



Collegiate School
Lower School
Handbook
2024-2025

Welcome to the Lower School Handbook.

Here is some important information for you and your son. Subjects are listed alphabetically, and the index should provide easy access.

Whom To Call

Collegiate School Main Number: 212-812-8500

Lower School Office:

Beth Weinberg, Lower School Administrative Assistant: 212-812-8542
Bweinberg@collegiateschool.org

Melanie Hutchinson, Head of Lower School: 212-812-8543
Mhutchinson@collegiateschool.org

After school:

bweinberg@collegiateschool.org (registration)

Bbrown@collegiateschool.org (After school and Extended day)

Psychological services: bklein@collegiateschool.org (Located on 2nd floor)

Nurses: nurses@collegiateschool.org (Located on 3rd floor)

Lower School Fax: 212-812-8578

The Lower School Office is located on the third floor.

TABLE OF CONTENT

WHOM TO CALL	3
ARRIVAL.....	5
ATTENDANCE.....	5
BACKPACKS.....	5
BIRTHDAYS	5
BUSES.....	6
CLASSROOM NEWSLETTERS	6
COMMUNICATION.....	6
COMMUNITY STANDARDS - WE FOLLOW THESE PRACTICES:	6
CONFERENCES AND REPORTS	7
CURRICULUM NIGHT	7
DISMISSAL	8
DRESS CODE	8
GIFT POLICY.....	8
HOMEWORK	9
LIBRARY	9
LUNCH AND SNACKS.....	9
LOST AND FOUND	9
PERSONAL BELONGINGS.....	9
RE-ENROLLMENT.....	10
SCHEDULE	10
SUPPLIES	10
SUPPORT.....	10
TECHNOLOGY	10
WATER BOTTLES.....	11
VACATIONS AND SCHOOL CLOSINGS	11
HEALTH	11
ALLERGY AND ANAPHYLAXIS AWARENESS POLICY	11
FOOD SAFETY	11
ALLERGY MANAGEMENT AND PROTOCOLS	13
GENERAL ILLNESS	14
COLLEGIATE’S STATEMENT OF BELIEFS	15
POLICY ON GENDER AND DIVERSITY	16
COLLEGIATE ACCOUNTS AND RESOURCES	17
SOCIAL MEDIA AND ONLINE PRESENCE	18

After School

Our program is called Collegiate Explorers and offers classes and an extended day program each day of the week. It has 3 trimesters and there will be registration for each one.

If you arrange for a private sports group to pick up your son at school, it is very important we have that information including the name of the group and contact information.

Arrival

The doors open at 8:00 am at which time the boys go directly to their classrooms. If boys arrive before 8:00 am, they remain outside under the supervision of a parent or caregiver. **We expect the boys to be in their classrooms by 8:15 am. Activities and meetings start at this time.** Parents should plan to say goodbye at the school entrance.

Attendance

Please use the **School Dismissal Manager** to report absences and late arrivals and use the note box to explain the reason for the absence. If ill, please specify the nature of the illness.

School Dismissal Manager is also used as our online dismissal management system and must be used to set up your son's dismissal schedule. Changes can be made until 10:30am on any given day. Set your regular schedule as default and make any one off changes under exceptions.

Backpacks

Each boy needs a backpack and should bring it to school every day. All clothing and backpacks should be labeled with your son's name.

Birthdays

Your son's special day will be celebrated in his classroom, but for safety reasons we do not allow treats from outside the building. At the end of each month our food service staff will provide a special snack in recognition of all of the birthdays celebrated that month. If your son suffers from allergies to multiple foods or is on a restricted diet, please send in a supply of special treats that are safe for him to eat.

Buses

We use DOE buses and a private service- Mario's. We have no control over the timing, reliability, or personnel. Please communicate issues with us, but also make your own complaints.

The boys are expected to follow school rules on the bus. Additionally, they will follow these guidelines:

B is for be respectful at all times

U is for use the seatbelt

S is for stay in your seat

Classroom Newsletters

Classroom newsletters for each grade will be emailed home as a pdf. Please check these newsletters for a review of the week's events, announcements about upcoming events, and reminders from classroom teachers.

Communication

Please use our voicemail directory to reach faculty by phone.

Faculty can also be contacted by email as follows: [firstinitiallastname@collegiateschool.org](mailto:firstname.lastname@collegiateschool.org)

We strongly urge you to email teachers during work hours and please don't expect responses over the weekends.

Community Standards - We follow these practices:

Respect yourself and your learning

Respect others

Respect the environment

Respect and responsibility are the basic tenets of the Lower School Community Standards. We believe that a partnership among students, faculty, parents, and administration is essential to ensure that all members of the community are respectful of one another, that each person takes responsibility for their own actions, and that all students can learn and grow in a healthy, supportive, and safe school environment.

We also recognize this is a time when students are still learning to self regulate and be a positive member of the community. Programming in the classroom supports these goals.

Violation of these practices or other school standards may result in disciplinary action. The school will determine whether circumstances warrant consequences and/or disciplinary action, and if so, will determine the consequences or disciplinary action to apply. Factors considered by the school may include, but are not limited to, the nature, severity, and frequency of the issue, and the student's history.

Please immediately report concerns to us if your child is having issues with other students so that we are aware of incidents and can follow up in a timely fashion. You can reach out to the homeroom teacher, school counselor, or Division Head. If we receive a complaint or hear of an alleged incident, we will look into it thoroughly by talking with anyone who might be involved or knowledgeable about what happened.

We will use the following definition of bullying to inform our response to any complaints: an aggressive physical, verbal, or social behavior directed at another individual that is intentional and involves an imbalance of power or strength and is repeated over time.

Please do not assume that what you heard from your son or from someone else is an accurate or complete accounting of an incident or ongoing situation, and do not expect the school to make the same assumption.

Please do not engage with other parents about other children at the school and about alleged incidents. No one has as full a picture as we do about situations here at school. When parents begin to speculate and share what they've heard, it makes resolution very difficult and undermines trust with the school and among parents.

The school will share consequences for student misbehavior with our community as it sees fit, in ways that are age-appropriate and that respect the privacy required of sensitive situations. Misinformation about what happened or did not happen or what the school's response was or was not can lead to mistrust among constituents. The school will communicate proactively with students and, if appropriate, with parents, and we will also clarify misinformation as necessary.

Conferences and Reports

Conferences for students in all grades take place in late October/early November and February. Please note that classes are not in session on conference days. Additional conferences can be arranged throughout the year.

Parents receive a report checklist in February and a written progress reports in June.

Curriculum Night

Lower School Curriculum Night is scheduled in October when the classroom teachers and specialists will describe aspects of the year's curriculum to parents.

Dismissal

School Dismissal Manager is our online dismissal management system and must be used to set up your son's dismissal schedule. Please set up your child's regular dismissal schedule as the default and make daily changes as an exception. Changes can be made until 10:30 am on any given day.

Students will be dismissed at 3:15 pm each day except Friday which is 2:15 pm.

Boys in kindergarten, first, and second grades will be dismissed from the main courtyard. Parents and caregivers should enter on 62nd Street. Third and fourth graders will be dismissed from the courtyard on 61st Street.

Third and Fourth graders with siblings in K-2 should also exit from the 62nd street courtyard.

After school dismisses from the courtyard on 61st Street.

Dress Code

To create an environment that promotes academic excellence, exemplary character, and a respectful and caring community that builds on our history and traditions of helping our boys become a part of something greater than themselves, we require our students to follow the dress code below. At the same time, our students need to be comfortable-whether it be while painting in the art room, working on the floor in the classroom, or taking part in PE.

Therefore, all Lower School boys should wear a collared dress or polo shirt and long pants. Jeans are acceptable but athletic pants, including sweatpants and mesh shorts, are not.

Shorts are allowed in warm weather. Sneakers are highly recommended.

For the Convocation in September, the Winter Program in December, and on Moving Up Day in June, a formal dress code will be in effect. This means a shirt, tie and jacket for third and fourth graders, and a shirt and tie with an optional jacket for kindergarten, first and second grade.

If your child wishes to wear other forms of suitable daily attire, please communicate with the Division Head in advance.

Gift Policy

Families are strongly discouraged from giving store-bought gifts or gift certificates to faculty, staff, or administration, but handmade items and mementos from the boys are always cherished. Class reps may organize a class project for the boys to work collectively on as a gift for their teachers at the end of the year or for a special occasion.

Homework

The purpose of homework is for the students to be able to practice skills already introduced in the classroom and to learn responsibility. Our goal is that students complete homework on their own but recognize that parent support and involvement has its place.

We begin assigning homework in second grade. In kindergarten and first grade, we encourage reading each night- a combination of the student and the parent reading. Teachers will communicate the homework schedule for grades two through four.

Library

K-2 Parents can visit to read in the library during their child's library time. Information will be sent home from the librarians.

Books are checked out and returned during the boys' library times but students can also visit the library, with teacher's permission, at other times.

Lunch and Snacks

Your son will eat lunch in the cafeteria and be given a snack in the classroom. We strongly recommend going over the lunch menu beforehand with your son at home to encourage healthy selections. Of course, teachers are on hand to also help. Please do not send any food to school with your son unless you have approval from the nurse.

Please contact the nurse about allergies and see the allergy policy section.

Lost and Found

There are large white bins on the 2nd and 3rd floors for lost items of clothing. There is a lost bottle bank on the 3rd floor. Please put your son's name on everything!

Personal Belongings

Unless directed by the teacher, no toys or games should be brought to school. Additionally, there is to be no trading or money exchanges. This also applies to riding on the bus.

Re-enrollment

Applying out: We understand that due to certain personal circumstances like relocation, a family may choose to apply out. Collegiate recognizes the right of currently enrolled students and families to consider other educational options, and if a transfer is initiated, we will provide appropriate documentation and support in a timely manner, including reminding the family of any current contractual obligations. Please send all requests for recommendation forms and documents that you may need to the Office of Admissions and Enrollment:

admissions@collegiateschool.org. We will forward these to the appropriate individuals to complete and ensure that completed forms are sent to the school(s) you list. Please do not send requests directly to the division heads or to faculty members. The Office of Admissions and Enrollment will be the central place to collect and disseminate the required information if you choose to apply out. Kindly contact our Assistant Head of School for Admissions and Enrollment if you have specific questions and need more information. Thank you for helping us keep this process streamlined and efficient.

Schedule

We create a balanced schedule that includes visits to special classes, time outside, choice time, and of course, core classes in the homeroom. Schedules will be shared by the homeroom teachers.

Supplies

The school provides everything that the students need in the classrooms.

Support

We provide support for all students knowing that each boy develops at his own pace especially in the early years. Specialists work with students on reading, writing, executive functioning, and math. The psychologist is also part of the support team, working with students, parents, and faculty. The support team meets regularly with the division head.

Parents should contact and work with the school if there are concerns that might result in the need for a referral for tutoring or an evaluation.

Technology

Review the section about Collegiate's Acceptable Use Policy for computer resources and the internet. An iPad will be issued to each Lower School student. Although these tablets are housed at school, they may travel between home and school and are to be used for school assignments only.

While in school, all internet access is closely supervised by a faculty member. It is essential that parents supervise their son's computer use outside of school, both to promote safe and responsible use of online resources and email and prevent activities that could violate our Acceptable Use Policy.

Cell phones and other personal mobile devices are strictly prohibited. We recommend that you do not provide your son with a cell phone until he is old enough to travel around the city without adult supervision. If your son travels with a smartwatch he will be required to put it in his backpack during the school day.

Water bottles

Please send your son to school with a water bottle. Please label it clearly with his name. Only water should be put into it.

Vacations and School Closings

Collegiate is closed for a winter break in December and a spring break in March. There are other holidays and school closings throughout the year as indicated in the school calendar. We ask that you adhere to this calendar when making vacation travel plans.

If New York City schools close due to a weather emergency, on the first day Collegiate School will close as well. On subsequent days, the Head of School will make a decision about whether or not to cancel classes. Information about emergency closings will be sent using the Alert Now system with messages being sent via text and email, and information being posted on the website.

If students have an early dismissal for any reason, the School's notification system, Alert Now, will deliver the information to families.

If we must evacuate our building and circumstances prevent us from returning for a period of time, our off-site shelter is the Heschel School located at West End Avenue and 61st Street. Again, you will be notified by our Alert Now system should relocation become necessary.

Health

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 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.

<https://www.foodallergy.org/>

General Illness

If your child is feeling sick, please keep them home and notify the appropriate divisional office of the reason for absence. Tracking illness trends allows us the ability to preserve a healthy school environment.

If your child experiences an injury or is diagnosed with a new medical condition, when ready to return to School, please contact the Nursing Team with details and to discuss any impact on your child's physical, academic, or psychological needs in the School environment.

In order for your child to return to school after illness, we ask the following:

- Your son can return after illness when symptoms have subsided, he is well-nourished, energized AND has no fever for 24 hours without the use of fever reducing medications (Advil/Ibuprofen/Motrin/Acetaminophen/Tylenol) as well as no vomiting or diarrhea for at least 24 hours. Please note, a fever is considered to be 100.0 degrees and above. If diagnosed with strep throat, students can return after receiving a full 24 hour dosage of prescribed antibiotics AND symptoms are improving.
- If they have a skin rash, students can return after a diagnosis from their healthcare provider has been provided along with a treatment plan AND symptoms are improving.
- If they have a red, crusted, itchy, irritated eye or eyes with or without drainage, students can return after a diagnosis from their healthcare provider has been provided along with a treatment plan AND symptoms are improving.
- If a student has been diagnosed with conjunctivitis (pink eye), students can return after receiving a full 24 hour dosage of prescribed antibiotics AND symptoms are improving.
- If a student has been diagnosed with seasonal allergies, please follow your healthcare provider's recommendations for administering antihistamine medications to maximize time at school comfortably with improved symptoms.
- Students cannot come into school late the next day after illness.

Students must be dismissed from the nurses office within 1 hour of contacting the parent because of illness.

Collegiate's 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 boys to develop their individual capacities for personal and academic excellence.

We believe that boys 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.

Policy on Gender and Diversity

Collegiate is a leader in the education of boys, and the oldest independent school in the United States. Over the course of its long history the school has become known for intellectual rigor. But the value of a Collegiate education is also found in the character of its students. Collegiate is called to cultivate empathy, integrity, conscience, and that indelible virtue, honor, in boys and young men. Doing the right thing, in the classroom and the world, should be a hallmark of a Collegiate education, along with a sense of community and camaraderie that endures, not simply during a student's years at the school but, for many graduates, throughout their lives.

Education without inclusion is by definition incomplete. Our community cannot be truly great unless it seeks to welcome diversity in many forms: racially, economically, ethnically, in terms of talents and interests, backgrounds and beliefs.

In this spirit, members of the Collegiate community have been considering the emerging topic of gender diversity.

With confidence that a school of revered history and tradition can embrace the progress essential for a just and equitable society, the Board of Trustees has enacted the following policy:

Collegiate will consider for admission any qualified candidate who identifies as a boy.

With its customary concern and respect for individuality, Collegiate will seek to support any enrolled student who no longer identifies as a boy.

We expect that any student who is enrolled at Collegiate will continue to embrace our mission as an institution that is and will remain dedicated to the education and well-being of boys.

The school will work with each student and family to consider what is best in order to navigate the concerns posed by a gendered environment.

In translating policy into practice, the administration and faculty will develop meaningful training and protocols that reflect current research and best practices. Moving forward, the administration, in collaboration with the board, will continue to study these issues and oversee implementation.

This policy has been developed in a thoughtful and systematic way, through education, consultation, and dialogue with Collegiate administrators, gender diversity experts, and other single-sex schools. We appreciate that these are matters that may be challenging for some members of our community. But what those of us who love Collegiate share is a commitment to open intellectual inquiry, deep human understanding, and the ultimate good of all our students. We have sought to reflect that in this policy.

April 2019

Collegiate Accounts and Resources

Collegiate School offers its students access to technology in order to enhance their academic pursuits. This policy defines the “acceptable use” of the school’s technology resources, including but not limited to computers, mobile devices, electronic tablets, cameras, interactive whiteboards, projectors, networks, electronic mail services, and electronic information sources.

Each student is given access to Collegiate networks and this access comes with responsibilities and obligations. The purpose of this policy is to promote the meaningful, productive, ethical, and lawful use of Collegiate’s technology resources. This policy and the School’s other policies apply when students access Collegiate’s networks through their own devices as well as through the School’s devices.

- Students should not expect privacy in regard to anything accessed or stored when using their school account. Collegiate staff and other authorized representatives of the School may monitor and/or access student’s accounts at any time with or without notice, and may restrict students’ access to the technology resources at any time.
- Students should treat all technology equipment with care.
- Students should create safe, unique passwords and then keep their passwords private. They must not attempt to discover or use another’s password.
- Students may not attempt to breach the network or computer security or jeopardize the safety and security of others. Students may not introduce malicious programs into the School’s network or server.
- Students may not access, store, share, or print obscene or pornographic material.
- Students should be aware of how their use of technology resources (including but not limited to excessive printing, downloading and streaming of large files, and use of computers for non-academic related purposes) affects the larger community. Students’ use of resources should not negatively affect another’s use.
- Students may not use the School’s technology resources to violate the ethical or legal rights of any person or company protected by copyright, trade secret, patent, or other intellectual property, or similar laws or regulations. Such inappropriate use includes but is not limited to use of the School’s technology to engage in academic dishonesty and plagiarism as prohibited by the School’s policies.
- Students should properly cite any internet resources that they use for their work.
- Students may not copy, download or share any type of copyrighted material, included to and not limited to music, video, images, and text without the owner’s permission.
- Students should follow the Games Policy for their division.
- The School’s policies against harassment, discrimination, and bullying all apply fully to use of the School’s technology.

Social Media and Online Presence

Use of social networks and other online technologies, including and not limited to personal websites, blogs, wikis and social bookmarking, should always be used in accordance with the guidelines below. These guidelines follow the general rules of common sense, common courtesy, and civility.

- Students should understand that they represent Collegiate School at all times and are expected to act with honesty, integrity, and respect for others whether at or away from school.
- Students must respect and protect the rights and privacy of others in our community at all times by not recording or posting audio, video, images, or personal information of others without their prior consent.
- Students should not record or post inappropriate audio, video, or images with or without consent.
- Students may not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any form of electronic communication, nor may a student incite violence, invade the rights of others, nor cause a substantial disruption at the School with any online comments.
- Students may not post or send anonymous messages, attribute messages to another individual, or impersonate anyone in any form of electronic communication.
- Students should not knowingly or recklessly post false or defamatory information about a person or organization.
- Students must not repost a private message without the permission of the person who sent the message.
- Students should not initiate any communication with faculty and staff through social media.
- Students should not contact faculty using personal email or cell phone without a specific reason given by the teacher.
- Students should adhere to the legal age restrictions on social media.
- Students are encouraged to carefully review the privacy settings on any social media and networking sites they use and exercise good judgment when posting content and information on such sites.

While the School generally does not monitor student use of social media off-campus, there are occasions when such use is brought to the School's attention as a possible violation of its policies. In those instances, the School will assess the behavior to determine if a School policy was violated and if such is found to be the case, appropriate measures will be taken.

Violations of the Acceptable Use Policy will result in disciplinary action. Anyone who becomes aware of violations or anyone who has questions about this Policy should contact the Head of Lower School.

