



COLLEGIATE SCHOOL
22 Kent Court, Passaic, NJ 07055
973-777-1714
Collegiate.school@yahoo.com

Collegiate School's "Key" Parent Information

Simple rules for parents to adhere to, to enhance the quality of education at Collegiate School.

1. Parents must email the school prior to 9am to notify the school of a child's absence.
2. Students have a total of 15 days absent from school; this includes sick days with a medical note, family emergencies, etc.
3. Due to security concerns, parents are not permitted in the building. Parents must schedule meetings with the headmaster and parents a few days prior.
4. Parents must complete and update all information sheets on a regular basis, so the office has updated cell, home, and work numbers, emergency contacts and updated emails as well.
5. Parents must be aware that cell phones are not permitted by their son/daughter throughout the school day (before and after school is acceptable). There is also no videoing/picture taking or uploading videos/pictures to social media on school property by a student of another student, a staff member, or of themselves on school property at any time.
6. Student's cell phone must be handed in to the office every morning and will be returned at the end of the school day. If a student fails to comply with this policy, both student and parent will be required to meet with the headmaster after the second violation
7. Parents must ensure their child's immunization records are up to date and are forwarded to school. Parents must respond to the school nurse's request for missing records. New Jersey state law requires students to be immunized.
8. Because of the limited parking in front of school, parents should always be respectful of the neighborhood and never double park or block a driveway! Our neighbors have the right to reach out to the proper authorities if they are unable to exit their driveways. Therefore, drop-off and pick-up should be a quick transition.