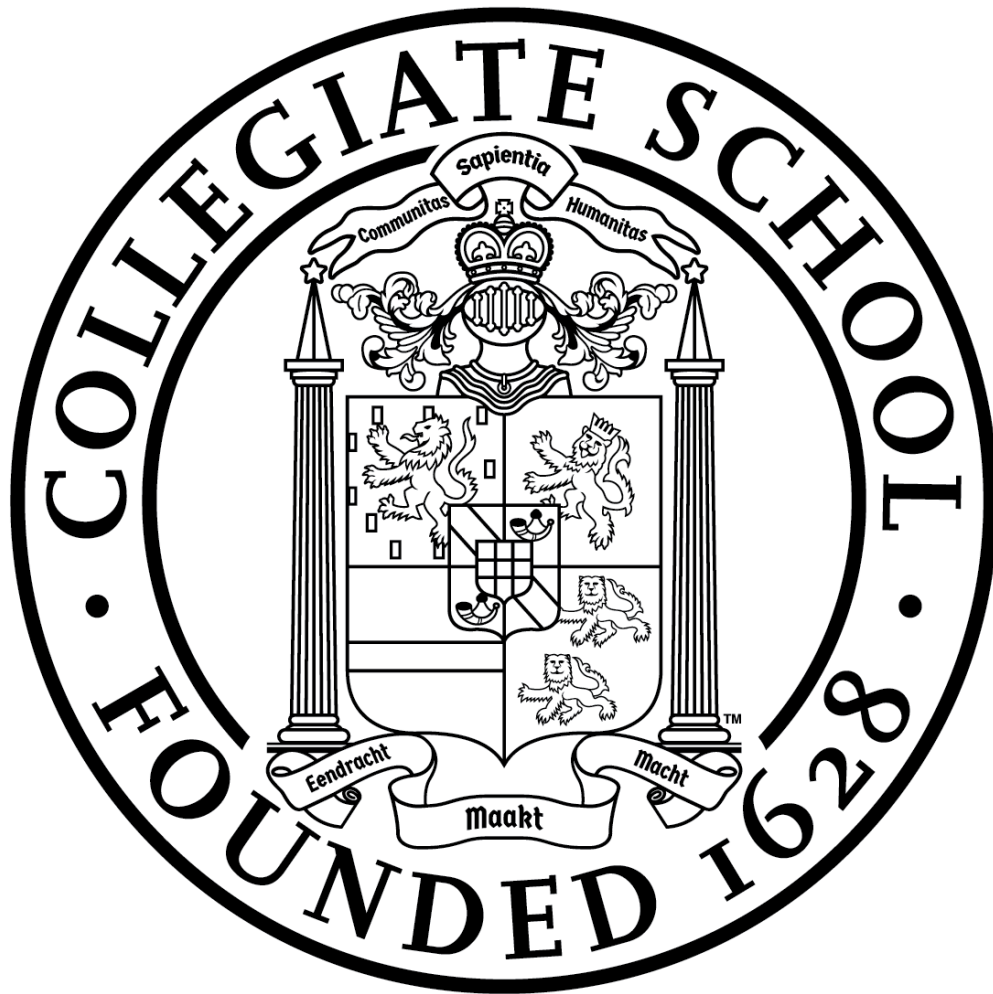


Collegiate School  
2023-2024  
Parents Association Handbook



*This handbook is prepared and produced by the Parents Association ("PA") as a service to the Collegiate community. Included are descriptions of PA committees, events and activities; policies and procedures; and other important guidelines for parents regarding the safety and well-being of Collegiate students.*

**Collegiate School Parents Association**

301 Freedom Place South  
New York, New York 10069

For additional information please contact the PA President, individual officers, or committee chairs listed in this handbook.

# Contents

Collegiate Statement of Beliefs and PA Statement of Understanding

The Parents Association	I
PA Meetings 2023-2024 Calendar	3
PA Communications	3
PA Committees, Events, & Activities	4
2023-2024 PA Officers, Committee Chairs, & Class Representatives	8
Officers & Ex-Officio Members	8
Class Representatives	9
PA Committee Chairs	10
2023-2024 Collegiate Collectibles	11
Dutchman Store	11
Gifts Policy	11
Guidelines for Use of Collegiate Information	12
Interschool	13
Lost and Found	13
Allergy Policy	13

# Collegiate School Statement of Beliefs

We believe that we are at our best when all members of the school community conduct themselves with respect, kindness, and integrity.

We believe that the traditions and values of this old but not old-fashioned school can inspire students to develop their individual capacities for personal and academic excellence.

We believe that students learn best when they are members of a diverse and just community that fosters purposeful and spirited engagement, inquiry, and collaboration in academics, athletics, and the arts.

We believe that a liberal arts education committed to diligent and discerning scholarship prepares students to be citizens who act with conscience, courage, and compassion.

## Parents' Association Statement of Understanding

The Parents Association of Collegiate School supports Collegiate's Statement of Beliefs. Further, we agree to conduct ourselves with:

**CIVILITY**—In all interactions and communications with Collegiate Faculty, Staff, Parents and Students, we agree to be civil and considerate.

**GOODWILL**—We agree to act in the spirit of goodwill and mutual respect toward one another.

**OPENNESS**—We will do our best to resolve any conflict that may arise, in an open, honest and non-confrontational manner. We understand that we are accountable for our actions.

**LEADERSHIP**—We agree to support the above principles in leading by example, for the benefit of our children and the community at large.

# The Collegiate Parents Association

## Overview

Founded in the late 1920s, the Parents Association of Collegiate School (PA) is an all-volunteer organization whose mission is to promote understanding and cooperation between parents and the school. This long tradition of respectful and joyful interaction among faculty, staff, administration, and families is part of what makes the Collegiate community unique. The PA helps to strengthen community bonds and foster mutual understanding, by organizing events and activities open to all. Families participating in PA activities greatly benefit from the wealth of institutional knowledge available in the PA and come to quickly understand the values and traditions of the school. A list of PA committees on the following pages describes the many areas in which the PA is active.

**Membership.** All parents are automatically members of the PA, simply by virtue of having a son enrolled at Collegiate. There are no dues, and no obligations, other than to abide by the Parent Statement of Understanding on page 1. All parents are invited and encouraged to participate in PA activities whenever their time allows. There is no better way to understand the culture of Collegiate than through volunteering at a PA event. No time commitment is too small.

**Meetings.** PA Meetings are held monthly, in the morning after drop-off, from October to May, generally on the first or second Wednesday of the month. All parents are encouraged to attend. Each meeting addresses some aspect of life at Collegiate, with speakers from the faculty, administration, or student body. The PA President introduces special guests, the Head of School makes a brief presentation on topical subjects and PA Committee Chairs report on upcoming activities. Coffee, tea, and light refreshments are served. An online newsletter summarizing each meeting's content is emailed to families approximately two weeks after each meeting. Please refer to page 3 of this handbook for PA meeting dates.

**PA Volunteer opportunities.** There are many ways to volunteer with the PA, all of which support the community. Examples include: cashiering at a book sale, working at an Annual Fund phone-a-thon, serving at a faculty/staff appreciation tea, participating in a community service opportunity, sharing a talent or expertise, donating goods or a service, or helping on an event or year-round service committee. Parents can sign up by submitting volunteer forms, which are available online on the Parent Home page of the Collegiate website, or by contacting the PA Volunteers Chair, a PA Committee Chair, Class Representative, or PA Vice President. Listed separately in this handbook are descriptions of PA activities and contact information. **All are warmly invited and welcome!**

**Class Representatives.** On behalf of the PA, Class Reps serve as liaisons between home and school. To keep parents informed of school activities and build understanding among all families in each class, Class Reps maintain regular email communication with parents and organize class events, such as Parents in Action meetings, coffees with the Division Head, and class wide gatherings. Class Rep emails are the official PA means of communicating school and PA information. WhatsApp groups are not official information channels.

The PA recognizes that families have many demands on their time outside of school hours, so Class Reps are asked to plan no more than four class gatherings per year. Parents with suggestions for additional or other class activities should contact their Class Rep, for further discussion with the Chair of Class Representatives. In planning class events at school which include students, Class Reps should also read

and understand Collegiate's Allergy Policy (attached at the end of this document.)

Class Reps are encouraged to attend monthly PA meetings and are also responsible for supporting the teachers and division heads as requested. Class Reps are the first step in the communications chain when parents have questions about policies or procedures. See the section in this handbook on *PA Communications*.

There are two Class Reps in Lower School for each grade. As class size increases in Middle and Upper School, there are three Class Reps for each grade. Good communication skills and a commitment to supporting the relationship between the school and all families are important qualities in Class Reps, who usually serve for two years (to stagger the rotation, the term of one Kindergarten rep is one year). All class reps work under the direction of the Chair of Class Representatives, who organizes the reps' orientation and arranges three meetings a year with the respective division head to discuss current issues in each grade.

**Nominations for a PA Position.** Class Representative, Committee Chair, and Officer positions in the PA are filled by the Nominating Committee. The Nominating Committee is headed by the Chair of Class Representatives and consists of at least one parent from each division of the school and the PA President. Nominating forms are sent to all parents in January with an invitation to volunteer themselves or to suggest other parents who might be interested in serving in an official PA role for the following academic year. Submitted forms are considered by the Nominating Committee to determine recommendations. The names of nominees for Class Representative are forwarded to division heads and the slate is presented for ratification at an Annual PA Meeting held in May.

**PA Officers.** The officers of the PA consist of the PA President, 1st Vice President, 2nd Vice President, Communications Coordinator, Events Coordinator and Treasurer. The **Executive Committee** of the PA is composed of the Officers, the Chair of Class Representatives and the past President of the PA in an Ex Officio capacity. The Executive Committee meets at the discretion of the PA President and not fewer than four times a year. The Executive Committee acts as a sounding board for the president in establishing PA policies and procedures.

**Terms.** The President of the PA, the Chair of Class Representatives, the Events Coordinator, the Communications Coordinator, the Treasurer, and Class Representatives each serve for two years. One Kindergarten Class Rep serves one year. Other positions are for one year, although the incumbent may be asked to continue for an additional year.

**PA funds.** The PA raises funds through its events and activities to cover the cost of its activities. Some recent examples of PA expenses include: book fair inventories, Collectibles inventory, class stipends, faculty and staff gifts, speaker fees, and partial funding of division receptions. The PA accounts are overseen by the Treasurer.

The **PA By-Laws** are available on Collegiate Connect, under the Parents Association Resource Board.

## 2023-2024 PA Meetings

Parents' Association meetings for the 2023-24 school year are as follows:

Wednesday, October 4  
Thursday, November 2  
Wednesday, December 6  
Wednesday, January 31  
Wednesday, April 3  
Wednesday, May 8

All meetings will begin at 8:20 am and will be held in the Collegiate Dining Room. All parents are encouraged to attend.

## PA Communications

The PA encourages parents to rely on the following sources to stay informed about the PA:

- **PA Handbook:** Updated annually with review by the school and the PA.
- **[www.collegiateschool.org](http://www.collegiateschool.org):** The school website includes news from the school and the PA, an updated school calendar, sports schedule and directions, downloadable forms, allergy policy, information about admissions and the school program, parent and alumni sections, and a variety of useful links.
- **PA Meetings and Newsletter:** The Newsletter summarizes each monthly PA Meeting, highlighting remarks from the Head of School, PA committee chairs, and invited speakers. Published approximately two weeks after each meeting, the PA Newsletter also may include notes from various school departments including administration, the library, athletics, performing and visual arts, and special events & activities.
- **Class Rep Email Blast:** Class reps send monthly emails to inform parents about upcoming events, request information, or share time-sensitive information.
- **NOT WhatsApp groups:** WhatsApp groups and other social media chat groups are not official school or PA communication channels.
- **Backpack Notes:** *While the PA is primarily paperless and its preferred method of communication is email, school-approved flyers or notices, including information about upcoming school trips, permission slips, or notices from class representatives, may occasionally be sent home with Lower School students. Parents should **not** use this channel to distribute personal invitations or non-school related information.*

## PA Committees, Events, & Activities

The **Archives & Photo Archives Committee** primarily focuses on the general upkeep of the school's document and photograph collections. The chairs work with the school's Archivist to gather and file materials and identify and catalog photographs generated by the school and by students. Volunteers are needed to collect potential archival material from events and to stage displays. The committee meets on a project-by-project basis throughout the year.

The **Athletic Advisory Representatives** (one each for Middle and Upper School) serve as the PA's liaisons to the Department of Athletics and Physical Education. They report to parents about the students' sports seasons at the December and May PA meetings. These reports are then printed in the PA newsletter.

**Bargains for Boys** is a sale of gently used school clothing and athletic gear contributed by the Collegiate community. The committee collects items and organizes a one-day sale, which takes place at least annually. Proceeds from the sale fund PA activities. Parent-volunteers sort, price, and tag items in the two-week period leading up to the sale and work as cashiers on the day of the sale. Unsold items at the end of the day are donated to charity.

The **Benefit** is a major fundraising event to support the school's financial aid program. The co-chairs work with the school's Development Office to organize this annual event, which incorporates the special talents and resources of the entire Collegiate community. The chairs oversee subcommittees that plan the entertainment, reception, invitations, mailing, and publicity. The event is usually held in March.

The **Blazer Exchange Closet** is an inexpensive and efficient way for the Collegiate community to obtain navy blazers and ties for those school events when students are required to wear formal attire, such as Convocation, holiday assemblies, and Moving Up ceremonies. Parents may exchange outgrown, gently used blazers for a larger size or donate blazers and ties without making an exchange. The blue cabinet is located on Lower Level 1 across from the mailboxes. The Blue Blazer Exchange Closet also makes a special appearance at the Bargains for Boys sale. The Blue Blazer Exchange Closet PA Committee monitors the closet regularly to ensure that blazers and ties are neat, orderly, and, in the case of blazers, clearly labeled by size.

The **Book Festival** is held all day in late October and celebrates readers and writers. Students attend the Book Festival at assigned times during the school day and parents are invited to accompany their sons and browse the specially selected collection of books for sale. Proceeds from the Book Festival fund PA activities. The Book Festival committee co-chairs work with the school and an outside book vendor to organize the Festival. Preparation begins in May of the previous year and runs throughout the event in the fall. Sub-committee chairs organize volunteers, food, and decor for the event.

**Collegiate Collectibles** is an assortment of items bearing the Collegiate name or logo (e.g. clothing, caps, tote bags, accessories, mugs, etc.) that are available for sale at certain PA meetings and events throughout the year. A parent committee organizes the selection, inventory, and sale of all items, and coordinates volunteer cashiers to assist at events. Proceeds help to fund PA events and activities throughout the year. A list of some of the items offered and sale dates is available in the Collegiate Collectibles section of this handbook (page 11).

The **Collegiate Festival** is a biennial, family-oriented event that features performing arts, food, games, and craft projects. Through this spirited, colorful celebration, usually held on a Saturday afternoon, the PA



encourages all families to enjoy and explore aspects of the world that shape each person as an individual and as a member of the Collegiate community. Numerous parent volunteers support the Collegiate Festival committee. Planning begins six months in advance of the Festival. Committee chairs oversee sub-committees on food, entertainment, and events. The next Festival will take place in the Spring of 2024.

The **Community Life Committee** plans activities that foster a sense of belonging for all Collegiate families in a community that is enriched by a variety of backgrounds and perspectives. The committee provides opportunities for families to gather, share resources, and exchange views and concerns to promote common understanding. Past events, organized with the school administration and other members of the Collegiate community, have included “Book Chats”, movie screenings, museum exhibition tours, and presentations and workshops on topics that may be of interest to Collegiate parents.

**Community Service Committee.** This committee has an overarching Chair and a representative from each division: Lower School, Middle School and Upper School. The Committee meets throughout the year and plans school wide Community service opportunities open to students and their families. The Chair of this committee meets regularly with Collegiate’s Community Service representative, and helps facilitate coordination of service opportunities. Past service events have included clean-up days in Riverside Park, Pack-a-thons and Card Making for the Goddard Riverside Community Center and food and clothing drives for neighboring community organizations. The committee is active throughout the year.

The PA’s **Curriculum Nights Committee** works with the Lower School, Middle School, and Upper School administration to greet parents, coordinate schedules, name tags, and volunteers for the Divisional Curriculum Nights which are held in late September and early October. Curriculum Nights are organized by the school to give parents the opportunity to meet teachers and learn about the curriculum for that academic year, and all parents are encouraged to attend. This committee has a Representative from each division, LS, MS and US, as well as a Receptions Chair who plans a light cocktail **post-curriculum night reception** in the Dining Room for each Division.

The **Faculty and Staff Appreciation Tea** in January is an opportunity for the PA to thank the faculty, staff, and administration of the school for their support throughout the year. A parent committee organizes the tea and also selects, purchases, and distributes a gift for every member of the faculty, staff, and administration as a token of the PA’s appreciation. Committee Members are also asked to help raise funds for the purchase of end of year gift cards for all the teachers, to be distributed in May during Teacher Appreciation Week.

**Grandparents and Special Friends Day** is a biennial opportunity for grandparents and special friends of students in the Kindergarten and First Grade to visit school on a Friday morning in the spring of alternating years. Guests spend the morning in the classrooms, where the teachers organize special activities. Parent volunteers arrange invitations and refreshments for this special day as well as attend to assist with the day-of logistics involved in greeting our special guests. The next event will be held in the Spring of 2025.

The **Joint Schools Alliance (JSA)** is a non-profit organization created and supported by the Parent Associations of independent schools in Manhattan and Riverdale. JSA aims to bring together upper school students from various schools to build community by participating in service projects. In addition to a student service leader(s) from each school, a parent representative helps coordinate the activities.

The **Library Volunteers Committee** coordinates parent volunteer efforts in the library, which include shelving books, coordinating communications with parents, and supporting the librarians as needed. All Lower School parents of students in Kindergarten through Second Grade are invited to attend certain sections of their sons' library periods to read books aloud to the class.

**Library Week**, usually held in February each year, is a time when students and parents recognize the important role that the library plays in the life of a Collegiate student. Parents of students in grades K-4 are invited to join their sons on their designated Library Week day. Students in grades 5-12 participate by visiting a book display in the library; parents generally do not accompany the older students. The parent committee works with the librarians to organize the division-wide book days for the students and communications to parents. Planning starts in late fall and continues throughout the event.

**Literary Committee** This committee of four members works throughout the year planning **Book Talks** and **Meet the Author** evenings. Book Talks are planned twice per year, in conjunction with the Collegiate Librarians. Librarians select a book for the community to read and then host a discussion over wine and cheese in the Library. Meet the Author evenings are intimate one on one discussions with a recently published author from the Collegiate community. The author discusses their recent work and shares insights into their writing process. These are also held twice per year.

The **Lost and Found Committee** works with the school to organize a system for students to recover misplaced belongings and articles of clothing. Large bins are located in key locations in each division to hold lost items. Parents should encourage students to check the bins regularly for missing items. The committee meets regularly to consolidate accumulated items and organize them for display to students and parents at periodic PA meetings. Unclaimed items are donated to charity at the end of each school year.

**Middle Schools Alliance (MSA)** is an independent, nonprofit organization that serves students in grades 5 through 8 from independent single sex schools. The aim is to provide meaningful opportunities for connection at large. Parent representatives from each school attend an orientation meeting to plan activities. In Middle School, students in 5th, 6th, and 7th grade are invited with an assigned girls' school to a paired school community service event. Eighth grade students are invited to attend community service events and book club meetings. Parent reps for each grade facilitate the distribution of invitations and enlist volunteers to serve as chaperones.

The **New Parents Welcoming Committee** members are the first point of contact between families new to Collegiate and the PA. The NPWC consists of a Chair, a Lower School Rep, a Middle School Rep and an Upper School Rep. The committee helps to organize the Kindergarten Playground Party which takes place in September, and the Kindergarten Reception for New Families, which takes place in May. The committee helps families of students joining Collegiate after Kindergarten become better acquainted with the community by reaching out multiple times over the summer and throughout the school year, in an effort to provide assistance navigating the beginning of the term and to answer any questions new families may have. The NPWC is a resource for all new families and NPWC committee members are available to assist new families throughout the year.

The **Newsletter** editors produce the PA Newsletter, which summarizes the presentations at each PA meeting, provides news about sports, arts, the library and community service, and includes notes from the Head of School and the PA President. Parent volunteers write and produce each issue, coordinating with various sources at school. The Newsletter is an important source of information, especially for parents who

may not have been able to attend a particular PA meeting. The Newsletter is sent to all parents two weeks following each PA Meeting.

**Parents in Action** (“PIA”) is an independent, nonprofit organization that works with parents from member schools to help parents create an environment that fosters communication and support for their children. Programs include Middle and Upper School seminars and each grade has the ability to schedule a “Parent Talk” moderated by PIA facilitators. Each independent school has a PIA representative, who is encouraged to attend a small number of PIA lunch-hour programs and who coordinates with class reps to arrange each grade’s parent talk discussions..

Collegiate’s PIA representative also serves as our representative to the **Parents League**. The Parents League is an independent membership organization of parents and independent schools that provides current information on education, entertainment, and enrichment opportunities for families in New York City. The Parents League representative attends a fall orientation meeting and occasionally conveys Parents League materials of interest to the Collegiate parent community.

**Snack Sales.** A parent committee organizes the sale of donated baked goods and snacks at the **Fall and Spring Snack Sales**. Proceeds from the **Fall Snack Sale (Cupcake Day)** support the Collegiate Festival. Proceeds from the **Spring Snack Sale (Donut Day)** support the Faculty and Staff Appreciation Tea. The Snack Sale committee organizes parent volunteers and donations and adheres to Collegiate’s Allergy Policy when holding these sales.

The **Winter Coat Drive Committee**, a subset of the Community Service Committee, organizes an annual, school-wide collection of winter coats, hats, scarves and mittens for donation, in order to support organizations in the neighborhood and the community beyond the school. The coat drive generally begins in mid-November and concludes in mid-December.

## 2023-2024 PA Officers, Committee Chairs & Class Representatives

The information listed is compiled for use by Collegiate's parents in contacting one another and should only be used within the Collegiate Community. It is against school policy to give this list to people or organizations outside the Collegiate Community.

### Officers & Ex-Officio Members

#### President

Anne Straton Pierson	917-862-8402	ahstraton@aol.com
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#### Chair, Class Representatives and Head of Nominating Committee

Darnetha Lincoln M'Baye	917-860-9171	dlnmbaye5@gmail.com
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#### 1st Vice President

Dana Coppolino	917-273-3946	danacoppolino@gmail.com
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#### 2nd Vice President

Fati Sadeghi-Nejad	646-270-2289	fati.sadeghi@gmail.com
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#### Communications Coordinator

Haynee Johnson	212-227-2486	hkjohnsonnyc@yahoo.com
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#### Events Coordinator

Brenda Dash	201-766-9758	bldash@gmail.com
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#### Treasurer

Rachi Grant	646-559-9051	rachigrant1@gmail.com
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#### Ex-Officio

Julie White	212-722-1592	julie_s_white@yahoo.com
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# COLLEGIATE SCHOOL

## 2023-24 PARENTS ASSOCIATION

### OFFICERS

#### President

Anne Straton Pierson

#### 1st Vice President

Dana Coppolino (Abensohn)

#### Events Coordinator

Brenda Dash (Anthony)

#### Communications Coordinator

Haynee Johnson

#### 2nd Vice President

Fati Sadeghi-Nejad  
(Khosrowshahi)

#### Treasurer

Rachi Grant

#### Ex-Officio

Julie White

### CLASS REPRESENTATIVES

#### Class Representatives Chair/Head of Nominating Committee

Darnetha Lincoln M'Baye

#### Kindergarten

Halia Evans  
Shreya Shankar (Bhatia)

#### Grade 5

Khadeen Cheesman (Were)\*  
Jenny Galluzzo  
Liz Hines (Hines-Mudry)

#### Grade 9

Maggan Daileader\*  
Dana Strong (Palmer)  
Robin Teh

#### Grade 1

Nell Diamond (Wasserman)  
Jennifer Shin (Berg)\*

#### Grade 6

Shazma Alibhai\*  
Gabrielle Page-Wilson  
(Downing)\*  
Kim Sunshine

#### Grade 10

David Azad\*  
Diane Burstein (Kosner)\*  
Jenny Licht

#### Grade 2

Meira Chiesa (Uhlir)\*  
Lipi Shah

#### Grade 7

Lisa Huang (Tse)\*  
Cindy Meng  
Rebecca Wurtz\*

#### Grade 11

Veronica Maginnis (Erwine)\*  
Elena Tchouvasheva (Amato)\*  
Ilaria Dujarric

#### Grade 3

Onima Bhuchar\*  
Caroline Sandberg (Cohen)

#### Grade 8

Lucy Guo (Wu)  
Tanisha McKnight\*  
Aarti Sanan (Chamadia)\*

#### Grade 12

Tia Chapman\*  
Eva Heyman\*  
Eby McKay

\*Second Year/Continuing

## 2023-24 SERVICE COMMITTEES

### Archives

Mimi Crawford  
Chrissy Norton Tap  
Sarah Steel

### Athletic Advisory Reps

MS: Nick Haines '90  
US: John Kosner '78

### Bargains for Boys

Sheri Babbio  
Hooman Kamel  
Divya Mirchandani  
Preeti Salvi (Singh)

### Benefit

Cariad Farber (Lippman)  
Carolyn Sterling  
Peter Watt (Cattie-Watt)

### Blue Blazer Exchange

Vanessa Frastisi (Henriques)  
Sara Margolis (Stanton)  
Tenille Skelton

### Book Festival

Jennifer Keam (Bannasch)  
Laura Kittredge

### Collectibles

Chair: Felicia Bersh  
Chair: Lilian Kim  
*Merchandising/Buying*  
Amy Koplin

Maryann Protass  
*Sales Coordinator & Logistics*  
Sally Bertouch  
*Communications & Volunteers*  
Mary Pat Dowhy (Dowhy Canfield)  
*Finance/Reporting & Square*  
Diane Fernandez (Feliciano)

### Collegiate Festival

Praneet Clemminck  
Regina Flores Mir  
Natasha Lewis

### Community Life

Chair: Louise Hart  
Chair: Jay Moorthy (Kaushik)

### Crafting

Wendy Schwartz

### Running

Alfredo Achecar  
Melanie Bryon (Capellan)  
Zachary Silverzweig  
*Mahjong*  
Emily Moloo  
Alison Friedman  
Lisa Goldin

### Community Service

Chair: Nisha Rughwani  
LS: Vinnie Kumar  
MS: Cathy Lee  
US: Nicole Benedetto  
*Winter Coat Drive*  
Natasha Boucai  
Hyokon Choi

### Curriculum Nights

LS: Carolanne Srivastava  
MS: Swati Olebe  
US: Shalinee Sharma  
(Krishnamurthy)  
Receptions: Pamela Stanley

### F-S Appreciation Tea & PA Gifts

Kate Bouquard (Moretti)  
Gail Fung  
Samira Shah

### Grandparents & Special

Friends Day  
*Every Other Year*

### JSA

Ursila Jung (Vasudev)  
Kemp Steib

### Library Volunteers

Kelly Campelli  
Sarah Kessler

### Library Week

Chair: Raquel Nogueira (Kumar)  
LS: Sofia Chappuis  
LS: Allison Herron (Portilla)  
MS: Stephanie Hattiangadi

### Literary Committee

Ruchi Bhuyan  
Katie Firth (Bank)  
Urvashi Sen (Rajendran)  
Sid Sherwood

### Lost and Found

Liz Brooks  
Erica Martini  
Joohee Meister

### Middle School Alliance

G5: Jessica Davis  
G5: Nicole Greene  
G6: Helen Joa  
G6: Alexandra Rowley (Wallis)  
G7: Preeti Parikh  
G7: Sandi Sam  
G8: Pallavi Dugal  
G8: Pia Sablok

### New Parents Welcoming

Chair: Amy Korpus  
LS: Bethany Zaheer  
MS: Mimi Su Lozow  
US: Jodi Zotkow

### Newsletter

Emily Heitner  
Jennie Sargen  
Esther Tan (Wang)  
Erin Velandy

### Parents in Action/

Parents League  
Rui Wang (Xu)

### Snack Sales

Alex Engler  
Kimberly Osnoss  
Julie Roginsky  
Kratma Saini Sood

### Volunteer Coordinator

Sugie Hong Bruttomesso

# Collegiate Collectibles

Collegiate Collectibles will hold several sales during the 2023-2024 school year, in conjunction with PA Meetings and other special events. Sale dates and information will be distributed when available. Long and short-sleeved polo shirts, long-sleeved fleece jackets, track pants, baseball caps, umbrellas, pajama pants, footballs, handballs, and many other logo items will be available at these sales throughout the year. Prices and availability are subject to change. For further information contact a member of the Collegiate Collectibles committee (see the list of committee chairs in this handbook).

**Please note: Parents may not use the school name on memorabilia, including articles of clothing, without the prior permission of the Head of School or the PA President.**

## Dutchman Store

Collegiate athletic apparel for P/E and Collegiate backpacks are available through the Dutchman Store on the Collegiate school website.

## Gifts Policy

Monetary gifts from individual parents to individual faculty or staff members are not allowed. Handmade items from the students are always accepted. On behalf of all parents, the PA will request monetary donations from families twice per year, for the following:

1. **January Faculty Staff Appreciation Tea.** Immediately after Winter Break, the PA hosts the annual *Faculty and Staff Appreciation Tea*, to which all Faculty and Staff are invited. This long standing tradition provides an afternoon of refreshment and gift giving to all members of the Faculty and Staff. The PA organizes and hosts the event and requests modest monetary donations from all families to cover costs.
2. **May Teacher Appreciation Week.** In May, the PA requests monetary donations from families to contribute to the cost of individual end of year gift cards for each member of the Faculty. Gift cards will be distributed one day during Teacher Appreciation Week and given on behalf of all Collegiate families.

**Lower School End of Year Gifts.** At the end of each year in Lower School, Class Representatives may organize a special class gift for their teachers, on which the students work collectively. Collegiate's tradition is that gifts should represent and come from the students. Past examples of these gifts include photo memory books, a collection of drawings, a book of the students' reflections on the year, the students' favorite recipes, a thank you video, etc. As previously mentioned, handmade items from the students are always cherished. **All gifts/projects should be cleared by the Chair of Class Reps and the PA President.**

**Middle School and Upper School class gifts are not given.** The PA Faculty and Staff Tea and May Teacher Appreciation Day will include these divisions.

**Annual Fund.** Parent contributions to the Annual Fund are also a tangible way to support the faculty and staff. The school's annual report describes several other endowed funds that benefit the faculty. In 2002, the PA's gift to the school established the *Staff Enrichment Fund*, which provides stipends to support educational and cultural interests of staff in non-academic departments.

Please note that any collection of funds from parents for any purpose, other than those above, must be cleared with the PA President and the Development Office.

## Guidelines for Use of Collegiate Information

### Student Directory and Class Lists

The Student Directory and class lists are intended solely for the exclusive use of Collegiate parents and students in contacting each other in reference to Collegiate activities. It is against school policy to use these lists for charitable or other solicitations or to allow other people or organizations to use these lists for any purposes unrelated to school activities.

### Collegiate Name/Logo/Mark and School Information

Parents may not use the school name, logo, or marks for any private or unofficial purpose without the prior permission of the Head of School or PA President. This restriction includes the use of the school name, logo, or other marks on memorabilia, including articles of clothing.

Policies regarding the Student Directory, class lists, or any other list that includes families' addresses and/or email addresses and/or phone numbers, as well as the Collegiate name, logo, or mark are intended to preserve the privacy and integrity of the school community.

### Authorized Use

All requests from a person or an organization for the use of information in the Student Directory or the class list, or the use of the Collegiate name and logo for any activity or purpose not sponsored directly by Collegiate School, must be referred to the PA president. This includes requests for the purpose of inviting Collegiate students to an outside event.

For permission to be granted, there must be a Collegiate parent involved with the planning and execution of the event and the invitations must be addressed by the parent involved. The parent must make sure that the names of all the students (in a grade), including those of any new students, are on the list. If the activity is for Lower School, the invitation must be addressed to the parents and not directly to the students. ***The Student Directory or a class list may not be given or loaned to a person or organization under any other circumstances.***

In deciding whether to approve the use of the Student Directory or class list, the PA president or Head of School will consider the nature and the appropriateness of the event. Relevant factors include: the day of week; size; location; level of supervision; and whether the event is structured so as to lessen social pressure and encourage students to mix. Events that are exclusive in nature or that do not include all members of the class *will not be approved*.

Cost of admission/ticket pricing: These guidelines do not include limits regarding the price of admission to a charitable event. However, if an event seems unduly expensive, parents are encouraged to call the sponsoring organization. Charities and other nonprofit organizations can make provisions for any student having difficulty paying for an event.



# Interschool

Interschool is a cooperative association of the Upper Schools of Brearley, Browning, Chapin, Collegiate, Dalton, Nightingale-Bamford, Spence, and Trinity. Its programs and activities provide Collegiate students opportunities not available at Collegiate. The program sponsors: a College Night, an Exchange Day, coordinated Drama productions, the Interschool Multicultural Coalition (IMC), and field trips. Students are informed of Interschool activities through the Upper School office. Interschool is an authorized user of the Student Directory. Information about activities at member schools may be posted on the website at [www.interschool.org](http://www.interschool.org).

## Lost and Found

Clearly marked “Lost and Found” containers are located in Lower Level 1, Lower Level 2, Middle School Center and Upper School Center. Recovered valuable or fragile items will be turned in to the division heads' offices or may be left with security at the front door.

## PA Allergy Policy

For PA events held in the Collegiate school building, the Parents Association supports Collegiate’s Allergy Policy to the best of its ability. For outside events, the PA encourages all members of our community to familiarize themselves with Collegiate’s Allergy Policy and to be considerate of community members with allergies. Collegiate’s Allergy Policy is below.

### Collegiate Allergy and Anaphylaxis Awareness Policy

Some members of our community have been identified as severely allergic to specific food, drugs, and/or substances. Eating, touching, and in some cases even inhaling or coming into contact with these substances can cause a life-threatening reaction.

Collegiate School is committed to providing the safest environment possible for students with severe allergies, and we have adopted an allergy and anaphylaxis awareness policy. Regarding food allergens, the school along with the school’s food service provider make every effort to label main allergens and keep nuts and nut products out of food served at the school. The school’s food service provider works to ensure every community member can be accommodated with safe food daily.

The following guidelines provide instructions for our community to help maintain an allergy aware environment.

### Food Safety

- Daily nut-free snacks are provided by the school kitchen to Lower School and Middle School students.

- Monthly nut-free birthday party snacks for the Lower School classrooms are provided by the school kitchen. Other celebratory or cultural parties must be non-food related.
- No outside food is to be brought into the Lower School. Medically necessary food for an individual at lunch is allowed with a doctor's note and permission of the nurse and must not contain nuts, nut oils, or any nut derivatives.
- While food is sometimes brought into the Middle and Upper Schools, all food items should be nut-free, and where possible, approved by the nursing team in advance. Food labels should be available for review when possible.
- Upper School students often bring outside food into the cafeteria to eat, however, they eat in a separate location from Middle and Lower school students. Please remind your students that the cafeteria is a nut-free environment, and students should not bring nut products into the cafeteria.
- No food of any kind is allowed on the school buses
- Bake Sale foods are to be approved by the school nurse and ingredient list should be provided for students to read. All bake sales are nut free and bake sales include a table for items made in nut-free environments.

Even though we make every effort to eliminate nut products from the school, we cannot ensure that the School environment is nut free. We ask that students with food allergies are proactive in the management of their allergies and reactions based on their developmental level. This includes not eating anything with unknown ingredients or any food known to contain any allergen. The kitchen provides a daily menu with the listing of ingredients at the server, and faculty help students navigate food choices, as needed. Allergy Management and Protocols

For students with allergies, the parents or guardians must submit an allergy emergency protocol form to the school nurse via the Magnus Health Portal. This protocol (Magnus Allergy and Anaphylaxis form) can be downloaded from your child's Magnus portal.

### **Allergy Management and Protocols**

- For students with allergies, the parents or guardians must submit an allergy emergency protocol form to the school nurse via the Magnus Health Portal. This protocol (Magnus Allergy and Anaphylaxis form) can be downloaded from your child's Magnus portal. Allergy protocols from your child's Allergist may also be used. This form must be completed and signed by a Health Care Provider and signed by a parent.
- Specific allergy concerns must be discussed with the school nurse. The nurse will communicate specific food allergies to necessary faculty and the School's Food service provider.
- Parents are responsible for providing their child(ren) with an EpiPen/ Auvi Q and the prescribed antihistamine as needed. In addition, there are extra EpiPen/ Auvi Q stations located throughout the school and in the nurse's office.
- A Medical Condition List is created at the beginning of each school year and updated as needed by the school nurse on a need-to-know basis. Students with life threatening allergies would be on this list. All faculty are notified by email with these lists.
- When children are participating in field trips, all allergy care plans must be up-to-date and emergency medication must be available. If these requirements are not met, participation in field trips may be jeopardized.

- Faculty who teach students with documented food allergies are informed of the emergency protocols and prepared to respond in the event of a severe allergic reaction. Copies of the protocols will be kept with the child's medication in a labeled Ziploc bag. The Lower School teachers will store this medication in their first aid backpacks in the classroom. Middle School and Upper School allergy medication is either carried by the student or stored in the nurse's office.

If you have any questions or concerns, please contact the school nurse.

Additional/helpful resources: <https://www.foodallergy.org/>