

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.