

Founders

Virginia Perrin Speed
(1879–1968)

William Shallcross Speed
(1873–1955)

Heads of School

Ada Swasey Blake
1915–1919

Lucy Graham Hester
1919–1927

Marjorie Hiscox
1927–1939

Dorothy Graff
1939–1948

Frances Hoge Reese
1948–1966

Nancy Esther Kussrow
1966–1981

Douglas W. MacKelcan, Jr.
1981–1988

Arnold E. Holtberg
1988–1993

Frederick T. Hill
1993–1998

Barbara B. Groves
1998–2005

Michael E. Collins
(Interim) 2005–2006

Thomas M. Hobert
2006–2007

Junius Scott Prince
2007–Present

History of Louisville Collegiate School

Louisville Collegiate School opened its doors on September 23, 1915 in a house at 512 West Ormsby Avenue, becoming the first school in Kentucky committed specifically to preparing young women for college. Virginia Perrin Speed (1879–1968) and her husband William Shallcross Speed (1873–1955) were the principal founders and sustainers of the school, and are largely responsible for the school's success.

Needing more land to grow, Collegiate moved in 1927 to its current home on Glenmary Avenue in the historic Highlands, just east of downtown Louisville, in what is now the Lower School. (Construction of the new facility cost an estimated \$115,000.)

Although the school initially accepted boys in the primary grades, it remained traditionally a girls' school until 1972 when the Lower School became coeducational.

In 1980, in response to the educational needs and desires of the community, Collegiate's Board of Trustees finalized a bold, new direction: coeducation in the Upper School. To accommodate the increase in enrollment, Willig Hall was built in 1983 to house the Upper School. When the first coed class graduated in 1987, a new era of traditions was born.

As part of the school's Master Plan, Collegiate launched a campaign in 2001 to expand its Upper School because of the tremendous growth Collegiate was experiencing—a growth that continues today because of our rich tradition of academic excellence. Collegiate expanded its Upper School into a 62,500-square-foot building that houses 17 classrooms, seven study areas, three science labs and two computer labs.

More than 600 students attend Louisville Collegiate School. Throughout the years, it has been an educational visionary and pioneer in the community. The school remains a leader by providing students mental, creative, and physical challenges within a supportive community of exceptional faculty and staff.

2009–10 Calendar Overview*

AUGUST 15-22..... Apple Field Hockey Tournament
August 17-18 New Faculty Orientation
August 19-21 Faculty/Staff Meetings, Opening Week Meetings
August 24 School Begins–Convocation/Upper School FDOS

SEPTEMBER 7..... LABOR DAY – NO SCHOOL
September 9 Lower School Back-to-School Night
September 10 Middle School Back-to-School Night
September 16 Upper School Back-to-School Night
September 18 ART IN THE HIGHLANDS – NO SCHOOL
September 21-26..... Homecoming Week

OCTOBER 12..... Columbus Day – NO SCHOOL
October 22..... Lower School “See Us In Action”
October 23..... Family Conferences – NO SCHOOL
October 25-28..... ISACS Visiting Team

NOVEMBER 4 Upper School Open House
November 12..... Middle School “See Us In Action”
November 24..... Grandparents’ Day – All Divisions, Thanksgiving Program
November 25-29..... THANKSGIVING BREAK - NO SCHOOL
November 30..... SCHOOL RESUMES

DECEMBER 2 Upper School “See Us In Action”
December 6 Madrigal
December 18..... Holiday Concert—dismissal follows concert
December 19-January 3..... WINTER BREAK – NO SCHOOL

JANUARY 4 SCHOOL RESUMES
January 18..... Martin Luther King Day – NO SCHOOL

FEBRUARY 15..... Presidents’ Day – NO SCHOOL
February 20..... Annual Collegiate Benefit

APRIL 2-11 SPRING BREAK– NO SCHOOL
April 12 SCHOOL RESUMES
April 29 Kindergarten Derby
April 30 OAKS DAY– NO SCHOOL

MAY 27 LS/MS Closings, 8th Grade Breakfast, Class Day
May 28..... Final Faculty/Staff Meeting
May 28..... GRADUATION

*This calendar is subject to change. Please refer to the Edline calendar.

**Louisville Collegiate School
Board of Trustees
2009–2010**

Barker Price President
 Merrell Wall Grant '74..... Vice-President
 Leslie Geoghegan Secretary
 Phoebe Wood..... Treasurer
 Anita Barbee Cunningham Executive Committee Member-at-Large
 Bashar Masri Executive Committee Member-at-Large

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 Caldwell R. Willig
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Parents Association President

Corrie Nichols

Trustee Emerita/Emeritus

Barbara Beard Castleman '46
 Louise Rapp Wall '47
 Paul J. Bickel III
 William M. Street

Ex Officio

Junius Scott Prince, Head of School
 Grover Potts, Esq.

Administrators

E-mail Addresses

Junius Scott Prince (2005)* Head of School..... sprince@loucol.com
 Elizabeth Rightmyer (2009) .. Interim Head of Lower School .. erightmyer@loucol.com
 Keira Murphy (2006) Head of Middle School..... keira_murphy@loucol.com
 Brad Davies (2006) Head of Upper School brad_davies@loucol.com
 Robin Seiler (2000) Director of Admission robin_seiler@loucol.com
 Jennifer Hartlage (2006) Director of Development..... jhartlage@loucol.com
 Maureen McGowan (2001) ... Chief Financial Officer mmcgowan@loucol.com
 Tim Williams (2002)..... Director of Athletics..... twilliams@loucol.com

**Year indicates when each began employment with LCS.*

Louisville Collegiate School admits students of any race, religion, color, or national or ethnic origin, and does not discriminate on the basis of sex, race, color, or national or ethnic origin in the administration of our educational policies, financial aid and loan programs, or any school-administered program.

Admission Information

School Viewbooks, applications, and related information are available through the Admission Office. Prospective families are welcome to visit the school's Web site, www.loucol.com, or arrange an individual appointment. Tours and appointments are available year-round by calling the Admission Office at 479-0395.

The Admission Office is located at 2453 Glenmary Avenue in the Anna E. Wilton Admission House.

Admission

Robin Seiler,

Director of Admission ___ 479-0395

Walt Kunau,

Asst. Director of

Admission_479-0377

Lynne Age, Admission Coordinator,

Database Manager _____ 479-0378

After School Program

Pamela Lang,

Director of Lower School Student
Services _____ 479-0358

An After School Program is available for students in junior kindergarten through grade eight. This program is offered through the YMCA's Childcare Enrichment Program (C.E.P.) and is housed at 2467 Glenmary Avenue.

Information about the calendar and fee structure is available from the Director of Lower School Student Programs, **Pamela Lang**. Children whose parents/guardians cannot pick them up by 3:45 p.m. must be enrolled in the After School Program.

Athletic Booster Club

The Athletic Booster Club, a committee of the Parents Association, helps the athletics program serve students in many ways, from staffing the admissions gate and selling concessions at home games, to raising money for out-of-budget items for teams, such as uniforms and equipment. The Athletic Booster Club is comprised of parent volunteers, and participation is vital to enable the school to build programs and provide students with needed support. Be a "team parent" by helping coordinate communication between coaches and parents; working concession stands and admission gates; or participating in the Spring Golf Scramble. To become involved contact Athletic Booster Club Chair:

Lisa Tyler,

lytler@kyselectproperties.com

Athletics Office

Tim Williams,

Director of Athletics ___ 479-0381

Janice Jones, Athletics

Admin. Assistant _____ 479-0384

Athletics Programs and Information

Specific philosophies and policies of individual and team sports are communicated through coaches prior to each season along with tentative practice and game schedules. To access up-to-date information about game times, locations, and directions go to www.loucol.com, click the School Life link, then Athletics. In general, seventh- and eighth-grade athletes are eligible to try out for JV and Varsity individual sports, but require the Athletics Director's and

coaches' invitation to play on a JV or Varsity team sport.

FALL SPORTS (July–October)

TEAM GRADE LEVEL

Individual Sports:

JV/Varsity Cross Country, Coed 7–12

JV Golf, Boys/Girls 7–12

Varsity Golf, Boys/Girls 7–12

Team Sports:

Field Hockey, Girls 6 (Chestnut)

Amas Field Hockey, Girls 7 (Buckeye)

Zons Field Hockey, Girls 8 (Acorn)

Freshman Field Hockey, Girls 9

JV Field Hockey, Girls 9–11

Varsity Field Hockey, Girls 9–12

White Soccer, Coed 5–7

Blue Soccer, Coed 5–8

Gold Soccer, Coed 6–8

JV/Varsity Soccer, Girls 9–12

JV Soccer, Boys 9–12

Varsity Soccer, Boys 9–12

WINTER SPORTS (Oct.–Feb.)

TEAM GRADE LEVEL

Individual Sports:

JV/Varsity Swimming, Coed 7–12

Team Sports:

Fifth Grade Basketball, Girls 5

Fifth Grade Basketball, Boys 5

White Basketball, Coed 6–8

Sixth Grade Basketball, Girls 6

Sixth Grade Basketball, Boys 6

Amas Basketball, Girls 6–8

Zons Basketball, Girls 6–8

Blue Basketball, Boys 6–8

Gold Basketball, Boys 6–8

JV Basketball, Girls 9–12

Varsity Basketball, Girls 9–12

JV Basketball, Boys 9–12

Varsity Basketball, Boys 9–12

SPRING SPORTS (Feb.–May)

TEAM GRADE LEVEL

Individual Sports:

Middle School Track, Coed 6–8

Varsity Track, Coed 7–12

Blue/Gold Tennis, Coed 4–8

JV Tennis, Girls 7–12

Varsity Tennis, Girls 7–12

JV Tennis, Boys 7–12

Varsity Tennis, Boys 7–12

Team Sports:

Zons Softball, Girls 6–8

Varsity Softball, Girls 9–12

Varsity Baseball, Boys 7–12

Blue Lacrosse, Boys 5–6

Gold Lacrosse, Boys 7–8

Zons Lacrosse, Girls 7–8

Amas Lacrosse, Girls 5–6

JV/Varsity Lacrosse, Girls 9–12

JV/Varsity Lacrosse, Boys 9–12

JV/Varsity Crew, Girls 7–12

Student Responsibility

All student athletes are required to understand and commit to their responsibilities as a team member

- Athletes are expected to attend all practices and games except due to illness, religious observance, or approved circumstance. Collegiate athletes are expected to commit themselves fully to Collegiate teams. Excessive absences from practice or games due to other non-approved reasons will result in dismissal from the team .
- Unexcused absences from practice or games due to personal commitments will affect playing time and could result in suspension from future games.
- Athletes absent from school after 11:30 a.m. may not attend practice or games unless approved by a division head.
- Students who do not participate in regularly assigned physical education class due to illness or injury may not participate in practices or games unless given approval by a division head.
- Physical examination forms will

be mailed to the student's home each summer. The completed forms for all grade 5–12 athletes must be returned to the Athletics Office by June 30 of each year. Students will not be permitted to practice until these forms are received by the Athletics Office.

- All students, parents, coaches and fans must show good sportsmanship at all times.
- In accordance with Kentucky High School Athletic Association (KHSAA) policy, Upper School basketball players in grades 9–12 may not play on any other basketball team during the high school season.
- Any student in grade 11 or 12 interested in playing Division I college athletics needs to pick up, from the Athletics Office, an NCAA Clearing House form and send it in at the end of the junior or beginning of the senior year.

Attendance

Prompt, regular attendance is one of the most important bases for consistent academic progress and achievement. The school relies on parents/guardians to see that unnecessary absences are avoided and that requests for special excuses are held to a minimum. It is the responsibility of the parents/guardians to guide their children in making choices and in setting priorities which put education at the top of the list.

When family plans or requirements conflict with the school calendar, it is important for parents/guardians to discuss, in advance, tentative plans with their division head and classroom teacher(s). The school particularly requests that parents/guardians plan their vacations to coincide with the school calendar.

Extensions of vacations and long weekends are considered unexcused absences.

Both students and parents/guardians should understand the importance of a student's attendance record, which will be included on the student's transcript. Students and parents/guardians must adhere to the state laws regarding truancy. The school reserves the right to decide on a case-by-case basis whether or not an absence will be excused. A student absent for more than 15% of the days in a course (combined excused and unexcused) will lose academic credit for that course. A parent conference will be required when the number of absences seems excessive. Louisville Collegiate School reminds parents that this school views a student's attendance record as a measure of the family's commitment to education. Repeated unexcused absences may result in: 1) the student being placed on probation; 2) the student being expelled; and/or 3) a re-enrollment contract for the following year being withheld.

Unexcused Absence*

Advance request for absence for any reason other than illness, religious observance, or crisis is mandatory. When a student incurs an unexcused absence (one not approved by the school), the student will be responsible for getting assignments and for making up time. The school will not require teachers to prepare work ahead of time for students with unexcused anticipated absences. Likewise, graded classroom activities will not be rescheduled to allow for make-ups from unexcused absences. Assignments missed due to the unexcused absence may be subject

to a penalty. To have an opportunity for any type of makeup, families must discuss the absence with the division head in advance.

***Please note the specific academic policies regarding unexcused absences in the Upper School.**

Excused Absence

If a student must be absent from school for illness, crisis, religious observance, or a school-approved special educational opportunity, the school office must be called by a parent/guardian prior to 8:30 a.m. on the day of the absence. If you suspect your child is sick, please keep him or her at home. The school may require a doctor's report for any student who is absent for more than three days. Notify the school if your child has an infectious disease or illness. Homework will be gathered for students who are ill or absent due to crisis or religious observances; parents/guardians must specifically request this service by calling the division's administrative assistant prior to 8:30 a.m. Homework assignments may be picked up at 3:30 p.m. Naturally, when school is missed due to illness or family emergency, teachers will assist students in organizing make-up work for study and will conduct an evaluation of the completed work for credit.

Leaving School Due to Illness

If a student should become ill at school, he or she should FIRST report to the division office in Middle and Upper School or classroom teacher in Lower School and sign out to the nurse's office. The school nurse (or the division administrative assistant, if the nurse

is unavailable) will then contact the appropriate parent or guardian. A student needing to leave school at any time during the day for reasons other than illness must bring a note of permission from the parent/guardian to the division office. Lower and Middle School students must be signed out by the parent/guardian.

Students must attend half of the school day to be eligible to participate in athletics. If a student leaves school due to illness, that student is ineligible to participate in athletics events for that day.

Leaving School for Reasons Other Than Illness

Students needing to leave school at any time during the day for reasons other than illness must bring a note of parental/guardian permission to the division office. Under all circumstances, when a student is leaving school early the parent/guardian must sign him or her out at the division office. Routine medical and dental appointments should be scheduled outside the school day.

Back To School Night

Back to School Night is scheduled soon after the opening of school for each division. Parents are encouraged to walk through their child's schedule, tour the school, and meet teachers, who give a brief explanation of their programs and answer questions. Listed below are dates for Back to School Night in each division:

Lower School—September 9
Middle School—September 10
Upper School—September 16

Behavior/Manners

Parents/students are expected to be cordial to all. Students should speak when spoken to by anyone, but especially by an adult; open doors for an adult or anyone who needs help; and always show courtesy to classmates, teachers, school staff, and visitors.

Business Office

Maureen McGowan, Chief
Financial Officer _____ 479-0341
Jean Grawemeyer,
Controller _____ 479-0380
Donna Sutton, Benefits and
Payables Administrator _ 479-0342
Susan Gagel, Administrative
Assistant _____ 479-0354

Brand

Use of Louisville Collegiate School's brand, tagline, logo and any other related materials is governed by the Marketing Department of the School comprised of **Stephanie Disney**, steph@loucol.com and **Elizabeth Post '03**, epost@loucol.com. Please consult one of these staff members when using the Collegiate brand on any materials. Please allow a 48 hour turn-around period for approval of brand usage. Unapproved use of the school's brand and logo is strictly prohibited.

Cell Phones/Pagers

PARENTS:

For the courtesy of all, cell phones and paging devices should be silenced during school programs and functions.

For the safety of the children, use of cell phones by drivers is prohibited in the car pool line.

STUDENTS:

The use of cell phones by students during school hours is not permitted.

Class Day and Commencement

On May 27, 2009, Collegiate will host Class Day ceremonies on campus from 7–8 p.m. Upper School students are required to attend (special occasion dress), and all families are invited. One of the traditions of Collegiate is that all students are invited to attend Commencement. The first graders are closely involved with the graduating seniors throughout the school year. At graduation, the first graders accompany the seniors as flower girls and honor guards in the Commencement ceremonies. Commencement will take place at St. Matthews Baptist Church on Friday, May 28, 2010 at 4 p.m.

Communicable Disease, Notification of

In order to assist Collegiate in protecting the health and welfare of its students and employees, the School Nurse, **Angela Sartin** shall be notified by the person or parent when any student, staff, or faculty member is exposed to, or diagnosed as having contracted, an acute or chronic communicable disease such as AIDS, hepatitis, HIV, or tuberculosis. Upon being so notified, the Head of School will follow the school's policy on communicable disease.

Counseling and Guidance

Carey Goldstein '90,

Director of Middle School Student
Services _____ 479-0346

Marybelle Estman, Upper School

Counselor _____ 479-0364

The staff gives full attention to the proactive Character/Life Skills Program, from kindergarten through grade 12, that supports the school's mission. Students' overall well-being is of primary importance, and whenever possible, a Director of Student Services or counselor serves as the student's advocate. They offer guidance and counseling to the entire school community and are resources for referrals. The staff is in charge of the standardized testing program; however, division heads assist in interpreting test scores.

Crisis Plan

The school's crisis plan is printed in the Employee Handbook, distributed in each classroom and is available to parents in the division offices.

Dads' Club

John Reed,

Dads' Club Chair _____ 458-6951

Tyrone Tubbs,

Dads' Club Chair _____ 253-5775

Dads' Club meets on the last Friday of each month at 7:45 a.m. in the Upper School Commons. Conversation, coffee, and a short presentation are packed into each 45-minute gathering. The purpose of Dads' Club meetings is to help dads connect with and stay informed about the school; network with other dads; interact with faculty, coaches, students, board members,

and administrators; and, have some fun. All dads are members and are encouraged to attend.

Development Office

Jennifer Hartlage,

Director of Development 479-0345

Stephanie Disney,

Assoc. Director of Development/
Communications _____ 479-0343

Todd Hinton,

Development Coordinator
_____ 479-0344

Ashley McIntyre,

Alumni Coordinator ____ 479-0375

Elizabeth Post '03

Communications/Marketing
Coordinator _____ 479-0376

Development Office Policy, Events and Programs

The Development Office works closely with various Board committees, the Head of School, and volunteers. The Development Office coordinates many fundraising activities and events, produces the school's publications and marketing materials and serves as the main contact for all Collegiate Alumni.

Development Office fundraising goals:

support academic programs, ensure the maintenance of school facilities, help underwrite the purchase of equipment and supplies; ensure that tuition increases are kept at manageable levels by providing yearly operating funds; ensure the school's financial future by increasing the endowment; provide educational development funds for research and development of new programs.

Collegiate Gala, the school's major fund-raising event will take place Saturday, February 20, 2010 and

is presented by the Development Office in partnership with the Parents' Association. Proceeds from the event go toward many necessary funds, including scholarship, arts, technology, and faculty professional development.

Annual Fund provides support to the operating budget on a yearly basis for programs, financial aid, and faculty professional development. The Annual Fund campaign starts in September and runs through June.

Art in the Highlands is a juried art fair that will take place on Collegiate's campus on September 19 and 20 from 10 a.m. to 5 p.m. Collegiate families and visitors from all over Louisville are invited to attend. Introducing this event to the community is a way for us to extend our arts education beyond our campus community. All proceeds from the event support Collegiate students through tuition assistance and scholarships, technology, fine arts, athletics and professional development for faculty and staff.

Planned Giving supports Collegiate's ongoing need for renovation, new buildings, and endowment. Collegiate offers a wide variety of methods of giving and strongly encourages donors to consider gifts of appreciated securities or other property, insurance, closely held stocks, trusts and bequests as advantageous methods of giving.

All fundraisers for the 2009–10 school year have been scheduled. If you would like to submit a request to the Development Committee for a fundraiser in 2010–2011 please review the

Fundraising and Solicitation Policy, School-Wide Fundraising Calendar and Fundraising Request Form located on pages 32–35.

Divorced and/or Separated Families Communication Process

It is the desire of the school that both parents work together for the well being of the student(s) regardless of the family's structure. In order for both parents to receive information concerning school activities, the admission office must have both addresses on file. Where separated or divorced parents are not in agreement, the school follows the stipulations of the custodial agreement or court order. When necessary, a copy of the custodial agreement or court order will be requested.

Edline

Additionally, information on your child's classes and division may be accessed through Edline. Edline is a web portal that permits parents, teachers, and students access to online information about Collegiate. This information includes:

- **General school information**, such as an all school calendar, all school news, division news, announcements, Parents Association news, and events.
- **Class-specific content** on teachers' pages, such as homework assignments, test dates, sources, web links, announcements, and class activities.
- **Private, secure student-specific reports for grades 6–12**, such as missing homework assignments, daily grades, and quarter grades.
- **Team, club, and other group**

specific material, such as practice schedules, announcements, and meeting times.

- **Email alerts** may notify parents of new information available such as new grade reports or other important information from the school or teacher.

Parents new to Collegiate receive a code to activate a parent account. Students new to Collegiate in grades 4–12 receive a code to activate a student account. Returning parents and students use their login name and password from the previous year. Grades are posted on Edline for students and parents in grades 6–12. To access Edline’s login page go to www.loucol.com and click on the link to edline or www.edline.net. If you have any questions please refer them to **Patsy Cohen**, Edline Administrator, at pcohen@loucol.com or 479-0362.

E-mail Addresses

School e-mail addresses for all faculty, staff, and students in grades 6–12 are in the following form: `firstname_lastname@loucol.com`. Some faculty and staff members have established shortened e-mail addresses, but their full names will still work (an e-mail list for Collegiate staff is in the Directory).

Enrollment Contract

Returning Students

Offers of re-enrollment for the following year are based upon the successful completion of the current academic year. Re-enrollment contracts will be mailed to current students on January 15, 2010 and are due back to the school no later than February 5, 2010.

A student’s place cannot be guaranteed beyond this date if the school has not received the signed reenrollment contract and deposit.

New Student

First round decisions for new students will be mailed by February 15, 2010. New student enrollment contracts are due back to the school no later than March 5, 2010.

Enrollment Deposit

For parents to enroll or re-enroll their children at Collegiate, they are required to make a reservation deposit for each student. The deposit is not refundable but is applied to the first tuition payment. Receipt of the student’s signed enrollment contract, accompanied by the deposit, reserves the student’s place for the upcoming year. The deposit is \$1000/child. **Families applying for Financial Aid do not submit a deposit.**

Declining Offer of Enrollment

If for any reason a family should decide not to accept the re-enrollment offer, a written statement must be sent to the attention of Robin Seiler, Admission Office, by May 28, 2010.

Extension of Due Date

Before March 5, 2010, a request to extend the date an enrollment contract is due to the school may be granted for a limited period for such reasons as a possible move. A request for contract extension must be made in writing to **Robin Seiler**, the Director of Admission and include the reason and length of time requested. In granting the extension, consideration will be given to the reason for the request and the anticipated enrollment of the class.

Cancellation Policy

On or after May 28, 2010, requests for extensions will not be granted. As noted on the contract, "an enrollment contract may be canceled in writing, without penalty (except forfeiture of the reservation deposit) through May 28." If enrollment is canceled after May 28, the person signing the contract remains obligated to pay the full annual tuition charges.

Extra Help for Students

Teachers make themselves available for extra help whenever it is requested at a mutually convenient time. Students should make arrangements with teachers. Academics take priority over extracurricular activities, and students who need it should seek extra help even if they may be late for or miss an after-school activity.

Should outside tutoring become necessary, parents/guardians should consult with a classroom instructor, counselor, or Division Head regarding recommendations for a tutor. Families are responsible for tutoring fees. Should a student receive tutoring without the school's recommendation, families are strongly encouraged to coordinate plans with a Director of Student Services or Upper School Counselor for maximum benefit.

Field Trips

It is particularly important to remember that when off campus, students represent not only themselves, but also all members of the Collegiate community. Behavioral guidelines will be explained prior to any trip or function. Behavior which

jeopardizes the safety of oneself or others will result in immediate removal from the trip or function.

Students must:

1. Wear uniforms, unless otherwise specified, for the theater or museums; proper outdoor clothing for camping trips; and, collared shirts and long pants for service learning or other trips.
2. Turn in all permission slips and waivers in a timely fashion.
3. Follow school rules and policies regarding tobacco, drugs, and alcohol.
4. Adhere to meeting times and curfews.
5. Eat meals and stay hydrated on trips.
6. Obey instructions of chaperones, teachers, bus drivers, and guides without delay.
7. Thank chaperones, bus drivers, and guides after each trip.

Financial Assistance

Collegiate awards financial assistance according to need as determined by the FACTS Grant & Aid Assessment and the school. Financial aid forms and instructions will be mailed to current recipients in December 2009, and are also available upon request from the Financial Aid Office. All steps must be completed by the FACTS scheduled deadline.

Although it is important to realize that the primary financial responsibility lies with the family, Collegiate is committed to assisting families of enrolled students. Students, either continuing or new, are encouraged to apply for financial assistance if they feel they meet the criteria. All information regarding a family's application for financial aid is confidential. Collegiate awards

more than \$1.7 million dollars annually.

Late applications will be considered only if funds remain available following the review of applications which meet the deadlines. All information pertaining to financial aid is kept confidential.

The Glenmary Shop

Located in Willig Hall, The Glenmary Shop is run by the Alumni Association and offers an array of uniform-approved shirts, sweatshirts, and fleece jackets with the Collegiate logo. All profits from the Glenmary Shop support scholarships and alumni activities.

Health and Immunization Forms

Health and immunization forms are due on the opening day of school. According to state law, students who do not have a current immunization form on file within 30 days from the beginning of school cannot attend school. No student will be allowed to participate in practices or games, including preseason practices, until these forms are completed and returned to school.

Health Services Office

Angela Sartin, RN _____ 479-0396

School Nurse Office Hours:

Monday–Friday, 9 a.m.–3 p.m.

Medication Administration

All medication is to be dispensed through the student health office under the supervision of the school nurse. Written, parental permission is required for medication to be administered at school. Permission forms may

be picked up at the health office or downloaded at www.loucol.com/handbook. (Medication Permission Form). All medication must be sent to school in its original container with a prescription label attached indicating accurate dosage instructions. Students are NOT permitted to have any type of medication, prescription or nonprescription, in their possession. Special consideration may be given for emergency medications such as Epi-pens or asthma inhalers. Please contact Angela Sartin, at ext. 396 for further information.

Preventative Health and Immunization Requirements

Kentucky State Law mandates that all students have current state health forms on file within the first two weeks of school. The State Health forms are different from those required by the Kentucky High School Athletic Association. Your physician can complete both the physical and health forms during the same office visit, if you wish. These forms are to be completed upon initial entry to Collegiate, upon sixth grade entry, and upon expiry of immunization certificates. The form requirements are outlined below and may be downloaded at www.loucol.com

Download Forms Required for all Collegiate Students:

Kentucky Preventative Health Form for K–4

Kentucky Preventative Health Form for 5–11

Kentucky Eye Exam Form

Kentucky Immunization Form

Download Forms Required for Sixth Grade Entry:

Kentucky Preventative Health Form for 5–11

Kentucky Immunization Form

Holiday Concert

The school’s Holiday Concert is a pageant of talent and songs presented by the students on December 18, 2009.

Homecoming Week

This week is scheduled for September 21–26, 2009 and is a combination of events for students and parents including pasta dinner, student athletic games, pep rally, a school dance and the Annual Fund Blue & Gold Sunday Phonathon.

Identifying and Addressing Students with Special Needs

See page 27.

Kindergarten Derby

A Collegiate tradition, the Kindergarten Derby is a broomstick derby with kindergarten jockeys. This school-wide event will be on Thursday, April 29, 2010. Kindergarten parents, grandparents, and friends cheer for their favorite Derby mounts.

Library/Media Center

The Library/Media Center serves all JK–12 students and the general Collegiate community through a large collection of books, audio/visual tapes, magazines, accessibility to computers, the Internet, and computer subscription databases. The Library staff helps patrons search for information and promotes reading.

Library items may be checked out for three weeks, with the exception of reference items, vertical file items and magazines, which may be checked out for 1–3 days. Renewals **MUST** be brought into the Library. For convenience, there is a Book Drop, which is collected daily, located in the Upper School entrance hall. All students may use the Book Drop.

Students are not allowed to check out materials until all overdue items are returned. Notices will be sent periodically to parents for replacement costs if the student has not returned any overdue materials. If the replacement cost is not paid within three weeks, nor the item(s) returned, the amount will be billed from the library. At the end of the school year, all student library accounts must be cleared.

Lower School students visit the Library/Media Center weekly. Students in kindergarten through second grade enjoy stories, participate in reading activities, and learn basic library/book terminology and circulation procedures. Students in third through fifth grades learn search skills for our automated catalog as well as the Internet and subscription databases, appreciation of great literature and authors appropriate for their age, and go on field trips to public libraries. Parents of junior kindergarten students may checkout books for their child. Kindergartners through second-graders may check out two items at a time. Third through fifth graders may have three items checked out at a time.

Middle and Upper School students are encouraged to use Collegiate’s Library/ Media Center on an

independent basis. Students should be familiar with search skills and procedures. They may come to the library whenever they have time, and if space is available. If, at any time, a student is disturbing others, the Library staff may send that student back to his/her classroom.

The Library Media Center provides valuable databases to the Collegiate community. They can be accessed from any Internet computer by going to Edline, clicking on Library Research Links, and selecting the appropriate name. They include Elibrary, WorldBookOnline, Encyclopedia Britannica Online, plus forty databases from the Louisville Free Public Library. Passwords and PIN numbers are provided on student Edline pages. Other electronic subscriptions may be added during the year. The library catalog is now available from the Internet and that URL will be posted on Collegiate's website and on Edline.

Library/Media Center Hours:

Monday, 8 a.m.–4 p.m.
Tuesday–Thursday, 8 a.m.–5 p.m.
Friday, 8 a.m.–2 p.m.

The Library Media Center is open until 5pm Tuesday-Thursday to provide after school access to resources and to provide a study space for the entire Collegiate Community. The library is not meant to be a substitute for after school care. No computer games are permitted.

Middle School and Upper School students are welcome to use the library's resources during open hours. Any Lower School student is welcome in the library after school as long as they are accompanied

by an adult or have the specific permission of a staff or faculty member. The library staff reserves the right to ask any library user who is disruptive, or not following library rules, to leave.

Media/Public Relations

Faculty, parents, and students are encouraged to submit ideas about possible media coverage to Communication/Marketing Coordinator **Elizabeth Post '03** at epost@loucol.com or 479-0376. Information about events/programs that might generate coverage should be submitted at least three weeks prior to the date of the event or program.

Medicine

Written parental permission is required for medication of any type to be administered. Forms may be picked up in the division offices or Health Services Office. Students are NOT permitted to have any medication, prescription or nonprescription, in their possession. All medication must be sent to school in its original container with the prescription label attached.

Meet The Coach Night/ Athletics Program Orientation Night

Each year the Athletics Department sponsors opportunities for parents to meet coaches and athletic department staff, hear an overview of Collegiate's athletics philosophy and have questions answered by coaches and staff.

Dates:

Middle School: September 10, 2009.
Upper School: September 16, 2009

Parents Association

The purpose of the Parents Association is to strengthen the Collegiate Community by: providing volunteer and financial assistance for the educational and recreational needs of Collegiate students; promoting open communication among the administration, teachers, and parents; encouraging parental involvement; and supporting Collegiate in fulfilling its mission.

Parents Association Board Members

Corrie Nichols, President _____ 594-0010
Sarah Harlan, President-Elect _ 423-5070
Nancy Zimmerman, Treasurer 737-2210
Nancy Reed, Secretary _____ 458-6951

Vice Presidents:

Beth Myers, LS _____ 241-6430
Connie Hill, LS _____ 473-7870
Ruth Ann Bode, MS _____ 254-7532
Holly Schmelzer, MS _____ 426-0624
Ann Hinkebein, US _____ 895-6208
Stephanie Walton, US _____ 254-9103

Sarah Harlan,

Family Network Co-Chair _____ 423-5070

Terri Connolly

Family Network Co-Chair _____ 451-1108

Lisa Tyler,

Athletic Booster Club Co-Chair 429-6433

Nancy Kiesow-Webb,

Past President _____ 327-6760

Every Collegiate parent is a member of the Parents Association (PA) and is encouraged to participate in some capacity. The Athletic Booster Club, pARTners (Parents for the Arts), and the Family Network are also part of the Parents Association. Each year, the Parents Association allocates approximately \$30,000 to support classroom projects, parent education, student activities, and faculty appreciation.

The PA meets regularly throughout the school year. Meetings include a speaker or program, as well as an opportunity to interact with other parents and division heads. This year's meeting schedule is on the school calendar. Please contact your room parent/grade representative or any Parents Association officer if you would like to get involved. Some of the ways PA serves the Collegiate community:

Informing, Learning, and Sharing—Newsletters, Family Network, Parent to Parent Discussion groups, Monthly meetings either by Division or the whole school, Parent Gatherings, Guest Speakers, Middle and Lower School Book Clubs.

Supporting Teachers—Annual Allocation of Funds, Staff Appreciation Activities, Room/Grade Representatives, Volunteering time in School, Lunchroom supervision, Library Service, Welcoming New Staff.

Raising Funds for the School—Kroger Gift Cards, Target Credit Cards, Thornton Cards, and Scholastic Book Fairs. The PA partners with the Development Office to produce the Collegiate Gala which supports faculty grants and financial assistance.

Providing Services—Used Uniform Sale and Closet, Upper School Used Textbook Sale, Welcoming Activities and Mentoring for New Families, Organizing Volunteers.

Having Fun—Lower School Skating Parties, LISC Dances for Middle School, Fall Festival for Everyone, Field Day, Holiday Parties for Lower

School, Fall Parent Gatherings, Faculty and Staff End-of-Year Party.

Gift Giving Guidelines

For many years the Parents Association has grappled with the topic of “teacher gifts.” While this may seem like a small matter, it can become an issue of inequity, diversity, and respect. To give families a level of comfort, and a “benchmark” for what is reasonable, the PA Board makes the following recommendations. These are not policies, but merely guidelines.

In the Lower School, voluntary donations will be collected by Room Representatives in the November and used to purchase gifts for the classroom teachers and auxiliary faculty to be given just before Winter Break and at the end of the school year. If a student wishes to make his/her teacher a small, heartfelt gift or card in addition to the group gift and present it personally to the teacher, he/she is welcome to do so.

Care Coordinator

The Care Coordinator works to organize support for those members of the Collegiate community who have experienced an event warranting special consideration, such as a serious illness, death of an immediate family member, or a family crisis. The Care Coordinator for 2009–10, **Margie Kommor**.

Parent Issue Resolution Team (PIRT)

PIRT is a committee of the Parent Association’s Family Network. The role of PIRT is to assist parents in framing and communicating parental concerns that affect the school community, and to help

resolve issues through a positive and respectful process. The process for resolving issues is suggested as follows:

1. Identify the concern and discuss it with the person (i.e. teacher or coach) at the appropriate time. If the problem is not resolved, the next step is to see the division head.
2. Discuss the concern with the Division Head. If the problem is not resolved, the next step is to see the Head of School.
3. Discuss the concern with the Head of School. If the issues remain unresolved, see step four.
4. Document the concern on the PIRT Concern Information Form found in the school’s Directory or on the Parents Association web site. Submit the form to the PIRT Committee Chair.

PIRT will review the information and discuss the matter with the individuals who completed the form. PIRT will work to address the issue. This may include PIRT and parent(s) meeting with the Head of School to discuss the issues. If the problem is still not resolved, then PIRT may suggest that the parties agree to mediation. PIRT will report all issues for monitoring and reporting purposes. All issues brought to PIRT will be held in strict confidence, and all members of the Parent Issue Resolution Team have signed a confidentiality agreement.

Parent-Teacher Conferences

Structured conference times are scheduled on October 22–23 for Lower, Middle and Upper School parents. In addition, ongoing communication between parents and faculty is encouraged and welcomed.

Parents should feel free to contact teachers through the school office, the division heads, or the division counselors.

Parking

Parking Areas

As Collegiate is located in a residential neighborhood, the school must carefully manage the flow of traffic on and around the school campus. Parent cooperation with the following guidelines will ensure the safety of our students and foster a respectful relationship with our neighbors

When dropping off or picking up students, we expect drivers to comply with the car pool regulations which include no cell phone usage, display of car pool number, and careful attention to the teacher on duty.

Collegiate has two parking areas: the Grinstead Annex lot, behind the Grinstead Annex/Fine Arts Building; and the Ray Avenue lot, between the Athletic Center and the Glenmary houses. These are reserved for students and staff. Visitors should be mindful that teachers and students may depart for appointments off campus with plans to return, and therefore should not park in these lots except when directed to do so for a particular event. There are visitor spaces reserved along the Grinstead Avenue drop-off for short duration visits. Those attending school events such as Parents Association meetings, Dads' Club, and Lower School plays should not park in the school's two lots.

The front circle is closed to all traffic in order to create a safety zone for children. Please do not block this circle drive while making deliveries

or briefly visiting. Visitors to the school are encouraged to park in designated areas only; never within four feet of a neighbor's driveway!

After 8:30 a.m., visitors may park on Glenmary Avenue (in front of the school); please note posted city restrictions. No parking from 7:30–8:30 a.m. and 1–4 p.m.

Physical Education Participation

If a student is to be excused from active participation in physical education class, a written request from his or her parent or legal guardian must be given to the physical education teacher prior to the start of class. If a student is unable to actively participate for more than three consecutive days, a written note from the child's physician should be submitted to the teacher. Students who are unable to participate in physical education due to injury may not participate in after-school practices or athletics competitions.

Publications

Many of the school's communication pieces, including the major publications listed below, are produced by the Development Office. To submit information to one of the publications, contact Communication/Marketing Coordinator **Elizabeth Post '03** at epost@loucol.com or 479-0376. Information should be submitted via e-mail.

- *E-News*, a bi-weekly electronic newsletter that gives parents current information about school activities;
- *The Bulletin*, a bi-annual magazine for alumni and friends;
- The Annual Report;

- The student and parent Handbook/Directory.

Snow Day/Emergency Procedure

1. Collegiate does not necessarily close when other Jefferson County schools do.
2. **Scott Prince** and **Mike Basham** work together to determine whether to close school, delay the opening, and if delayed, determine what time school will open.
3. Announcement of closing or delayed opening will be on radio and TV stations by 6 a.m.; if there is no announcement, school is open, and on time.
4. School cancellation or delay information will also be on the school's answering machine (479-0340).
5. The school's transportation will follow the decision made by the Head of School and will run on the regular schedule, be delayed, or will not run.
6. If school is delayed, you may want to avoid the Glenmary Hill and come via Grinstead Drive to Ray Avenue.
7. It is ultimately the parent's responsibility to decide whether conditions are safe for travel to the school. Students missing school because parents deem travel unsafe will not be penalized for their absence.
8. All staff should use common sense; if the streets are cleared and safe, you should report to school. If there is a blizzard you should stay home.

Student Accident Insurance

Student accident insurance is provided for all students. It provides medical benefits of \$25,000, once a student's private insurance (if there is any) has been exhausted. This insurance covers students during the school year who are injured while participating in any school-related activity, whether on or off campus. This insurance is paid by the school. The school also provides Catastrophic Insurance coverage for all students.

Student Records

Student record files will be kept in the division head's office in a fireproof, locked file cabinet. Access to the file will be given to the following personnel: Head of School, Division Heads, Director of Admission, division counselors, Director of College Counseling, Director of Studies, Director of Health Services, the Dean of Students, the student's current teachers and advisor, and the administrative assistant responsible for maintaining the record file. Parents wishing to review their child's records may do so upon request to the division head or counselor.

A student record file will contain the following: application to Collegiate, acceptance letter, transcripts from previous schools, grades and comments, official correspondence with parents and students and student achievement test scores (hard copy). Test scores (CTP, AP, PSAT, SAT, and ACT) will be affixed to the back of permanent cumulative record card, which, along with the official transcript, is located in a separate fireproof safe

in the appropriate administrative office.

A student file may NEVER leave the administrative office; nothing may be taken from the file, excised, or copied without the division head's approval. Information regarding academic accommodations and/or psychological evaluations will be kept in a separate locked file in the division counselor's office.

After a student graduates or leaves the school, the file will be kept in storage for two years. Requests for material from a stored student record file must be in writing and addressed to the Head of School. During the third year following a graduate's departure, most of the student's record file is destroyed. The permanent cumulative record card and official transcript are the only records retained; they are kept on file in the Alumni Office for 60 years.

Students Applying to Study Abroad

Parents of a student planning to study abroad for a half or full academic year are required to sign and return the re-enrollment contract with the deposit by the date specified on the contract, and also to enclose an overview of the program and its length.

Parents are asked to send the school written notice as soon as they can confirm that the student will (or will not) participate in the exchange.

The financial responsibility for a student who plans to study abroad is the same as for all students: the parent is responsible for the full year's tuition unless the parent notifies the school in writing by

May 31 of the semester(s) the student will not be in attendance at Collegiate. If the school is informed by that date of the student's plans, the parent will be responsible only for the tuition of the semester during which the student attends Collegiate. When the school receives written confirmation that the student will definitely participate in the exchange, the school will send the parents confirmation that the enrollment contract has been cancelled for the exchange period. If the student will be abroad for the full academic year, the deposit would reserve the student's place at Collegiate for enrollment in the year following the exchange, assuming successful completion of the exchange year.

Summer School

Students who are deficient in a sequential course (English, math, or foreign language) may be required to do work over the summer in order to strengthen their knowledge in the subject area. Students who fail a sequential or required course will be required to retake the course in an approved summer school or repeat the course the following year.

Technology Office

Joe Casalvieri, Director of
Technology Operations _ 479-0355
Patsy Cohen, Technology/Edline
Administrator _____ 479-0362

Technology Policy

The following is a summary of the guidelines for the use of the Collegiate computer network. Students and employees should be aware that the use of technology is a privilege, not a right, and inappropriate use may result in cancellation of those privileges and/

or further disciplinary action:

- The primary purpose of the network is to support those engaged in academic work.
- Account holders are fully responsible for their individual accounts.
- The network administrators cannot guarantee the security of files left in public spaces, such as the local hard drives and space of public group accounts.
- All rules governing plagiarism apply to information found by computer.
- All electronic mail is publicly accessible.
- Show respect for the network equipment and facilities.
- Adhere to all laws concerning the use and distribution of copyrighted software.
- Use appropriate and respectful language at all times.
- Use electronic mail wisely and as an educational resource.

The complete set of guidelines which govern the use of the computer network, electronic mail and the Internet are contained in the Technology Acceptable Use Policy. Students and their parents must sign the agreements in order to access these resources. Violations of the Technology Acceptable Use Policy may result in the suspension or cancellation of computer privileges. These violations may result in more severe consequences, up to and including suspension or dismissal, particularly if they are found to be in violation of the Honor code and/or Harassment Policy.

Traffic Patterns

To avoid congestion on Glenmary Avenue, all Collegiate traffic should travel in one direction from

Grinstead Drive and going west on Glenmary. Although it may mean circling the block, Collegiate cars are asked to travel **WEST ONLY** on Glenmary. The Glenmary Avenue entrance to the school should be used by Lower School students only.

All Middle and Upper School students can be dropped off and picked up at the Grinstead Drive circle or the Lannert Center parking lot.

Also, because we expect the afternoon carpool line to extend beyond areas contiguous to our campus, we urge all drivers to ensure that they are not blocking access into or out of the apartment complexes or driveways. It should go without saying that cars bound for Collegiate should not use the apartment parking lots as holding areas.

When using the Lannert Center lot for drop-off or pick-up, only the curb lane should be used for loading and unloading. The center, lane is designated for traffic entering or exiting the lot. Drivers should proceed cautiously through the lot as there is considerable pedestrian traffic.

Except with explicit permission due to a special circumstance, families may not use the Grinstead Annex parking lot for pick-up or drop-off. With many student drivers parking there, we want to take all reasonable steps to minimize traffic flow in that area.

For the courtesy of all, cell phones and paging devices should be silenced during school programs and functions. For the safety of the children, use of cell phones by drivers is prohibited in the car pool line.

Tuition & Student Billing

There are a variety of ways in which tuition can be paid. All of the plans require payment of a non-refundable enrollment fee of \$1,000, which should accompany the Enrollment Contract. This deposit will be credited to the first tuition payment.

1. The Standard Payment Plan requires that 60% of tuition be paid by July 1, with the remaining 40% of tuition due by January 1.
2. The Prepaid Plan allows for all of the remaining years within a division (Lower, Middle, and Upper) to be paid at the current year's rate, thus saving the annual increase in tuition.
4. The Annual Payment Option allows the convenience of writing one check to cover tuition for the year.
4. The Ten-Month Payment Plan allows the flexibility of paying over a ten-month period, from July 1 through April 1. There is a \$200 fee for this plan, which will be billed at \$20 per month.

Each of the above plans can be set up as an Automatic Bank Withdrawal. Please request this form from Jean Grawemeyer, Controller, at 479-0380.

It is the policy of the school that educational services and grades be withheld if an account has not been paid in FULL. Charges include tuition, Tuition Refund Insurance, athletics items, a yearbook, Glenmary Shop purchases, and certain trips. In addition, all accounts must be cleared before any official records or transcripts will be sent to another school, and

before a student will be allowed to graduate. Payments are due upon receipt of billing. A service charge of 1.5% will be assessed the 10th of each month to balances in arrears. If at any time during the school year a parent's/guardian's circumstances change affecting ability to pay, please contact **Jean Grawemeyer** at 479-0380.

Tuition Refund Insurance Plan

The school strongly recommends that all families purchase Tuition Refund Insurance, made available through Collegiate by A.W.G. Dewar, Inc. This plan is intended to provide parents the opportunity to purchase insurance to cover tuition costs should the student be withdrawn from school for a variety of reasons. An informational brochure is mailed to parents with the Enrollment Contract, and the option to select the insurance is included within the body of the contract.

The cost for Tuition Refund Insurance is 1.8% of the annual tuition. It is the policy of the school to require families entering into a monthly payment plan agreement to subscribe to the Tuition Refund Insurance Plan.

Visitors

If a student or parent wishes to have a student visitor, a written request should be given to the division head at least three days in advance. The student host must introduce the visitor to the division head (or the divisional administrative assistant, if the division head is unavailable) at the beginning of the school day, and to each teacher whose class is visited. Students hosting visitors to

campus are responsible for those guests and should counsel them as to appropriate behavior and dress code.

Web Site

Collegiate's Web site address is www.loucol.com. Visit the site often to keep abreast of school events, activities and student and faculty accomplishments. For questions, contact **Stephanie Disney** at sdisney@loucol.com or 479-0343.

Policies

AIDS Policy and Guidelines

While current medical research indicates that the chance of transmitting the Acquired Immune Deficiency Syndrome (AIDS) virus in the course of school activities is extremely small, Louisville Collegiate School acknowledges the importance of developing a policy dealing with AIDS, a communicable and, at present, fatal disease of the immune system. This policy shall apply to the entire school community (students, faculty, and staff), including contract employees in all programs conducted by the school.

Collegiate recognizes that members of the school community who test HIV positive or have AIDS may wish to continue their employment or education as long as their health conditions allow. If such members of the school community can work without endangering their own health or the health and safety of others, they will be allowed to continue in their current status as long as they are able to perform their duties. They will be treated in the same manner as any other member of the school community. At the same time, Collegiate has an obligation to

ensure that an individual's condition does not present a threat of harm to the health and/or safety of other members of the school community.

Guidelines

The following guidelines are based on currently available medical knowledge concerning AIDS and are largely based upon recommendations of the U.S. Public Health Service, the Louisville and Jefferson County Board of Health, and the National Association of Independent Schools. These guidelines will be followed wherever it is reasonably prudent to do so:

1. As used here, AIDS includes all infections caused by Human T-Lymphotropic Virus, Type III (HILTV-III), also Lymphadenopathy Associated Virus (LAV) or Human Immunodeficiency Virus (HIV). As used in this policy, AIDS refers to a spectrum of diseases which includes the Acquired Immune Deficiency Syndrome (AIDS), AIDS Related Complex (ARC) and asymptomatic infections of the virus.
2. The school encourages individuals within the school community who have tested HIV positive or have AIDS to report this fact on a confidential basis to the Head of School. This information may be necessary to accommodate the health needs of infected or uninfected individuals in the school community.
3. The school shall treat as confidential all AIDS-related information and records pertaining to members of the school community. Dissemination of such information and records shall be

- limited to the following: a) those individuals who reasonably require such information or records in order to carry out this policy and guidelines and any recommendations made pursuant thereto including ensuring proper care for an infected individual and detecting and dealing with situations in which there is an increased risk for transmission of infection; b) such items of information and records as are reasonably required to accomplish such purposes; c) government officials investigating compliance with the Americans with Disabilities Act of 1990 or other applicable federal and state laws.
4. An evaluation team will advise the Head of School on the appropriate course of action on a case-by-case basis. The evaluation team shall be composed of: the infected individual; infected individual's physician; the parents or guardian of a student under evaluation; the infected individual if he or she is from the staff; the Head of School; and a public health or other knowledgeable physician selected by the school. The school may add or delete members, as appropriate, to the team. Legal counsel will be included where appropriate.
 5. Each case of AIDS shall be considered on an individual basis consistent with the most recent recommendations of the U.S. Public Health Service Center for Disease Control and the best interest of the school. Periodic or other subsequent evaluations may be required of an infected individual pursuant to the recommendation of an evaluation team or when deemed necessary by the school.
 6. Members of the school community who are infected will be allowed to attend and function at school in an unrestricted manner and be considered eligible for all rights, privileges and services provided by law and the school's program, except where necessary to safeguard the health of the infected individual and/or others as recommended by the evaluation team.
 7. Where at any time the school has reasonable cause to suspect that an individual is infected and that such infection may pose a direct threat to others, the school may require such individual to be evaluated, which may include medical examination and testing by an evaluation team prior to or during enrollment or employment by the school. Pending completion of the team evaluation, the Head of School may prescribe reasonable limitations for an individual.
 8. Education about AIDS and AIDS-related issues will be integrated into the curriculum and made available to members of the school community and the parents of students.
 9. Caution and proper aseptic technique should be used at all times to minimize the transmission of all communicable diseases. Individuals are encouraged to follow the recommendations of public health authorities regarding hand washing, use of disposable gloves, cleaning of surfaces, and appropriate disposal of materials.
 10. This policy and associated guidelines will be reviewed periodically and revised as

necessary in response to current medical and legal information concerning AIDS.

Reviewed July 2000.

Harassment Policy

General Policy

Louisville Collegiate School seeks to be a community in which every individual is treated with sensitivity and respect. This means that Collegiate will not tolerate harassment in any form including, without limitation, harassment which is based upon sexual, ethnic, religious or racial grounds. As a part of the continuing commitment of Collegiate in this regard, the following policies have been adopted by the Collegiate Board of Trustees:

1. **Sexual Harassment**—It is illegal and against the policy of Collegiate for any person, male or female, to harass sexually another person by making unwelcome sexual advances or requests for sexual favors or other verbal or physical contacts of a sexual nature when: a) submission to such conduct is made either explicitly or implicitly a term or condition of employment or continued employment or in any manner relating to a student's enrollment, attendance or advancement; b) making submission to or rejection of such conduct the basis for employment decisions affecting an employee or educational decisions affecting a student; or c) creating an intimidating, hostile or offensive working or educational environment. Sexual harassment is unlawful even when the alleged conduct has caused an employee

or student no economic or educational harm or loss.

Sexual harassment is not social or courting behavior; it is uninvited and unwanted and may include the following: a) physical assault, including rape or any coerced sexual relations; b) subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic connotation; c) a demeaning sexual proposition; d) unnecessary or unwanted touching in any form; e) leering or ogling a person's body; f) a sexually explicit or suggestive remark about a person's physical attributes, clothing, or behavior; g) a sexually stereotyped or sexually charged insult, humor or verbal abuse of sexual nature; h) an inappropriate question about personal matters.

It is important to remember that in faculty-student relationships in particular, the power imbalance, coupled with the student's relative inexperience, makes imperative a strong sense of professional and institutional responsibility. Collegiate acts *in loco parentis* ("in place of a parent") with respect to students, and any hint of inappropriate or irresponsible behavior by faculty or staff will not be tolerated.

2. **Ethnic Harassment**—It is illegal and against the policy of Collegiate for any person to harass another person on the basis of that person's ethnicity. Ethnic harassment includes both easily-identified acts of oral, written or physical abuse plus the more subtle—but equally offensive—forms of ethnic harassment such as graffiti, epithets and ethnically-

stereotyped remarks or “humor.”

3. **Racial Harassment**—It is illegal and against the policy of Collegiate for any person to harass another person on the basis of race. Racial harassment includes both easily identified-acts of oral, written or physical abuse plus the more subtle—but equally offensive—forms of ethnic harassment such as graffiti, epithets and racially-stereotyped remarks or “humor.”
4. **Religious Harassment**—It is illegal and against the policy of Collegiate for any person to harass another person on the basis of religion. Religious harassment includes both easily identified acts of oral, written or physical abuse plus the more subtle—but equally offensive—forms of ethnic harassment such as graffiti, epithets and religiously-stereotyped remarks or “humor.”
5. **Threats**—Any threats, as defined by Kentucky state laws 508.075, 508.078, and 508.080, will be dealt with according to the law, and could result in expulsion or termination of employment.
 - 1) If an employee or student learns of a threat, (s)he needs to report it immediately to the appropriate division head or supervisor.
 - 2) The division head/supervisor will notify the Head of School.
 - 3) The Head of School will gather the facts promptly and then take the necessary actions which may include any, or all, of the following:
 - * suspending indefinitely the student(s)/employee(s) involved;
 - * informing the student’s parents;
 - * requiring the student/employee to have a

psychological evaluation;

- * reporting threat to proper authorities.

The student/employee may not return to school until or unless the proper authorities have completed an official assessment and determined that the student(s)/employee(s) are not a threat to the safety of anyone at the school.

6. **Reporting of Harassment**—Any person who becomes aware of harassment by any member of the faculty, staff or student body or by anyone else, including outside vendors, should immediately advise the Head of School, a division head, or one of the school counselors. The Head of School or the Head of School’s designee shall promptly investigate the matter. All information reported will be held in strictest confidence and will be disclosed only on a need-to-know basis in order to investigate circumstances. Should the nature of the allegation require notification of the police or any other government agency, the parents of the students involved will be notified immediately. At the conclusion of any investigation which finds that a violation did occur, with the permission of the student aggrieved, his or her parents may be notified.
7. If it is determined that the alleged violation did, indeed, occur and based on the severity of the violation and the previous record of the person, Collegiate will take disciplinary action which may include, but is not be limited to, the following:
 - 1) an apology to the person or persons against whom the harassment was directed;

- 2) required participation in an appropriate plan of education or sensitivity (e.g., workshops to reduce prejudice, courses dealing with nature of sexism or racism, psychological counseling, etc.);
- 3) probation, suspension, non-renewal of appointment, termination or expulsion, as the case may be.
8. Any retaliatory action of any kind taken by any person as a result of a complaint of harassment having been made is prohibited and shall be regarded as a separate and distinct cause for complaint. Collegiate recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory effect requires determination based upon all the facts. Given the nature of this type of discrimination, Collegiate recognizes also that false accusations of harassment can have serious effects on innocent people. Collegiate believes that all persons within the Collegiate community will continue to act responsibly to maintain an environment free of discrimination.

Adopted March 1995.

Revised August 1996.

Reviewed October 2000.

Revised June 2002.

Identifying and Addressing Students with Special Needs Process for Identifying Students

1. Based on classroom behavior and academic progress, the classroom teacher is, most likely, the first person to identify a child as possibly having special needs that

- need to be addressed.
2. The teacher or team will gather information regarding the student's classroom performance and behavior and any accommodations that have been made and inform the division head who may request the Director of Student Services and/or Counselor to assist in gathering data and information regarding the child's progress. A conference with parents will be scheduled.
3. The Director of Student Services and/or Counselor, the division head and the classroom teacher or team should confer regarding the student's classroom performance and behavior and any accommodations that the classroom teacher has made in order to address the student's needs. The Director of Student Services and/or the division head may make additional recommendations regarding accommodations.
4. The classroom teacher or team, the Director of Students Services and/or Counselor, or the division head notifies parents of the progress of the student at this point. The parent is informed of any accommodations that are being made in the classroom. A recommendation may be made by the Director of Student Services and/or Counselor or the division head to seek an evaluation by a professional in the area of special needs (i.e., speech, hearing, educational testing for possible learning issues, psychological testing), or it may be agreed to further monitor the progress of the student in the classroom.
5. If an evaluation is recommended, and if the parents and/or guardian agree, the child is evaluated. **The school reserves**

the right to withhold or not to renew a student's contract for the following school year if it is felt that the student's success is dependent upon the recommended evaluation.

Process for Evaluating Students

1. If the local school district evaluates the child to determine eligibility for services, representatives from that district test and gather information regarding the child. A meeting is held to determine if the child is eligible for services, and if the child is eligible for services an IEP (Individual Educational Program) meeting is held to determine those services and/or accommodations. Based on the outcome of this meeting, the parent and/or guardian and Collegiate's representatives determine who can best provide services and/or accommodations. Alternate placement may be sought by the parent or recommended by Collegiate.
2. If the evaluation is done privately, a meeting is scheduled (following the evaluation) with parents and the classroom teacher, the Director of Student Services, and the division head, and, if possible, the evaluating professional regarding the evaluation results and any recommendations for accommodations that may have been made. Alternate placement may be sought by the parent or recommended by Collegiate.

Process for Monitoring Students

1. The classroom teacher, the Director of Student Services, and the division head provide follow-up. A specialized professional outside of the school may provide

services.

2. Progress is measured and reported to parents at regular intervals. While this is the primary responsibility of the classroom teacher, the Director of Student Services and/or counselor or the division head may be included in parent conferences.
3. Student cumulative folders are noted as having a confidential folder on file in the office of the Director of Student Services if evaluation results and suggested accommodations are on file, and teachers are asked to review those files at the beginning of each school year.
4. The local school district reviews a student's IEP annually, and the student is reevaluated every three years.
5. The school recommends that students who are evaluated privately be reevaluated every three years.
6. In the event that the child is unable to progress in the Louisville Collegiate School curriculum, the school will assist the family with an appropriate school placement.
7. It is imperative that classroom teachers and the Director of Student Services and/or Counselor maintain records that are dated with notations regarding accommodations as well as notes from meetings with parents and/or guardians.

Pest Control Policy

Louisville Collegiate School is committed to providing a safe environment for students and staff. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and

its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing pesticide exposure to children.

Louisville Collegiate School will:

1. Annually inform parents and staff members of the school's pest control policy at the time of student registration at the beginning of the school year by a separate memorandum or as a provision in the student *Handbook/Directory*.
2. Provide the name and the phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use, other than when bait is used, and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticides applications to the school nurse.
6. Maintain written record for at least 90 days of any pesticide applications.

As a matter of routine preventative maintenance, Gold Seal Pest Control will service the dining room, locker rooms, lobbies, lounges, rest rooms, and break areas in all buildings on the second Friday of each month beginning at 2 p.m., using a non-chemical method frequently used in hospitals and nurseries, in order to prevent invasions by common pests. For special/unscheduled treatments that would involve spraying with

a chemical pesticide and when feasible, the school will provide notice at least two school days prior to the date and time the pesticide application will occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for information.

In the event that an emergency occurs requiring the urgent application of a pesticide control because of an immediate threat to public health or that may be disruptive to a normal learning environment, the school shall give written notice as soon as possible to parents of the date and reason for the emergency application. As with all applications of pesticides, emergency treatments will be administered at a time when students are NOT present at the facility.

Student Placement/Teacher Assignment Policy

Parents are not encouraged to submit requests for specific teachers. If parents have concerns or information of particular importance to the sectioning process, such material should be submitted in writing to the appropriate Division Head before the close of the current school year. Sectioning in each of the Divisions is resolved in the following manner, with the final decision resting with the School:

Lower School—Determining the make-up of each Lower School section is the shared responsibility of the sending teachers, and the Division Head. They rely on their professional in-class experience with the

students to make decisions based on a number of factors. The factors include the student's strengths and weaknesses, and the crucial need to promote or discourage relationships that nourish or impede a particular child's development. The sectioning is intended to provide the best possible grouping to encourage the potential of each child. When the written concerns of parents reflect differing perceptions, the parents will be invited in for a conference before class lists are finalized. All students and parents will be notified of teacher assignments by August 3.

Middle School—Middle School faculty and student schedules are completed during the summer months. The Division Head in collaboration with the department chair determines the teaching assignments for each teacher based upon the number of preparations and size of the sections. Students are assigned to heterogeneous class groups with the exceptions of Algebra I, Geometry and foreign language selection.

Upper School—Scheduling is completed during the summer. The Division Head, Director of Studies, and the Department Chairs determine teaching assignments and number of sections. For elective courses, periods are scheduled to allow the inclusion of a maximum number of students who requested the course. In some instances, student placement has been predetermined by criteria set forth in the Curriculum Guide. These criteria have been developed by the faculty and are based upon years of experience.

June 2005

Early Graduation Policy
Louisville Collegiate School advises

caution in pursuing an early departure from high school for a variety of academic and social reasons. However, the school recognizes that early graduation may advance the educational goals for that very highly motivated student whose stellar academic performance has lifted him or her to the highest levels.

The controlling policy regarding early graduation is derived from a resolution approved by the Board of Directors (Trustees) of Collegiate in September 1996. The points of that policy are as follows:

- Any student who enrolls in college following his/her junior year at Louisville Collegiate School may petition the Upper School Faculty to receive a Collegiate diploma.
- The petition must be made in writing by April 1 of the year after the student leaves Collegiate.
- To receive a diploma from Collegiate, the student must be in good academic and disciplinary standing (as defined by their college/university).
- The student must provide Collegiate with official records from the college/university documenting the student's academic performance and disciplinary status.
- The Upper School Faculty shall review the student's records to determine if a diploma should be granted.
- With the support of the Upper School Faculty, the Head of School shall inform the Collegiate Board of Trustees if the student meets all requirements.
- The ultimate awarding of a Collegiate diploma rests exclusively with the Louisville Collegiate Board of Trustees.
- If the Board of Trustees approves

the diploma, the student may receive the diploma with his/her class at commencement or at some date after commencement.

In addition the Board of Directors (Trustees) has resolved that Louisville Collegiate graduation requirements must not be lessened or waived. These requirements include 22.5 units:

- 4 Units of English
- 3 Units of Math (including at least through Algebra 2)
- 3 Units of History (including HATA I, HATA II, and US History)
- 3 Units of Foreign Language
- 3 Units of Science (including Biology and Chemistry)
- 1 Unit of Fine Arts
- 2 Units of Electives
- 1 Unit of Physical Education (or team equivalent)
- 1 Unit of Life Skills (0.25 units each in grade 9 and 10, 0.50 units in grade 11)
- 1 Unit of Senior Symposium
- Yearly community service
- Oratory (a senior speech)

Because a strict interpretation of the requirements does not always correlate in every case with a three-year program, the Upper School division head has some latitude to create avenues by which a student might substitute equivalent coursework. For example, a student might take summer coursework from an approved school and substitute appropriate activities for fulfilling the Lifeskills requirements and senior speech.

Time Line

- Interested students must begin the early graduation process no later than the beginning of the 2nd semester of the 10th grade.
- This process should include discussions among the student's parents/guardians, Head of the

Upper School, Director of Studies, academic advisor, and the college counselor.

- Together this group will develop and approve an early graduation plan no later than May 1, of the student's 10th grade year.

Board approved March 2005.

Unlawful Conduct Policy

Louisville Collegiate School seeks to maintain a safe school environment free of alcohol, drugs, tobacco, and weapons.

Any of the following conduct by a student occurring on school property, within one thousand (1,000) feet of school property, on a school bus or other school transportation to or from school or a school-sponsored or sanctioned event, or at a school sponsored or sanctioned event, will result in disciplinary action, which may include dismissal:

- (a) the possession, use, distribution (sale or gift) or offer to distribute (sell or give) alcohol, tobacco, or controlled substances;
- (b) the possession or use of a weapon; or
- (c) the commission of any felony offense under the laws of the United States or the Commonwealth of Kentucky.

Any such conduct by a student occurring anywhere else may result in disciplinary action, which may include dismissal.

Collegiate will comply with KRS 158.155, which requires it:

- (a) to report to law enforcement authorities any information relating to any violation of Kentucky

law relating to deadly weapons or controlled substances or any felony offense, any of which occurs on school property, within one thousand (1,000) feet of school property, on a school bus or at a school-sponsored or sanctioned event; and

- (b) to reflect the charges and final disposition of the dismissal proceedings in records requested to be transferred by any student dismissed, or who withdraws while subject to a dismissal proceeding, for a violation of school policy or Kentucky law relating to violence, weapons, alcohol or drugs.

This policy will be implemented and executed by the Head of School and the President of the Board of Trustees, with consultation and advice from legal counsel, in the exercise of their best judgment in complying with Kentucky law and in the interest of the school and all its students.

Board approved April 20 2005.

Fundraising and Solicitation Policy

Rationale

Each year, constituents (alumni, parents, faculty, coaches, administrators and adult volunteers) of Louisville Collegiate School solicit the Collegiate family and the broader community for funds and in-kind gifts in order to support the school. Solicitations include: Annual Fund, sponsorships, class projects, athletic events, raffles, and other special events.

Fundraising is important to the ongoing success of Collegiate; however, it often results in multiple requests of our loyal donors. The School strives to coordinate its

fundraising efforts in order to honor the invaluable support donors provide to Collegiate.

All fundraisers for the 2009–10 school year have been scheduled. To request that a fundraiser be approved for the 2010–11 school year, please follow the procedures below.

Procedure

We ask that all constituents use the following process before embarking on a cash or in-kind fundraising endeavor:

1. Obtain the Fundraising and Solicitation form from the Collegiate website or Development Office and submit it to the Development Director.
2. The Director and Development Committee will review and respond to new fundraising requests within 7 business days. If there are conflicts, every effort will be made to help fine-tune the fundraiser. This might include suggesting alternate dates or donors. The Director and Development Committee may also be able to suggest donors interested in your particular event or project.
3. Once steps 1 and 2 are completed, you will be notified when your fundraiser is approved. The event will then be entered on the School's master fundraising calendar. For Collegiate planning purposes, all requests need to be submitted and approved prior to the publication of the school's handbook (approximately early August) for inclusion on the fundraising calendar. Fundraising and solicitation requests may be considered after the printing of

the handbook if extraordinary circumstances apply.

4. All proposed official solicitations and all corporate and foundation requests must be coordinated with the Development Office before they are made. Prior to soliciting any outside donor (individual, business, corporation or foundation) the Development Office will notify the requesting party of potential conflict within 3 business days of receiving the proposed solicitation request.

The Louisville Collegiate School Fundraising and Solicitation Policy does not apply to student-led fundraising initiatives.

Approved March 16, 2005.

2009-2010 Guide to Giving
You can help Collegiate 'Stand Out' by supporting the following:

Annual Fund

Louisville Collegiate School's Annual Fund Campaign makes a difference to our entire school community as it supplements the operational budget for the school. Each year, tuition covers 90 percent of our total budget, and funds raised through the development office, as well as interest earned from our endowment, make up the final 10 percent. This 10 percent guarantees Collegiate will have the funds necessary to provide scholarships to deserving students, modern technology and equipment for our classrooms, as well as competitive salaries and professional development for faculty and staff.

August '09
Campaign Kicks Off

September 27, 2009
Blue & Gold Sunday Phonathon

September 22-October 31:
These dates are blackout dates for the Annual Fund Campaign. No other fundraisers are approved during this time.

Collegiate Gala

Presented by the Parents' Association in conjunction with the Development Office, the Collegiate Gala features live and silent auctions along with drinks and hors d'oeuvres. Guests have the opportunity to bid on fabulous trips to exotic locales, paintings and sports memorabilia. The funds raised at the Collegiate Gala support the operating budget, including financial aid, professional development opportunities, state-of-the-art technology for the school and faculty grants. The 2010 event will be held on Saturday, February 20, 2009.

July '09
Corporate Sponsor Solicitation Begins

November '09-January '10
Auction Catalog Ad Sales, Live and Silent Auction Item Solicitation

February 20, 2010
Annual Benefit

Book Fairs

Sponsored by the Parents' Association, Scholastic Book Fairs are held on campus twice a year. A percentage of the earnings go back to the school to support the library.

Holiday Book Fair

November 30-December 4

Spring Book Fair

March 22-26

Golf Scramble

Sponsored by the Parents' Association and organized by the Booster Club, the Golf Scramble helps raise funds to support Collegiate athletics. Parents, alumni, faculty and staff enjoy a day of golf and friendly competition in June during Collegiate's Reunion Weekend.

LOUISVILLE COLLEGIATE SCHOOL
Fundraising Request Form

Name of fundraiser: _____

Dates of fundraiser: _____

Financial Goal: _____

Purpose/Benefit of fundraiser: _____

Who will be solicited: _____

Contact: _____

Approved by: _____

*Please return this form to the
Development Office, Attn. Director of Development.*