:45 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. Such devices may be used to schedule homework or appointments, but are not to be used to communicate with friends or family during school hours unless they are given permission by a school official. 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 or the after-school Google Voice number 785-422-7382. 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. Please call the Google Voice number 785-422-7382 to reach an extended care provider after the office is closed.

## **CLASS ASSEMBLIES**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 making arrangements for classroom parties. Room parents 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. 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.

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

"In consideration of the acceptance of this enrollment contract by Topeka Collegiate School, the undersigned agrees to pay required fees, and any and all accrued scheduled or non-scheduled charges on or before the date said charges are due. A 1.5% monthly late fee will be added to accounts that are outstanding after 30 days.

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

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

I agree to release and hold harmless the School, its agents and employees from claims, damages, losses, or other liabilities for injuries to the student not from gross



or willful negligence by the School, its agents or employees. I agree to indemnify the School for damage caused by my child.

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

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

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

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

## FEES, BILLING, AND PAYMENTS

Your family's FACTS account will reflect current charges and payments (excluding Annual Fund and Fun Run pledges, auction charges, or other philanthropic donations). There are several options available to you for payment of your FACTS bill:

- **Pay Online:** You can make a payment on your family's account directly in FACTS. Just log in and click the "Pay Now" link in the billing section to pay with your credit or debit card.
- **Automatic Payment:** Set up an automatic debit to your bank account with an ACH (automated clearing house) payment option. Print out and complete the Topeka Collegiate Debit/ACH Authorization Form (under the [Family Resources tab](#)) and return it to the office. Note that ACH authorizations will remain active until and unless parents contact the office to discontinue payments.
- **Pay by Mail:** You can mail a check to Topeka Collegiate at 2200 SW Eveningside Dr. Topeka, KS 66614.

A 1.5% (18% per annum) late charge will be assessed on monthly unpaid invoices 31 days after the due dates. A \$30 service charge will be assessed on all returned checks.

Please note that if you have selected Plan A (one payment) for tuition payment of your enrollment contract, but have not paid in full by the end of July preceding the school year, the contract will be shifted to the Plan C (monthly payment) plan.

Additionally, families that select Plan A will need to add the "Tuition Refund Plan" fee to their tuition if they are interested in doing so. This plan is automatically included in Plans B and C. Contact the Admissions Office for more information.

## FIELD TRIPS

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 promotes the values we seek to instill in our students of giving back, including their time, talents, and treasure. To that end we offer two distinct opportunities (Annual Fund and Celebration Auction) each year for parents, family, and friends to demonstrate the gift of philanthropy to our students and to our community.

Supporting Topeka Collegiate makes so much more possible for our students, faculty and staff. With each gift, Topeka Collegiate is better able to support our students' education and fulfill our mission to inspire a passion for learning that values intellectual pursuit, creativity, diversity and community involvement. Your generosity enables our faculty and administrators to inspire creative, independent thinkers with a conscious responsibility for the good of all.

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

Other opportunities to support the school are considered "opt-in" programs. Examples include purchasing gift cards, spirit wear or Original Works; participating in Bingo Night to support Sea Camp; or supporting our annual Fun Run. We appreciate all forms of support but ask that families make Annual Fund and the Celebration Auction their priorities.

### **ANNUAL FUND**

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

Funds are pledged in the fall and payable by the end of the school year. Regardless of the level of giving, each gift is important and appreciated. We are fortunate that all Topeka Collegiate families typically support the Annual Fund. We ask that you participate at a level appropriate to your circumstances.

### **CELEBRATION AUCTION**

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

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

## **INCLEMENT WEATHER / EMERGENCY CLOSINGS**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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

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

There may be days 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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

Our library is open to all students, and library times have been scheduled for each grade in Lower School. The goals of the library are to encourage the life-long love of reading by maintaining a diverse collection; to enrich the curriculum by acquiring materials that complement classroom learning; and to support all members of the Topeka Collegiate Community in their intellectual endeavors.

## **MIDDLE SCHOOL LENDING LIBRARY**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 in to 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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

A hot lunch program is available for all students for an additional cost. Lunch is not included in the school tuition. Parents may choose this option or send a home lunch. The current month's lunch menu is available on the school website on the Family Resources page. Food (including any kind of candy) should be eaten only at lunchtime or at the designated snack time. No gum-chewing is permitted, barring educational accommodations approved by administration. Students in kindergarten through third grade may eat a nutritious snack brought from home during a time designated by their teacher. Please note there are no vending machines on campus.

All students and staff will wash 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. Staff and adult volunteers will wear a face covering.

The staff will prepare each tray with the hot lunch items, pre-plated salads, and/or sandwiches. Staff will also place ala carte items on trays by student requests. Volunteers will place condiments, utensils, and milk onto each person's tray. The traditional salad bar will be closed until further notice. Premade salads may be requested with morning attendance. All homeroom/1st hour teachers must enter lunch count into FACTS.

Communal water will not be provided. Persons will provide their own water bottles if desired. The commons will follow a 50% seated capacity; four persons to each 8-person table. Tables will have quadrant shaped Polycarbonate dividers. Once at the table, students may remove their mask. Tables will be cleaned between lunch groups.

All students, staff, and volunteers will complete training on Topeka Collegiate lunch protocols. Continuing to provide a hot lunch during COVID-19 will be contingent upon training and scheduling a sufficient number of volunteers.

Our 14 round tables will be seated at 50% capacity with quadrant Polycarbonate dividers, for a maximum capacity of 56 students at one time. Rectangular tables, provided for faculty, will also have individual Polycarbonate dividers.

This year students will not be able to come back for "seconds," or get additional snacks, to allow sufficient time for cleaning between lunch groups. Prekindergarten will have meals delivered and will eat in classroom.

<b>Lunch time</b>	<b>Group</b>
11:00-11:25	Prekindergarten, Kindergarten, and 1st grade
11:35-11:55	Grades 2-3
12:00-12:20	Grades 4-5
12:25-12:45	Grades 6, 7, & 8

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

There are several students in our school who have severe nut allergies. **No nuts or peanuts are permitted in classrooms.** As you plan for snacks, lunches, and classroom parties, please be mindful of this 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 will be served in the lunchroom, we will have a table that is a nut-free zone.

## **MUSICAL PERFORMANCES**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

The school explores a variety of musical literature with students throughout the school year in the general music class. All students are expected to participate in the planned music concerts. Please plan to attend the musical events as a family and stay for the entire performance. Topeka Collegiate never intends to “teach” religion through music. Rather, our intention is to expose our students to sacred and secular music that is an important part of a balanced school experience in the United States. Students who have a religious objection to performing any musical literature in any concert will be excused from doing so with a note to the Academic Dean from the parent.

## **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 ParentsWeb. 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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 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. Making arrangements for tutoring will be the parents' responsibility.

## **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 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**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

**In a typical year, we encourage all parents to walk children in and out of the school daily.** Having face-to-face interactions every day helps maintain open communication and fosters positive relationships between families and teachers. However, this year we are limiting parent access to the building. If you would like time to talk to the teacher, please schedule a time when the teacher can give you their full attention, by phone or on a video conference call.

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/day care 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. Following the procedures in the Eagles360 Addendum will result in a smooth, safe, and efficient traffic pattern for everyone. Thank you for your cooperation and courtesy.

## **DROP-OFF PROCEDURES:**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

Arrival time will vary in the 2020-2021 school year; see your child's specific classroom schedule for information about staggered start and end times, along with your designated pick-up/drop-off door.

### *Early Childhood: Prekindergarten through First Grade*

In the 2020-2021 school year, students in these grades are not eligible to utilize the drop-off zone. They **must** be escorted to their classrooms in the morning. However, teachers will walk to students to the main entrance for pick-up in the afternoon.

Parents are asked to use the parking spaces on Eveningside Drive or 23rd Street and walk in with their child through the main entrance of the school. In order to ensure we have a secure campus, the back gate (on Hope Street) will not be open.

### *Second through Eighth Grade*

All parents in these grades will drop their child off at their designated door during the 2020-2021 school year. Additionally, parents may utilize the drop-off zone. 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. 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.

Please see separate guidance regarding before and after-care procedures. To request this information, email [sayhello@topekacollegiate.org](mailto:sayhello@topekacollegiate.org).

## **PICK UP PROCEDURES:**

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

Dismissal time will vary in the 2020-2021 school year; see your child's specific classroom schedule for information about staggered start and end times for the school day, along with your designated pick-up/drop-off door. However, please note that all students will be escorted by their teacher to their designated pick-up entrance each day; parents will not be allowed to enter the building. We apologize for this change; we truly value parents in our building but have implemented these changes to mitigate potential exposure to COVID-19.

## **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 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

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

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 working with and for the school pays dividends in understanding and becoming part of the school family.

Volunteerism lets you meet other parents who can give you deeper insights into the lives of your children and their classmates. Meeting fellow parents may also enhance your professional connections and personal friendships. Volunteering helps you really get to know your child's school: who the staff and volunteer leaders are, why the school does what it does, and how the mission is carried out.

Perhaps most importantly, volunteering is an expression of your interest in, and commitment to, your child's daily life. All parents are strongly encouraged to thoughtfully review the volunteer opportunities on our website, and to fill out the interest form so that vital volunteer teams can be formed. Email [sayhello@topekacollegiate.org](mailto:sayhello@topekacollegiate.org) if you would like this information sent to you directly.

We encourage you to volunteer for many tasks throughout the year. At a **minimum**, we ask that you sign up to help serve lunch four times during the school year. In the current COVID-19 environment, lunch volunteers are vital to help assist children with lunch each day. Please consider signing up soon and often for this opportunity! Lunch signups are available year-round on SignUp.com.

Topeka Collegiate School 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 by a parent volunteer 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

*Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.*

**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 2020-2021 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 can be found under Family Resources on the school website and 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 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.

<b>TOPEKA COLLEGIATE EXCLUSION POLICY</b> <b>I NEED TO STAY HOME IF.....</b>							
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. <b>**100.4 or above w/no symptoms</b>	Severe cough – red or blue in the face or cough is high-pitched <b>"croupy" or "whooping" (seals barking)</b>	<b>**within the past 24hrs</b>	<b>**diarrhea and/or loose and/or watery stools within the past 24hrs.</b>	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 <b>**without the use of medications**</b>	Symptom free <b>AND</b> physician's written approval to return to school	Free of vomiting for 48hrs <b>**without the use of medications**</b>	Free of diarrhea for 48hrs <b>**without the use of medications**</b>	Excluded until treatment has been initiated <b>AND</b> physician's written approval to return	Excluded until treatment has been initiated <b>INCLUDING</b> free of live lice.	Excluded 24hrs after treatment has been initiated <b>AND</b> physician's written approval to return	Physician's written approval to return

### Protocols for Illness and Infection Control

Please consult Eagles360 Addendum for additional information specific to the 2020-2021 school year.

## EXTENDED DAY PROGRAMMING

### ENRICHMENT CLASS

TAT is an afternoon class from 5:25-6:00 PM TAT stands for Tutoring, Academics, and Technology and will be held in the L<sup>3</sup>. 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 Extended Care section of this handbook. To register for the TAT enrichment class should email Rebecca Bonilla ([rbonilla@topekacollegiate.org](mailto:rbonilla@topekacollegiate.org)). Families will be added to a list and automatically charged for the class in September and December. If the class is full, families will be added to a wait-list. Families who enroll in the fall semester will automatically be added to the list for 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 August 1<sup>st</sup> for the fall semester and December 1<sup>st</sup> for the second semester.

**Rates:** The cost of the TAT class is \$300 per semester. Charges for fall semester will be added to family FACTS (formally RenWeb) accounts in September. Charges for spring enrichment classes will be added to family FACTS accounts in January. Extended 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 be automatically enrolled 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.

### 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. Extended care helps students start and end their days in a positive way. During before-care, students have the opportunity to fully wake up, socialize with friends, and engage in quiet, low key activities such as reading, writing, drawing, puzzles, etc. Students may also study for upcoming tests and check homework. After-care ensures that students have a safe place to go if parents are not able to pick them up at dismissal. Students will enjoy a healthy snack and utilize academic time to work on their homework and seek help from providers if needed. They will also have the opportunity to play and socialize with friends.

There is no need to sign up, call ahead, or reserve a spot for extended care. If you have an early meeting, you can utilize before-care without making any arrangements. Students are automatically dismissed to after-care if they are not picked up after school. If something happens unexpectedly and you aren't able to be here at dismissal time, 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 Prekindergarten through Eighth Grade 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 extended 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. 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 care will be provided. If the school calls for a delayed start, no before-care will be provided on that day.

**Rates:** The charge for extended care is \$6 an hour and is billed by the minute (10 cents a minute). The extended care charges will be posted to your family's FACTS (formally RenWeb) 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:** Students attending before-care will be checked in when they arrive. They will be checked out when before-care ends at 8:10 AM. All students who arrive before their class starts should report to before-care unless they are attending an arranged meeting with a teacher.

Any lower school student who has not been picked up by their designated dismissal time will be escorted to DEAR and be automatically checked into after-care at 3:40 PM. All middle school students who have not been picked up by 3:50 PM should report to the library and sign into after-care. Students will be signed out when their parents arrive in the courtyard circle drive to pick them up between 3:50 PM and 5:25 PM.

Students who are not checked into extended 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 extended care, even if their parent is somewhere else in the building.

**Drop-off and Pick-up:** All students attending before-care should enter through the **main entrance** doors at or after 7:35 AM.

Students attending aftercare should be picked up in the courtyard circle drive. This pick-up lane is for students who are checked into after-care only. Extended care staff need time to check students into after-care and the middle school students need time to safely cross the courtyard before the courtyard circle drive opens. **Parents who do not pick their students up at their designated doors at their dismissal times will need to pick up their student in the courtyard circle drive between 3:50 PM and 5:25 PM.** If parents arrive after the designated dismissal but before the gate opens, they will need to wait on Hope Street until 3:50 PM. At that time, families may enter the courtyard through the gate. They will drive around to the fence on the south side and wait by the windows to the extended day room. Families should send a message to the **Google Voice number 785-422-7382** (4CareTC) to let the extended care staff know they are there to pick up their student. Extended care staff members will look through the windows and verify that the person in the car is on the student's authorized pick-up list. If the staff does not recognize the person, they will walk the student out to the car and ask the person for an ID.

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, 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 the **Google Voice number 785-422-7382** (4 CARE TC) to reach an extended care 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 their backpack, or we can store them with your student's name on them.

**Sick Child:** If your student becomes sick during extended care, a care provider will contact you to come 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 extended care. Those can be found in the Health section of the Family Handbook.

#### **Schedule and Locations:**

Before-Care Prekindergarten through Eighth Grade

7:35 AM – Check in starts in Reading lab

8:10 AM – Before-care ends

After-Care Prekindergarten through Eighth Grade

3:40 PM – Check in for lower school in library

Choice of gross motor play on playground or homework in library

3:50 PM – Courtyard circle drive opens

Check in for middle school in library

Choice of gross motor play on playground or homework in library

3:50 PM – Snack for students enrolled in Adventures

4:15 PM – Snack on the patio

4:30 PM – Choice of games/free choice in Room 112 or homework in library

5:25 PM – After-care ends

**Communication:** If you need to contact the after-care providers or your student after the office is closed, call or text **Google Voice number 785-422-7382** (4CareTC). This will ring and send messages to the cell phones of all of the after-care providers. Care providers cannot always answer the phone, so please leave a voicemail. They will listen to it as soon as they get a chance and reach back out to you.

Since we do not know who is going to be in extended care on a given day, it is not possible to send emails to only the parents of students checked into extended 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. Extended care



providers are busy caring for the students and do not have time to communicate with parents via email during extended 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 extended care.

Examples: In the event of a tornado warning, the extended care 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 parents. Concerns in the community occasionally result in the after-care staying inside for recess. 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. We will perform safety drills so everyone knows what to do if a lock-down situation should occur.

Most communication will be made through the Collegiate Connection e-newsletter. Be sure to read those newsletters (distributed every two weeks on Fridays) for important information about school operations. Communication is key to meeting the needs of each student. We value your feedback. We ask parents to complete an extended care survey every year so we can continue to make this program the best it can be. Feel free to email the directors at any time. Their contact information is:

Rebecca Bonilla  
Extended Day Director  
[rbonilla@topeka.collegiate.org](mailto:rbonilla@topeka.collegiate.org)

Mindy Johnson  
Extended Day Assistant Director  
[mjohnson@topeka.collegiate.org](mailto:mjohnson@topeka.collegiate.org)

**Expectations for Students:** Our goal is to create an environment in which students and care providers respect each other and their peers. Extended care is 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 wellbeing of the students and 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 extended care at all times. For safety reasons, roaming the halls and sitting at entrances or by classrooms unattended is not allowed.
- Policies that apply during the school day are still in effect during extended care.
- Students are expected to leave rooms better than they found them. This includes picking up the area (games, supplies, toys, etc.), throwing away trash, erasing white boards, pushing in chairs, and making sure there's nothing on the floor.
- Students are expected to hang belongings (coats and backpacks) 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, and exploring outside.

- Students are expected to consume food in the approved areas at designated times. Food is allowed in the commons, playground, room 112, and reading lab. After-care snacks, both school provided and brought from home, should be consumed during the designated snack time. No food is allowed in the library.

#### Applies to After-care Only

- Students in lower school who are not picked up at dismissal are expected to report to the library. If it is before 3:40 PM, students are expected to attend the DEAR Time class. At 3:40 PM, students 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 3:50 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 student 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 extended care 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 weather is so unpredictable, we suggest that students keep a sweatshirt or a jacket here at school. Students who are not dressed appropriately for the weather will be allowed to choose an inside activity.
- 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 as during school day. No students should be allowed in the equipment closet unless they have received special permission from a teacher. Bleachers, mats, exercise bikes, and other equipment on the south wall are off limits for the students.
- Outdoor recess policies are also the same as during school day. Students are expected to walk down the steps on the south playground - not climb up and down the half-wall. No hanging on the goal posts or touching the volleyball 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**

Fall Adventures will start on August 31. The deadline for enrollment for the first semester is August 21. Instead of being charged by semester, we are charging by session because the number of sessions will vary based on the day of the week. Families have to sign students up by semester and will be charged for every session regardless of whether the student attends. If the adventure session is cancelled, families will not be charged.

Families will not have to pay for the entire semester upfront. Charges will be posted to your FACTS (formally RenWeb) account monthly. Adventure dates, offerings, and enrollment details for second semester will be sent to families in a Spring Adventure catalog before December.

**Schedule/Cost:** Most adventures will include aftercare from 3:40 PM to 4:00 PM, a snack, and the adventure from 4:00 PM to 5:00 PM. Any exceptions will be detailed in the Adventure catalog. The cost for adventures will be \$15 per adventure per week. Exact dates, times and costs for each adventure will be included in the catalog.

**Enrollment:** Adventures are filled on a first-come, first-served basis. The enrollment link for each semester will be emailed to families and posted on the school website. To secure your child's spot in a fall Adventure, enroll online by August 14. Only students who are enrolled in the adventure are allowed to attend the adventure.

**Full/Cancelled Adventures:** Many adventures will fill quickly. If an adventure is full or if there are too few participants to offer an adventure, you will be notified in advance of the start and fees will be refunded or another adventure can be selected.

**Payment:** All After-School Adventure registrations will be charged to your FACTS (formally RenWeb) account. The charges will be included on the monthly statement and should be paid with your other FACTS charges. No refunds will be given and charges will continue to be posted monthly if a family chooses to withdraw a student from an adventure after the enrollment deadline.

**Pick Up:** Authorized pick-up individuals will wait outside the main entrance doors at 5:00 PM while observing the 6-foot social distance guideline. Adventure instructors will escort the students to the main door and send them outside when they see the authorized individuals. Students who do not have a parent/guardian waiting for them will be signed into after-care. After-care pick-up will be in the courtyard drive thru circle. The rate for after-care is \$6.00 per hour and is billed by the minute. After-care ends at 5:25 PM. If students are not picked up by 5:25 PM, families will be charged late fees. If students are not picked up by 5:30 PM, they will be escorted to TAT class and enrolled for the semester. The \$300 charge for TAT will be added to the family's FACTS account. Rates will not be prorated if this occurs in the middle or end of the semester.

**Communication:** If you need to contact the after-care providers or your student after the office is closed, call or text **Google Voice number 785-422-7382 (785-4CareTC)**. This will ring and send messages to the cell phones of all of the after-care providers. Care providers cannot always answer the phone, so please leave a voicemail. They will listen to it as soon as they get a chance and reach back out to you. Please let Rebecca Bonilla, Director, or Mindy Johnson, Assistant Director, know of any concerns or special circumstances that might affect your child's experience.

## DAILY SCHEDULE

Before-care (PreK – Grade 8) 7:35 AM – 8:10 AM

### Morning Recess

PreK – Grade 1	9:15 AM – 9:35 AM
Grades 2 – 5:	9:40 AM – 10:00 AM
Grades 6 – 8:	10:25 AM – 10:45 AM (M, T, W, F)
	10:11 AM – 10:31 AM (Th Only)

### Lunch

PreK – Grade 1	11:00 AM – 11:25 AM
Grades 2 – 3	11:35 AM – 11:55 AM
Grades 4 – 5	12:00 PM – 12:20 PM
Grades 6 – 8	12:25 PM – 12:45 PM



**Lunch Recess**

PreK – Grade 1	11:30 AM – 11:50 PM
Grades 2 – 3	12:00 PM – 12:25 PM
Grades 4 – 5	11:35-AM – 12:00 PM
Grades 6 – 8	12:45 PM – 1:05 PM (M, T, W, F) 12:05 PM – 12:25 PM (Th Only)

**Afternoon Recess**

PreK – Grade 1	1:50 PM – 2:10 PM
Grades 2 – 5	2:15 PM – 2:35 PM

**Dismissal**

Grades 1 & 3	3:15 PM
Grades K & 5	3:25 PM
Grades PreK, 2, & 4	3:35 PM
Grades 6, 7, & 8	3:45 PM

DEAR	3:15-3:40 PM
After-care (PreK–Grade 8)	3:40-5:25 PM
After-care Pick-up	3:50-5:25 PM

**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, to write clearly, to reason soundly, and to speak effectively are stressed. Creative expression is encouraged, and responsible, effective study habits are developed. The Lower School stresses academic excellence, with a balance of enrichment opportunities and an emphasis on character development. The program provides a strong foundation for a child’s total education in a challenging yet supportive environment.

**LOWER SCHOOL 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.) 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, Latin, and

study skills) are unweighted. The total percentage is divided by the total number of weighted and unweighted grades to determine the numerical GPA.

#### Topeka Collegiate GPA System

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

### **GUIDELINES FOR DETERMINING CITIZENSHIP VALUES**

#### **CITIZENSHIP VALUES**

O = Outstanding

S = Satisfactory

N = Needs Work

#### **Areas Evaluated:**

- Timely submission, consistency and care in preparation of homework
- Preparation and enthusiasm exhibited during class discussions
- Preparedness for class with books, supplies, etc.
- Punctuality to class
- Level of attention in class
- Care and attention to detail exhibited in all areas
- The student's willingness to seek "extra help" and/or complete extra work in order to improve

### **HONORS, HIGH HONORS**

Middle School students earning a GPA of 3.40-3.69 will receive the distinction of Honors. Middle School students earning a GPA of 3.70 and above will achieve the distinction of High Honors.

### **ACADEMIC REVIEW AND ACADEMIC PROBATION**

Students who consistently show academic effort and/or achievement of below "C-" in one or more subjects are placed on Academic Review or Academic Probation. These students will be subject to appropriate actions and restrictions as determined by the school. Review of such status occurs on a mid-quarterly basis.

- Academic Review is given when:
  - Students earn a grade below "C-" (70) in one course for one or two quarters.
- Academic Probation occurs when:
  - Students earn a grade below "C-" (70) in a single specific course for three quarters.
  - Students earn a quarter grade below "D-" (60).
  - Students earn a quarter grade below "C-" (70) in three or more courses.
  - Students on Academic Review in the preceding quarter who do not demonstrate improved effort and achievement.
- Restrictions and appropriate actions while on Academic Review or Academic Probation may be, but are not limited to:
  - Loss of eligibility on Middle School 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, and math) for the school year to be promoted to the next grade level. Students whose year-end grade in a course at Topeka Collegiate is below a “D-” (60) may be subject to dismissal or non-renewal of enrollment contract. 8th grade students must pass **ALL** courses completed in the school year to graduate (participate in graduation activities) or 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 email confirmation of this. Often times, coaches still expect ineligible athletes to attend and watch practices for that week, but this will be at the discretion of both the coach and parent. Students can become eligible to participate during the following week if grades are in alignment with policy requirements. 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.