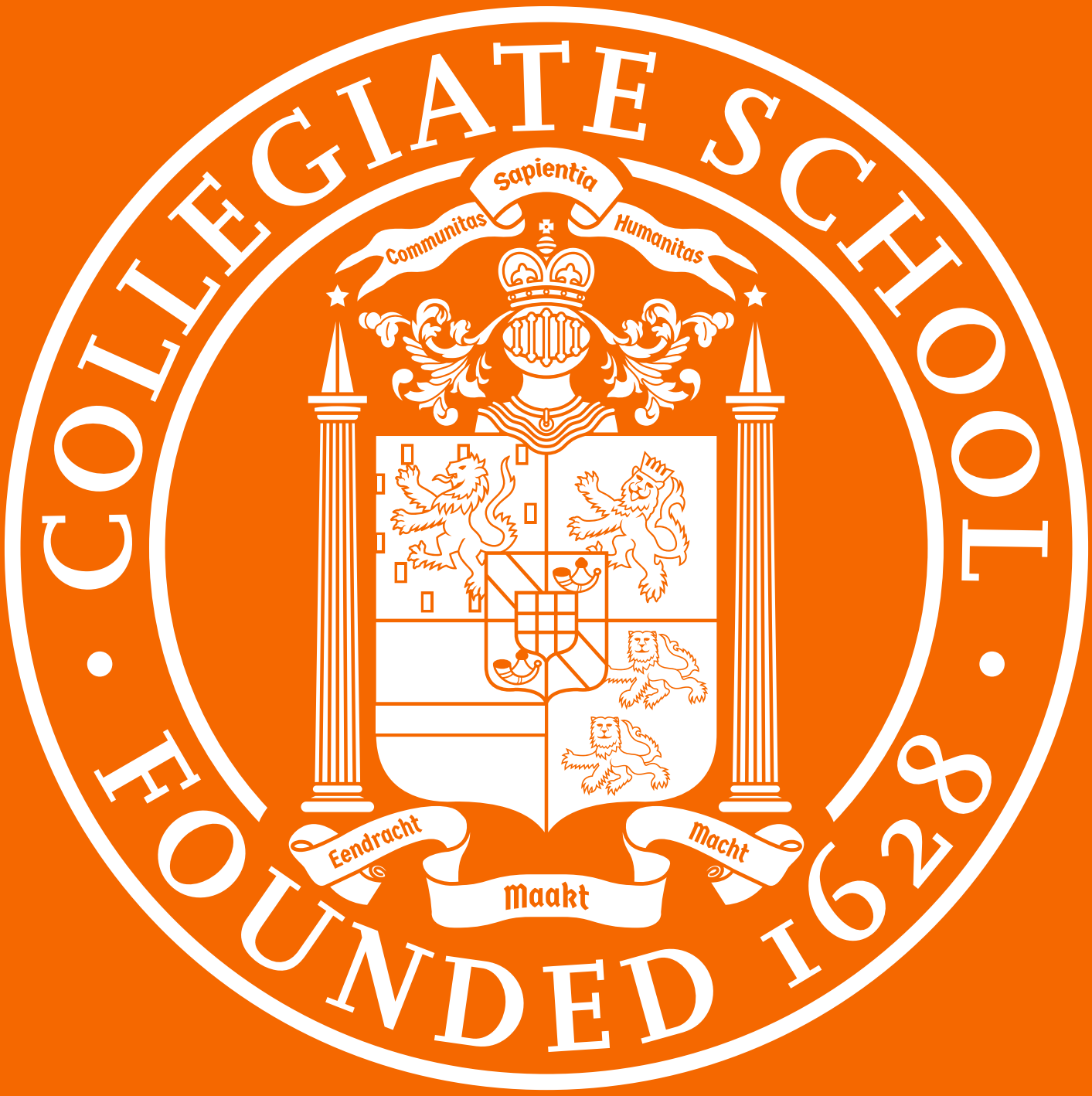

Collegiate School

Middle School Handbook

2026–2027

Whom to Call

The first person to call or email when you would like to discuss your child's program is his advisor. If you need information about other aspects of the Middle School program, the list below will guide you to the right person. You may email him or her (you'll find all email addresses on Connect) or call the phone numbers listed below.

Head of Middle School – Dr. Hassan Jones	(212) 812-8685
Assistant to the Head of Middle School – Luisa Carrizo	(212) 812-8558
Middle School Dean of Students – Nikki Solyom	(212) 812-8674
Class Deans:	
Grade 5 – Nikki Solyom	(212) 812-8674
Grade 6 – Erika Davey	(212) 812-8715
Grade 7 – Robin French	(212) 812-8527
Grade 8 – Norris Gray	(212) 812-8546
Curriculum Coordinators:	
Classics – Mike Esposito	(212) 812-8584
Drama – Jordan Mahome	(212) 812-8758
English – Dr. Ellen Anthony	(212) 812-8768
Modern Language – Vera Shi	(212) 812-8668
History – Dr. Erika Davey	(212) 812-8715
Mathematics – Robin French	(212) 812-8527
Music – Zachary Eldridge	(212) 812-8531
Science – Kathryn Humora	(212) 812-8713
Student Support:	
Middle School Learning Support	(212) 812-8725
Danille Shulkin	(212) 812-8528
Taylor Freeman	(212) 812-8594
Nurse – Sharon McGahan	(212) 812-8536
Middle School Counselor – Ming Tong	(212) 812-8708

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.

Introduction

Dear Collegiate Students and Families,

Welcome to the 2026–2027 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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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 building until 7:30 am.

ARRIVAL, PREPARATION, AND HOMEROOM
Upon arrival, students should report to homeroom to check in their phones/smart watches and prepare for the day. Homeroom takes place Monday–Friday from 8:05–8:15 am. During this time homeroom teachers take attendance, collect phones/smart watches, make announcements, and conduct a social check-in to make sure everyone is doing okay.

LATE ARRIVAL
Students must be in homeroom 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. 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 leave campus at the time of dismissal unless they are participating in a supervised activity. Any student remaining in the building after dismissal must be under the direct supervision of a faculty member, a parent, or be in a designated program such as the After School Help Center or the Library.

Once students are dismissed, parents are expected to assume full responsibility for their children. Students with a PE/Athletics exemption must have a dismissal plan in place that is in agreement with the Head of Middle School.

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 Middle School office via phone call or email.

ABSENCES DUE TO PHYSICAL, MEDICAL OR PERSONAL CIRCUMSTANCES
We recognize that students may need to miss school due to physical illness, medical treatment, or personal circumstances. Our priority is to support students' health and well-being while helping them stay connected to their learning in developmentally appropriate ways.

NOTIFICATION OF ABSENCE

Parents and guardians must notify both the Middle School Office and the Nurses' Office when a student is absent due to illness or a medical reason, in accordance with the Attendance Policy. For anticipated or extended absences, families should inform the Middle School Office as early as possible to allow for appropriate planning and coordination. It Is essential that we hear from you either by email, voice mail, or phone call so that we know your child is not missing. Absences should be reported each day of a prolonged absence unless already notified as such.

SHORT-TERM ABSENCES (1–5 DAYS)

- Students are expected to make up missed work within a reasonable timeframe once they return.
- Teachers will support students by clearly communicating expectations and prioritizing essential learning, which may include modified or alternative assignments.
- Students should check in with their teachers upon return to school to review what was missed and create a manageable plan.

EXTENDED ABSENCES (6+ CONSECUTIVE DAYS OR RECURRING ABSENCES)

For longer or ongoing medical absences, the Middle School will work with families, teachers, and the Student Support Team to develop an appropriate plan. This plan may include:

- Adjusted or reduced assignments
- Extended deadlines
- Narrative feedback in place of graded work, when appropriate
- Prioritization of key skills and concepts over volume of work
- In some cases, a note or documentation from a medical provider may be requested to help guide support planning.

EXPECTATIONS AROUND MISSED WORK FOLLOWING AN EXTENDED ABSENCE

Students are not expected to make up every assignment missed during a medical absence, but are expected to re-engage with their learning upon return. In Grades 5 and 6, advisors will help students organize missed work and clarify expectations. Students in Grades 7 and 8 are expected to take greater independence in communicating with teachers and managing make-up work, with support available as needed. Teachers will identify and communicate the most essential learning goals, focusing on quality of learning rather than quantity of assignments. The overall goal is to support continued learning while avoiding undue stress during recovery.

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.

PLANNED 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). Parents should notify the student's advisor and the Middle School office at least two weeks in advance. 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.

CONCUSSION PROTOCOL

The health and safety of students following a head injury is a top priority. Any student suspected of sustaining a concussion must be evaluated by the school nurse before returning to class. Students diagnosed with a concussion will follow a structured return-to-learn plan developed in coordination with the Nurses' Office, Student Support Team, and faculty.

During recovery, academic expectations will be adjusted based on medical guidance and may include reduced screen time, shortened assignments, extended deadlines, or temporary removal from cognitively demanding tasks. Students must receive medical clearance before resuming full academic responsibilities or participating in physical activity and athletics. Families are asked to share any documentation or guidance from their child's physician to support the planning process.

COMMUNICATION AND PARTNERSHIP

Families are encouraged to reach out with questions or concerns about workload, stress, or pacing following an absence. Teachers will communicate proactively when concerns arise and will work collaboratively with families and the Student Support Team to adjust expectations as needed.

OUR COMMITMENT

We understand that health comes first. This policy is designed to balance academic responsibility with compassion, flexibility, and care for students' physical and emotional well-being. We value partnership with families as we support students in returning to school feeling healthy, confident, and supported.

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 and smart watches with their homeroom teacher or in the Middle School office during the school day, 8:00 am until 3:20 pm. 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 4:30 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 or call a student on their cell phone during school hours.

OMNY CARDS

OMNY cards are issued by the NYC Department of Education and are distributed to eligible students during the Fall and Spring terms. OMNY card designations are for grades K–6 and 7–12.

OMNY cards 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 OMNY cards 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.
- 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:

- 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.
- Families should check the school website or check local television and radio stations. The School will communicate about the situation using email and text messages using our notification system.
- 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.
- 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

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.

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:	**Students may wear:**	**Students may not 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	• appropriate outerwear (jackets, vests, or sweatshirts)	• 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.

Community Standards

SCHOOL WIDE 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.

MIDDLE SCHOOL EXPECTATIONS & BREACHES OF COMMUNITY STANDARDS

We expect all Collegiate Middle School students to practice good citizenship and to serve as ambassadors for the School on campus, off campus, and on social media. Each of us has a responsibility to uphold the values that define our community, and that responsibility does not end at the school door.

Breaches of our Community Standards include any behavior that conflicts with our stated values or disrupts the well-being of our school community. These include, but are not limited to:

- Lying, cheating, or theft
- Bullying, cyberbullying, or otherwise hurtful behavior
- Hate speech or harassment of any kind
- Vandalism or destruction of school or personal property
- Possession or use of illegal substances
- Intentional disruption of the school environment or its operations

Incidents of academic dishonesty and acts of bias are also considered serious breaches of our Community Standards and are addressed through separate protocols described below.

We hold these expectations because being part of Collegiate is a privilege and a shared responsibility. How we treat one another, and how we represent our community to the wider world, reflects the character of each of us and of the School as a whole.

RESPONSE PROTOCOL FOR BREACHES OF COMMUNITY STANDARDS

When an incident or pattern of behavior is determined by the Head of Middle School and Dean of Students to constitute a breach of our Community Standards, a thorough and fair investigation will be conducted. This may include meetings with relevant faculty, staff, and students, as well as a review of available information, including surveillance footage when applicable.

The response process will include some or all of the following steps, depending on the nature and severity of the situation:

- Meeting with students involved to gather a full and accurate account
- Notifying relevant parties, including parents and guardians, advisors, and the school counselor
- Reviewing and determining appropriate consequences in accordance with our Accountability guidelines
- Communicating next steps and outcomes clearly to all relevant parties
- Developing a forward-looking plan rooted in restorative practices, compassion, and community repair
- Guiding students and, where appropriate, faculty in structured reflection connected to the incident

In any breach that warrants formal consequences, communication with parents and relevant faculty will be led by the Dean of Students and Head of Middle School. The Head of School is kept informed of all breaches of Community Standards.

Our goal throughout this process is not simply to address what went wrong, but to support every student in growing from the experience and returning to full, positive membership in our community.

ACCOUNTABILITY FOR BREACHES OF COMMUNITY STANDARDS

Our approach to discipline is rooted in growth, not punishment. The goal is to find the teachable moment in every situation and help students learn from their missteps so they can be productive, responsible members of our community. We recognize that middle schoolers will have lapses in judgment from time to time, and we respond to those moments with both firmness and care.

Our disciplinary process has two core components: **restitution** and **consequence**.

Restitution means taking an active role in making things right. This may include offering a genuine apology, reflecting honestly on what happened, making a plan to avoid similar situations in the future, and, where possible, repairing any harm caused. Restitution is not punishment — it is an essential part of learning to take responsibility for one's actions.

Consequence is reserved for more serious or recurring offenses and is designed to be proportionate, reasonable, and where possible, connected to the original behavior.

HOW WE ADDRESS BEHAVIOR

When a concern arises, the Middle School responds in a manner appropriate to the nature and severity of the situation. The following outlines the range of ways we may address student behavior.

Classroom or Dean Response

Minor infractions are addressed promptly by the classroom teacher or class dean. The goal is to resolve issues constructively and at the most appropriate level. More serious infractions, or those occurring outside the classroom, are referred to the class dean or Middle School Dean of Students. The appropriate dean will meet with the student and determine whether further action is needed.

Community Standards Committee (CSC)

For serious or recurring violations, the Head of Middle School and Dean of Students will determine whether the matter warrants review by the CSC. Students who have committed minor infractions may receive a consequence without going through the full CSC process.

The CSC is composed of Middle School Grade Deans, the Dean of Students, and a trusted faculty member chosen by the student.

Before the meeting: The student and their trusted faculty member will meet privately to discuss the situation, the student's perspective, and any information the student wishes to bring forward.

During the meeting: The Dean of Students and a Grade Dean will hear the student's account, ask questions, and may raise additional details or perspectives. The student and their trusted faculty member will then step out while the committee discusses appropriate next steps.

After the meeting: The group will reconvene and consequences will be presented to the student. The student and their parents will receive a written summary of the conversation and its outcome.

Formal Disciplinary Action
Depending on the nature and severity of the situation, formal disciplinary action may include one or more of the following:

Detention—Issued for multiple minor infractions or at the discretion of a teacher or dean for a more serious infraction. Parents will be notified in advance.

Disciplinary Warning—Issued by the Head of Middle School for patterns of disrespect, repeated lateness, dress code violations, or failure to meet daily commitments. A formal letter will be sent to parents.

Suspension—Reserved for major violations. The student and parent(s) will meet with the Head of Middle School, who along with the Head of School will determine the duration.

Social Warning or Social Probation—Issued when behavior requires significant and sustained improvement. A meeting will be held with the student, parent(s), advisor, and school leadership to outline a clear plan and timeline. Students on Social Probation may not receive an enrollment contract for the following year until consistent improvement is demonstrated.

Expulsion—Reserved for serious offenses or a persistent pattern of harmful behavior. These cases are handled individually, with full involvement of the student, family, and school leadership. The Head of Middle School will make a recommendation to the Head of School.

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 also reserves the right to ask any student to leave the School permanently.

NON-BIAS/HARASSMENT POLICY

Collegiate is committed to maintaining a safe, inclusive environment where every member of our community is treated with dignity and respect. We do not tolerate harassment or bias of any kind, and we take all complaints seriously.

What Constitutes Harassment

Harassment is not defined solely by the intention of the person engaging in the behavior — it is also determined by how the behavior is experienced by the person on the receiving end. The creation of an intimidating, hostile, or offensive environment may constitute harassment, regardless of intent. Collegiate will not tolerate harassment based on any characteristic, including but not limited to race, age, marital status, sex, sexual orientation, gender identity or expression, color, religion, disability, ethnic heritage, or national origin.

Types of Harassment

Verbal harassment: Derogatory or vulgar comments directed at any individual, or the distribution of written or graphic material with the same effect.
Physical harassment: Hitting, pushing, unwanted physical contact, intimidation, or threats of physical harm.
Sexual harassment: Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature that interferes with an individual's education or creates an intimidating, hostile, or offensive environment.

Reporting & Response

Any student, faculty member, or family who believes they have experienced or witnessed harassment or bias should report it immediately to a trusted adult — an advisor, class dean, Dean of Students, school counselor, or Head of Middle School. All complaints will be examined in a supportive and confidential manner.

Any Collegiate employee who receives a report of harassment must promptly share that information with the appropriate divisional personnel. In some cases, the School may be required by law to notify the NYC Administration for Children's Services or law enforcement.
Violations of this policy may result in warnings, suspension, dismissal, or removal and ban from school premises, depending on the severity of the situation.

How We Investigate

When we receive a complaint or learn of an alleged incident, we investigate thoroughly by speaking with anyone who may be involved or have relevant knowledge. Our Community Standards apply to all incidents that impact our community, regardless of where they occur.

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

Please note that if a concern is raised on behalf of a student, that student's name cannot remain confidential during the investigation. Every student has the right to a fair and thorough process, and we cannot investigate an allegation without speaking with those involved.

Our Commitment to Communication

The School will communicate proactively with students and families about incidents and consequences in ways that are age-appropriate and respectful of everyone's privacy. We will also address misinformation when it arises, as speculation and incomplete information can undermine trust and make resolution more difficult for everyone.

A Note for Families

We ask that families partner with us in the following ways:

- Stay informed. Please familiarize yourself with our policies and reach out with any questions.
- Report concerns promptly. The sooner we are aware of an issue, the more effectively we can respond. You can reach out to your child's advisor, class dean, Dean of Students, school counselor, or Head of Middle School.
- Trust the process. What a student shares at home may not be a complete picture of what occurred. Every student deserves a fair investigation, and situations are often more nuanced than they first appear. Please do not draw conclusions or share information with other families about alleged incidents involving other students.
- Monitor technology at home. Outside of school hours, families are responsible for their child's use of personal devices and social media. We encourage you to review our Acceptable Use of Technology policy with your child and to follow up promptly if a concern arises online.

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 & ARTIFICIAL INTELLIGENCE POLICY

At Collegiate, academic integrity is fundamental to everything we do. Any misrepresentation of ownership in a student's academic work constitutes cheating, and representing the work of another as one's own without acknowledgment is plagiarism.

We value collaborative learning and actively encourage students to support one another, whether through working together on math problems, collaborating on science labs, or providing peer feedback on writing. That said, any graded assignment completed outside of class is presumed to be entirely the student's own work. If a student has received help from a classmate, tutor, teacher, published source, or an artificial intelligence tool such as ChatGPT, that assistance must be explicitly acknowledged in writing.

Regarding the use of artificial intelligence: students are not permitted to use AI tools to formulate thoughts, generate solutions, or answer questions posed by a teacher. Teachers will specify when and how AI, along with other resources and technologies, may be used on assessments. When AI is permitted, students may be asked to explain and defend their language and reasoning. Regardless of the tools or resources used, students are expected to have the final word on any work they submit. The thinking, the voice, and the conclusions must ultimately be their own.

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.
- 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.

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.

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.

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 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

We are committed to providing academic support for all students, recognizing that each boy develops at his own pace—especially in the early years. Our team of specialists collaborates closely with classroom teachers and students to support growth in reading, writing, math, and executive functioning. Support may take the form of classroom observations, direct work with students in class, or targeted instruction in small groups or one-on-one settings outside the classroom.

Our school psychologist is also an integral part of the support team, working in partnership with students, parents, and faculty. The full support team meets regularly with the Division Head to discuss student progress and coordinate efforts.

When concerns arise that may require additional support, such as tutoring or a formal evaluation, we work closely with families to determine the best course of action. For more information, please refer to our Accommodations Policy in the appendix.

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 Middle School student will be provided with an iPad (Grades 5 and 6) or a laptop computer (Grades 7 and 8). Before receiving their device, every student and parent must sign the Acceptable Use Policy (AUP) and the iPad Agreement.

- 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.
- Devices are to be used for educational purposes only.
- Devices must remain at school at the end of each day unless a student has received explicit permission from a teacher or administrator to take the device home to complete school-related work

Students are expected to treat their school-provided device with care and responsibility at all times, both on and off campus.

CELL PHONES AND SMART WATCHES

Cell phones and smart watches 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.

Appendix

Collegiate's Statement of Beliefs

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

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

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

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

Policy on Gender 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 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.
- 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.
- 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.

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.

Accommodations Policy

Collegiate encourages parents/guardians to be in contact with their child's advisor and the division learning specialist to discuss concerns about the child's educational progress.

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 formerly-published 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 from the division learning specialist along with a more detailed overview of this process.

At times, a family may decide to pursue an evaluation in order to gather more information about their child's learning profile. Assuming the family plans to share the evaluation with the school, parents or guardians should first consult with the appropriate divisional Learning Support team member 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 member of the Student Support Team before educational testing is conducted.

NOTE: All educational testing must include observations from Collegiate faculty and staff who teach, advise, and/or coach the relevant student, as well as objective data from standardized tests (those conducted internally, such as the ERBs, and externally, such as College Board and ACT tests), school grades, and other performance indicators. Testing that does not include such observations will not be considered by the school. The evaluator or family should share all information requests with the division learning specialist, who will share them with designated faculty and return them to the evaluator.

Once a family has obtained educational testing, it should submit the report to the division learning specialist, who will share it with other members of the Student Support Evaluation review committee. The composition of the review committee will consist of the various members of the learning support team, as described above. The committee will meet on a regular basis throughout the year to review findings. The process for reviewing documentation and conducting an internal review of a student's performance and behavior can be lengthy, taking up to several weeks. Given this, documentation submitted after May 15 may not be considered until the start of the following academic year.

Where necessary, the committee may speak with the evaluating professional; consult with classroom teachers for additional feedback; meet with the student; conduct classroom observations; and, when beneficial for the process, consult with an outside expert for additional perspective. The committee may implement some, all, or none of the recommendations, based on the data provided and what the school can reasonably provide in order to support the student. The learning specialist assigned to the student and division will generate a student learning plan. This plan will be shared with all relevant faculty via a secure online portal.

Evaluations must be updated every 2–4 years, and the family should be in touch with the division learning specialist to coordinate updated testing. Any test accommodations and student learning plans will expire if an evaluation is not updated as requested.

If a student is experiencing any documented medical or psychiatric challenges that require additional support for them to attend classes and carry out schoolwork at Collegiate, please be in touch with the nursing team or division counselor. The nurses/counselor will coordinate with the division heads, learning support team, and faculty to create a reasonable student support plan.

NOTE: We recognize that applying for accommodations for standardized tests is important, and the Student Support Team will do its best to support students and their families in this effort. When a student and family knows that they are going to apply for accommodations on a standardized test, they should inform the divisional Learning Specialist as soon as possible. Collegiate will in turn share the accommodations that the student receives at the time the request is made with the relevant testing entity. Please note that the Middle School Student Support Team will not advocate for a student to receive accommodations on standardized tests that they do not receive at Collegiate.

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 aide 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.

Go to https://www.foodallergy.org/ for more information.

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.

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

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