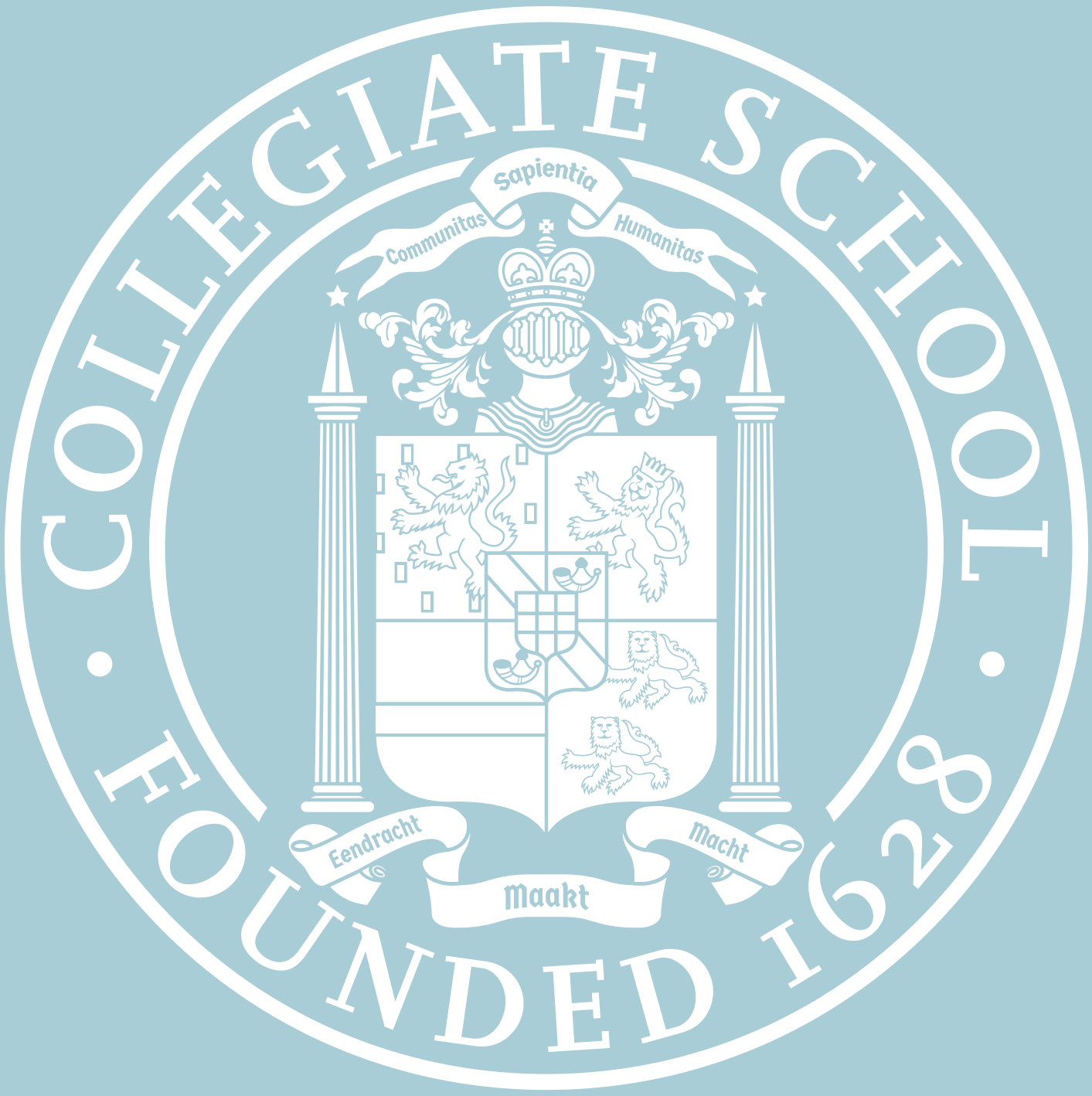

Collegiate School

Lower School Handbook

2026–2027

This handbook does not limit the authority of Collegiate School to deviate from the normal rules and procedures set forth in this handbook and to deal with individual circumstances as they arise in the manner deemed most appropriate by the School, taking into consideration the best interests of the School, its faculty, employees, students, or overall school community. The policies may also be revised or updated periodically, before, during, and after the school year.

Dear Lower School Families,

Welcome to the Lower School Handbook.

This document includes some important information about our policies and procedures for you and your son. Subjects are listed alphabetically, and the index should provide easy access.

The appendix contains some additional and important policies and protocols.

Please take some time to review the information contained in this handbook. If you have any questions, please reach out to me. I wish you all a healthy and joyful academic year.

Melanie Hutchinson
Head of Lower School

Whom to Call

Collegiate School Main Number:

(212) 812-8500

Lower School Office
(Located on the 3rd Floor)

Beth Weinberg
Lower School Administrative Assistant
(212) 812-8542
bweinberg@collegiateschool.org

Melanie Hutchinson
Head of Lower School
(212) 812-8543
mhutchinson@collegiateschool.org

Joanna Festa
Assistant Head of the Lower School
(212) 812-8572
jfesta@collegiateschool.org

After School

Beth Weinberg (Registration)
bweinberg@collegiateschool.org

Trish Neal (After School and Extended Day)
tneal@collegiateschool.org

Psychological Services

Dr. Klein (Located on the 2nd Floor)
bklein@collegiateschool.org

Nurses

Nurse White and Nurse McGahan
(Located on the 3rd Floor)
nurses@collegiateschool.org

COMMUNITY STANDARDS

At Collegiate, respect and trust are at the heart of what we hold dear: for our School, each other, and ourselves. We are committed to integrity in all that we do, recognizing the dignity and value of our students, faculty and staff, parents, and alumni. Kindness, empathy, and responsibility for each other's physical and emotional well-being guide our everyday work together.

Here, academic rigor goes hand-in-hand with our commitment to building strong character, and we all have a role in that partnership. We celebrate our achievements and connections, valuing curiosity, good faith in others, and humility. Recognizing that we all make mistakes, there is power in acknowledging them, holding ourselves and each other accountable and, most important, learning from them.

As members of this extraordinary community, each one of us is a steward of our legacy and our future. Being part of Collegiate is both a privilege and an obligation: our collective membership is a shared responsibility, larger than ourselves and yet intricately connected to our individual commitments.

Living the Community Standards in the Lower School
The Lower School is where our boys first learn what it means to be stewards of the Collegiate community. Building a respectful community where every child feels safe, valued, and a deep sense of belonging is central to all that we do. As boys learn to regulate their emotions, navigate friendships, resolve conflicts, and take responsibility for their actions, we recognize that mistakes are a natural part of childhood. Our expectations for kindness, honesty, responsibility, and respect remain consistently high. We believe that character is taught with the same intentionality as reading, writing, and mathematics, and that every interaction is an opportunity to help boys grow.

Teaching Community
Community standards are intentionally taught, modeled, practiced, and reinforced every day. We recognize that children at different developmental stages require different levels of guidance and support.

Through our Social Emotional Literacy curriculum, Morning Meetings, classroom discussions, literature, Community Time clubs, and assemblies, boys learn the skills needed to thrive in a community. Each classroom develops community agreements together, giving students ownership of the expectations that help everyone feel safe, respected, and included. Our monthly character words (such as gratitude, empathy, and self-control) provide a shared language across the Lower School. Boys are explicitly taught about emotions, self-regulation, ways to communicate, conflict resolution, and problem-solving because these skills must be intentionally taught and practiced.

Building Accountability
When students fall short of expectations, our response is thoughtful, consistent, and centered on accountability. Our goal is not simply to stop an unwanted behavior, but to help boys understand the impact of their actions, accept responsibility, repair relationships, and make better choices.

Classroom teachers address most concerns promptly using logical consequences that are meaningful and connected to the behavior. Depending on the situation, students may repair harm, reflect on their choices, lose a privilege, or take time and space to regain self-control. Boys are explicitly taught how to offer meaningful apologies and restore relationships. We believe that mistakes are opportunities to learn, but taking responsibility for them is always expected.

Maintaining Our Standards
When behavior is repeated, more serious, or compromises the physical or emotional safety of another member of the community, administrators become involved. Our first responsibility is to ensure the physical and emotional safety of every child. Repeated or serious violations of the Community Standards result in increasingly significant consequences.

Administrators gather information, speak with those involved, and partner with teachers, families, and, when appropriate, the school psychologist to determine the appropriate response. Parents are contacted promptly so that home and school can work together with consistent expectations and a clear plan for improvement.

While our approach emphasizes learning, accountability, and growth, violations of the School's Community Standards may require disciplinary action. Depending on the nature, severity, frequency, and impact of the behavior, as well as the student's disciplinary history, consequences may include removal from class, loss of privileges, being sent home, suspension, or other disciplinary measures deemed appropriate by the School.
By intentionally teaching our values, partnering closely with families, holding boys accountable for their choices, and responding consistently when standards are not met, we prepare students to become young men of integrity, responsibility, and respect.

Table of Contents

Whom to Call 3
Community Standards 4
After School 7
Arrival 7
Attendance 7
Birthdays 7
Buses 8
Classroom Newsletters 8
Communication 8
Community Standards 8
Conferences and Reports 9
Curriculum Night 9
Dismissal 9
Dress Code 9
Gift Policy 10
Homework 10
Library 10
Lunch and Snacks 10
Lost and Found 11
Nurses 11
Personal Belongings 11
Schedule 11
Supplies 11
Support—Academic and Psychology 11
Technology 12
Trips 12
Vacations and School Closing 12
Appendix 13
Statement of Beliefs 13
Policy on Gender Diversity 13
Accounts and Resources 14
Social Media and Online Presence 15
Acceptable Use Policy 16
Health 16
  Allergy and Anaphylaxis Awareness Policy 16
  Food Safety 16
  Allergy Management and Protocols 17
  General Illness 18
  Lice Protocol 18
Spectator Code of Conduct 19
Micro-mobility Devices 19
School Songs 20

After School

Our after school program, Collegiate Explorers, offers classes and an extended day program each day of the week. It has three trimesters and there is a registration process for each one. Look out for the registration dates as classes are filled on a first come basis.

The Collegiate Conservatory offers private music lessons after school.

If you arrange for a private sports group to pick up your son at school, please provide us with the name of the group and their contact information.

Arrival

Our doors open at 8:00 am. If boys arrive before 8:00 am, they should remain outside under the supervision of a parent or caregiver. The boys need to be in their classrooms by 8:15 am as the classroom program starts at this time. If your son is frequently late, we will reach out with a reminder.

Attendance

Please use the School Dismissal Manager (SDM) to report absences and late arrivals. Use the note box to explain the reason for the absence. If your son is sick, please specify the nature of the illness.

While we encourage your son not to miss school, if there is a situation where he will need to be absent, please write to the division head.

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

Birthdays

Your son's special day will be celebrated in his classroom. 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 treats that are safe for him to eat.

Buses

We use NYCDOE buses and a private service—Mario's. As we have no control over the timing, reliability, or personnel on the buses, please communicate issues with us as well as lodging your own complaints to the NYCDOE.

Please do not hold buses at their stops. This disrupts the route.

The boys are expected to follow school rules on the bus and sign a contract agreeing to do so. 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

If your son does not follow these rules, he may be asked not to ride the bus for a period of time.

Classroom Newsletters

Classroom newsletters are sent home every other week. Please check these newsletters for a review of the week's curriculum, announcements about upcoming events, and reminders from teachers.

Communication

Please use our voicemail directory to reach faculty by phone.

Faculty can also be contacted by email as follows: firstinitiallastname@collegiateschool.org.

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

Community Standards

The School's standards are published at the beginning of this handbook. We will introduce them to your youngest students with this language:

At Collegiate, we...

1. Are kind and show respect.
2. Own our actions and learn from mistakes.
3. Contribute to our community.

Conferences and Reports

Conferences with parents take place in late October/early November and February. Please note that classes are not in session on conference days. We do provide childcare for the duration of your conference. Additional conferences can be arranged as needed throughout the year.

Families receive a report checklist in February and a written progress report in June.

Curriculum Night

Lower School Curriculum Night is scheduled in October. Classroom teachers and subject teachers will describe aspects of the year's curriculum.

Dismissal

School Dismissal Manager is our online dismissal management system and is 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 daily until 10:30 am. We follow your plans on SDM so please make sure they are accurate.

Students are dismissed at 3:15 pm every day except Friday when they are dismissed at 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 also exit from the 62nd street courtyard. After school dismisses from the 62nd Street courtyard.

If you are late picking up your son, we will call you and then place him into the extended day program until you arrive.

Dress Code

Lower School boys should wear a collared shirt and long pants or shorts. Jeans are acceptable but athletic pants, including sweatpants and mesh shorts, are not. Sneakers are highly recommended. Hats and hoods are not allowed to be worn indoors.

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 discouraged from giving gifts or gift cards 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. Notes of appreciation from the parents or the students are lovely gifts to receive.

Homework

The purpose of homework is for the students to be able to practice skills already introduced in the classroom and to learn about responsibility. Our goal is that students complete homework on their own but recognize that parent support 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 reading and being read to. Teachers will communicate the homework schedule for grades two through four.

Grades three and four use homework planners. Please help your son follow his planner and complete and return the work. These habits are important to instill.

If circumstances at home make it impossible to complete the homework, a note from you is all that is needed.

Library

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

Lunch and Snacks

Your son eats lunch in the cafeteria and is given a snack in the classroom. We strongly recommend going over the lunch menu each day with your son at home to encourage healthy selections. There is a salad bar, sandwiches, and a hot selection each day. While teachers are on hand to help and supervise, each student is expected to be responsible for his choices. Please contact the nurse about allergies and see the allergy policy section in the appendix. Please do not send any food to school with your son unless you have approval from the nurse. On occasion, the nurses will approve a lunch being sent in from home.

Lost and Found

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

Nurses

Our two nurses are located on the third floor. Please read their section in the appendix. If your child is sick at school and needs to go home, you will receive a call to pick him up.

Personal Belongings

Please send your son to school with a named water bottle and a backpack. No toys, games, or snacks should be brought to school. There should be no trading or money exchanges in school or on the bus. We ask that phones, smartwatches or, e-readers should not be sent to school.

Schedule

Our schedule is a regular Monday to Friday schedule. We have created a balanced schedule that includes visits to special classes, PE each day, 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—Academic and Psychology

We provide academic support for all students knowing that each boy develops at his own pace. Specialists work with teachers and students on reading, writing, executive functioning, and math. They may observe, work with students in the classroom, or work with students in small groups and individually outside of the classroom.

The psychologist is also part of the support team, and works with students, parents, and faculty. The support team meets regularly with the division head.

The School works closely with parents if there are concerns that might result in the need for tutoring or an evaluation. Please see our Accommodations Policy in the appendix.

Technology

Our philosophy is to use technology when it can enhance learning. Ipads are in every classroom and are used for curriculum projects only. While in school, all internet access is closely supervised. We also teach the boys about digital citizenship and encourage them to be safe and kind when using technology.

Cell phones, smartwatches, and e-readers should not come to school. 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. Likewise, we highly recommend supervision of his group chats and search history.

Please review the Acceptable Use Policy in the appendix.

Trips

Your son's class will take a number of trips that support the curriculum. Teachers will send home a communication about dates and if a packed lunch is necessary.

Grade four does an overnight trip in April. There will be an information session for parents in March. We highly recommend that your son has a sleepover well before the trip occurs.

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. Please adhere to this calendar when you make your vacation travel plans.

In the case of a weather emergency, the Head of School will make a determination about whether school will close. Information about emergency closings will be sent via text and email, and information will be posted on the website.

If students need to have an early dismissal, the School's notification system will deliver the information to families.

If we need to 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 should relocation become necessary.

Appendix

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

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.

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.

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.
- 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.

Lice Protocol

A NOTE ON HEAD LICE

Head lice are tiny parasites that spread through direct head-to-head contact or shared personal items like combs and hats. Adult lice lay eggs (nits) that adhere to the hair shaft near the scalp. The most common symptom is an itchy scalp, though some children show no symptoms at all, which is why regular checks at home matter.

OUR POLICY

We follow CDC and National Association of School Nurses guidance, which no longer recommends school-wide screenings, as lice are not a public health hazard and most transmission occurs outside of school.

- Any student showing symptoms will be seen confidentially by the school nurse.
- If lice are confirmed, a parent or guardian will be contacted to pick up and treat the student at home.
- Students may return to school once treatment is complete. Please confirm with the Health Office before your child returns to class.
- If two or more cases are confirmed within the same grade, families of that grade will be notified.

WHAT FAMILIES SHOULD DO

We ask that all families check their child's hair weekly, especially after sleepovers, camps, or close-contact activities. Use good lighting and a fine-toothed nit comb, parting the hair in small sections and focusing behind the ears and at the nape of the neck. Live lice are tan to grayish-white and move quickly; nits are tiny oval specks firmly attached to the hair shaft and won't brush off like dandruff.

IF YOU FIND LICE

Lice are common, entirely treatable, and no reflection of hygiene. If you find lice at home, notify the Health Office promptly. Over-the-counter treatments like Nix® or Rid® are effective; a second treatment is typically recommended 9 days after the first. Professional services are also available locally (Lice Busters, Lice Clinics of America, Lice Mamas, Licenders). Wash all recently used bedding and clothing in hot water (130°F+) and dry on high heat.

Questions? Contact the Collegiate School Health Office at 212-812-8599.

Spectator Code of Conduct

STATEMENT OF PHILOSOPHY

Collegiate School encourages the attendance of students, parents and interested members of the community at all athletic events. It is our goal to create an atmosphere which is conducive to healthy athletic competition, and which promotes the ideals of good sportsmanship and school spirit.

Collegiate School recognizes the importance of maintaining an atmosphere that is safe and secure for our community.

As such, we ask our spectators to:

- Demonstrate a high degree of sportsmanship.
- Respect ALL players, coaches and officials.
- Cheer in a positive manner and encourage fair play; avoid booing opponents.
- Taunting, foul and abusive language, noisemakers, inflammatory remarks, and disrespectful signs and behavior will not be tolerated.
- The throwing of debris, confetti, or other objects from the stands is prohibited.
- Monitor the safety of children in the bleachers and stands.
- Be responsible for your own safety - remain alert to prevent accidents and other avoidable situations.
- Acknowledge fields, courts, equipment and locker rooms as the player's domain during contests.
- All spectators must remain in the designated home/visitor spectator areas at all times, including half times, quarters, time outs, etc.
- Be supportive after the game—win or lose. Recognize good effort, teamwork and sportsmanship.

Athletic contests home, away or at a neutral site are an extension of the classroom. Spectators will respect and obey all school officials and site personnel.

Violations of the "Spectator Code of Conduct" by any student, parent or guest could be cause for removal from the competition venue.

Micro-mobility Devices

Due to the risks for severe fire hazard, including rapid escalation and difficulty extinguishing, all micro-mobility devices are prohibited on Collegiate School property.

No electric scooters, electric bicycles or any lithium-ion battery powered devices will be permitted on campus.

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