

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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 Garth Beache
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 Suzanne Oldham
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 Babs Rodes Robinson '80
 Caldwell R. Willig
 Tuffy Wood

Alumni Representative

Missy Dorval Stevens '76A

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.*

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Lower School

Lower School Office

Elizabeth Rightmyer, Interim
Head of Lower School479-0347
Susan Harlow, Lower School
Administrative Assistant .479-0352
Pamela Lang,
Director of Lower School Student
Services.....479-0358
Lynne Priest, Junior Kindergarten
Director & Lead Teacher..895-5335
Sports Hotline479-0388

Daily Schedule

The school building is open to students during the following hours, except by special arrangement for faculty-supervised activities:

Monday–Friday 7:30 a.m.–3:30 p.m.

The school does not take responsibility for students on campus outside of the regular school hours and programs, or who are dropped off or picked up off campus.

Children whose parents/guardians cannot pick them up by 3:30 p.m. **MUST** be enrolled in the after-school YMCA Program. The program is available for students in JK through Grade 8.

Junior Kindergarten Hours

Full-Day
Mon.–Fri. 8:45 a.m.–2:45 p.m.

Grades KG–5 Hours

Mon.–Fri. 8 a.m.–3 p.m.

Lunch

JK, KG, 1st, 2nd grades

Mon.–Fri. 10:50–11:20 a.m.

3rd grade

Mon.–Fri. 11:40 a.m.–12:10 p.m.

4th grade

Mon.–Fri. 11:30 a.m.–12:00 p.m.

5th grade

Mon.–Fri. 11:20 a.m.–11:50 a.m.

Goal: Communication

The school strives for open communication with parents and works to collaborate with parents to understand and educate each child. Parents are always welcome in the Lower School and we especially invite you to share your talents or hobbies with our classes. Your child's teachers will reach out to you in several ways:

1. Edline and loucol.com. All Lower School news is available on the web. JK-12 news including the all-school calendar can be found at www.loucol.com and you will receive E-news occasionally for schoolwide information. The Lower School Edline page features activities of the whole division, such as assemblies, family-parent conferences, and JK-5 family events. In addition, each homeroom teacher and specialty area has a web-based information page that contains up-to-date class schedules, homework assignments, field trip information, and special activities. To activate your Edline account, contact the Lower School office.
2. Progress reports and report cards
Parents of students new to the Lower School and students who

have special concerns receive a progress report every four to five weeks during the school year. Report cards are mailed home quarterly to parents of 1st through 5th graders, and three times a year to Junior Kindergartners and Kindergartners.

3. Family-teacher conferences. On October 22 and 23, teachers report to parents/guardians students' progress in the academic areas as well as their social/emotional adjustment to school activities.

4. Voice mail and e-mail
Faculty, staff, and office personnel are available by the email and voice mail addresses listed in the Collegiate Directory.

5. Parents Association
All Lower School parents/guardians are members of the Parents Association and are encouraged to attend the general meetings of the Association on October 20, January 14, and March 16.

Parent questions are best answered by the person who is closest to the information.

- Questions about class activities and daily work are best directed to the classroom or specialty teacher (through voice mail, email, or a written note).
- Questions about Lower School or school-wide activities are best directed to the Lower School Administrative Assistant, Susan Harlow: 479-0352 or sharlow@loucol.com
- Questions about athletic schedules or directions to the games are best directed to the Sports Hotline (479-0338) or the link to athletics from the school's website.
- If these lines of communication do not solve an issue, the Interim Head of Lower School, Elizabeth

Rightmyer, can be reached at 479-0347 or erightmyer@loucol.com
We are most eager to develop a personal, working relationship with each family and regard your questions and concerns as occasions to build understanding about a child's educational needs.

Goal: The Development of Character

In fulfilling the school's mission of character development and responsible citizenship, students are expected to follow *respectful*, *responsible*, and *honest* practices.

Manners and Conduct

All members of the Collegiate community strive to treat each other with respect at all times. This includes manners such as greeting one another and visitors warmly, saying please and thank you, holding the door for each other, and walking quietly in public spaces. The community also accepts human differences and treats kindly those who need assistance. We do not tease, trick, or verbally hurt another person, nor do we physically mistreat anyone.

Respectful Practices Dress Code

Collegiate believes that uniform dress promotes respect for the importance of education, builds a sense of school pride and community, and encourages students to appreciate the talents of others as distinguished from their style of dress. Its simplicity is designed to provide easy enforcement.

Hair is to be of an appropriate length and away from the face and

jewelry should be minimal and appropriate in nature. Students may be asked to remove jewelry which is considered to be dangerous on the playground. Body piercing is limited to ears only. No visible tattoos are permitted. All items of clothing are expected to be neat and clean. No hats, scarves, bandanas, cargo pants, denim clothing, or legwarmers are to be worn. Hair should be natural in color.

School Uniform

Students should wear a clean uniform everyday unless otherwise notified. Students not wearing a uniform will be asked to phone home to receive appropriate clothing.

Girls—Grades K–5

- Plaid jumper
- Plaid skort
- Navy pants with belt loops
- Navy shorts with belt loops
- Belt
- Plain white, short or long sleeved polo shirt only if worn under jumper
- White short or long sleeved blouse with Peter Pan collar only if worn under jumper
- White short or long sleeved polo shirt with Collegiate crest if not wearing jumper (tucked in)
- White turtleneck
- Navy full-length straight leg leggings*
- Navy tights
- Navy or white socks
- Closed toe, closed heel shoes
- Athletic/Tennis shoes
- Solid navy sweater, sweatshirt or fleece
- Navy or black shorts worn under jumpers
- Collegiate sweatshirt or fleece purchased at the Glenmary Shop or issued through a sports team

*Leggings should match those available at Parker Uniforms or Land’s End
(When ordering from Land’s End, use item #244680 for “Little Girl Regular,” #244681 for “Big Girl Regular,” or #254184 for “Big Girl Plus,” then select color “True Navy.”)

Boys—Grades K–5

- Navy pants with belt loops
- Navy shorts with belt loops
- Belt
- White short or long sleeved polo shirt with Collegiate crest (tucked in)
- White turtleneck
- Navy or white socks
- Closed toe, closed heel shoes
- Athletic/Tennis shoes
- Solid navy sweater, sweatshirt or fleece
- Collegiate sweatshirt or fleece purchased at the Glenmary Shop or issued through a sports team

Special Occasion Dress

Formal attire is requested on the first day of school, holiday program school picture day, and special assemblies as announced.

Girls - Grades K-5

- Plaid jumper
- White long sleeved blouse with a Peter Pan collar
- Navy tights (not required in warm months)
- Dress shoes

Boys - Grades K-5

- Navy pants
- Brown leather belt
- White button down oxford shirt
- Blue and Gold school tie
- Navy socks
- Dress shoes

The **Glenmary Shop**, sponsored by the Alumni Association and located in the Upper School offers an array of uniform-approved shirts, sweatshirts, and fleece jackets with the Collegiate logo.

Physical Education Uniform

Physical education uniforms are required and purchased through the Collegiate Glenmary Shop prior to the start of school and, as needed, during the year. All physical education uniforms and sneakers must be marked with the student's name. Each student will be assigned a gym locker for storage of physical education equipment and issued a combination lock to secure belongings. Combination locks (the lock issued at school is required) will be distributed by the Physical Education Department at the beginning of the school year. Students will bring gym clothes home each week for cleaning.

Kindergarten

Students wear classroom clothes to physical education class. Girls need to wear a separate pair of shorts under their jumper for physical education classes. One pair of sneakers should remain at school.

Grades 1-3

Students wear the Collegiate uniform to physical education class. Girls need to wear a pair of shorts under their jumper for physical education classes. One pair of sneakers should remain at school.

Grades 4-5

- Collegiate physical education T-shirt and shorts (worn from the waist) purchased from the Glenmary Shop
- White athletic socks

- A separate pair of sneakers is required for class and should remain in physical education locker.
 - For cool weather: plain navy blue or Collegiate sweatshirt and sweat pants over the gym shorts and T-shirt.
 - Mouth guard (issued at school or purchased on own)
 - Shin guards (purchased on own)
- Three times a year (Thanksgiving break, winter break, and spring break) all belongings left in the physical education lost and found and in the lockers will be removed by housekeeping and donated to charity. Students will be notified in advance and given the opportunity to claim their belongings and clear out their lockers. Students leaving early on these breaks are responsible for clearing their lockers before departing for the break.

Responsible Practices

To be responsible is to be dependable and conscientious. At Collegiate, we strive to be trustworthy, reliable, punctual, and predictable. We also work very hard to keep our youngest students safe and secure during the school day. Walking in the halls, using playground equipment safely, and assisting one's class by performing classroom jobs helps students develop habits of helpfulness and caring.

Carpool Procedure

Morning arrival Drop off for the Lower School occurs along the Glenmary side of the building.

- Once you are in the car pool line, please pull up to the farthest point along the curb.

- Children exit the car on the curb side, not from the driver’s side or the back.
- At 7:45 a.m., a faculty member is on duty to supervise the arrival of students and to ensure that they have a safe transit from the car to their classroom.
- Lower School students arriving before 7:45 a.m. should go directly to the dining room. Supervision for students begins at 7:30 a.m; no student should arrive before that time.

Afternoon dismissal

The dismissal of Lower School students to their carpool and to their walking guardians is a busy time that can be confusing and even hectic. It is our goal to make the end of the school day calm and predictable for the schoolchildren and efficient for you, the drivers and walkers.

Dismissal for JK beings at 2:45 pm and its carpool line queues in the parking lot behind the JK house. Cars of JK students with older siblings can then join the carpool routine of the upper divisions.

Dismissal for K through 5th grade begins at 3 pm. The carpool line for K-5 students forms along the school side of Glenmary Avenue. K-5 students dismiss through the Primary Wing exit, which is the “last” door to the west of campus. There is a traffic guard at the corner of Ray and Glenmary who regulates the admission of cars to the carpool line, and teachers/ safety patrols on the sidewalk who help children into cars. We use a walkie-talkie system to alert students and teachers inside the

building which carpools are next in line.

- Car pool numbers help to ensure an orderly dismissal. Please have your car pool number visibly displayed in the window and encourage your child to know his/ her number.
- Students wait in the Lower School downstairs hallway until their number is called. If someone other than a parent/ guardian is picking up a child, they should have the carpool number prominently displayed and the Lower School office must have been informed prior to dismissal.
- Students are to enter the car from the curb side of the vehicle. Students entering a vehicle on the driver’s side poses a danger to the student.
- Lower School students are not allowed to walk to Burger’s Market.
- Car pools will be given a designated time to arrive: 3:00, 3:10, 3:20, 3:30, or 3:35 p.m. You will be notified of your car pool time before the first day of school.
- Students who are going home differently from their regular way or who are riding with a different adult, should inform the classroom teacher in writing or phone the Lower School Office before 2 p.m. so that a safe transition can be made.
- Parents must have on file in the Lower School office the names of those authorized to pick up their child(ren).

Honest Practices

Collegiate strives to develop in each student pride in achievement and honest endeavor. Collegiate students are expected to be honest, and respectful toward the school and the people who make up our school community. Acts of cheating, lying, stealing, defacing, or destroying property are major violations of the Lower School Code of Behavior.

- Students will not lie. Lying is making a statement one knows is false with the intent to deceive.
- Students will not cheat. Cheating is deception or dishonesty used to obtain an advantage over others or the use of another's work as one's own.
- Students will not steal. Stealing is taking something that does not belong to you without the consent from the owner.

Consequences for violations of this code of behavior will be determined on an individual basis in light of the severity of the act.

Goal: Academic Excellence

Children learn a tremendous amount in the early childhood and elementary years. At Collegiate we strive to provide the very best foundation for future academic success, including a focus on both concepts and skills from the very beginning of school. Student performance is assessed every day using formal and informal methods and student progress is reported several times each year in written form.

Report cards for First through Fifth Grades are mailed home two weeks following the end of the grading periods for the 2009-2010 school year:

1st quarter: October 9, 2009
2nd quarter: December 19, 2009
3rd quarter: March 12, 2009
4th quarter: May 28, 2009

Student skill development in grades 1 through 5 are reported using the following key:

E = Excellent work; Student is performing at an outstanding high level
M = Meets grade level expectations; Student is performing at a successful high level
I = Improvement needed; Student is performing below grade level
Blank = Not measured this quarter; This skill has not been presented or practiced sufficiently this quarter for assessment to occur.

Students are graded using the following percentages in grade 5:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 or lower

Students are graded using the following key in grades 1 through 4:

4 = Consistently outstanding performance

3 = Good effort and steady progress
2 = Need improvement in effort or performance
1 = Unsatisfactory effort or performance

Report cards for JK and K are discussed at the family-teacher conference on October 22-23, and mailed home twice more during the school year after the following dates: February 5, 2010 and May 28, 2010

JK and K students are assessed using the following key:

* = Usually
= Sometimes
~ = Seldom

Homework

Homework is a corollary to class work. Its purpose is to help children establish independent work habits and to practice skills already learned in the classroom. Although students vary individually, a general rule of thumb for length of homework time is 10 minutes per grade level. The following guidelines for homework are usual:

- K: 10 minutes of reading in the at-home family reading books
- 1st grade: 10 minutes of homework, plus 10 minutes of reading
- 2nd grade: 20 minutes of homework, plus 15 minutes of reading
- 3rd, 4th, and 5th grades: 40-50 minutes of homework, plus 20 minutes of reading

These times may vary depending on the rate at which an individual student works. If your child is spending an inordinate amount of time on homework, it should be brought to the attention of the classroom teacher. Likewise, if there seems to be little or no homework, the teacher should also be informed. Generally, homework is not given on vacations, weekends, or religious holidays.

Placement/Teacher Assignment Policy

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 sectioning is intended to provide the best possible grouping to encourage

the potential of each child. All students and parents will be notified of teacher assignments during the summer.

Extra Help Sessions

Teachers may make themselves available for extra help for students at a mutually convenient time when such help is requested. If a student is staying after school, it is important that parents arrange to have the student picked up promptly at the assigned time.

Standardized Testing

Students in grades one through five are administered the ERB Comprehensive Testing Program 4 in the spring semester. Parents will receive copies of the results of that testing during the summer.

Goal: To develop leadership and provide for enrichment opportunities

Lower School Activities

Safety Patrol

Fifth grade students contribute to the Collegiate Lower School community by serving on the Safety Patrol. It is expected that all fifth graders participate, performing their duty with integrity and leadership. These students, distinguished by their orange vests, assist teachers in promoting safety during morning and afternoon carpool by escorting children to and from their cars. They are also stationed throughout the hallways during these times to offer assistance as well as to encourage proper behavior.

Adventure Club:

After school programs are available through the Adventure Club. Information is sent to parents in the mail and appears on Edline. They include but are not limited to classes and clinics in art, music, fencing, chess, dance, drama, coed soccer, coed basketball, field hockey, flag football and lacrosse. There are applicable fees for each of these offerings. Information is available through the Director of Lower School Student Services, **Pamela Lang** at 479-0358.

Athletics:

Athletics information is mailed in early spring for the following school year. This information is also available through the athletics office, Lower School office and the athletics web schedule (http://www.loucol.com/school_life/athletics). All athletics materials, i.e. participation forms and athletics physicals should be returned to **Janice Jones** in the Athletics office.

Specific team information regarding practice sites, any time or date changes, and any other pertinent information is mailed to interested student-athletes from their coaches prior to the beginning of fall season. Completed participation forms are used to generate the mailing list for each team, and e-mail is often used for communication. It is, therefore, very important that participation forms are completed accurately and returned in a timely manner.

Sports offerings for Lower School students include:

Fall

- Soccer (Coed), Grade 5

Winter

- Basketball (Boys), Grade 5
- Basketball (Girls), Grade 5

Spring

- Blue Lacrosse (Boys), Grade 5
- Amas Lacrosse (Girls), Grade 5
- Blue-Gold Tennis (Coed) Grades 4-5

Miscellaneous Information

Birthdays

Lower School students are welcome to bring a “birthday snack” for their class. The birthday child’s parents should make arrangements with the child’s teacher a few days prior to the occasion. Refreshments on such occasions should be limited to a simple treat. Students may also choose to donate a book to the library to honor the occasion more permanently. The librarian or your child’s teacher have many suggestions for such books.

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Middle School

Middle School Office

Keira Murphy,

Head of Middle School.....479-0379

Carey Goldstein '90,

Director of Middle School Student
Services479-0346

Peter Karrer,

Dean of Students .. 479-0340 ext.663

Maria Klotter, Middle School

Admin. Assistant.....479-0353

Sports Hotline479-0388

Regular Supervisory Times

The school building is open to students during the following hours, except by special arrangement for faculty-supervised activities:

Monday–Friday 7:45 a.m.–3:45 p.m.

The school cannot take responsibility for students on campus outside of regular school hours and programs, or who are dropped off or picked up off campus.

Daily Schedule

Daily Class Period Times

Monday–Friday 8 a.m.–3:10 p.m.

DAILY SCHEDULE		
MONDAY–FRIDAY		
Daily Period	Time	
1	8:00–8:45	Classes
2	8:50–9:35	Classes
3	9:40–10:25	Classes
4	10:25–10:35	Break
5	10:35–11:20	Activity
6	11:25–12:10	Classes
7	12:15–12:45	Lunch
8	12:45–1:30	Classes
9	1:35–2:20	Classes
10	2:25–3:10	Classes

Goal: Communication

The Middle School seeks a partnership with families as we support the goals of character development and academic excellence. Therefore, the exchange of information and ideas between the school and families is essential. The Middle School provides families with information in the following ways:

General Information/Meetings

1. Parents Association (PA) meetings provide valuable information about the school, an opportunity to exchange ideas, or a chance to hear about special programs or events. PA General membership meetings will be held September 24, 2009, January 28, 2010, and May 13, 2010. Middle School PA meetings will be held on October 21, 2009, January 13, 2010, and March 18, 2010.
2. As noted in the general section of the Handbook/Directory, E-News and News & Views contain key pieces of information. E-news is sent to all families bi-monthly during the school year. News & Views is published in September, November, February, and April.
3. Online Information: for planning and organizational purposes, the school provides general information through online sources, all linked through the school's Web site at www.loucol.com. General announcements and the school calendar are available through edline.com. Specific grade level and class information can be attained through Edline which is linked through the school's Web site.

4. The Head of Middle School will mail general letters covering various topics approximately six times a year and will send additional notices with specific information for particular grade levels.

Concerns About Individual Students or Classes:

1. The first and best source of information about individual student performance, behavior, or concerns is the appropriate teacher, coach, or activity advisor. Faculty members will often call or e-mail parents with particular concerns, and teachers are asked to return e-mail or voice mail messages within 24 hours.
2. All parents and guardians are urged to meet each teacher during our Back to School Night on September 10. In addition to seeing how a teacher organizes the material and conducts class, parents can sign up for Student/Parent/Teacher Conferences (October 22-23). Students are encouraged to join their parents or guardians during those conferences.
3. Weekly updated information on student academic progress will be available through Edline. Teachers will post current averages, recent assessment scores, and when necessary, comments for improvement. Teachers are expected to update their online gradebooks regularly. In addition, they will post class announcements, homework assignments, and upcoming class activities.
4. Each student has a faculty advisor, who monitors the progress of his or her advisees.

In addition to providing students with sound advice and caring adult mentorship, advisors serve as the “point person” in assisting families with gathering information. Advisors should have some contact with the parents or guardians of their advisees—in conversations that could range from a brief sideline chat to a formal meeting after school—at least once every month.

5. If the appropriate teacher or advisor cannot provide a sufficient answer for parental concerns, families have other resources, including—in the case of academic issues—initially, the team leader and, secondarily, the Head of Middle School, **Keira Murphy**.
6. **Keira Murphy**, the Head of Middle School, can help with issues still unresolved after one has spoken to the appropriate teacher, coach or activity advisor.
7. All faculty members who teach in a particular grade level meet twice per week in Grade Level Meetings (GLM) to discuss the progress of students in that grade level. These meetings generally include the Director of Student Services, Head of Middle School, and the advisor for each student discussed. Whenever appropriate, the Director of Student Services, team leader, or advisor will follow up on the recommendations of the GLM and contact the student’s parents or guardians.
8. Those teachers who most frequently interact with a particular grade level form a Grade Team, headed by the team leader. Team leaders are excellent sources of information about class

projects, trips, and other activities. They can also provide valuable insight about the dynamics of the class, leadership, and plans for the future. Team leaders work as part of a Middle School administrative team with the Director of Student Services and division head. Students should see their team leaders as additional resources and mentors. 2009–10 Middle School Team Leaders are 6th grade, **Erin Lerner**; 7th grade, **Francoise Kemble**; and 8th grade, **Rick Haas**.

Specific Academic, Social, or Health-Related Concerns

1. The individual who can most easily direct your call, if she cannot answer your question immediately, is **Maria Klotter**, the Middle School Administrative Assistant. Her phone number is 479-0353.
2. For a myriad of social, psychological, and educational needs, families should contact **Carey Goldstein '90**, the Director of Student Services. She typically arranges all teacher conferences and follows up on recommendations from teachers. She coordinates the character development program, orientations, advisory program, and service learning.
3. Health Services supports student health through all three divisions. A registered nurse has an office in the main school building. In addition to dispensing all medications and evaluating students who are feeling ill, the nurse helps educate students and faculty on health related matters.

4. The “web of support” does not stop with those listed above—in fact, classroom teachers, classmates, student leaders, and others constitute its strongest strands. Head of Middle School **Keira Murphy** is ultimately responsible for the functioning of the systems of support for each child. She is concerned not only with the development and evaluation of specific programs, but with the growth and evaluation of all the individuals who make up the Middle School: faculty, staff, and students.
5. The Dean of Students, **Peter Karrer**, oversees student life in the Middle School including discipline, enrichment opportunities, and student activities.

Goal: The Development of Character—Code of Conduct

As a member of Louisville Collegiate’s Middle School, I will: Respect the dignity of each individual; Treat others with kindness; Be honest; Share with those in need; Encourage intellectual curiosity; Care for the environment and property; Have the courage to do the right thing.

Uniform and Appearance

Collegiate believes that uniform dress promotes respect for the importance of education, teaches attention to detail, builds a sense of school spirit and encourages students to appreciate the talents of others as distinguished apart from their style of dress. The dress code is designed to be comfortable and inexpensive. Its simplicity is designed to afford easy enforcement

and adherence.

Hair and jewelry must be appropriate for the academic environment, as discerned by the division head and/or the Dean of Students.

Collegiate students may not wear any clothing that is torn or excessively worn.

School Uniform GIRLS

- White, collared dress shirts/blouse with no logos or insignias (tucked in).
- Official Collegiate Polo navy or white (tucked in).
- Undershirt (if worn) must be solid white.
- Khaki dress pants or school uniform kilts (hemline for kilts must be below the fingertips when one’s arms are fully extended down the side) - no cargo pants (Pants with pockets sewn on the outside of the thigh or leg are considered cargo pants).
- Navy blue sweater with no logos or insignias.
- Official Collegiate outerwear. This may include jackets, sweatshirts, fleeces, etc. approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear permitted.
- Belt (if slacks have loops).
- Socks or tights.
- Closed toe, closed heel shoes.

BOYS

- White, collared dress shirts with no logos or insignias (tucked in).
- Official Collegiate Polo, navy or white (tucked in).
- Undershirt (if worn) must be solid white.

- Khaki dress pants or school uniform -- no cargo pants. (Pants with pockets sewn on the outside of the thigh or leg are considered cargo pants).
- Navy blue sweater with no logos or insignias.
- Official Collegiate outerwear. This may include jackets, sweatshirts, fleeces, etc. approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear permitted.
- School necktie (if worn) must be tied tight so that the tie covers the top shirt button.
- Belt (if slacks have loops).
- Socks.
- Closed toe, closed heel shoes.

	Required	Description	Permitted	Not Permitted
Collegiate polo, or White button-down dress shirt	Tucked in	Navy or white, collared	Collegiate logo	Other logos
Kilts (girls)	Longer than finger-tip length	Plaid	Socks or tights	Sweatpants
Dress pants (boys or girls)	Worn from waist. Belt if belt loops	Khaki or Khaki colored corduroy		Cargo pants
Shorts (boys)		Khaki		Cargo style
Shoes	Closed toe and heel; socks			Sandals, flip flops, Crocs, Birkenstocks, etc.
Undershirt	Optional	Solid white only		Logos
Sweatshirt/Jackets/Vests	Optional, hoods not worn		Official Collegiate outerwear	Other logos
Sweaters	Optional	Solid navy only		Logos

Non-Uniform Dress

On non-uniform days, students are still expected to present a clean and neat appearance appropriate to an academic environment. Students may wear collared shirts, blouses, or T-shirts, provided that no graphics or lettering on the clothing endorses a message contrary to the mission or rules of the school. Bermuda shorts are permitted. Students may not have bare midriffs, strapless shirts, or shirts with “spaghetti straps.” As on uniform days, students may not wear hats indoors, unless they have a religious obligation to do so. Also, as on non-uniform days, students must wear closed toe, closed heel shoes. Non-uniform days are a privilege and students should uphold both the spirit and the letter of casual, but appropriate, dress.

Special Occasion Dress

(Special assemblies as announced.)

Girls

- White, collared, dress shirt/blouse with no logos or insignias (tucked in)
- Undershirt (if worn) must be solid white
- Navy blue sweater with no logos or insignias.
- School uniform kilt
- Solid color white, or navy blue socks or tights
- Dress shoes (closed toe, closed heel)

Boys

- White, collared, button down dress shirt with no logos or insignias (tucked in)
- Solid white undershirt
- Navy blue sweater with no logos or insignias.
- Khaki dress pants - no cargo pants (Pants with pockets sewn on the

outside of the thigh or leg are considered cargo pants)

- School necktie of appropriate length and tied tight so that the tie covers the top of the shirt button
- Belt
- Dark socks
- Dress shoes (closed toe, closed heel)

Game Day Dress

On days when students have athletic contests, they may wear their game jerseys, if appropriate, or a Collegiate polo shirt. Game shorts and athletic uniform kilts are not allowed during the school day.

Physical Education Uniform

- Collegiate physical education T-shirt and shorts (worn from the waist) purchased through the Glenmary Shop
- White athletic socks
- A separate pair of sneakers should remain in physical education locker and are required for class
- For cool weather: plain navy blue, or Collegiate sweatshirt and sweat pants over the gym shorts and T-shirt.
- Mouth guard (issued at school or purchased on own)
- Shin guards (purchased on own)

Physical education uniforms are required and purchased through the Glenmary Shop prior to the start of school and, as needed, during the year. All physical education uniforms and sneakers must be marked with the student’s name. Each student will be assigned a gym locker for storage of physical education equipment and issued a combination lock to secure belongings. Combination locks (the lock issued at school is required) will be distributed by the Physical

Education Department at the beginning of the school year.

Students will bring gym clothes home each week for cleaning. Three times a year (Thanksgiving break, winter break, and spring break) all belongings left in the physical education lost and found and in the lockers will be removed by housekeeping and donated to charity. Students will be notified in advance and given the opportunity to claim their belongings and clear out their lockers. Students leaving early on these breaks are responsible for clearing their lockers before departing for the break.

Student Life

Assemblies/Meetings

Students are expected to show respect for the speakers/performers at all assemblies. This includes being silent during the program; showing appropriate support at the correct times; disposing of programs in the proper places; never eating or drinking; and if necessary, receiving permission to be excused during intermissions/breaks in the performance.

Classmates

Students must respect classmates. Conduct such as rudeness, abrasive or profane language, fighting, bullying, teasing, mocking, exclusion, and malicious gossip are considered serious breaches of conduct and will be treated as major infractions.

Classrooms

Students must show respect in the classroom by not talking when someone else is talking, and by including classmates during group work. They must respect

the teacher's personal space and should never be in a classroom unsupervised.

Dances/Social Events

Collegiate and the Louisville Independent School Coalition (LISC) host dances. LISC dances and Collegiate dances have similar policies. Students must dress appropriately for dances; secure permission of the Head of Middle School if they wish to invite non-Collegiate friends to a Collegiate function, noting that all Collegiate school rules for behavior apply to students who attend whether they are from Collegiate or other schools; and be picked up at 10 p.m. Any student picked up after 10:15 p.m. will forfeit the privilege to attend the next LISC dance.

Dining Room

Respect in the dining room includes speaking in appropriate, indoor voices; clearing plates, trays, glasses, and silverware; and pushing in chairs. Students should be inclusive of classmates in regard to seating arrangements. Each day, a team of teachers is assigned to check tables for cleanliness. Students must ask teachers for permission to leave the dining room, and then, must stay outside until classes resume, except in the event of inclement weather.

Medical Concerns

Students have a responsibility to report medical concerns to the school nurse, teachers, or trip leaders so immediate attention can be given to the student, and the well being of fellow classmates assured.

Middle School Office and Phone Usage

To allow for the efficient operation of the Middle School office, the

telephone is to be used only for notifying parent/guardian of sickness or transportation changes due to athletic issues, detention, or extra help with a teacher. Students must ask for permission before using the phone and must sign the phone-use form.

End of Day

In order to ensure the safety of our students, they are required to report to car pool or to an after school activity when dismissed. After 3:45 p.m., students are expected to be in one of the following places:

1. Participating in athletic practice/game with a coach.
2. Awaiting athletic practice/game with a coach.
3. Attending the after-school program or other school-related activity, with staff supervision.
4. Receiving academic assistance from a teacher.

Academic Expectations

Homework

Students are expected to consistently complete homework assignments. This responsibility has a significant impact on a student's grade and should be taken seriously. Successful completion of daily work will allow students to achieve success on tests and will show teachers areas in need of attention. Students should use their planners each day to record the posted assignments. It is the responsibility of every student to know what is expected of him or her on a daily basis.

Library/Media Center

Students must take responsibility for all materials they check out or use in the library, including computers. Fines apply for materials returned late. Students must sign in

and out of the library. (See page 13 for more information.)

E-mail

Each student is given an e-mail account. Students should check their e-mail regularly.

Makeup Work

Makeup work is work a student needs to complete following an excused absence. It is the student's responsibility to initiate contact with the teacher regarding all makeup work. All students are responsible for notes, assignments, and handouts given in class whether or not they are present. A student is allowed the number of days excused to make up any work missed during the absence. For example, if a student is out ill for two days, he or she has two days to make up missed work. If an assignment, paper, test, or quiz was due/given on the first day of the student's absence, the student is expected to hand in the assignment/paper or take the quiz/test the day he or she returns. Failure to meet with the teacher or to submit work as outlined above will result in an academic penalty determined by the grade level team.

Family trips that take a student out of school is not excused unless the school is notified in advance and arrangements are made with teachers to make up work.

Tardiness

Tardiness can be very disruptive to the orderly beginning of the school day. Attendance will be taken promptly at 8 a.m. in Middle School. A written request for any excused tardiness must be given to the office a day in advance. If extraordinary circumstances have resulted in lateness, a similar note should be

submitted. If late, the student should report to the office to sign in, so that he or she will not be counted as absent.

Lockers & Hallways

Students are expected to take responsibility for the cleanliness and appearance of the school's hallways. It is the student's responsibility to maintain a clean and closed locker with all personal items inside.

Student Expectations

Collegiate students are expected to be honest, compassionate, and respectful toward the school and the people who make up our school community. Acts of cheating, lying, stealing, misusing the computer network, and defacing or destroying property are major violations of the Honor Code.

Middle School Honor Code

- Louisville Collegiate School students will not lie. Lying is making a statement one knows is false with the intent to deceive.
- Louisville Collegiate School students will not cheat. Cheating is deception or dishonesty used to obtain an advantage over others. It is also the representation of another's work as one's own (plagiarism).
- Louisville Collegiate School students will not steal. Stealing is taking something that does not belong to you without consent from the owner.

Students who violate the Honor Code are urged to turn himself/herself in. Students who know of an Honor Code infraction should report all information to a teacher, administrator, or student leader, and urge the perpetrator to turn themselves in.

—*Written by student leaders, adopted fall 2002.*

Whenever a student signs his or her name to any test, quiz, or assignments, he or she must understand that this signature indicates that the work was completed without assistance of any kind. If a student has received help, then that person providing the help should annotate the assignment to indicate that help was received. It is particularly important that parents/guardians follow this rule. Adherence to this rule will foster greater communication between parents/guardians and teachers.

Accountability

The school will impose penalties for unacceptable conduct. Such penalties include points, detentions, exclusion from school activities, suspensions, or other corrective actions. In certain cases, the school may require professional counseling and report incidents to proper authorities. Persistent or significant poor conduct will result in suspension or dismissal from school. These penalties will be imposed for the conduct of a student on campus; at school-sponsored or school-approved events; or off campus at any other location (including Internet use) or time when—in the judgment of the school—the conduct threatens the reputation of the school, its students or employees; threatens the safety or welfare of students or employees; or interferes with or obstructs the mission or operations of Collegiate.

Student Uniform Violation

Students are expected to be in proper uniform at all times. Students not in proper uniform will be issued **one** point and asked to correct the infraction if possible

Swipe Cards

Students are expected to keep their swipe cards on their person at all times. Weekly checks will be held by student's advisors. Students without their swipe cards at the time of the check will be issued **one** point. They will have until 8:00 a.m. the next day to show their swipe card to Maria Klotter. If they fail to do so their card will be deactivated, a new card will be issued and the student account will be charged \$10 for the replacement.

Accountability for Responsible Practices

Students will be asked to be accountable for daily responsibilities. These include tardiness, food or drinks in the wrong areas, dining room cleanliness, talking during fire/tornado drills, entering improper areas without permission, violating carpool safety procedures, chewing gum, and improperly storing a backpack or sports bag. Failure to adjust behavior and accept responsibility, after being warned, will result in the issuance of **one** point.

Accountability for Respectful Practices

Students will receive **two** points for the use of inappropriate/offensive language or behavior as determined by the faculty issuing the point.

The following infractions will receive **three** points and be sent

directly to the Head of Middle School for immediate attention and are subject to additional punishment. These infractions are handled on a case by case basis.

- Violence
- Willful disobedience
- Harassment (Behaviors that are intended to make another person feel uncomfortable or behaviors that are perceived to be threatening or disturbing)
- Drugs, alcohol, tobacco (any school-sponsored function on or off campus)**Further explanation:** Collegiate students must not use or possess drugs, alcohol, or tobacco products while under Louisville Collegiate School's jurisdiction. The school's jurisdiction includes anytime during the school day, anywhere on the school's campus and anywhere and at anytime while attending a school sponsored event.
- Leaving campus without permission
- Destruction of property
- Lying
- Cheating
- Stealing

The following "abuse of trust" infractions constitute an automatic detention:

- Safety issues
- Not being where you are supposed to be
- Not being where you said you would be
- Interfering with other people's property/privacy (i.e. going into someone else's locker or using a teacher's computer

without permission),

- Other situations that the faculty/staff see fit

Point System

The Middle School will work with a three strike point system. When a student earns a point, a slip will be issued to the student. One copy will be kept by the teacher and sent to the Dean of Students. The other will be sent home with the student to be signed and returned the next school day.

Student point slips will be kept on file. A student who accumulates three points in one discipline period will serve a detention before school (7:15 a.m. – 7:45 a.m.) on the following Tuesday or Thursday. A discipline period is defined as: every quarter for sixth grade students, every quarter for the first half of seventh grade then the entire second semester for seventh grade students, and each semester for eighth grade students.

- If a student continues to receive points after the first detention, they will serve a detention for each subsequent point. A multiple point offense will result in an equal number of detentions.
- If a student accumulates 6 points in a single discipline period, the student will have a conference with their advisor and the Dean of Students.
- If a student accumulates 8 points in a single discipline period, the student will have a conference including their parents, grade level team, the Dean of Students and Head of Middle School.

- If a student continues to accumulate points after this conference they will deal directly with the Head of Middle School.

Violations and their respective point values can be found above.

Goal: Academic Excellence

Academic Grading

While grades are a valuable measurement of a student’s achievement, it should be recognized that the effort, evaluations, and comments received are also of great importance. The Middle School reports grades using the scale below:

A.....	98–100
A.....	93–97
A-.....	90–92
B+.....	87–89
B.....	83–86
B-.....	80–82
C+.....	77–79
C.....	73–76
C-.....	70–72
D+.....	67–69
D.....	63–66
D-.....	60–62
F.....	below 60

Academic Probation Policy

Should a student receive two grades of D or one grade of F on an end-of-quarter report card, the student will be placed on Academic Probation. A student on Academic Probation may be assigned to the Student Support Enrichment, and may be ineligible to participate in athletics or extracurricular activities and a conference between parents/guardians and teachers must be scheduled to develop a plan for improvement. Midway through the grading period following the

commencement of probation, the student's progress will be evaluated by the grade-level team and the team may recommend that the probation end. At that point, the student will return to regular participatory status. If a student remains on Academic Probation for a full grading period or more, mandatory tutoring/additional assistance may be required, weekly progress reports may be instituted, and enrollment in the next grade level may be jeopardized.

Examinations

Eighth-grade students are assessed in all five core academic courses at the end of each semester. The exams are cumulative. Each major semester assessment constitutes 10% of the semester grade.

Homework

The purpose of homework is to reinforce lessons from the day; establish a base for discussion or introduce new material for the next day; promote independent research of a topic; and practice time management and study skills taught in school. In general, Middle School students can expect 1–2 hours of homework each night. These times may vary depending on the student's ability to manage time and the rate at which the individual works. If your child is keeping late hours and spending an inordinate amount of time on homework, it should be brought to the attention of the Head of Middle School. Likewise, if there consistently seems to be little or no homework, the school should be alerted. Use the following as a guide:

1. 20–30 minutes per class, per night, depending on grade level.
2. Weekend homework amounts are the same as nightly homework

amounts.

3. Most quizzes require no preparation if students review nightly.
4. Tests require attention each night from the day assigned.
5. Projects almost always use in-class time, but require getting an early start and working consistently from the first day the project is assigned.

Late Work

Late work is work that is not handed in when a student is present at the time the class meets. As a general policy, work submitted after a deadline will be subject to policy made by grade level team and published on course syllabus.

Progress Reporting

Teachers will formally report student progress using the schedule below. Reporting is to achieve the following goals:

1. Provide student academic achievement grades four times per year.
2. Provide student effort indicators four times per year.
3. Provide student social and character development commentary two times per year by the student's advisor.
4. Provide academic/effort commentary with description of material covered, identified student strengths, identified student challenges or areas of weakness, and teacher recommended suggestions for immediate improvement on these weaknesses—as necessary.

Student Progress Report Schedule

Timing	Grade(s)	Reporting Method	Author
All year	6,7,8	Edline.com	Teachers
Every quarter	6,7,8	Progress Reports for students with a C- or below	Teachers
October	6,7,8	Conferences	Advisors
October	6,7,8	Grades	Teachers
January	6,7,8	Grades	Teachers
March	6,7,8	Conferences	Advisors
March	6,7,8	Grades	Teachers
June	6,7,8	Grades	Teachers
June	6,7,8	Comments	Advisors

Special Programs and Activities

Advisor Program

The Middle School Director of Student Services coordinates the Advisor Program. Each student is assigned a faculty advisor, who is to be that student's "guide, mentor, and advocate" during the year. Advisors and advisees meet twice each week to stay informed of academic progress, other activities, and morale. The advisor makes a formal report at the end of each school year. Students should feel free to discuss any personal problems with their advisor or with any faculty member with whom they have a good rapport. Parents/guardians who are concerned about any aspect of their child's situations should contact the advisor.

Service Learning Program

On two or three days each year, students visit local agencies to provide service to our community. On these days, students may wear appropriate casual dress and should come prepared to work diligently. These opportunities, which are followed up with formal discussions

in classes, provide students with a greater perspective and understanding of their community. Parents/guardians are encouraged to become involved and assist with chaperoning on these days. Eighth-grade students are required to participate in an additional 10 hours of independent Service Learning. The Director of Student Services, who monitors successful completion, provides opportunities for eighth-grade students to fulfill this requirement.

"ME" Project

Eighth-grade students are expected to participate in a year-long reflection of their growth in the following areas: physical, academic, social, and inner-self. During this advisor-coordinated process, students will evaluate their accomplishments and challenges. Each student will present their conclusions for 8-10 minutes during a scheduled spring assembly. This 'rite of passage' supports the final stages of adolescent development, promotes maturity, endorses public speaking abilities, and allows for successful closure to the Middle School experience.

Athletics

Athletics information is mailed in early spring for the following school year. This information is also available through the athletics office, Middle School office and the athletics web schedule (http://www.loucol.com/school_life/athletics). All athletics materials, i.e. participation forms and athletics physicals should be returned to **Janice Jones** in the Athletics office.

Specific team information regarding practice sites, any time or date changes, and any other pertinent information is mailed to interested student-athletes from their coaches prior to the beginning of the fall season. Completed participation forms are used to generate the mailing list for each team, and email is often used for communication. It is therefore very important that participation forms are completed accurately and returned in a timely manner.

Middle School Athletic Offerings			
	Sport	Grades	Boys/Girls
Fall (begins August)	Coed Soccer	6,7,8	Coed
	Cross Country	6,7,8	Coed
	Varsity Golf	7,8	Boys/Girls
	Field Hockey	6,7,8	Girls
Winter (begins October)	Basketball	6,7,8	Boys/Girls
	Varsity Swimming	7,8	Boys/Girls
Spring (begins Feb/March)	Lacrosse	6,7,8	Boys/Girls
	Varsity & JV Tennis	6,7,8	Boys/Girls
	Blue & Gold Tennis	6,7,8	Boys/Girls
	Track	6,7,8	Boys/Girls
	Varsity Baseball	7,8	Boys
	Varsity Softball	7,8	Girls
	MS Softball	6,7,8	Girls

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Upper School

Upper School Office

Brad Davies , Head of Upper School.....	479-0389
David Long , Dean of Students.....	479-0348
Linda Bilderback , Administrative Assistant.....	479-0350
Ron Johnson , Director of Studies.....	479-0340 ext. 225
Marybelle Estman , Upper School Counselor.....	479-0364
Joshua Labove , Director of College Counseling	479-0351
Sports Hotline	479-0388

Daily Schedule

Daily Class Period Times

Monday–Friday 8 a.m.–3:10 p.m.

Regular Supervisory Times

The school building is open to students **Monday–Friday**, 7:00 a.m.–4:00 p.m. except by special arrangement for faculty-supervised activities:

The school cannot take responsibility for students on campus outside of regular school hours and programs, or who are dropped off or picked up off campus.

Period	Mon.–Fri.
1	8:00–8:45
2	8:50–9:35
3	9:40–10:25
Activities	10:45–11:20
5	11:25–12:10
6	12:15–1:00
Lunch	1:00–1:30
8	1:35–2:20
9	2:25–3:10

Goal: Communication

The Upper School seeks a partnership with families as we support the goals of character development and academic excellence. Therefore, the exchange of information and ideas between the school and families is essential. The Upper School provides families with information in the following ways:

Concerns About Individual Students or Classes

1. The first and best source of information about individual student performance, behavior, or concerns is the appropriate teacher, coach, or activity advisor. Faculty members will occasionally call or e-mail parents with particular concerns, and teachers are asked to return e-mails or voice mail messages within 24 hours.
2. Collegiate teachers, students, and families should use **Edline**, our web-based portal, designed to facilitate student-teacher communication and parent-school interaction. Teachers will post syllabi, assignments, grades and other announcements on www.edline.com. Students in the Upper School will receive their Edline user names and passwords during orientation in August. Parents or guardians will receive Edline information in August as well. Edline may be accessed through Collegiate's web site at www.loucol.com.
3. All parents and guardians are urged to meet each teacher during our **Back-to-School-Night** on September 16. In addition to seeing how a teacher organizes the material and conducts class, parents receive information to register at that point for Parent-Teacher Conferences (October 22–23). Students are always welcome, even encouraged, to join their parents or guardians during those conferences.
4. Students will receive grades four times a year and formal, written comments from classroom instructors twice a year. Upper School teachers update grades posted on Edline once every week.
5. Each student has a faculty advisor who monitors the progress of his or her advisees. The advisor's primary responsibility is to serve as a resource and advocate for the student, providing sound advice and caring adult mentorship. In addition, an advisor may serve as the "point" person in gathering information on student performance or behavior. This is especially appropriate when the issues require input from multiple teachers or coaches. Ideally, at least once every month, parents or guardians who feel they have not had contact with their child's advisor for a prolonged period should call or e-mail the advisor in order to develop this important relationship.
6. Those teachers who most frequently interact with a particular grade level form a Grade Team, headed by the Grade Dean. For 2009–10 the Grade Deans are: 9th grade, **Kevin Jackson**; 10th grade, **Jon Arnold**; 11th grade, **Peter Behr**; 12th grade, **Simon Stern**. Grade Deans are excellent sources of information about class projects, trips, and other activities. They can also provide valuable insight about the dynamics of the

class, leadership, and plans for the future. Students should see their Grade Dean as additional resources and mentors.

7. If the appropriate teacher, advisor, or dean cannot provide a sufficient answer for parental concerns, families have other resources, including—in the case of academic issues—initially, the department chair and secondarily, the Head of Upper School, **Brad Davies**. Department Chairs can help with curricular and pedagogical policy questions within their departments. Department chairs for 2009–10 include: English, **Chad Wabrek**; fine and performing arts, **Sharon Kinnison**; world language, **Graciela Ensenat**; history, **Thomas Travis**; math, **Tracie Catlett**; science, **Peter Behr**. Note that the Director of Studies, **Ron Johnson**, should be your first point of contact for questions about scheduling, prerequisites, and credits earned. The Dean of Students, **David Long**, should be the point of contact for parents when issues concern discipline, department, or attendance.
8. **Brad Davies**, the Head of Upper School, can help with issues still unresolved after one has spoken to the appropriate teacher, department chair Director of Studies, or Dean of Students.
9. All faculty members who teach in a particular grade-level meet once a month in Grade-Level Meetings (GLM) to discuss the progress of students in that grade level. These meetings generally include the Dean of Students, the school counselor, as well as the advisor for each student discussed. Whenever appropriate,

the Dean of Students, counselor, or advisor will follow up on the recommendations of the GLM and contact the student's parents or guardians.

General Information/Meetings

1. Parents Association (PA) meetings provide valuable information about the school, an opportunity to exchange ideas, or a chance to hear about special programs or events. PA General membership meetings will be held September 24, 2009, January 28, 2010, and May 13, 2010. Upper School PA meetings will be held on October 22, 2009, January 13, 2010, and March 18, 2010.
2. Generally, Parents Association representatives organize at least one gathering for the parents and guardians of students at each grade level throughout the year, inviting teachers from that Grade Team and appropriate administrators as well.
3. As noted in the general section of the *Handbook/Directory, E-News* and the website www.loucol.com contain key pieces of information.
4. When looking for immediate feedback regarding upcoming activities, families can access the e-calendar on Edline. The Sports Hotline is 479-0388.
5. The Head of Upper School will routinely post general letters covering various topics on Edline.
6. Edline, the web-based portal system, is a valuable source of information regarding school activities and announcements.

Specific Academic, Social, or Health-Related Concerns

1. The individual who can most easily direct your call, if she unable to answer your question immediately, is **Linda Bilderback**, Upper School Administrative Assistant. Her number is 479-0350.
2. For a myriad of social, psychological, and educational needs, families should contact **Marybelle Estman**, Upper School Counselor. She typically arranges all parent-teacher conferences and follows up on recommendations from teachers. Her number is 479-0364.
3. Health Services supports student health through all three divisions. The school nurse's office is in the main school building. In addition to dispensing medications (see "Health Services" in the general section) and evaluating students who are feeling ill, the school nurse, **Angela Sartin** helps educate students and faculty on health-related matters. She works closely with the Upper School counselor. In situations in which the nurse is not available, students and parents or guardians should contact the administrative assistant in the division office, **Linda Bilderback**.
4. Our College Counselors, **Joshua Labove** and **Scott Prince**, play an active part in students' lives, helping some students as early as ninth grade identify their interests and goals and then plan their academic and extracurricular commitments.
5. The Head of Upper School will mail general letters covering various topics throughout the year and

will send additional notices with specific information for particular grade levels, using e-mail and Edline as resources when possible.

6. **Ron Johnson** serves as the Director of Studies, responsible for academic policies, schedules, and other curricular matters. He, too, follows students' academic progress, including achievement and aptitude testing, and classroom performance.
7. Dean of Students, **David Long**, oversees all student life in the Upper School including discipline, student activities, and leadership development.
8. The web of support does not stop with those listed above, in fact, classroom teachers, classmates, student leaders, and others constitute its strongest strands. Head of Upper School, **Brad Davies**, is ultimately responsible for the functioning of the systems of support for each child. He is concerned not only with the development and evaluation of specific programs, but with the growth and evaluation of all the individuals who make up the Upper School: faculty, staff, and students.

Messages for Students

Messages are placed in students' mailboxes. Families may also find that e-mail is an effective tool for contacting students for messages that do not require an immediate response. Students are expected to check their mailboxes, e-mail, and web accounts daily. If an urgent situation requires that a student be taken out of class, please make that clear to the administrative assistant; but we ask that you reserve this

for emergencies, as classroom interruptions adversely affect the learning environment.

Identifying and Addressing Special Academic Needs

1. Often special academic needs are identified during Grade-Level meetings among the Dean of Students, Upper School Counselor, grade-level teachers, and students' advisors. Student progress is reviewed and suggestions for improvement are generated.
2. When Special needs are identified, the Upper School Counselor facilitates additional discussions with students, parents and teachers to identify specific barriers to learning (intellectual, emotional or physical) and then corroboratively develop a plan for improvement.
3. Action steps to support students with identified special academic needs may include:
 - Working with students, both individually and via the guidance classes, in defining and utilizing study skills that best match their personal learning styles.
 - When typical classroom interventions have not been sufficient, additional community resources may be identified and recommended. (ex. Tutors, psycho-educational assessments, outside counseling.
 - Reviewing and interpreting student evaluations from outside referrals with faculty.
 - Developing an educational accommodations plan for any student with documented learning differences. These

plans are updated at least on an annual basis.

Testing Accommodations/ Guidelines

Students may be eligible to receive accommodations, such as extended time on school exams and standardized exams (e.g., PSAT, ACT and SAT) if the appropriate documentation is on file in the counselor's office. This documentation is filed in a confidential manner, separate from the student's regular school records. Information contained in this documentation is shared only with the student's current teachers and representatives of the College Entrance Examination Board (CEEB) and Education Testing Services (ETS), as necessary to grant recommended accommodations.

Documentation to support the need for special testing accommodations must:

- state the specific learning difference, as diagnosed;
- be current (the evaluation should be completed within 2–3 years of the current exam date);
- provide complete educational, developmental and relevant medical history;
- describe the comprehensive testing and techniques used to arrive at the diagnosis (including evaluation date(s) and test results with subtest scores from measures of cognitive ability, current academic achievement and information processing);
- describe any functional limitations supported by the test results;
- describe the specific accommodations requested and state why the disability

qualifies the student for such accommodations on exams;

- establish the professional credentials of the evaluator, including information about license or certification and area of specialization.

Although the student's teachers will be made aware of this option for the student, it is the student's responsibility to request extended time from the teacher as needed. This will be handled in a discrete manner so as not to call attention to, or embarrass, the student. All exams requiring extended time must be completed before the student leaves school on that day. Also note that CEEB and ETS require an additional request for special accommodations be submitted to them approximately 6 weeks before the PSAT/SAT/ACT exams. You should request these forms from the appropriate staff person listed below well in advance of the test dates to prevent missing the established deadlines. If you have further questions concerning these procedures, please contact: Marybelle Estman, Upper School Counselor at 479-0364 or marybelle_estman@loucol.com.

Goal: The Development of Character

In order to support school-wide and divisional missions, the faculty and administration have established behavioral expectations, academic policies, a network of support, and a wide array of activities. We believe that by endeavoring to live up to the high standards presented here, every member of the school community will be enriched and will be able to meet his or her personal potential. Students are expected to follow the guidelines outlined in the

next several pages.

Collegiate students are expected to be:

1. Respectful
2. Responsible
3. Honest

Violations of these standards will be dealt with on an individual basis considering the seriousness of the offense. Any student may be asked to leave the school for a short period (suspension) or permanently (dismissal) for egregious violations of these three basic principles.

We have enumerated some of the applications of these expectations on the following pages in order to give students examples of how these operate in practice. The list of infractions is not complete, but this information should provide a helpful guideline.

Moreover, while it is not the function of the school to intervene in a student's life away from school or school activities, behaviors that so violate our expectations as to bring gross discredit upon the school or significantly impact the learning environment or the teacher-student relationship may be grounds for disciplinary action, up to and including dismissal.

Respectful Practices

Students must respect all people and property.

General Overview

Harassment, physical violence, vandalism, and overt disrespect would be examples of the most serious violations of this expectation, and they are not tolerated. Rudeness, the use of abrasive or profane

language, bullying, teasing, or mocking are considered serious breaches of conduct. “Respect” extends beyond the prohibition of certain acts, however, and it must be a hallmark of Collegiate.

At another level, respect refers to the acts of courtesy that we pay to one another in the hallways, on the playing fields, and elsewhere. For instance, it is manifested in the attentiveness of an audience to a speaker or performer. Of course, Collegiate students are expected to be respectful of peers and staff members on campus, as well as the neighborhood and community.

Learning Environment

The principle of respectfulness includes not only respect for oneself and others, but also for the community of learners here, in consideration of the important work in which we are engaged. For example, students:

- May not use laser pointers, Ipods, CD players, headphones, pagers, cell phones or any other electronic devices during the academic day.
- Must demonstrate respect for the important work taking place in the classrooms by refraining from loud disruptions in the hallways.
- Must not show disrespect for the facilities or staff by abusing or neglecting equipment, littering, or failing to clean up after themselves in the dining room, lounge, hallways, locker alcoves, etc.
- Must take care of their assigned lockers and not affix stickers to them or deface them in any way.
- May not chew gum AT ANY TIME, indoors or out, on this campus.

Uniform and Appearance

Collegiate believes that uniform dress promotes respect for the importance of education, teaches attention to detail, builds a sense of school spirit and encourages students to appreciate the talents of others as distinguished apart from their style of dress. The dress code is designed to be comfortable and inexpensive. Its simplicity is designed to afford easy enforcement and adherence.

Hair and jewelry must be appropriate for the academic environment, as discerned by the division head and/or dean of students.

Collegiate students may not wear any clothing that is torn or excessively worn.

School Uniform GIRLS

- White, collared dress shirts/blouse with no logos or insignias (tucked in).
- Official Collegiate polo (tucked in).
- Undershirt (if worn) must be solid white.
- Solid navy blue sweater with no logos or insignias.
- Khaki dress pants or school uniform kilts (hemline for kilts must be below the fingertips when one’s arms are fully extended down the side) — no cargo pants (Pants with pockets sewn on the outside of the thigh or leg are considered cargo pants).
- Official Collegiate outerwear. This may include jackets, sweatshirts, fleeces, etc. as approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear permitted.

- Belt (if slacks have loops).
- Socks or tights.
- Closed toe, closed heel shoes.

BOYS

- White, collared dress shirts/blouse with no logos or insignias (tucked in).
- Official Collegiate Polo (tucked in).
- Undershirt (if worn) must be solid white.
- Solid navy blue sweater with no logos or insignias.
- Khaki dress pants — no cargo pants. (Pants with pockets sewn on the outside of the thigh or leg are considered cargo pants).
- Khaki, knee-length walking shorts.
- Official Collegiate outerwear. This may include jackets, sweatshirts, fleeces, etc. as approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear permitted.
- School necktie (if worn) must be tied tight so that the tie covers the top shirt button.
- Belt (if slacks have loops).
- Socks.
- Closed toe, closed heel shoes.

Special Occasion Dress

(Special assemblies as announced.)

GIRLS

- Solid navy sweater with no logos or insignias. No other outerwear permitted.
- White, collared, dress shirt/blouse with no logos or insignias (tucked in).
- Undershirt (if worn) must be solid white.
- School uniform kilt.
- Solid color white or navy blue socks or tights. (Knee-length or full-length)

- Dress shoes (closed toe, closed heel)
- No Uggs or boots are permitted.

BOYS

- Solid navy sweater with no logos or insignias. Navy blazer (optional).
No other outerwear permitted.
- White, collared, button down dress shirt with no logos or insignias (tucked in).
- Solid white undershirt.
- Khaki dress pants — no cargo pants (Pants with pockets sewn on the outside of the thigh or leg are considered cargo pants).
- School necktie of appropriate length and tied tight so that the tie covers the top of the shirt button.
- Belt.
- Dark socks.
- Dress shoes (closed toe, closed heel).

Non-uniform Dress

On non-uniform days, students are still expected to present a clean and neat appearance appropriate to an academic environment. Students may wear collared shirts, blouses, or T-shirts, provided that no graphics or lettering on the clothing endorses a message contrary to the mission or rules of the school. Bermuda shorts are permitted. Students may not have bare midriffs, strapless shirts, or shirts with "spaghetti straps." As on uniform days, students may not wear hats indoors, unless they have a religious obligation to do so. Also, as on uniform days, students must wear closed toe, closed heel shoes. Non-uniform days are a privilege and students should uphold both the spirit and the letter of casual, but appropriate, dress.

Game Day Uniform

In order to foster team spirit and alert the community to an activity on that day, team members are permitted to wear a substitute uniform on the day of an athletic contest. This “Game Day Uniform” includes the appropriate game jersey for boys and girls and team uniform kilts (optional) for girls whose teams wear kilts during contests. Students on teams whose uniform does not include an appropriate shirt may wear an alternative uniform as approved by the Dean of Students. All team members must wear the same “Game Day Uniform.” Team captains are responsible for communicating decisions about “Game Day Uniforms.”

Physical Education Uniform

- Collegiate physical education T-shirt and shorts (worn from the waist), purchased through the Glenmary Shop
- White athletic socks.
- A separate pair of sneakers should remain in physical education locker and are required for class.
- For cool weather: plain navy blue, or Collegiate sweatshirt and sweat pants worn over the gym shorts and T-shirt.
- Mouth guard (issued at school or purchased on own).
- Shin guards (purchased on own).

Physical education uniforms are required and purchased through the Collegiate Glenmary Shop prior to the start of school and, as needed, during the year. All physical education uniforms and sneakers must be marked with the student’s name. Each student will

be assigned a gym locker for storage of physical education equipment and issued a combination lock to secure belongings. Combination locks (the lock issued at school is required) will be distributed by the Physical Education Department at the beginning of the school year. Students will bring gym clothes home each week for cleaning. Three times a year (Thanksgiving break, winter break, and spring break) all belongings left in the physical education lost and found and in the lockers will be removed by housekeeping and donated to charity. Students will be notified in advance and given the opportunity to claim their belongings and clear out their lockers. Students leaving early on these breaks are responsible for clearing their lockers before departing for the break.

Responsible Practices

Collegiate students are reliable members of the community, faithful in meeting commitments, and consistent in making healthy decisions.

While this principle supports virtually every endeavor at Collegiate, it is important to note that violations of the guideline can also carry serious consequences. Examples of significant breeches include the following:

- egregious failure to meet commitments (for example, unexcused absence; frequent tardiness; failure to attend required events or meetings; unauthorized departure from campus during the academic day);
- violations of the school’s Drug, Alcohol, and Tobacco Policy or

rules for social events and special trips;

- repeated violations of minor rules.

Attendance

While attendance policies for students in all three divisions are outlined on pages 6–7 of the *Handbook/Directory*, Upper School students have some particular concerns that younger students do not face. The Upper School responds to a student’s tardiness in an age appropriate manner that places significant responsibility on the student.

A student absent for more than 15% of class meetings per semester in a course will lose academic credit for that semester. Appeals for academic credit may be made in writing to the Head of Upper School.

Advanced Placement Exam Attendance

Students who taken an Advanced Placement exam are encouraged, but not required, to attend other classes on the day of the exam. Students are responsible for completing any makeup work as outlined in the *Student Handbook* for excused absences. Class meetings missed on the day a student takes an Advanced Placement exam do not count toward accrued course absences.

Please note that an advanced course does not terminate with the Advanced Placement exam. Based on faculty discretion, after the exam date, students are still required to attend all future advanced class meetings.

College Visits

College visits are integral to the college counseling process, and should be scheduled whenever possible to avoid requiring a student to miss class time. Experience has shown that seniors who have missed several days for these visits frequently suffer academically as they attempt to make up the work. Still, many seniors will need to miss a class day to visit a college; in these instances, the division office and all affected teachers must be informed at least three days in advance.

Driver’s Education and Tests

Students may not miss any academic time for driver’s education or tests. Students must schedule all those appointments so that they do not conflict with class time or special assemblies. Absence from class for drivers education will be considered unexcused.

Tardiness

Tardiness can be very disruptive to the orderly beginning of the school day and to individual class meetings. Attendance will be taken promptly at 8 a.m. in Upper School. Students who are tardy will receive disciplinary points and may face further disciplining action if multiple tardies occur.

A written request for any excused tardiness should be given to the office a day in advance. If extraordinary circumstances have resulted in lateness, a similar note from the parent or guardian must be submitted upon the student’s arrival to school. If one cannot send a note, a parent or guardian must call **Linda Bilderback**, Upper School Administrative Assistant, before 8:30 a.m. at 479-0350.

If late, even if the tardiness will be excused, the student must report to the division office in order to receive a pass to class. The Dean of Students will contact parents or guardians of students who are repeatedly tardy for class or school in order to map out a solution. This plan may be augmented by the recommendation of the Disciplinary Court if the student accumulates sufficient disciplinary points. For example, a student who is consistently late to campus may be required to check in at 7:45 a.m. for a substantial period of time.

Drug, Alcohol, & Tobacco Abuse

Collegiate students must not use or possess drugs, alcohol, or tobacco products while under Louisville Collegiate School's jurisdiction. The school's jurisdiction includes anytime during the school day, anywhere on the school campus, and anywhere and at anytime while attending a school sponsored event.

The school's first concern is for the health and welfare of our students, and we are committed to educating students about the dangers of drugs, alcohol, and tobacco. This rule requires some special clarification. For instance, the prohibition extends to illegal uses of substances such as inhalants and to the use of another individual's prescription.

- Violation of this rule will automatically lead to a suspension and probation, or dismissal.
- In addition, the student will be required to undergo professional evaluation for chemical dependency prior to his/her return to school.
- Students who use prescribed drugs or over-the-counter medicines while at school must coordinate with the school nurse,

who will control the distribution of medications. No student may have any medicines in his or her possession at school.

- Please note the school's compliance with the Unlawful Conduct Policy (KRS 158.155) as outlined under the Policy Section on page 30.

Leadership Development Programs

Inherent in nurturing the habit of responsible practices is the concept that a school must do more than list restrictions on student behaviors, and Collegiate sponsors numerous programs and activities designed to help students mature as citizen-leaders.

Activities

To broaden each student's experiences and promote the development of leadership skills, he or she is strongly encouraged to participate in a school activity and/or a school athletic team. Meetings of these activities are held primarily during the school day (activities periods) with special functions being held periodically after school or in the evenings. Some Upper School activities include:

Ambassadors (Admissions)
 Art Club
 Beta Club (Service)
 Chess Club/Team
 Cultural Awareness Club
 Environmental Club
 Future Problem Solving
 Math Team
 Mock Trial Team
 National Honor Society
 Outdoor Club
Pandemonium (newspaper)
 Pep Club
 Political Forum

Quick Recall/Governor's Cup
SADD Chapter
Science Olympiad Team
S.P.A.V.A.
Step Team
Transcript (Yearbook)
Wordworks (Literary Magazine)

Activity Officers/Leaders

Because students must learn to make responsible choices and devote sufficient time to their commitments, no student may be the editor/president of any two clubs or activities (including a class or publication) in a given year unless that job is shared, as in a co-editorship. Even this exception requires the consent of the faculty sponsors of all affected activities in consultation with the student's advisor and the division head. No student may hold more than two offices in clubs or classes simultaneously.

Arts

In addition to the clubs noted above, Collegiate provides ample opportunities for students to become involved in the arts and athletics. **Jan Tedesco** in consultation with **Sharon Kinnison**, Fine Arts Department chair, coordinates musical performances, All-State preparations and auditions, Madrigal, and the spring musical. Sharon Kinnison also mentors students as they prepare for a variety of performances, including the fall play, spring drama, Shakespeare Monologue Competition, and individual performances. Students interested in pursuing visual art beyond the classroom should seek out **Susan Harrison**.

Athletics

Collegiate offers a large number of athletics programs. In recent years, 85%–90% of Upper School students have participated in at least one sport each year. Students interested in joining a team should consult with their parents/guardians, advisors, and appropriate coaches in advance of the season to ensure that each student understands the time commitment and agrees with the philosophy of the coaching staff. **Tim Williams**, Director of Athletics, can also provide valuable information.

Thirteen sports and over 40 teams are available to Upper Schoolers. Please check www.loucol.com/school_life/athletics for a complete listing of teams, practice and game times and venues.

For the most up-to-date daily athletics information call 479-0388. This hotline is updated by 9:00 a.m. daily. Email schedule updates are available by clicking "add to email list" on each team's web schedule page. Any changes to the web schedule will be sent to your inbox.

Extracurricular Activities Restrictions

Please note that the philosophy of the Upper School and ample educational research stresses the importance of participation in extracurricular activities; however, academic difficulties may require students to withdraw from extracurricular commitments. A Collegiate student must pass (as determined by quarter or semester grades) all courses in order to participate in athletics or other extracurricular activities under the guidelines of the Academic

Affairs Committee. The athletics and division offices maintain detailed descriptions of the athletics participation policy and reinstatement procedures.

Funds Available for Clubs and Classes

Club and class funds will be handled by the treasurer of the club or class and faculty advisor. Each club treasurer is responsible for funds collected and must deposit the funds in the Business Office the day they are collected. Withdrawals must be made by the treasurer and the faculty advisor. Class and club money shall not be used for any event not sponsored by the school. All records must be turned in to the faculty sponsor at the end of the year.

Interim Experiences

Each class participates in a spring Interim project designed to help students develop competencies and confidence beyond the classroom environment.

Mentoring Programs

Upper School students are invited to participate in a variety of mentoring programs coordinated through the Upper School Office. These range from ad hoc meetings and lunches with adult mentors to year-long commitments. Students interested in serving as mentors and tutors for younger students should contact **Marybelle Estman**.

Orientations, Retreats, and Other Educational Events

1. All students new to Collegiate's Upper School receive a thorough orientation, including training in the Honor Code, during our

annual Freshman Orientation Trip. Student leaders and members of the 9th-grade faculty team lead this trip.

2. Various classes will have opportunities for special educational experiences, both through Collegiate and the Louisville Independent School Council (LISC). Students should view all of these events as integral to our program, and attendance is required.

Service Programs

Serving others allows Collegiate students the opportunity to grow as citizens and leaders. While there are no specific requirements in terms of the duration of the service, Collegiate students stand out in their commitment to community service; in fact, in the past four years, Collegiate students have donated an average of over 60 hours per student each year. Collegiate promotes community service through several programs.

1. **Class Service Projects:** In addition to individual community service work, much of which is accomplished apart from school, each student must participate in a class service project. This requirement is based on the school's belief that there is an additional benefit that accrues when groups of students work together for a common good. Class officers are responsible for planning these events.
2. **Individualized Programs:** Students with a passion for service and/or have significant discretionary time should see **Marybelle Estman** for information about opportunities on and off campus. She maintains

contact numbers for a variety of agencies. With special permission from the Head of Upper School, the agency, and parents/guardians, students in grades 9–12 may volunteer on or off campus during the academic day.

3. **Division-Wide Service:** Each fall, the Upper School will conduct its division-wide service day called the Upper School Day of Caring. Parents and guardians will be asked to help chaperone and mentor groups heading to agencies throughout Louisville. Students will also learn about local, regional, and national leadership opportunities available to them, and later reflect on the service learning. This event is an essential element of the school's educational efforts in the area of character and leadership, and it forms one part of the annual retreat activities; therefore, families—especially those of seniors—are reminded that this is a required event and should not plan extended trips for students that depart before 3:20 p.m.

Senior Symposium

The Senior Symposium combines diverse elements that our program requires for seniors—life skills classes, service learning, public speaking, and the Capstone Project (Independent Senior Project)—into a course that represents an education in leadership. While students will earn grades in this team-taught course, the marks will not be included in GPAs, and the focus of the program is primarily in the area of self-awareness and development. The five “strands” of the symposium are listed below:

1. *Life Skills Symposium (formerly 3D):*

A lifeskills class designed to allow seniors a leadership role in the Upper School and prepare them for the social and emotional aspects of successfully transitioning to college life. A unit on leaving home and preparing for college includes topics such as Greek life, dealing with dorm-mates, “on-campus” student resources, money management, and saying goodbye to friends and family.

2. *Senior Interim Service Project:* During the Upper School interim week, each senior will perform 30 hours of community service in the greater Louisville area. The successful completion of the Senior Interim Service Project is required for a passing grade in Senior Symposium and is a graduation requirement.
3. *Senior Capstone Project:* At the end of the senior year, each senior has the opportunity to engage in independent research, service, or career exploration. The exercise completes the Senior Symposium and is the last academic requirement of a Collegiate student's career.
4. *Senior Service:* To help students develop a sense of responsibility and commitment, they are expected to participate in a school service project their senior year. This enhances the relationship between the Upper School students and the other members of the school community. The student also develops a greater appreciation and understanding of all facets of school life and operation.
5. *Senior Speeches:* Each senior is

expected to present a speech in Upper School Assembly on a topic of his or her choice. While students generally spend a good deal of time discussing ideas for their speeches, the process of preparing and rehearsing begins with a meeting two weeks prior to the date of the speech. Upper School English teacher, **Melissa Chipman**, coordinates this element of the Symposium and works with each senior individually.

Social Functions—Planning

One of the elements of the leadership development program at Collegiate is that student leaders assume the responsibility for planning many of the activities sponsored by the school. Frequently, ad hoc committees plan major events, so that the student “leadership” can include every member of the Upper School, not simply elected officers. Responsible planning for events includes following these guidelines:

1. No event can be scheduled until the event and the date are approved by the division head and the event is put on the master calendar.
2. Student planners must secure the approval of all division heads for activities that significantly affect students or teachers in the Middle and Lower Schools (such as charity drives and bake sales).
3. After obtaining permission and securing a date, student leaders should meet with the Head of Upper School to discuss formal requests for support by the maintenance or kitchen staffs.
4. All dances must have an appropriate number of chaperones. Two of these must be teachers, and it is strongly recommended that some of the chaperones be parents of Collegiate students. As a general rule, social events and field trips should have approximately one chaperone for every 12 Upper School students. Other factors, such as the physical layout of facilities, may allow or require some adjustment in that figure. Students must secure a written commitment from the chaperones before the event. Failure to secure an adequate number of chaperones will result in the cancellation of the event.
5. The school reserves the right to administer randomly a breathalyzer test at school sponsored dances and events.
6. Upper School events must conclude by midnight.
7. All Collegiate school rules for behavior apply to students who attend, whether they are from Collegiate or other schools. Any Collegiate student can invite students from other schools to attend. The Collegiate student is responsible for the behavior of the guest and must recognize that infractions of the rules by the guest could result in the Collegiate student, as well as the guest, being sent home early from the event.
8. The class, club, or other sponsoring organization is responsible for cleanup after an event.
9. If monies have been collected for the event, it is the responsibility of the sponsoring group’s treasurer to account for those funds and turn them in to the appropriate adult sponsor for deposit to the student organization account.
10. Prom is an Upper School function. Students in grades 10–12

receive invitations to the prom and may invite dates from outside the Collegiate community. In addition to their date, seniors may invite one additional guest from outside the Collegiate community.

Student Government Leaders

Though all students are welcomed into student government after they sign the Honor Code and abide by its provisions, some students support their peers through taking leadership roles in student government. Each class elects four class officers (President, Vice-President, Secretary, and Treasurer), one representative to the Discipline Court, two Honor Board Members, and two representatives to the Student Senate. The entire Upper School elects the four Senate officers.

Upper School Awards

In addition to the prizes offered at the Upper School Honors Program, several of which include criteria in the areas of academic excellence, service, leadership, and extracurricular contribution, the following awards recognize outstanding leadership beyond the classroom.

The Alumni Athletic Prize is awarded annually by the Alumni Association to the best all-around male and female athlete in the Upper School.

The Alumni School Spirit Prize is awarded each year to one student in each division (Lower, Middle, and Upper School) who best represents the ideals of the school: character, confidence, imagination, and excellence. The Alumni Association strives to recognize students who

through their spirit and loyalty to the school stand out among their peers.

The Burgess Davis Sportsmanship Award is presented to a boy or girl in the Upper School who best exhibits the following qualities of sportsmanship; love for sports, with a healthy perspective of the role of sports; tenacious effort, within the rules; respect for one's opponents, teammates, coaches and officials; and grace in either defeat or victory. The recipient must have represented Collegiate at the varsity level in at least one sport.

The Carolyn Morgan Spirit of Creativity Award is presented to the senior student who uses his/her special creative talents for the benefit of the entire Collegiate community.

The Head of School's Award is given to one student in each division (Lower, Middle, and Upper Schools) who has shown noteworthy thoughtfulness, kindness and courtesy throughout his/her years at Collegiate.

The Henry Septimus Gray Speech Award honors a member of the senior class who stands out from his or her peers in the excellent use of English in speech.

The John A. McCarthy Prize is given by the Class of 1989 to recognize a student from the senior class who has contributed significantly to the Collegiate environment through participation in co-curricular activities—arts, athletics, leadership or other school activities—in a manner which calls for little fanfare.

The Marilyn Foulke Community Service Award is given to the Upper School student who exhibits

a genuine interest in helping the community and the school.

The Nancy Clark Character Matters Award recognizes an Upper School student who displays outstanding character through dedicated service and guidance to Lower School students.

The *Pandemonium*, *Transcript* Award, and *Wordworks* Award are presented each year to the most valuable staff member for each of our three student publications: *Pandemonium*, student newspaper; *Transcript*, yearbook; and *Wordworks*, literary magazine.

Honest Practices

Collegiate students will abide by the letter and spirit of the Honor Code.

The section of this *Handbook/Directory* titled “Upper School Government Association” presents the Upper School constitution and forms the core of student life at Collegiate. The Honor Code is its defining feature. All students will be trained in the principles enumerated under the Honor Code, must study the details spelled out in the constitution, and will be tested on the material. Violations of the Honor Code rank among the most serious school offenses and are dealt with accordingly.

Discipline Process

The intent of the discipline system at Collegiate is to cultivate honorable behavior, self-discipline, and respect for others. Collegiate believes that positive discipline incorporates clear expectations, clear consequences, and consistent enforcement. The *Student Handbook* is a guide toward this end, although it is not an

exhaustive or all-inclusive manual for behavior.

While all final discipline decisions ultimately rest with the Head of the Upper School, the Dean of Students coordinates and oversees discipline in the division as a part of the school’s educational focus on character and community. Consequences for inappropriate behavior may include a wide range of measures, such as detentions, work hours, probation, suspension, or dismissal.

Upper School Point System

The Upper School Point System helps ensure that Collegiate students have a clear understanding of what is expected of them and what consequences accompany inappropriate behavior.

How the Point System Works:

1. Faculty and staff issue points to students for inappropriate behavior
2. All points are turned in to the Dean of Students.
3. The Dean of Students monitors the accumulation of points.
4. If a student accumulates six points over the course of a semester, the student will appear before the Discipline Court. The accrual of additional points after the Discipline Court hearing leads to suspension and possible dismissal from school.

Minor Infractions (One Point)

Students earn one point for the following infractions:

- Chewing Gum
- Tardiness
- Uniform Violations
- Missing Swipe Card

- Food/drink in the Computer Lab
- Profanity
- Electronic Device (cell phone, iPod, etc).

Major Infractions (Two Points)

Students earn two points for more egregious misbehavior. Some examples may include (but are not limited to): disrespect to another person, skipping class, or any other behavior deemed inappropriate by the faculty or staff. Major infractions are issued at the discretion of the faculty member and will always be supported by the Dean of Students.

Discipline Court

The Discipline Court, which consists of students and a faculty advisor, considers the accumulation of excessive points. The court is chaired by the Dean of Students and makes recommendations to the Head of Upper School for appropriate action.

Detentions

Detentions are assigned for violations under the point system or as part of the recommended consequences issued from the Honor Board or Disciplinary Court. Upper School detentions convene on Tuesday and Thursday mornings from 7:15 a.m. until 7:45 a.m. One Point Detentions require attendance on one morning; Two Point Detentions require attendance on two mornings. The Dean of Students monitors all detentions.

Detentions are scheduled so that they do not interfere with extracurricular activities or obstruct extra academic help. Detentions may be postponed to the next week for:

1. a previously planned family trip

2. a previously planned school trip
3. family transportation coordination

One Point Detentions

Students earn a One Point Detention for a minor infraction as explained above. One Point Detentions convene before the school day on a Tuesday or Thursday morning from 7:15 a.m. until 7:45 a.m.. Students meet in room W001. Students must arrive on time to detention. If a student is late, he/she will be asked to come again to the next scheduled detention. Arriving late to a second detention will result in further disciplinary action. Skipping a detention will also result in further disciplinary action. Students may sit silently or study for the duration of the detention but may not sleep or distract other students. Students sign a point slip issued by faculty/staff, and reviewed by the Dean of Students, indicating receipt of a detention and its reason(s). Parents must also sign the slip and return it to the main office the next day of school. All detentions issued on Thursday or Friday of a given week will be served the following week.

Two Point Detentions

Students earn a Two Point Detention for a major infraction as explained above. Two Point Detentions convene before school on a Tuesday and Thursday morning from 7:15 a.m. until 7:45 a.m.. Students meet in room W001. Students must arrive on time to detention. If a student is late, he/she will be asked to come again to the next scheduled detention. Arriving late to a second detention will result in further disciplinary action. skipping a detention will also result in further disciplinary action. Students may sit silently or study

for the duration of the detention but may not sleep or distract other students.

Students sign a point slip issued by faculty/staff, and reviewed by the Dean of Students, indicating receipt of a detention and its reason(s). Parents must also sign the slip and return it to the main office the next day of school. All detentions issued on Thursday or Friday of a given week will be served the following week.

Probation

A student may be placed on probation for a serious disciplinary offense, or an accumulation of minor violations. The probation serves as a warning that continuing the pattern of behavior could result in suspension or dismissal; if no significant improvement is observed, the student might not be asked to return to Collegiate. (However, a student does not necessarily have to be on probation prior to being suspended, dismissed, or denied a re-enrollment contract.) Barring further disciplinary action, the probation is not part of a permanent record.

Suspension and Dismissal

A student may be suspended or dismissed when he or she indicates, through one or more violations, that there is a question of his or her desire to abide by the major character expectations set for our school community. Suspensions are the most serious penalties that Collegiate can impose short of dismissal, and they should clearly indicate to the individual that he or she has so abridged our standards that the school must exclude him or her for a set period.

- Parents or guardians of a suspended student should help ensure that work required by the student is completed and that the student does not use this period as “free time.”
- In some cases, the school will impose an in-school suspension; the student must come to school but is not allowed to participate in class or activities.
- All suspensions require a subsequent period of probation.
- In-school suspensions are considered an internal teaching tool. Therefore, in-school suspensions are not made available to colleges and universities during the admissions process. Out-of-school suspensions are reported to colleges and universities during the admissions process.

Goal: Academic Excellence

Academic excellence stands next to the development of character as the twin pillars of a Collegiate education. Therefore, this *Handbook/Directory* presents the most significant academic policies in place to support the quest for academic excellence. Students and family members with questions about specific policies should contact **Ron Johnson**, Director of Studies.

Academic Evaluation

While grades are a valuable measurement of a student’s achievement, conversations about student effort, evaluations, and comments received periodically throughout the year are also of great importance. Upper School quarter and semester ending dates can be found on the school’s Edline calendar.

- Shortly before Parent/Student/Teacher conferences on October 22–23, students will receive letter grades and brief written comments from each of their teachers, in order to help inform families prior to those conferences. All parents are strongly encouraged to meet with teachers on those dates.
- Grade reports at the end of the first quarter will provide a short narrative for the teachers to give a synopsis of each student's progress at that point in the semester. The reported quarter grade is not a "stand alone" mark that is averaged with another quarter to form a semester grade; rather, it is a snapshot of the student's current standing at the semester's midpoint—a clear indication of numerical average translated into our 4.0 system.
- Upper School teachers will update the grades posted on Edline at least once every two weeks, making this system the most accessible in terms of providing a clear picture of a student's progress. Parents or guardians noting a change in the student's performance, or a series of low marks, should engage the appropriate teacher in a dialogue over e-mail or should call that teacher directly in order to partner with the instructor to help the student.

Adding/Dropping a Course

A student may wish to add a course to his or her schedule, but must recognize that too late a start may hinder his or her progress, increase teacher work load, and disrupt a course in progress. Thus, a student may add a course up to five class meetings after the semester has begun, but only with permission of the teacher and division head,

in consultation with the student's family. This restriction applies to students wishing to add an independent study course or senior project. **Ron Johnson** will announce and post the deadline for adding courses for each semester.

A student dropping a course prior to the end of the sixth week of the course will have no record made of the attempt on his or her transcript. A student who drops a course after the sixth week of the course will have a notation on his or her transcript indicating "withdrawn passing" or "withdrawn failing." The grade will be based on the student's performance through the date on which the course was dropped. A student who drops a course following the completion of a quarter or more of the course will have the grade earned for the recorded quarter (or semester, as appropriate), followed by the notation "withdrawn." Note that a student must carry at least five academic courses at all times.

Students who enroll in an advanced course at Collegiate commit to taking the corresponding College Board Advanced Placement Exam. Students may appeal in writing to the Head of Upper School to be exempted from the exam.

Semester Examinations

The semesters culminate with assessments of each student's understanding of the material. Families should make special note of the schedule for these exam weeks.

Grade Point Average (GPA) and Grading Scale

The reports each student and parent/guardian receives at the end of each semester present the

student’s GPA for the semester just completed, for the year to-date, and a cumulative GPA for the student’s Upper School career at Collegiate. The Upper School calculates GPA by multiplying the credits earned in each course for each period by the numerical translation of the alphanumeric grade, adding all of those values, and dividing by total number of credits earned. Marks earned in life skills or health classes (3D), Senior Symposium, and Physical Education appear on grade report and on transcripts but are not calculated into the GPA.

GRADING	SCALE	G.P.A.
A+	98–100	4.33
A	93–97	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
C-	70–72	1.67
D+	67–69	1.33
D	63–66	1.00
D-	60–62	0.67
F	below 60	0

Homework

The purpose of homework is to foster independent work habits, practice skills already established, and develop individual and creative assignments. It is an important corollary to class work. In general, upper school students can expect 2–3 hours of homework per day.

These times may vary depending on the student’s ability to work in study halls and the rate at which the individual works. Advanced Placement courses will require 1½ to 2 times the amount of homework of other courses. If a student is keeping late hours and spending

an inordinate amount of time on homework, it should be brought to the attention of the Head of Upper School. Likewise, if there consistently seems to be little or no homework, the Head of Upper School should be alerted.

Students questioning whether or not they have homework in a particular class should refer to the classroom announcements and policies, and students may check edline.com to verify their assignments.

Honors

Collegiate recognizes the outstanding academic work of Upper School students through special announcements, ceremonies, and honors. The list of academic prizes is available through the Upper School office and the Director of Studies. Awards include:

1. Collegiate is one of fewer than 1% of the secondary schools in the country permitted to host a chapter of the **Cum Laude Society**, honoring scholastic achievement. The selection committee may elect up to 10% of the graduating class for induction in a fall ceremony and another 10% to be inducted at the Upper School Honors Program.
2. The **Head of School’s List** is calculated after each semester recognizing students who earned a 3.67 (A- average) GPA for all subjects with no grade below a B in any subject.
3. The **Honor Roll**, calculated after each semester, recognizes students who earn a 3.33 GPA for all subjects, with no grade below a B in any subject.
4. Juniors, or seniors who attain at least a 3.5 cumulative GPA in coursework at Collegiate,

and who have demonstrated outstanding attributes in the areas of scholarship, leadership, service, and character, may be considered for induction into the **National Honor Society (NHS)**. The Collegiate Faculty Council is responsible for selecting those students who meet the NHS criteria. Collegiate's NHS Faculty Council consists of the department chairs of English, History, Math, Science, Foreign Language, Fine Arts, and Physical Education departments. The chapter adviser (Director of Studies) and the Dean of Students are ex-officio, non-voting members of the council.

When circumstances warrant a review of a student's standing in the chapter for compromising any of the four pillars of the National Honor Society—scholarship, service, leadership, or character—the chapter adviser will call the Faculty Council into session.

A student whose membership is being reviewed has the option of appearing before the council prior to the council's deliberation. Parents/guardians/or any other representative may not appear in person before the council, but may submit a written statement for review by the council.

In order to be dismissed from the society, a majority vote of eligible council members is required. Council members who also serve as elected faculty representatives to the Honor Board will recuse themselves from any NHS review that involves an Honor Board case that the faculty member heard as an Honor Board member.

Following the hearing, decisions of Collegiate's NHS Faculty Council will be delivered

to the student in writing. Appeals of NHS Faculty Council decisions are first made to the Head of Upper School in writing. Final appeals, after review by the Head of Upper School, are heard by the Head of the School.

There is an induction ceremony in the fall, with the opportunity for additional members to be added from the senior class during the Upper School Honors Program.

Academic Awards

While Collegiate celebrates academic excellence and growth in all of our students, the school awards a prize for the most outstanding performance at each grade level in the fields of history, English, math, and science, among each of the three foreign languages offered, and in each of the disciplines represented by our Fine Arts department.

Other Academic Honors:

The Class of 1986 Award is in honor of the last all female graduating class. This award is given to a senior girl who contributes significantly and with excellence to the academic, athletic, and extracurricular life of the school and community.

The Class of 1997 Inner Fire Award is given in memory of Mustafa Dizdar whose tenacity and strong competitive spirit characterized the Class of 1997. The award is presented annually to a sophomore who has played for Collegiate in at least one varsity sport and has shown the most heart, desire, dedication, and work ethic both on the field and in the classroom.

The Flexner Creative Writing Award is given each year by Mrs. Morris

Flexner for outstanding work in creative writing. This award is in memory of her daughter, Anne Morris Flexner, a former Collegiate student.

The Lampton Cup is presented to a junior or a senior selected by the faculty who has worked to the peak of his/her capacity with scholarly approach and genuine interest, studied beyond the specific assignment and has not worked for grades alone.

The MacKelcan Award is presented to the senior boy who best represents the ideals of open-mindedness, patience, and motivation; who has demonstrated an outstanding effort; and who has contributed his talents to the life of the school.

The Mary Belle Bloch Science Award was established and is given by Mrs. Williams L. Jones in honor of her daughter, Mary Belle Bloch, Collegiate Class of 1966, a accomplished environmentalist. This award is given to a senior girl who has demonstrated proficiency in science on the basis of motivation, need and scholarship and who intends to continue Science studies in college. A sum of \$1000 is applied to the first semester of college tuition.

The Speed Medal for Scholarship, established by the school's founder, Mrs. William Shallcross Speed, is presented at Commencement to the member of the senior class who has attained the highest academic average in all subjects through his or her Upper School years at Collegiate.

Late Work

As part of the school's effort to develop responsibility in young people, Collegiate faculty will set reasonable deadlines for assignments, give clear instructions, and be available for students' questions whenever possible. As a general policy, work submitted after a deadline will receive a penalty of 10% per day for 5 days. After the fifth day the grade will be recorded as a zero for the assignment.

Students should note, that individual teachers may determine that some types of assignments are exempt from this policy and stipulate the grading scale in the course syllabus. For instance, some work designed as the basis for an in-class exercise may be counted as completed (100%) or not completed (0).

Makeup Work: Excused Absences

Absences due to illness, religious observances, family emergency, or those requested in writing prior to the absence and approved by the Head of Upper School, are considered "excused." It is the student's responsibility to initiate contact with the teacher regarding all makeup work.

A student is allowed the number of days absent to make up any work missed during the absence. For example, if a student is out ill for two days, he or she has two days to make up missed work. If an assignment was due on the first day of the student's absence, that assignment must be turned in the day the student returns to school, not the next time the class meets. If a test or quiz was scheduled for the first day of an excused absence,

or a paper was due, the student is expected to take the test/quiz or turn in the paper/project the day he or she returns to school.

The Head of Upper School may grant an exception to this policy if special circumstances prevented the student from accomplishing the work before arriving at school.

Makeup Work: Unexcused Absences

When an absence is “unexcused” (not approved by the school), the student will receive a permanent grade of zero for any assignment due that day. There may also be disciplinary penalties for students “cutting” part or all of a school day.

Probation (Academic)

Any student who fails a course (F), or whose GPA for the semester or year falls below 2.0, will be placed on academic probation. The student, his or her parents or guardians, and educators from Collegiate must then meet to map out a plan for the student’s academic improvement. Grade advisors, teachers, and advisors will monitor the student’s progress carefully in order to make recommendations. A student who remains on academic probation for a full grading period or more places his or her position at Collegiate in jeopardy.

Special Programs

Detailed information about advanced placement classes, parameters for independent study courses, senior projects, and other special programs is available through the Director of Studies, **Ron Johnson**, and will be published in the Upper School curriculum guide.

Study Hall Rules

Each student in grades 9–12 may be scheduled for several study halls per week. Proctored by faculty members, these study halls are scheduled so that the student may begin daily homework assignments or use the library facilities. Students who may sign out of study hall for a period of time may only sign out to the library, computer lab, or to a teacher for extra help. Students who have not earned “Study Out” privileges must have a note from a teacher to sign out from study hall. Study hall rules are posted in each study hall area and are designed to ensure an atmosphere conducive to studying. Silence should be maintained, and talking is allowed only if necessary to ask quietly about an assignment.

Study Out

Sophomores and juniors who have earned an average of B (3.0) or better and have no grade below B- for the prior grading period may earn the “Study Out” privilege, meaning they are not required to attend assigned study halls. Freshmen who have earned an overall average of a B (3.0) or better for the first semester and no grade below a B- may earn the “Study Out” privilege for the third quarter of freshman year. Students who earn a B average or better and no grade below a B- for the third quarter may earn “Study Out” for the fourth quarter. Seniors are exempt from assigned study halls with the following conditions:

1. If the study hall is first period in the day, the student must sign in at the beginning of the period with the first period study hall teacher.
2. Regardless of GPA, any student

may lose Study Out privileges, at the discretion of the division head and grade level advisor, for specific academic or behavioral reasons. Subject to the restrictions noted below—which apply to all students—seniors are exempt from assigned study halls:

1. If the study hall is first period in the day, the student must sign in at the beginning of the period with the first period study hall teacher.
2. Regardless of GPA, any student may lose Study Out privileges, at the discretion of the division head and grade level advisor, for specific academic or behavioral reasons.

Technology Resources

Upper School students should take full advantage of the technology resources available to them, including the Upper School Computer Labs and computers available in the Library/Media Center, College Counseling Resource Room, and classrooms. All computers in classrooms may be used by students and are not solely faculty resources, though our expectation of courtesy requires that students ask the classroom teacher for permission. If the teacher is not present or has not given specific permission, students MAY NOT use the classroom computer. Students may use Computer Lab A after school by arrangement with a faculty member; therefore, if no staff member is available to monitor the lab, it may be closed shortly after the school day.

All students must sign the school's technology policy indicating that they understand the procedures and agree to abide by the policy. (See

pages 20–21.)

Transfer Credit and Placement Based on Summer School

Students who seek to advance in a sequence of courses (such as in math or world language), or receive credit for having satisfied a requirement (such as in computer proficiency or the arts) through summer work, must consult, in advance, with the appropriate department chair. The school will consider the duration and quality of the course of study proposed. The department chair will then make a recommendation to the Head of Upper School. In order to receive placement in a sequence, based on the successful completion of that work, the student must pass a Collegiate test with a minimum score of 80% before the start of the school year.

Grades earned in courses offered through Collegiate's summer programs and approved by the appropriate department will appear on the student's transcript provided they reflect work accomplished *after* the beginning of the ninth grade.

Louisville Collegiate School Student Government Association

Upper School Constitution

Article I—Goal

The Head of School, faculty, and student body of the Collegiate Upper School agree that the goal of its Student Government is to develop in each student a consideration for others, an acceptance of responsibility, and honesty in his or her dealings with both faculty and students. All believe that these aims, arrived at through a cooperative effort, may

be best achieved by sharing the responsibility of the government of the Upper School. The powers and privileges enumerated in this constitution are therefore granted to the students.

Article II—Honor Code

In attending Collegiate, students who wish to become part of the Student Government must commit themselves to the Honor Code. At the beginning of each year, students will sign a copy of the Honor Code to signify that they will act in accordance with the Honor Code. Students should know all facets of their Honor Code as well.

Section 1

Collegiate students will not lie. Lying is the conscious creating of a false impression, the willful denial of facts, or the breaking of a pledge.

Section 2

Collegiate students will not cheat. Cheating is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing school work. It is also the representation of another's work as one's own (plagiarism).

Section 3

Collegiate students will not steal. Stealing is the taking of anything without the consent of the owner.

Section 4

Collegiate students are honor bound to report any violation of the Honor Code. A violation of the Honor Code can be reported by reporting the infraction to the Head of Upper School, Dean of Students or a member of the Honor Board.

Section 5

After completing any academic exam, test, or quiz, all Collegiate students will be required to write and sign the following pledge: "I have neither given nor received any unauthorized aid on this work."

Section 6

1. All members of the Collegiate student government may have the following privileges:
 - a. they may take tests without faculty supervision;
 - b. they need not wear uniforms on Friday; and
 - c. they may vote in all elections in the General Assembly.
2. Students may participate and assist in the planning of the Collegiate student government through such means as:
 - a. attending General Assembly;
 - b. attending Senate meetings; and
 - c. contributing individual or group proposals through their class representatives.

Section 7

Miscellaneous Duties of the Honor Code:

1. An Honor Code assembly will be held at the beginning of each school year to bring focus to the purpose and the function of the Honor Code. The assembly will end with each student signing a copy of the Honor Code.
2. An annual "Honor Code Day" will be held to reinforce the concepts of the Honor Code.
3. A thorough and lengthy initiation will be held for the freshmen and new students into student government. This initiation should encompass the new students learning all facets of the Honor Code and the Constitution. After initiation, the new students

- should be inducted in an Upper School Assembly celebration.
4. The Honor Code shall be posted in every classroom in the Upper School.

Article III—Organization

Section 1—General Assembly

1. Members
 - a. Members of the student government (any member of the Upper School is eligible), each student having a vote.
2. Responsibilities of the Members:
 - a. To elect its officers.
 - b. To meet when called by the President.
 - c. To report themselves by their accord or by the advice of others according to the honor system.
 - d. To remind any student of his or her failure to obey the rules and the courtesies.
 - e. To act in accordance with the responsibilities, rules and courtesies of the student government.

Section 2—Officers

1. President
 - a. The President shall be a junior or senior who is a responsible member of the General Assembly with a genuine concern for the workings of the Collegiate Student Government. His or her term of office shall be one year. However, he or she may be re-elected. The President's duties follow:
 - a. to call and preside over the meetings of the Senate and General Assembly;
 - b. to consult the Head of the Upper School about student government business;
 - c. to vote in the Senate in case of a tie;
 - d. to be in charge of all Senate activities.
2. Vice-President

- a. The qualifications, terms of office, and eligibility of the Vice-President are the same as for the President.

His or her duties follow:

- to assume the duties of the President in the latter's absence;
 - to act as the advisor to rising eighth graders and other new students in Upper School;
 - to preside over Disciplinary Court.
3. Secretary
 - a. The Secretary is elected by the General Assembly. His or her duties follow:
 - to keep the minutes of the meetings of the Senate and Court;
 - to assume the duties of the President in the absence of both the President and Vice-President.
 4. Treasurer
 - a. To handle the financial matters of the Senate.
 - b. To transfer books to the incoming treasurer before the end of the school year.

Section 3—Senate

1. Membership
 - a. Senate President, Vice-President, Secretary, and Treasurer.
 - b. Two representatives from each class, 9–12.
 - c. The faculty advisor(s).
 - d. The Head of Upper School, an ex-officio member.
 - e. One non-voting delegate from each club or organization in the Upper School. An elected senate member may serve simultaneously as the delegate of a club or organization.
2. Qualifications for Membership

- a. Positive contribution to school life.
 - b. Good citizenship.
 - c. Constructive leadership.
 - d. Satisfactory academic work, as specified in qualification for candidacy.
3. Restrictions for the Members
- a. No person shall be eligible for more than one office in the Senate.
 - b. The term of office is one year.
 - c. It is hoped that any Senate member who finds himself or herself in any circumstances that causes his or her work in the Senate to be less effective than it would be, will, after a personal evaluation, voluntarily relinquish his or her duties, responsibilities, and privileges as a member.
 - d. Any member who loses Student Government privileges or who is placed on Disciplinary Probation must resign.
4. Duties of the Senate Member
- a. To meet when called by the President of the Student Government to consider school activities, and to prepare all business for presentation to the General Assembly.
 - b. To consider and vote upon proposed changes in the bylaws, and recommend to the General Assembly any changes in the Constitution.
 - c. To inform their classes of Senate activities.
 - d. To meet jointly with the faculty at the request of either body.
 - e. To consider the suspension of an individual from the Student Government.
5. Recall
- a. All members are expected to faithfully execute the duties of their offices and attend all announced Senate meetings.

- b. If unable to attend, members are to arrange for substitutes to represent them, and (if possible) inform the Senate President in advance. Senate members who miss three meetings in one year without providing a prearranged substitute must go before the body that elected them (class or general assembly) and submit to a recall vote.
- c. If a majority of the appropriate electoral body votes "no confidence," then the position will be

filled in accordance with Article V, Section 1, Paragraph 3, and a new election may be scheduled.

- d. If the majority of the appropriate electoral body gives a vote of "confidence," then the member is retained as a member in good standing without special restrictions.
- e. A recalled Senate member will be eligible to run as a candidate in the subsequent election provided he or she meets all other qualifications and restrictions as outlined above.

Section 4—Disciplinary Court

1. Membership
 - a. One representative from each class, 10–12, shall be elected by those respective classes in the spring. The ninth grade member shall be elected to Court when the class gains membership in Student Government in the fall.
2. The restrictions and qualifications of Court members are the same as those of the Senate.
3. Responsibility and Decisions
 - a. It is the responsibility of the Disciplinary Court to uphold the point system and to hear cases

not under the jurisdiction of the Honor Board.

b. A student who has accumulated a total of six points shall appear before Disciplinary Court.

c. Disciplinary Court has the option to pass cases to the Honor Board.

d. Disciplinary Court recommends an appropriate punishment to the Dean of Students after meeting with the student in question. Examples of punishments include, but are not limited to: dismissal from Student Government, removal of Study Out privileges, or the assignment of a reflective essay.

e. Students should be reminded that each case is different and, therefore, punishments may vary.

Section 5—Honor Board

1. Violations of the honor system involving cheating, stealing, lying, or plagiarism shall be under the jurisdiction of the Honor Board.

2. Membership

a. There shall be eight student representatives to the Board, two elected from each of grades 10–12. In the fall, two members from the ninth grade shall be elected upon the induction of the class into Student Government.

3. Restrictions for Members—The restrictions and qualifications of Honor Board members are the same as those of the senate.

4. Responsibility and Decisions

a. It is the responsibility of the Honor Board to investigate each possible violation of the Honor Code referred to it, and to determine if a violation has occurred. The decision of the Honor Board shall be based on a majority vote of those serving. When a violation has occurred, the

Honor Board will make a recommendation of disciplinary action to the Head of Upper School, who makes the final decision. Appeals are made to the Head of School.

b. Honor Board meetings will allow the reporting student or teacher to describe the infraction to the Honor Board. The accused student will then appear with his or her faculty advocate to present his or her side of the case. Proceedings of the Honor Board are confidential.

5. The consequences for an Honor Code violation include, but are not limited to, a warning, probation, discipline points, in-school suspension, out-of-school suspension and dismissal.

Section 6—Class Officers

1. Members

a. Each class shall have one president, one vice-president, one secretary, and one treasurer.

2. Restrictions and Qualifications for Class Officers

a. The restrictions and qualifications of class officers are the same as those of the senate members.

3. Duties of Class Officers

The responsibilities of each office will be outlined at the time of elections and reviewed during the first class meetings of each year.

Article IV—Rules

The following rules are a part of the discipline system. If a student breaks a rule, it is his or her responsibility to report himself or herself.

Section 1—School Rules

1. Cheating will not be tolerated.

2. Students are expected to respect the property of others.

3. There should be no defacement or

- destruction of school property.
- No one may leave the school grounds during school hours without permission.
 - The use of tobacco is not permitted on school grounds or at any school-sponsored function.
 - Possession or use of alcohol and/or drugs on school grounds or at any school-sponsored function is prohibited.

Article V—Election Process

Section 1—Time of Election

- The following elections will be held in the order listed below in the spring for incoming grades 10–12:
 - Senate Officers
 - Senate, Court, and Honor Board members
 - Class Officers
- Class Officers, Senate, Court, and Honor Board members for the ninth grade will be elected in the fall upon the induction of the class into Student Government.
- The Senate shall have the authority to appoint appropriate, eligible students to any Senate office vacated during the school year because of resignation or disciplinary action, or to call for elections by members of the affected class. When applicable, Senate office vacancies will be filled by sitting Senate members and elections will be held within classes at the earliest possible time.

Section 2—Qualifications for All Candidates

- All qualifications will be verified by the Head of Upper School.
- Candidates for all offices except those candidates elected for the ninth grade in the fall:
 - must have an overall cumulative average of C (2.0) or

- above for the first three quarters;
 - must not have more than one cumulative course average below a C- (1.67) for the first three quarters;
 - must not have any cumulative course average of an F in any subject for that year;
 - must be members in good standing of Student Government at the time of candidacy and elections;
 - may not be on disciplinary probation at the time of candidacy or election if that probation extends to any portion of the term of office.
- Candidates for ninth grade offices elected in the fall must meet the academic standards above for the previous year, irrespective of whether or not those grades were earned at Collegiate.
 - Candidates for positions on the Honor Board may not have been found in violation of the Honor Code within two full years of assuming office.

Section 3—Election Process

- Proceedings of all elections are overseen by Senate and the Senate faculty advisor and/or the Head of Upper School.
- Campaign guidelines:
 - Candidacy must be declared by a given date as determined by Senate.
 - Speeches must be made for:
 - Senate officers (max. 5 minutes)
 - Senate members (max. 3 min.)
 - Court members (max. 3 min.)
 - Honor Board members (max. 3 min.)
 - Class officers (max. 3 min.)
 - Campaigning may begin once candidacy has been verified.
 - Restrictions on campaigning:
 - No campaign

announcements may be made during lunch.

- Posters are restricted to Willig Hall.
- No distribution of campaign handouts.

Section 4—Outcome of Elections

1. The winner will be that candidate who receives a majority of the votes cast by a preferential ballot.

Article VI—Amendments

An amendment may be proposed by a student or a teacher. If it is approved by the Senate, it must then be approved by the General Assembly and the Head of School before it goes into effect.

The Bylaws of the Upper School Student Government

The Bylaws are supplementary regulations to the Constitution of the Collegiate Government Association. They may be revised or renewed by the Senate. The constitution in toto is reviewed by the Senate president each summer and by the Senate each September.

Section 1—Courtesy Rules

The courtesy rules stress consideration for others and individual decision-making. They are enforced by all students. It is the responsibility of each student that they are not broken. Violators of these rules should be reported to court only when a rule is persistently broken.

1. There should be no disturbance during school hours.
2. There should be no wandering during study hall.
3. There should be no running in the halls or on the steps.
4. A respectful silence must be maintained in the library at all

times.

5. Study Hall procedure rules should be understood and followed.
6. There should be no talking during fire drills.
7. Personal appearance should be neat and clean and the school dress code followed.

Section 2—Senior Privileges

1. Seniors may sign out to Burger's Market during their discretionary time.
2. Seniors may go out to lunch on dates determined by the Head of Upper School.
3. Seniors may have coffee with their lunch.
4. Seniors may use the Senior Study for homeroom, class meetings or study hall.
5. Seniors with at least a B (82.5) average for the second semester in a subject are exempt from that semester test.
6. Seniors may arrive after the start of school in the morning, provided they are on time for the first commitment (class, meeting, or activity).
7. At the end of the day, seniors may sign out and depart campus after their last commitment.

