



Collegiate School
*Middle School
Handbook*
2024-2025

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Introduction

Dear Collegiate Students and Families,

Welcome to the 2024-2025 school year! This handbook is intended to provide you with information about Middle School policies, procedures, and academic and community standards.

Please read this handbook—cover to cover— and use it as a resource throughout the school year.

In addition to reading the handbook, I'd like for Collegiate students to begin the school year with these basic expectations:

Give your best in all that you do at Collegiate. Hard work, effort, and engagement are necessary qualities for success in school and in life.

Be respectful. Our common bond is that we are all members of the Collegiate community. Let's honor and nurture this tight-knit community by being respectful and kind to one another.

Keep communication lines open with your advisor, dean, teachers, and me. Share with us your accomplishments or concerns: we are all here to help you reach your highest potential. Ask questions when you have them and be helpful to others when they have questions.

Have a great year.

Dr. Hassan Jones

Head of Middle School

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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.

Collegiate Policy on Gender 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

Community Standards

Respect and Responsibility

Respect and responsibility are the basic tenets of the Middle 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.

To that end, our expectations for Middle School behavior are simple and clear, and form the basis of our Community Standards:

- *Respect each other.*
- *Respect everyone's property.*
- *Do your own work.*
- *Tell the truth.*
- *Do your best.*

Implicit in these five points is the expectation that the students will be positive members of the Collegiate community. Our Community Standards extend to online behavior and include the guidelines of Acceptable Use Policy, which can be found in the technology section of this handbook.

Our Community Standards account for what is best for individual students as well as the community as a whole. Therefore, any incident that impacts our community, regardless of where it occurs, may be considered a school incident and will be dealt with accordingly.

Collegiate School may investigate any complaint of bias and harassment and may discipline any student who is determined to have violated this policy. The investigation may result in warnings, suspension, or immediate dismissal of a student or removal and ban of a parent/guardian or visitor from school premises. Students and parents/guardians should report incidents of bias to any faculty or staff member including their advisor, grade-level dean, Dean of Students, a trusted teacher, the Head of the Middle School, Assistant Head for Institutional Equity and Belonging, or Head of School.

When we receive a complaint or hear of an alleged incident, we will investigate 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.

If a parent shares a concern with us, your son's name cannot remain confidential in the investigation process. That places the school in an impossible situation and is unfair to the accused child. Once a complaint is made on behalf of your son or by your son, the school will speak with him.

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 in 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.

For parents:

Please be knowledgeable of the school's policies and procedures. If you have questions, ask us for clarification.

Report concerns to us immediately so that we are aware of any alleged incidents and can follow up in a timely fashion. You can reach out to the advisor or homeroom teacher, the grade level dean, divisional dean of students, school counselor, or division head.

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. If it is, we will do our best to find out. Every child has a right to a fair investigation, and often matters are unclear, unable to be confirmed, and/or what we learn is more nuanced and complicated.

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 have heard, it makes resolution exceedingly difficult and undermines trust with the school and among parents.

Outside of school hours, parents are responsible for their son's personal devices and their use of social media. We have an Acceptable Use of Technology policy when students are at school, and we encourage you to review it with your son. Outside of school, parents are expected to oversee monitoring their son's use and following up with him and with fellow parents if something occurs online.

Non-Bias/Harassment Policy

Collegiate recognizes the right of everyone to be in an environment where individual dignity is respected, and the school is committed to maintaining an environment free from all forms of harassment.

Guidelines

The creation of an intimidating, hostile, and/or offensive environment may constitute harassment. Harassment does not only depend upon the offender's intention but also upon how the person who is the object of such harassment perceives the behavior or is affected by it.

Collegiate School will not tolerate harassment based on characteristics including, but not necessarily limited to, race, age, marital status, sex, sexual orientation, gender identity or expression, color, religion, disability, ethnic heritage, or national origin.

Definitions

- *Verbal harassment: This refers to derogatory or vulgar comments directed toward any individual, or the distribution of written or graphic material having the same effect with respect to the foregoing categories (which, again, are not exhaustive).*
- *Physical harassment: This refers to physical advances such as hitting, pushing, or other physical contact or intimidation, or threats of same.*
- *Sexual harassment: This refers to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and is prohibited, particularly if such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, humiliating, or offensive learning environment.*

Violation of the above policy may result in warnings, suspension or immediate dismissal of a student or employee or removal and ban of a parent/guardian or visitor from school premises.

Collegiate will examine each complaint in a supportive and confidential manner. Any person who believes that he/she has been the victim of sexual or other harmful or unlawful harassment should report the alleged harassment immediately to a trusted adult member of the Collegiate faculty or staff (e.g., school counselor, Division Head or Head of School). Any Collegiate employee receiving such a report must immediately provide this information to the appropriate divisional personnel. Collegiate may be required by law to alert the NYC Administration for Children's Services or law enforcement.

Disciplinary Policy

The aim of our Collegiate Middle School disciplinary policy is to find the teachable moment in every situation and help our students learn from their missteps so that they can be productive members of our School community. We expect all of our students to follow the rules stated in the handbook and set by classroom teachers to the letter and spirit, but we recognize that middle schoolers will have lapses in judgment from time to time. The disciplinary process has two major components: restitution and consequence.

When students make restitution for their wrongs, they take an active role in trying to “make things right” with the School and their peers. The restitution piece may involve an apology for wrongdoing, making a plan for the future to avoid being in a similar situation to demonstrate to the School that students have learned from their mistakes, and to the extent possible, undoing any damage the students' actions may have caused. This process is an important part of learning how to take responsibility for one's mistakes and should not be confused with punishment.

For serious and/or recurring offenses, students may also face a consequence for their actions, in addition to making restitution. We aim to make the punishment proportionate, reasonable, and when possible, related to the original offense. These can include detention, suspension from sports for a predetermined amount of time, community service, or suspension from a School activity, such as a dance or field trip. For instances requiring more serious consequences, the Community Standards Committee (CSC) will be convened. Whenever possible, minor disciplinary infractions are dealt with either immediately by a classroom teacher or the appropriate class dean, or by the Middle School Dean of Students for more serious infractions and those not taking place in a classroom environment. The Middle School Dean of Students and Head of Middle School will decide whether the action merits further discussion with the CSC. Students who have committed minor disciplinary infractions may meet with the Dean of Students and receive a consequence without having to meet with the CSC.

Disciplinary Procedures and Consequences

Behavior Slips

Major infractions of the Community Standards will result in a student receiving a Behavior Slip. Behavior Slips are intended to document the infraction, provide transparent communication, and prompt disciplinary action. The student and parent(s), advisor, class dean, dean of students and Head of Middle School will be notified when Behavior Slips are submitted.

Major violations and more serious disciplinary action are considered under the following situations:

1. *Repeated interference with the learning environment*
2. *Unsafe conduct which places self or others in jeopardy*
3. *An extremely distasteful, disrespectful, or dangerous act*

Major violations of the Community Standards could result in restorative mediation and/or punitive consequences. Behavior Slips will be written to document any major violation of the Community Standards, such as, but not limited to:

- *fighting; verbal cruelty; bullying; cyberbullying*
- *stealing; lying; cheating; plagiarism*
- *vandalism; gambling; possession or use of weapons*
- *Using electronic devices and/or social media that harms others in the community*
- *Disrespect toward a faculty or staff member*
- *Hate Speech; sexual harassment; physical harassment, verbal harassment*

Community Restoration

Depending on the circumstances, a result of any discipline process may include required participation in restorative practices. These practices will be to acknowledge and/or repair damage that might have been done to individuals, groups, and/or the community.

Examples may include conversations between and among students, communication in writing, research, and education and awareness about the harm caused by the incident or behavior.

Detention

If a student receives three Behavior Slips during either the first or second half of the school year, they will be given detention. The dean of students or a teacher may also issue a detention at their discretion, and independent of the student's behavior slip history, should a particular behavioral infraction warrant it.

Parents will be notified of the detention in advance so that they can make plans for their child's mandatory attendance at detention.

After a student's first detention, all subsequent Behavior Slips will result in another detention. Multiple detentions could result in a suspension.

Disciplinary Warning

The Head of Middle School may put a student on a formal Disciplinary Warning if the student has had multiple conversations with the Head of Middle School or with teachers about issues of respect, lateness, repeated dress code violations, or failure to meet daily commitments. A Disciplinary Warning is accompanied by a letter from the Head of Middle School to the parents/guardians and contains a warning that if the pattern of behavior persists, the student will face further disciplinary action.

Suspension

Major violation of the Community Standards may result in suspension from school. In such an event, the student and their parent(s) will be required to meet with the Dean of Students and Head of Middle School. The Head of Middle School will determine the suspension duration.

Social Warning

A student may be placed on Social Warning when they do not meet the specific criteria for Social Probation, but their behavior suggests a need for significant improvement. A student on Social Warning has either: accumulated three or more Behavior Slips in one trimester; been suspended from school; or committed one serious infraction of the Community Standards.

A meeting will be held with the student's parent(s), advisor, Dean of Students and/or the Head of Middle School to discuss the warning status and plan for improvement. This plan will detail the necessary action steps and timeline for a student to regain appropriate social standing. If a student has not regained appropriate social standing by the end of time allocated, the student will be placed on Social Probation.

Social Probation

Social Probation is a warning to a student and their parent(s) that further violation of the Community Standards may result in more serious disciplinary action, including expulsion.

At the discretion of the Middle School Head, a student may be placed on Social Probation due to: not regaining appropriate social standing in accordance with the action steps outlined under their Social Warning conditions; being suspended from school on more than one occasion in the same academic year; or committing a major infraction of the Community Standards.

A student on Social Probation may not receive an enrollment contract for the following year until their social standing has shown consistent improvement. This improvement will be assessed by the student's teachers, advisor, class dean, and the Head of Middle School.

Expulsion

Serious offenses and or a pattern of destructive behavior may lead to expulsion. These cases are handled strictly on a case-by-case basis. In such an event, the student will meet with their advisor, Dean of Students, and/or the Head of Middle School. A meeting will also be held with the student's parent(s), advisor, class dean, Dean of Students, and the Head of Middle School. After this process is completed, the Head of Middle School will make a recommendation to the Head of School in situations where expulsion is under consideration. Expulsion could be the outcome of any major violation of the Community Standards.

The School reserves the right to individualize its student disciplinary process to match the age, status, and disciplinary history of a given student.

The School reserves the right to ask any student to leave the school permanently.

Academic Standards

Curriculum

An overview of the Middle School curriculum is available on the Collegiate School website. Middle School parents will learn more about the academic program at Curriculum Night. Middle School faculty, Curriculum Coordinators, and the Head of Middle School are always willing to respond to inquiries about curricular content.

Academic Integrity

The Collegiate community shares a common educational purpose. Every student learns in his own individual way, but his learning benefits from the work of his classmates, the guidance of his teachers, and the experience of those who have gone before him. Just as we share a common educational purpose, so too we share the principles of scholarly ethics and responsibility. These principles build trust and remind us that personal integrity is essential to the vibrant academic life of a school. Therefore, cheating and plagiarism compromise both an individual student's education and the education of others by undermining personal integrity and fracturing the trust that we all rely on.

Simply stated, we understand that any misrepresentation of ownership in a student's academic work is cheating and that using the work of another without acknowledgment or representing the work of another as one's own is plagiarism.

While we value collaborative learning and encourage students to help one another, including helping solving math problems, collaborating on science labs, or editing essays with peers, we presume that any graded assignment prepared by the student outside of class is entirely his own. If a student has received help from a classmate, tutor, teacher, published source or artificial intelligence tool like ChatGPT, he must explicitly acknowledge that help in writing.

If in doubt about how these concepts apply to specific situations, the student should ask their teacher. The following are considered types of academic dishonesty at Collegiate:

- *Uncited material: When a student finds information, images, sounds, etc., in a source and includes it in their work without citing the source.*
- *Uncited ideas: When a student finds an idea in a text and writes it into their paper without citing the source.*
- *Verbatim phrase or passage that is not quoted: When a student finds an exact phrase/sentence/passage and writes it into their paper without citing the source. Uncited structure or organizing strategy: When a student's paper/paragraph is organized in the same manner as a source that they accessed but did not cite.*
- *Misrepresenting evidence: When a student alters and/or intentionally misinterprets a source's meaning.*
- *Improper collaboration: When students work together on an assignment, project, paper, etc., without permission from the course teacher.*

Academic Standards

- *Dual or overlapping submissions: When a student passes in a paper or part of a paper to two or more teachers without the prior permission of the teachers to do so.*
- *Falsifying evidence or citations: When a student fabricates evidence or citations.*
- *Abetting plagiarism: When a student helps another engage in academic dishonesty.*
- *Improper use of electronic media or technology: When a student uses such tools inappropriately (for example, using an online translation program in a foreign language course).*

These guidelines were adapted from *Writing with Sources: A Guide for Harvard Students*, by Gordon Harvey. Hackett Publishing, Indianapolis, 1998. It should be noted that individual teachers may set additional guidelines.

If a teacher suspects that plagiarism has occurred on a paper, the teacher, the student, and the Middle School Dean of Students will meet to review the work in question and to hear the student's account of the composition process, and to clarify, if necessary, the definition of plagiarism.

After this meeting, if the teacher and the Dean agree that plagiarism has occurred, the Dean will refer the matter, with all relevant documentation, to the Head of Middle School. The Head of Middle School will then take one of two courses of action: If the student has committed no previous academic-honesty offenses, then the matter may be referred back to the teacher for assessment of a grade penalty (according to the department's guidelines) and short-deadline rewrite.

The Middle School Dean of Students will maintain a record of all cases handled in this manner so that, if the student has previously been referred on an academic-honesty matter, the case may be reviewed by the Community Standards Committee (CSC). All suspected plagiarism cases will be discussed at the outset with the teacher and the Middle School Dean of Students.

Consequences

Student work is expected to represent the individual student's skills and knowledge. To represent the work of another person (from text or from classmate) constitutes a major infraction of the School's basic principles. Such occurrences will be handled on an individual case basis.

If a student is found to have violated the School's academic integrity policy, disciplinary action will follow. At a minimum, the student will receive a zero on the assignment in question, even if it is a major exam, and they may be asked to redo the assignment in order to demonstrate understanding, for no credit. It should also be understood that students who knowingly provide material for the academically dishonest use of others will also be subject to disciplinary action.

Academic Standards

The involved faculty member(s), the Middle School Dean of Students, Head of the Middle School, and the CSC are involved in such situations and will decide what course of action will be taken.

A Note on Tutoring:

Outside tutoring can be effective in helping a student improve his skills in a particular area. Under no circumstances, however, should a tutor or any other person do a student's work for him. A tutor should not write for a student or solve a math problem for him. The teacher and tutor should communicate to focus the work needed and clarify the nature of the tutoring. Either the student or his parents/guardians must inform the teacher that he is receiving outside tutoring.

Assignments, Major Assessments, And Quizzes

All students are expected to complete the assignments, major assessments, and quizzes given to them. When students have diagnosed learning disabilities specified in an Education Plan or require accommodations based on a Psychoeducational Evaluation, Middle School faculty are prepared to meet those needs with extended time, clarification of instructions, and separate exam-taking locations.

However, the Middle School faculty and administration does not relax basic class assignments and expectations.

A major assessment in a given subject is that which takes a student more than the usual homework time per night to prepare for or to complete. Major assessments include: tests, papers, projects, presentations, and lab reports. Major assessments must be announced and posted on Collegiate Connect at least one week in advance.

A quiz is not a major assessment; therefore, preparing for one should take not more than 30 minutes, and the quiz itself should take no more than 30 minutes of class time. Less material is assessed on quizzes. Some quizzes are announced, and some are unannounced.

Final exams are only given in grades 7 and 8 for all full-year academic courses.

Exams are usually two hours in length and may count for up to 25 percent of the yearly average. For modern language exams, there are two parts: oral and written. Each student should come to class prepared with pens and pencils. Review sheets are provided prior to each test, and teachers are available during review week. Midterm exams are given in some courses. Makeup exams are arranged with faculty.

Academic Standards

Homework Assignments

Homework is an important part of a student's education. This is an opportunity to master or fine-tune skills learned in class, expand knowledge in different areas, and review what a student has learned.

Assignments vary by subject and time varies by student. The general guideline for grades 5 and 6 is one to one and a half hours per day. Grades 7 and 8 homework takes approximately two hours.

Homework assignments are given in class and details can be found on Connect. Long-term assignments and papers are due several days or weeks after being assigned. Outlines and due dates are provided. It is suggested that students break assignments down into small parts and use planners to schedule time to complete the assignment. Students reporting absence can find homework assignments posted on Connect and should contact individual teachers with questions.

The 1-2-3 Rule

A student may have no more than one major assessment a day, two major assessments in two consecutive days, and three major assessments in one week. No one course may give two major assessments in one week.

Should a student have a concern about the 1-2-3 Rule, they should report their concerns to the class dean.

Academic Slips

A teacher will write an Academic Slip to document noteworthy student performance, whether it be a significant area of struggle, success, or improvement. Academic Slips can be written at any time and are intended to provide transparent communication and to prompt any needed plans for support.

Academic Slips are mandatory for any major assessment on which a student receives a C- or lower in achievement. The student, parent(s), advisor, learning specialist, class dean, and Head of Middle School will be notified when Academic Slips are submitted.

Midterm Comments

Middle School operates on a three-term system. At the midpoint of the first term, midterm comments are sent to all new-to-Collegiate students. In addition, for all midterms, comments are sent to any student exhibiting difficulty in their classes (usually defined as either receiving a C- or lower in achievement or unsatisfactory work habits), or to any student demonstrating noteworthy improvement in achievement or work habits.

Academic Standards

End-Of-Term Reports

For the first and second terms, students will receive narrative comments from each of their teachers.

Students in grades 6, 7, and 8 will receive summative achievement grades in each academic subject.

In the third term, each student will receive a year-end letter from their advisor, along with summative achievement grades in each of their classes.

Fifth graders do not receive achievement grades.

In general terms, Collegiate's grading system may be interpreted as follows:

A range = 90 and above

B range = 80-89

C range = 70-79

D range = 60-69

F = 59 and below

Academic Warning

A student will be placed on Academic Warning when they do not meet the specific criteria for Academic Probation but their general academic performance (as indicated by their midterm and/or end-of-term comments or grades) suggests a need for an academic support plan. A meeting will be held with the student's parent(s), advisor, learning specialist, Dean of Students and/or the Head of Middle School to discuss the warning status and plan for improvement. This plan will consider not only the support already in place but also additional support that may be advisable, including: organizational help, required in-school study hours, tutoring, or educational testing. The student will meet separately with their advisor, learning specialist, class dean, and/or the Head of Middle School to discuss the warning status and plan for improvement.

A student on Academic Warning will receive midterm comments, which will include their average in each class.

Academic Standards

Academic Probation

A student will be placed on Academic Probation at the end of a term when they have received either:

1) Two or more grades of D+ or below, or 2) an F in any subject.

A meeting will be held with the student's parents, advisor, learning specialist, class dean, and the Head of Middle School to discuss the probation status and plan for improvement. The student will meet separately with their advisor, learning specialist, Dean of Students and/or the Head of Middle School to discuss the probation status and plan for improvement.

A student on Academic Probation will receive midterm comments, which will include their average in each class.

A student on Academic Probation may not receive an enrollment contract for the following year until their academic work has shown consistent improvement. Two consecutive marking periods on Academic Probation, or recurring Academic Probation over the course of multiple marking periods, are conditions under which a student may be required to withdraw from Collegiate School.

Academic Support Services

Academic Support Services will help students with learning difficulties and offers all students academic support at their request or by referral. Students and families should feel free to consult Ms. Solyom, Middle School Learning Specialist, for short-term help such as catching up on work following absences, preparing for major tests, or organizing study plans. Parents/guardians who have concerns about their son's learning should also contact Ms. Solyom.

Request for Accommodations

Requests for academic accommodations are individual and need to be considered on a case-by-case basis. Below is a brief description of Collegiate's process for considering requests for test accommodations. This process is guided by the American with Disabilities Act (ADA) and in alignment with the Educational Testing Guidelines of the Tristate Learning Partnership, a group of tristate area independent schools, including Collegiate, committed to supporting diverse learning needs at our schools. The Tristate guidelines are available on Connect along with a more detailed overview of this process.

Families who choose to obtain educational testing, should first consult with the appropriate divisional Student Support Teams (made up of the division learning specialist, counselor, and division head to understand Collegiate's process for reviewing educational testing and creating appropriate and reasonable supports for a student. As part of that process, families should connect any outside evaluator with a Student Support Team member.

Academic Standards

Once a family has obtained educational testing, they should submit it to the division learning specialist who will share it with other members of the Student Support Team. This committee will review test findings, speak with the evaluating professional and, as relevant, consult with classroom teachers, conduct classroom observations, and generate recommendations. Please note the Support Team's interventions and recommendations may include none, some, or, all of any recommendations made by the evaluator.

The Committee typically convenes bi-monthly throughout the school year. The process for reviewing documentation is lengthy, typically taking several weeks. Given this, documentation submitted after May 15 may not be able to be considered until the start of the following academic year.

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.

Gifts

Families are strongly discouraged from giving store-bought gifts or gift certificates to faculty, staff, or administration. However, handmade items, baked goods, or mementos from the boys are always cherished.

Technology

Middle School iPad/Laptop Program

Every student will be given an iPad (grades 5/6) or a laptop computer (grades 7/8) and should follow these guidelines. Every student and parent in the Middle School must sign the Acceptable Use Policy (AUP) and the iPad Agreement before the student receives the device. The school-provided device is to be used for educational purposes only.

- *The student will not use their own Apple ID on the device and may not download apps. Collegiate provides a managed Apple ID.*
- *As stated in the AUP, at no time should a student record or photograph anyone without permission from other parties involved. In addition, the student must obtain permission from the parties involved before publishing content.*
- *The student is responsible for charging their device.*
- *The student is responsible for their own device and accessories, and costs associated from damage or loss.*

Cell Phones

Cell phones will be collected each morning and returned at the end of each day. The only exception for a student to use their cell phone during school is with the permission of a faculty or staff member. If a student needs to make or receive a phone call, they can do so through the Middle School Office. Any violation of cell phone use may result in the device being held in the Middle School Office until the end of that school day and/or disciplinary action.

1st offense: Turn over and pick up at Dean of Students (DOS) office at the end of the school day.

2nd offense: Parent must pick up cell phone/device at DOS office.

Continued offenses: Student must check in phone daily with the DOS office and may lead to loss of privileges and/or further disciplinary consequences.

Acceptable Use Policy

All students' technology interaction is covered by the Acceptable Use Policy. This includes use of all devices when emailing, texting, using social media, and any other technology-related activity. It is essential that parents supervise their child's computer use outside of school, both to promote safe and responsible use of online resources and email and to prevent activities that could violate our Acceptable Use Policy. Any infraction of the policy may result in loss of privileges and disciplinary action.

Collegiate Accounts and Resources

Collegiate School offers its students access to technology 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. This policy applies while students are learning online remotely or while in school.

- *Students should not expect privacy regarding 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, including music, video, images, and text without the owner’s permission.*

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- *Students may not record class Zoom sessions unless instructed to.*
 - *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 Collegiate School's Statement of Beliefs and values as outlined in the Student Handbook and 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 (learning from home or in school) 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.*
- *Harassing behavior, verbal, physical or other, based on identity characteristics such as race, national origin, ethnicity, religion, physical or mental ability, political affiliation, gender, affectional/sexual orientation, age, and marital, parental, or economic status is prohibited.*
- *Students may not post or send anonymous messages, attribute messages to another individual, or impersonate anyone in any form of electronic communication.*
- *Students will not knowingly or recklessly post false or defamatory information about a person or organization.*
- *Students must not re-post 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.*

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- *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 Middle School.

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 servery, 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.

General Information

Collegiate's Middle School comprises grades 5 through 8. There are approximately 200 students and 50 teachers in the Middle School.

The Middle School Office is on the eighth floor. Office hours: 8:00 am-4:30 pm.

The Middle School Office telephone number and direct line to the Assistant to the Head of Middle School: (212) 812-8558.

Morning Arrival

Students should arrive at school between 8:00-8:05 am. Students who arrive before 8:00 am have the option to: eat breakfast in the dining hall starting at 7:30 am; work quietly in the library; or attend a prearranged meeting with a teacher. Otherwise, students will not be permitted in the Middle School until 8:00 am.

Morning Meeting - Occurs weekly on Mondays during homeroom time (8:05-8:15 am). We gather as an entire MS for announcements and to build community by sharing information about happenings in our community.

Arrival, Preparation, and Homeroom

Upon arrival, Students should report to homeroom to check-in their phones and prepare for the day. Homeroom takes place Tuesday-Friday from 8:05-8:15 am. During this time Homeroom Teachers take attendance, collect phones, make announcements, and conduct a social check-in to make sure everyone is doing okay.

Late Arrival

Students must be in homeroom or Morning Meeting (Mondays) by 8:05 am.

Students who arrive after 8:15 am should go directly to the middle school office to sign in. While we understand a student will occasionally be late, we do expect students to attend school on time regularly. Punctuality plays a key role in helping students begin their day the right way. Attendance is included on a student's report card and includes the number of days late and absent. If a student accumulates multiple unexcused tardies, the School will contact home in hopes to rectify the situation. If tardiness continues to be an issue, more serious disciplinary action may be considered.

Dismissal

Students are expected to depart from school at dismissal. If a student remains in the building after the designated dismissal time, they must be under the direct supervision of a faculty member or parent, or in the After School Help Center. Parents are expected to assume all responsibility for their children upon dismissal.

Students with a PE/Athletics exemption must have a dismissal plan in place that is in agreement with the Head of Middle School.

Unless they are in the After School Help Center, or under the direct supervision of an adult, all students must be out of the Middle School by dismissal.

Early Dismissal

Early dismissal from the academic day and/or from PE/Athletics requires permission from a parent/guardian. Permission should be sent by 8:20 am to the MS office via phone call or email.

Unplanned Absences

Parents/guardians are asked to call the Middle School administrative assistant (212) 812-8558 or nurse (212) 812-8536 by 8:00 am and email the student's advisor if a student will be late or absent for illness or other reasons. Parents may call before hours and leave a message. It is essential that we hear from you so that we know your child is not missing. Absences should be reported each day of a prolonged absence, unless the School has been notified that the student will be out for an extended period.

Planned/Extended Absences

On occasion, a family may choose to take a student out of school for reasons other than illness or emergency (a family trip, for example). The student must get a Prearranged Absence Form from the Middle School administrative assistant at least two weeks before the absence. Parents should notify the student's Advisor and the Middle School office. We encourage you to arrange family vacations so as not to conflict with any school days and or special community events such as class trips, Convocations, the Winter Program, and Moving Up day.

It is important to note that while the School is flexible, it is not responsible for making special arrangements for those who choose to be absent. Students should not automatically expect that teachers will give assignments in advance, or arrange tests, etc.

Students are responsible for making up missed work and handing in assignments by agreed upon deadlines. Without proper notice of a planned/extended absence, coordination for missed work will be compromised.

Absences And Extracurricular Activities

A student who fails to attend at least 1/2 day of classes on a day in which he is scheduled to participate in an extracurricular activity will not be allowed to participate in that activity. If a faculty sponsor of an extracurricular activity is made aware of the student's absence from his classes on that day, he or she will be responsible for notifying the Head of the Middle School.

The 5-Minute Rule

If a teacher is not present at a class 5 minutes after the class period is scheduled to begin, a single member of the class should be sent to the Middle School office, and, if no one is there, to the closest classroom, to receive instructions.

Signing In and Out

Students who enter or exit the School during the school day must only use the front entrance and must sign in/out in the Middle School office. Students must have a note with parental permission to leave campus; this note should be emailed to or left with the Middle School office. New York State requires that a parent write the date, time, and reason for any early dismissal, absence, or tardiness.

Students must sign in upon returning to school. In an emergency, students may call a parent from the Middle School office, and the parent can give the administrative assistant permission for the student to leave school. If a student becomes ill at school, they must go to the nurse. The nurse will contact a parent to arrange transportation home, if appropriate. The student must sign out in the Middle School office before leaving (or be signed out by a parent). If a student feels ill at school and is unable to attend a class or take a test, they must go to the Nurse's office. The nurse will evaluate the problem.

Messages and Telephone Calls

Middle School parents should contact their child's advisor via email to relay messages to their child and copy the Middle School administrative assistant on communication. Middle School faculty and staff check email throughout the day. Parents may also call the main office or Middle School administrative assistant with urgent messages. Students may use the phone in the Middle School office or the main office to reach their parents. There is a message board outside the Middle School office for students to check throughout the day. Emergency messages for students are delivered personally.

Texting and Use of Cell Phones/Smart Watches

We recognize that cell phones and smart watches are a useful way for parents to coordinate transportation and relay information to their child. However, to promote a positive learning environment free of distractions, all students must leave their cellphone with their homeroom teacher or in the Middle School office during the school day, 8:00 am until 3:20 pm. Smart watches are acceptable as long as they do not disturb the learning environment and are only used for educational purposes. Please do not text or call a student on their cell phone or smart watch during school hours.

Students found using cell phones or smart watches without permission or in an inappropriate manner will have the device taken and held in the Dean of Students or Middle School office until the end of the school day. Repeated offenses will result in further disciplinary action which could include a parent meeting with the Middle School Dean of Students or Head of Middle School to retrieve the device.

After School Help Center

The After School Help Center (ASHC) is run by the Academic Support Department and is a place where students have dedicated space and resources available to study and to work on their assignments. A variety of assistance is available—learning specialists, teachers, and Upper School student volunteers, all of whom circulate among the students to answer questions and to help keep the students engaged with their work. The ASHC is on the Middle School's eighth floor.

The ASHC is available on Monday, Tuesday, Wednesday, and Thursday from the end of the school day until 5:00 pm.

Advisors

Each Middle School student has a faculty member who serves as their advisor. The advisor serves as an advocate for students and as a parent liaison. The advisor collects appropriate input about students and is the first source of contact for parents for general academic or social concerns. If there is a concern pertaining to faculty or staff, please contact the Head of Middle School. Parents will meet with advisors on Conference Day in December and are welcome to reach out throughout the year as needed.

When an advisor has a concern about work or behavior, they will speak directly with the student. If there is a disciplinary problem, the student's advisor is included in the discussion and plans. Middle School teams know who a student's advisor is and communicate with them as often as necessary. The central objective of the advisory system is to provide each student in the Middle School with at least one teacher who takes a special and continuing interest in the student's total growth. The advisor seeks to know the student, not merely as a student but as a person, and tries to ensure that all the student's experiences at Collegiate contribute to their growth.

Contacting Teachers

You should feel free to contact teachers by email. Collegiate email addresses are <first name's first initial then complete last name@collegiateschool.org. For example, Hassan Jones's email address is hjones@collegiateschool.org. For general inquiries about your child, the first point of contact is their advisor. Please note that teachers are generally available during the week Monday to Friday and may be delayed in responding to messages during the day based on their teaching schedules.

Messages For Students

If a parent or caregiver calls the school with a non-urgent message for a student, the message will be communicated to the student. The Middle School office does not hand deliver messages to students except in an emergency. Students are not permitted to have their cell phones on hand during the school day, so please do not text call a student on their cell phone during school hours.

MetroCards

MetroCards are issued by the Department of Education and are distributed to eligible students during the Fall and Spring terms. MetroCard designations are for grades K-6 and 7-12.

MetroCards are distributed as soon as they arrive at school, but sometimes there is a delay from the NYCDOE's Office of Pupil Transportation (OPT). If MetroCards arrive late, students will have to pay their own fares until the cards arrive. OPT provides us with a limited number of extra cards. If cards are lost, they may not be replaced.

Student Proxy Cards

To help us keep accurate attendance records, all Middle School students should sign in and out by swiping a proxy card at the front entrance when they arrive to school in the morning and when they leave the building. If a student loses or misplaces their proxy card, they should immediately notify Luisa Carrizo in the Middle School office.

Street Safety

Students are urged to be vigilant about their own safety when traveling to and from school. To minimize risk from accidents and street muggings, students should follow some basic safety precautions:

- *Cross streets only at crosswalks.*
- *Do not run across streets.*
- *Travel in groups.*
- *Do not flash money, cell phones, or other valuables.*

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- *Stick to well-traveled streets.*
 - *Duck into a store or nearby school if it seems as if the streets are unsafe or you feel threatened.*

All incidents of injury, theft, mugging, or other street violence should be reported immediately to the police, Collegiate's Director of Security, and the Head of Middle School.

City-Wide Emergencies

In the event of a city-wide emergency, we will adhere to the following procedures:

1. *We will gather students to make sure everyone is safe and accounted for while we ascertain the situation. Administrators are equipped with walkie-talkies, radios, and cell phones for communication.*
2. *Families should check the school website or check local television and radio stations. The school will communicate about the situation using email and voice and text messages using the Alert Now system.*
3. *Once it is determined that the streets are safe, students will be dismissed based on communication with parents. In the event certain parents are not reachable, those students will be dismissed with families designated on the emergency contact forms or with students living nearby. Records will be carefully kept of where every student is sent.*
4. *If we are forced to remain within Collegiate, we have an ample supply of fresh water, flashlights, radios, and snacks to manage for several days. Collegiate administrators will remain at the school until every single student has reached a safe location.*

Weather-Related Closings

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 offsite 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.

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 all students to follow the dress code below:

Students must wear:

- *a collared shirt*
- *long pants (slacks or jeans) or shorts (cargo, golf, or khaki)*
- *socks and shoes*
- *ties - are expected to be worn during the winter term Nov 1 through the end of spring break*

Students may wear:

- *appropriate outerwear (jackets, vests, or sweatshirts)*

Students may not wear:

- *hats*
- *sweatpants*
- *gym shorts*
- *sandals and flip-flops*

NOTE: All clothing should be in good repair

Students who wish to wear other forms of daily attire must request permission several days in advance from their Divisional Dean of Students or Division Head.

Formal Dress Code

On formal occasions such as Convocation, Winter Program, and Moving Up day, students must wear a jacket and tie, oxford-style shirt, long pants, socks, and dress shoes. Other interpretations of formal dress code are welcome.

Supplies And Organization

The Middle School organizational system includes three essential supplies: an iPad, a notebook, and a planner. These materials will be provided by the school, but students are responsible for the ongoing care and organization of these items. The Middle School Learning Specialists and faculty are available throughout the year to assist students with organizational strategies.

School Songs

Alma Mater

Thy name and fame to us are dear; Our
pride in thee is strong!

Thy years of fruitful work appear Three
centuries along.

Thy care for us, fond mother, aye, Our
loyal love demands;

Thy noble past, full crowned with
deeds, Our inspiration stands.

And thine the present, still to mold,
Our lives to do thy will.

Make clean our ways and sweet our
souls, Our days with service fill.

And in the years that are to come, Our
lives shall sing this song; God bless
thee, fair Collegiate; Our hearts to
thee belong.

Farewell Song

The year has passed and now at last
The time has come: we're on our way.
Our joyful shout will leave no doubt
Why we won't linger long nor stay,

O say!

So give a cheer, a hearty cheer, And
keep the echo ringing yet; With a tramp,
tramp, tramp, And a stamp, stamp,
stamp, Raise the yell: Collegiate!

Here's to the good old Class Eight,
They're at the door!

Now they're departing, We'll see them
no more. So, as they are leaving, "Good
luck," we cry;

Nine Rahs! for Class Eight To say
"Good-bye."

And here's to thee, Collegiate! Through
all our days,

Hearts ever loyal Beat for thee always.

No matter where we wander, Where we
may be; Dear Old Collegiate We're true
to thee.

Collegiate School
(212) 812-8500
www.collegiateschool.org