

RESPECT

HONOR

RESPONSIBILITY

COMPASSION

**Family and Student Handbook
2019-2020**

INTRODUCTION TO THE COLLEGIATE FAMILY HANDBOOK

The Handbook was created for parents, guardians, and students as a quick reference tool. It should provide answers to most questions, but feel free to contact Collegiate should you need more information. We strongly encourage families to be involved in our school community to the greatest extent possible. Please join us for our family events, teacher conferences, Parents Association forums, and all other student activities.

Mission

Louisville Collegiate School's mission is to inspire academic excellence, extraordinary character, and global citizenship.

Collegiate Cornerstones

Honor: To live truthfully and without deception.

Honor is living with a sense of respect for what you believe is right. It is living by character and virtues, showing great respect for yourself, other people, and the rules you live by.

Compassion: Empathizing with another, accompanied by the motivation to take action.

Having kind feelings toward someone who is hurt or troubled. It is caring deeply and wanting to help, even if you don't know a person. It is being kind and forgiving to someone who has hurt you.

Responsibility: Exercising accountability for one's choices.

Being responsible means others can depend on you. You are willing to be accountable for your actions. When things go wrong and you make a mistake, you make amends instead of excuses. When you are responsible, you keep your agreements. You give your best to any job.

Respect: Showing esteem and courteous regard for people and property.

Respect is an attitude of caring about people and treating them with dignity. Respect is valuing ourselves and others. Respect includes honoring the rules of our family and school, which make life more orderly and peaceful.

ADMINISTRATIVE TEAM

Austin Thompson Anderton '97	Director of Admission & Tuition Assistance	479.0377
Mike Basham	Director of Facilities	479.0361
Dr. Tiffany Bridgewater	Head of Lower School	479.0347
Stephanie Disney	Director of Advancement	479.0343
Clay Gahan	Dean of Faculty	479-0382
Joni LeDoux	Administrative Assistant to the Head of School	479.0368
Dr. Robert P. Macrae	Head of School	479.0363
Jim McGuire	Associate Head of School & Interim Head of Upper School	479.0389
Deana Paradis	Chief Financial Officer	479.0341
Lisa Riker	Head of Middle School	479.0379

ADMISSION

Collegiate admits students of any race, color, religion, gender identity, sexual orientation, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Prospective families can learn about Collegiate by visiting the school's website at louisvillecollegiate.org, scheduling a campus tour and/or student shadow, calling 502.479.0378, or emailing admission@louisvillecollegiate.org. We welcome visitors year round. The Admission Office is located at 2453 Glenmary Avenue in the Anna E. Wilton Admission House.

ADMISSION OFFICE

Austin Thompson Anderton '97	Director of Admission & Tuition Assistance	479.0377
Muffy Sattich	Admission Coordinator and Lower School Admission Counselor	479.0395
Summer Kimmel	Tuition Assistance and Admission Office Coordinator	479.0378

Enrollment & Tuition Assistance

Returning Students

Current families will receive their enrollment contracts in late January. Current family Tuition Assistance applications are due December 2, 2019. Information about payment plan options and family-specific tuition assistance will be communicated by the Tuition Assistance and Business Offices in January. Families that decide not to return to Collegiate for the next school year must opt out by abiding by the *Enrollment Cancellation Policy* stated below.

Enrollment Cancellation Policy

In rare circumstances when families choose not to return to Collegiate, families must formally withdraw by submitting a letter of withdrawal to the Director of Admission by May 1. Families

that withdraw after May 1, are obligated to pay the full annual tuition charges for the next school year. Payment arrangements may be made by contacting the Business Office.

New Students

First round decisions for new students will be mailed in February and are due back to the school by the indicated due date located on the Admission calendar on the School's website.

Part-time or Non-Diploma Seeking Students

Applicants that are not seeking a Collegiate diploma may be eligible to enroll as a non-traditional student (part-time). Applicants must adhere to the same admission requirements as traditional full-time students. Tuition is pro-rated for non-traditional students depending on the number of classes and types of services desired (dining, counseling, learning support, etc.). For applicants that are accepted by the Admission Committee, enrollment is based on the availability of teaching faculty, space, and services.

Students Studying Nationally or Internationally

Current students that wish to take a temporary leave of absence, of up to one year, to participate in a unique educational experience not offered at Collegiate (i.e. High Mountain Institute, Where There Be Dragons, The Winter Term, International Student Experience) must request a temporary leave of absence from the Director of Admission in writing and submit a holding fee of \$250 to the Business Office. Students that receive temporary leave status will be classified as an enrolled student abroad and may return as a full-time student without going through the admission process. A student that does not apply for a temporary leave of absence and/or is absent from Collegiate for more than one year will be automatically withdrawn from enrollment as a Collegiate student and will be required to complete the admission process upon return.

Tuition Assistance

Collegiate provides tuition assistance according to a family's demonstrated need. The school uses several assessment tools to determine financial need including, but not limited to, a third party assessment service, School and Student Services (SSS) by NAIS - solutionsbysss.com. When a tuition assistance application is complete, the Tuition Assistance Committee reviews the application and decides the level of assistance that the school can provide for each student.

Returning Students

All tuition assistance awards are made by the Tuition Assistance Committee. All information regarding a family's application for tuition assistance and the amount of allocations are held in the strictest confidence to protect family privacy. Collegiate expects that tuition assistance recipients and their families will also maintain this confidentiality. A family may forfeit their award if confidentiality is violated.

Families must apply for tuition assistance each year. Tuition assistance application instructions will be sent to families in November. Instructions are also available on the website at louisvillecollegiate.org/admissions/tuition

- Current Collegiate families must complete the financial aid application by **the first Monday in December**. Applications completed after the deadline will be considered only if funds remain available.
- Prospective Collegiate families must complete the financial aid application by **December 19**. Applications completed after the deadline will be considered only if funds remain available.

Questions regarding tuition assistance should be directed to Summer Kimmel, Tuition Assistance Coordinator.

ADVANCEMENT OFFICE

Stephanie Disney	Director of Advancement	479.0343
Ange Chatham	Director of Communications & Marketing	479.0376
Mandy Helton	Assistant Director of Advancement	292.4059
Todd Hinton	Gifts Coordinator	479.0344
Kyle Manning '04	Alumni and Events Coordinator	479.0345
Angela Shoemaker	Advancement & Communications Coordinator	479.0375

Advancement Office Policy, Events, and Programs

The Advancement Office works closely with various Board committees, the Head of School, and volunteers. The Advancement Office coordinates all fundraising activities and serves as the main contact for all Collegiate Alumni. The ongoing fundraising efforts of the Advancement Office 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 funds for research and development of new programs; nurture strong connections to the school's past; and broadly market the school in the greater Louisville community.

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.

The Gala is one of the major fundraising events of the school year and is organized by the Advancement Office. The Gala is held every other year and includes an evening of drinks and live and silent auctions. Income from this event is used to fund faculty professional development, student financial assistance, and technology.

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.

Second Century Capital Campaign, a five-year comprehensive campaign launched in 2014 with a working goal of \$20M. The campaign includes endowment elements that combined with a bricks and mortar component fully enhance and support academic excellence well into the school's next 100 years.

Corporate Partnership Program seeks to partner with local businesses to develop support for education and to provide an effective avenue for businesses to share their messages with the Collegiate community. Three specific sponsorship opportunities are offered that deliver broad-base visibility and support for academic programs, fine arts, and athletics.

Snowman Stampede is an annual 4K/8K Fun Run/Walk for the Collegiate Community. This event takes place in early December. There is an entry fee which includes a t-shirt. There are also event sponsorship opportunities.

Trivia Night is a fundraising event designed for the Collegiate Community to team up and compete for a fun night of trivia. Proceeds from Trivia Night go directly to support the school's operating budget. Since there is alcohol served at this event, guests must be 21 years old or older to attend. This event is held every other year.

Fundraising and Solicitation Policy

Each year, constituents (board, alumni, parents, faculty, grandparents and friends) of Louisville Collegiate School are solicited for funds and in-kind gifts to support the school. 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.

Student Fundraising

At Collegiate, student participation in school-sanctioned fundraising activities is welcomed and encouraged. Building on our cornerstone of Compassion, we emphasize doing service rather than contributing money for special causes. Fundraising for outside organizations is prohibited unless it is part of a school-organized effort or one sponsored by a school organization. Any student who wants to solicit money or goods from current Collegiate students, parents, or faculty must contact the appropriate division head and ask for approval before soliciting parents and/or faculty. In addition, students may not bring candy or other items to sell to their peers at school.

Donated Items for Faculty and Staff

If any member of the Collegiate Community wishes to offer items to giveaway, please send the information to the Administrative Assistant to the Head of School in order to provide an equitable opportunity to anyone interested in "winning." Following the request, a list will be compiled of interested parties and a "winner" will be chosen at random.

If you would like to submit a request for a fundraiser, please contact your Division Head or Director of Advancement, Stephanie Disney.

ATHLETICS OFFICE

Paul Augustus	Director of Athletics, 5-12	479.0381
Meghan Farmer	Athletics Department Coordinator	479.0388
Tim Gray	Events Manager	479.0249

Athletics Facilities

Louisville Collegiate School

2427 Glenmary Avenue
Louisville, KY 40204

Champions Trace Athletic Complex

4515 Champions Trace Lane
Louisville, KY 40218
5-12 Soccer, 5-12 Lacrosse, 5-12 Field Hockey

Athletics Offices

Mary Rodes Lannert Athletic Center
Harry S. Frazier, Jr. Gymnasium
K-12 Basketball

Campus Field

K-4 Soccer, 2-4 Field Hockey, K-4 Lacrosse

Programs & Offerings

Each athletic program and offering at Collegiate is designed to build on the previous program thus ensuring a scaled approach that allows for synergy between programs, appropriate age-based time commitments and emphasis, and a model that meets the needs of all student-athletes at every ability level.

K-4 Athletic Program & Offerings

Kindergarten through fourth-grade athletics are the first steps student-athletes take to become Amazons and Titans. The focus of these programs is to introduce and develop skills necessary to participate on an interscholastic team in the fifth through eighth-grade athletic program. Meeting once per week for fun, friends, and fundamental skill development for our K-4 athletes; sessions are taught in an atmosphere full of joy, excitement, and energy allowing all student-athletes to work with friends and make new ones while learning and improving their skill base.

K-4 Athletic clubs will participate in healthy intra-squad competitions to enhance cooperation, teamwork, and the enjoyment of physical activity. These future Collegiate Varsity team members will receive sport specific instruction in coed groups during the week, leaving weekends open. Some of the after school sports include Cross Country, Soccer, Field Hockey, Basketball, Track, and Lacrosse. Each after school sports group is part of explore *Collegiate* program so each session will last an hour from 3:30 p.m. - 4:30 p.m. once or twice each week.

5-8 Athletic Program & Offerings

The 5-8 athletics program expands on the foundation of skills established in grades K-4 by adding both tactical and strategic instruction. The 5-8 program also adds the team selection

process whereby players are placed in developmentally appropriate teams for interscholastic competition.

5-8 teams compete against area schools during the week and on weekends and practice three or four days a week. 5-8 offerings are either single-sex or coed depending on the offering.

Fall: Soccer (5-8), Cross Country (5-8), Field Hockey (5-8), Golf (6-8)

Winter: Archery (6-8), Basketball (5-8), Swimming (5-8)

Spring: Track (5-8), Tennis (5-8), and Lacrosse (5-8).

Winter/Spring: Crew (6-8) is a varsity sport which allows Middle School participation and thus will require a larger time commitment

9-12 Athletic Program & Offerings

The Upper School athletics program is the culminating point of an academic institution's athletic offerings. Most students have developed basic skills in their respective sports and Upper School athletics become much more competitive. Depending on the number of participants, some sports have Junior Varsity programs for those students not quite ready for the competitive Varsity program. Team placements occur at the beginning of seasons as coaches help determine placement for an individual student.

Our Upper School athletic teams compete against area schools during the week and on weekends and they practice usually four to five times per week. Therefore, the time commitment to participate in Upper School athletics is much greater. Both single-sex and coed sports are offered depending on the sport.

Fall: Soccer, Cross Country, Field Hockey, Golf

Winter: Basketball, Swimming, Indoor Track, Crew

Spring: Crew, Track, Lacrosse, Tennis

Participation Requirement

- All student-athletes are required to have the KHSAA Athletic Physical, Athletic Participation, and Consent forms completed and signed before participation. The required form can be located by signing in to the parent portal at louisvillecollegiate.org and clicking on the Magnus Health Link and Athletic Forms button in the top right corner.
- Student-athletes absent from school after 11:00 a.m. may not attend practice or games unless approved the student's Division Head.
- Students must follow the eligibility requirements of their respective division. Please see specific division pages for additional information.

ATTENDANCE

Prompt, regular attendance is important 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 first.

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. Please refer to divisional handbook sections for division-specific attendance policies and information.

BACK TO SCHOOL NIGHTS

Back to School Nights are scheduled soon after the opening of school for each division. Back to School Nights are designed to familiarize families with their children's daily experience. During this time, teachers give a brief explanation of their programs and answer questions. Back to School Night specific dates are found on the school calendar.

BOARD OF TRUSTEES

The primary functions of the Board are the selection of the Head of School, determination of the school's mission and strategic direction, the establishment of overall policy, and planning for the school's financial sustainability. The Board meets during the school year and uses a committee structure to conduct much of its business. Standing committees include Advancement, Executive, Committee on Trustees, Finance, Strategic Planning, and Buildings and Grounds. The new trustees are elected by current trustees and may serve three consecutive three-year terms.

2019-20 Board of Trustees

Executive Committee

Jennifer Kramer, President

Frank Hill, Vice President

Kathy Barrens, Treasurer

Paul McLaughlin, Secretary

Brian D. Cook '94, Chair, Advancement Committee (Board President 2014-2018)

Megan Hoskins '94, Co-chair, Strategic Planning Committee

Members

Kelly Adams

Tomarra Adams

Lisa Tate Austin '87

John Birnsteel

Leea Bridgeman

Ceci Conway Boden '85

Eric Doninger

Stephanie Fellon

Brian Fitzgerald

Richard Garner

Carey Faversham Goldstein '90
Joyce Pavia-Hanson
Augusta Brown Holland '94
David Johnson '93
Vadim Kaplan
Scott Kiefer
Nora FitzGerald Meldrum '92
Mark Preston
David Richardson
RC Scheinler
Fran Hopson Thornton '93
Marita Willis

Megan Hoskins '94

Alumni Association President

Beth Salamon

Parents Association President

Director Emerita/Emeritus

Paul J. Bickel III

Babs Rodes Robinson '80

Louise Rapp Wall '47

Deceased Emeriti

Cornelia Atherton

J. McFerran Barr

Mary Lee Blakely

Elleanor Gray Blakemore '25

Barbara Beard Castleman '46

Harriet Collis

Kitty McCracken Davis '37

Florence Norvel Mack Heyburn

Boyce Martin

William M. Street '09H

Ex-Officio

Dr. Robert P. Macrae, Head of School

BUSINESS OFFICE

Deana Paradis	Chief Financial Officer	479.0341
Debi Ballard	Student Billing and Accounting Manager	479.0354
Donna Sutton	Personnel and Payables Administrator	479.0342

Tuition & Student Billing

There are a number of tuition payment options available. All of the plans require payment of a non-refundable enrollment deposit of \$1,000, which should accompany the Enrollment Contract. This deposit will be credited to the first tuition installment.

- The Standard Payment Plan provides for 60% of tuition be paid by July 1, with the remaining 40% of tuition due by January 1.
- The Annual Payment Option provides for 100% of tuition be paid by July 1.
- The Ten-Month Payment Plan provides for equal monthly installment payments 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.
- Students who intend to study away from the Collegiate campus for a semester should make the school aware of their study plans at the time of re-enrollment. Students studying away from the Collegiate campus for a semester will be charged 50% of the year's tuition, regardless of the semester they choose to be away. In these cases, the 50% of tuition will be due July 1st, regardless of the semester the student chooses to be away. There is also a \$200 carrying fee during the semester the student is away.

Beginning July 1, 2018, changes to our Tuition & Student Billing Policy are effective. The amended policy is stated below.

It is the policy of the school that a student's report card, enrollment contract, and any Financial Aid allocations will not be released until the family's payments are up to date. Charges include tuition, Tuition Refund Insurance, exploreCollegiate programs, athletics items, yearbooks, Glenmary Shop purchases and certain trips. In addition, transcripts and recommendations to colleges and universities will not be processed while student accounts are in arrears. Delinquent accounts must be resolved before a student will be allowed to graduate. Payments are due upon receipt of billing. A service charge of 1.8% will be assessed the 10th of each month to balances in arrears. Additionally, the student may not return to school for the following academic year if there is a balance outstanding related to a previously completed academic year.

If a family misses one payment (account 30 days past due), the Business Office will send a formal notice of delinquency. If a family misses a subsequent tuition payment (account 60 days past due), the family must have a face-to-face meeting with the Business Office to discuss payment arrangements. The meeting will result in a written plan signed by the family and Collegiate documenting payment arrangements to bring the account current. If the family misses a subsequent tuition payment (account 90 days past due) or an agreed-upon payment outlined in the plan negotiated above, the student will be suspended from classes until the tuition account is brought to a current status. If tuition payment remains delinquent even after the above measures, Collegiate will refer the matter for appropriate legal action.

The Business Office is available to assist any family during this period of transition. Please contact Debi Ballard at 502.479.0354 to schedule an appointment.

An enrollment contract may be cancelled in writing without penalty, except forfeiture of the reservation deposit, by May 31, 2019. **If enrollment is cancelled after May 31, 2019, the family will be obligated for the full annual tuition charges.**

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 available to parents with the Enrollment Contract, and the option to select the insurance is included within the contract.

The cost for Tuition Refund Insurance is calculated at 1.75% of tuition for the 2018-19 academic year. It is the policy of the school to require families entering into the Ten-Month Payment Plan agreement to subscribe to the Tuition Refund Insurance Plan.

BRAND

Use of Louisville Collegiate School's brand, tagline, logo, and any other related materials is governed by Collegiate's Communications and Marketing Office. Please contact **Ange Chatham**, Director of Communications and Marketing, achatham@louisvillecollegiate.org, before using the Collegiate brand on any materials. Please allow at least a 48 hour turn-around period for approval of brand usage. Unapproved use of the school's brand and logo is strictly prohibited.

COMMENCEMENT

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.

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**, should be notified at 479.0396 or asartin@louisvillecollegiate.org 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 measles, whooping cough, hepatitis, HIV, Hepatitis, or tuberculosis. Upon being so notified, the Head of School will follow the school's policy on communicable disease.

COMMUNICATIONS AND MARKETING OFFICE

Email Addresses

School email addresses for all faculty, staff, and students are in the following form: [firstinitiallastname@louisvillecollegiate.org](mailto:firstname.lastname@louisvillecollegiate.org). Some faculty and staff members have established shortened email addresses, but the standard format addresses will still work. However, new student email addresses will include their anticipated year of graduation along with their initials for example: 13abc@louisvillecollegiate.org.

Emails

The communications office encourages individual/group emails to be sent in a style and number that respects the readers' time and fulfills the purpose of the communications plan as stated above. School to Community Communications will include but not be limited to emails from:

- Division Heads to parents
- Faculty to students and parents
- Coaches to players and parents
- PA and/or room parents to parents

In addition, emails should be accurate, efficient, sufficiently detailed, and never used in place of a meaningful person to person conversation.

Members of the Collegiate Community have a reasonable expectation of privacy regarding email addresses and other personal information. To that end, we are asking all email authors to use the BCC function on all group list emails.

As you know BCC stands for "Blind Carbon Copy." In the context of email, it indicates who should receive a copy of the email without being listed in the headers. If you're sending an email to a group list, as a class parent might to his/her fellow parents, it is appropriate to conceal their email addresses by using BCC. Simply place your email in the To: address line and put the addresses of the rest of the group in the BCC: address line.

In addition to privacy concerns, sending a single message individually addressed to a large list of people increases the chances that they all will be spammed or sent a virus should any one of them get infected.

Enews

The communications office produces a bi-monthly electronic newsletter that reports recent news, student achievements, and upcoming events.

EMessages

Electronic communications are sent periodically throughout the year and include announcements from a particular office or person.

Media/Public Relations

Faculty, parents, and students are encouraged to submit ideas about possible media coverage to Ange Chatham, Director of Communications and Marketing, at achatham@louisvillecollegiate.org 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. Any calls or contacts from the media regarding the school must be directed to the Director of Communications and Marketing.

Publications

Many of the school's communication pieces, including the major publications listed below, are produced by the Communication Office. To submit information to one of the publications,

contact Ange Chatham, Director of Communications and Marketing, at achatham@louisvillecollegiate.org or 479.0376

- *The Bulletin*, a magazine for parents, alumni, and friends
- Student publications include Collegiate's student online newspaper, Pandemonium, the Speed Review, and Transcript (yearbook).

Website

The school's website, louisvillecollegiate.org, features important information, photos, and events. The website features a school calendar with divisional events and activities.

Social Media

Louisville Collegiate School is actively engaged in social media. We encourage you to follow us and friend us on the following sites: Facebook, Instagram, and Twitter. We encourage students and parents to consider their role as the school's ambassadors when posting on public sites.

COUNSELORS

Bridget McGuire	Lower School Counselor	479.0383
Kate Edelen	Middle School Counselor	479.0346
Whitney Sweeney-Martin	Upper School Counselor	479.0364

Louisville Collegiate School Counselors serve many roles and have many responsibilities within our community. They are advocates for our students, resources for our teachers and parents, and classroom educators, to name just a few. Additionally, our Counselors work through a wide variety of situations with all of our students and families. In their work, they abide by and follow the ethical standard outlines by the American School Counselor Association.

The staff gives full attention to the proactive Character Program, from JK through grade 12, that supports the school's mission. Students' overall well-being is of primary importance, and whenever possible, a division counselor serves as the student's advocate. They offer guidance and counseling to the entire school community and are resources for referrals.

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. The school counselors should also be notified to provide ongoing support of the students involved. When necessary, a copy of the custodial agreement or court order will be requested.

EMERGENCY OPERATIONS PLAN

The school's Emergency Operations Plan is printed and available in each classroom. Parents may request a copy through the divisional offices.

FAMILY CONFERENCES

Structured conference times are scheduled in both September and February 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 email, the school office, the division heads, or the division counselors.

HEALTH SERVICES OFFICE

Angela Sartin, RN School Nurse 502.479.0396

School Nurse Office Hours:

Monday - Friday, 8:30 a.m. - 3:00 p.m.

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 required for athletic participation at all grade levels. 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 or 11 years of age, and upon expiry of immunization certificates. The form requirements are outlined below and must be uploaded to Magnus Health our online health portal.

All Collegiate families must complete Emergency Care, Health and Athletic forms online via the Magnus Health portal. Please log in to the parent portal in order to access all forms and complete the requested requirements via the Magnus Health Link. Please upload/scan/fax/mail these forms to your student's Magnus Health Student Medical Record prior to August 5th and please do not send forms to school.

Health and Immunization Forms

Health and immunization forms are by law, due prior to or two weeks after the opening day of school. Physicals for Preventative Health Forms are required within the first 30 days of the school year.

Required for all Collegiate Students:

KY Preventative Health Form

KY Eye Exam Form

KY Immunization Form

Dental Exam for JK, KG students (students ages 4, 5 and 6)

Required for Sixth Grade Entry:

KY Preventative Health Form completed at age 11 or greater

KY Immunization Form completed at age 11 or greater

Head Lice Policy

Louisville Collegiate School's Head Lice Policy is based on recommended guidelines by the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), National Association of School Nurses (NASN), and the Harvard School of Public Health (HSPH). The CDC, the AAP, the NASN and the HSPH, all recommend that a student not be

excluded from school for having nits and that the management of head lice should not disrupt a student's educational process. Confirmation of lice infestation does not warrant exclusion, but does require treatment. Depending on the level of infestation, the school nurse retains the authorization not to return a student to the classroom if the student has a particularly active infestation or an infestation for which there is an apparent lack of adequate follow-through by parents or guardian.

If lice or nits are found, upon inspection of a child sent to the School Nurse with an itchy scalp:

- Parents or guardians will be notified and provided with information on the management of a head lice infestation.
- The child may remain at school unless the nurse determines that the student's symptoms are disruptive to the educational setting.
- The child may return to school once he/she has been treated with an FDA approved method of treatment, proper nit removal, and the treatment has been verified by the School Nurse.
- Parents or guardians of students will receive an email to inform them of a reported case of head lice in their child's classroom and to encourage them to check their child's hair and scalp.
- Teachers will initiate customary classroom control measures.

Head lice are common and a nuisance. They are not a health hazard and are not responsible for the spread of any disease. The goal of lice prevention, control, and treatment in schools is to prevent the spread of lice from one student to another student. Head lice can be acquired anywhere in the community and may not be identified until weeks or months after exposure. Having head lice is not related to cleanliness of the person or their environment. The key to successful eradication of a head lice infestation is to break their life cycle through proper treatment.

- Lice do not fly or jump from person to person.
- Lice are transmitted by direct head-to-head contact.
- Lice do not survive without a human host and do not live on surfaces, carpeting, or animals. Transmission from sources such as brushes and combs is rare, but students should be reminded not to share personal items.
- Lice are a nuisance, but they do not transmit disease and are not carriers of disease.
- Nits are egg sacks attached to the hair shaft. They may contain viable eggs or be empty casings.
- Nits may remain on the hair shaft months after successful treatment and are not a sign of active lice infestation.
- Remove nits from hair shaft to reduce the risk of self-reinfestation.
- No outbreaks of lice have resulted when children with nits have been allowed to remain in class.
- Head lice can be treated with FDA approved over-the-counter shampoos and rinses, prescription shampoos, rinses, oral medications, and mechanical removal devices.

- Efficacy of essential oils, olive oil, mayonnaise, vinegar, and other home remedies has not been demonstrated. There is no known louse repellent.
- Parents should consult with a health care provider for appropriate treatment methods.
- Always use treatment products according to manufacturer's direction.

Sources:

www.aap.org, www.cdc.gov, www.identifyUS.com, www.nasn.org

Illness or communicable disease exclusion guidelines:

Your child's health and safety is our first concern, and in an effort to prevent the spread of germs within the Collegiate Community, school policy requires that students experiencing signs of illness stay home from school. Should your student become ill while at school as determined by the school nurse, you or your designee will be asked to take your student home promptly. Your student should stay home if he/she has any of the following symptoms:

- Fever, for any reason, of 100.5 degrees or above. Students should remain at home until the fever is below 100.5 degrees, without medication for 24 hours.
- Nausea, vomiting, diarrhea, or severe abdominal pain. Students should remain at home until symptom free for 24 hours.
- Unusual drowsiness or tiredness (fatigue that prohibits normal participation in the school day)
- Sore throat with swollen lymph nodes
- Persistent cough
- Red, inflamed eyes with a discharge
- Any rash that has not been diagnosed
- Any communicable illness that has not been treated
- Earache
- Any other symptoms that suggest illness for your child

Return to school is permitted for communicable illnesses such as strep throat, conjunctivitis, or impetigo 24 hours after the initiation of antibiotic therapy (so long as fever remains absent). Louisville Collegiate School may exclude unvaccinated students during a public health outbreak of vaccine preventable illness. Per school policy, students absent from school due to illness may not participate in after school activities or athletic events. Please do not hesitate to contact **Angela Sartin** with any questions or concerns.

Medication Administration

The administration of medication to students on field trips shall be done only when the student has a medical condition that may be adversely affected without medication. This applies to both prescription and non-prescription medication. The school nurse does not accompany students on field trips. The student's teacher/advisor will be responsible for storing and administering medication on the field trip. Exceptions are made with parent/school nurse consent for students with inhalers, Epi-Pens, Insulin, or other medication deemed necessary for Life-Threatening conditions to self-carry and administer.

Any prescription or nonprescription medication sent on the field trip must include:

1. Original labeled prescription container(s) placed in a clear plastic bag with student's name on the bag. Medication will *only* be accepted in the original prescription container.
2. Written Parent/Guardian permission on the Medication Authorization for Overnight Field Trips form
3. Medication will only be dispensed according to original container label instructions
4. Parent/Guardian is responsible for bringing the medication to the teacher/advisor prior to departure.
5. Send only the amount needed for the field trip.

KINDERGARTEN DERBY

A Collegiate tradition, the Kindergarten Derby is a broomstick derby with Kindergarten jockeys. This school-wide event will celebrate its 59th running on Thursday, April 30, 2020. Kindergarten parents, grandparents, and friends cheer for their favorite Derby mounts.

LEARNING SUPPORT

Meeting Unique & Individual Learning Needs

In order to better optimize every student's learning, Louisville Collegiate School strives to meet students learning needs across all grade levels and in all divisions. Our dedicated faculty, responsive curriculum, in-house specialists, and resource teachers all work together to ensure that every student experiences opportunities that are best suited to his/her individual needs. Our equation is a simple one--meet every student where they are and help them go beyond their own expectations.

In general, Learning Support Services include:

- An Integrated Team Approach: All team members are engaged, better ensuring that both emotional and academic needs are met
- Individual Learning Plans: Our CLA team creates and manages learning plans for students whose evaluations document learning differences/needs
- Academic Labs: Subject-focused skill building during the day provides specific instruction in Mathematics, English, Science, and History
- Parent Support: CLA Staff support parents too by providing frequent communications and a deeper understanding of how their student learns

Center for Learning Advancement: Meeting Learning Needs

Vision Statement

Fundamentally, Collegiate embraces the unique growth and development of every student in our community. This is no more obvious nor evident than the daily and ongoing work of our teachers. However, there are times when students will have additional needs beyond what can be provided in the primary classroom. The Center for Learning Advancement is a critical and valuable resource that complements our classrooms and allows additional differentiation to take place in our community.

Center Goal

Advance the learning of students by meeting their unique educational needs.

CLA Personnel

The CLA includes several personnel that aim to deliver support and enrichment services at the highest possible level. Those positions include the **Director of the CLA**, whose principal responsibility is to make sure that the CLA is meeting the needs of the students within the Lower, Middle, and Upper Schools. The Director oversees the day-to-day operations of the CLA and the allocation of all resources within the CLA.

CLA Learning Specialists are charged primarily with delivering daily support and enrichment services to students in the Lower, Middle, and Upper Schools. Additionally, they will support classroom teachers with instructional strategies that can be easily integrated into his/her daily classroom activities. CLA Learning Specialists will also work closely with homeroom teachers and communicate their work with parents.

In the Lower and Middle Schools, our Director of the CLA reviews, writes, and manages Individual Learning Plans (ILP) for students in grades K - 7 who have had outside evaluations. The Upper School Learning Specialist works collaboratively to manage the learning support services for the Middle (8th Grade) and Upper School. The Specialist will write and manage all learning plans for Middle (8th Grade) and Upper school students who have had outside evaluations. The CLA Team will work closely with teachers to provide training and instructional strategies to support students with accommodations.

Through classroom observations, parent meetings and grade level team meetings, our CLA team serves as a liaison ensuring there are open lines of communication between parents, students, teachers, and advisers. Additionally, when appropriate and necessary, the CLA staff will assist students in applying for accommodations on standardized testing measurements.

Lower School Referral Process

Lower School differentiation above and beyond what takes place in our classrooms is delivered by faculty and staff in our Center for Learning Advancement (CLA). Our process for referral in the Lower School is driven by the classroom teacher. She/he will submit a referral request, along with documentation and evidence supporting the request, and the CLA team will determine approval. Following approval, the CLA staff will begin working immediately to create goals for the student and communicate with the parents and homeroom teacher on the progress of the identified goals. At some point, once the student's goals have been met and the student no longer needs CLA services, she/he will exit the CLA program.

Middle School Referral Process and Delivery of Services

In the Middle School, students are referred to CLA by the grade level team. The team will identify students who need additional support or enrichment and make a request to the Director of the CLA for additional services. The CLA team reviews the referral and if CLA services are warranted, creates a plan to support the student. Services are primarily delivered during the Middle School's study hall time and there is a dedicated CLA room where students will get academic support and develop executive functioning skills that uniquely support their learning style.

Upper School Referral Process and Delivery of Services

Students can self-refer and/or be referred for additional services from the grade-level team meetings that take place weekly. When appropriate, services are delivered primarily through academic labs, although every student has a dedicated team comprised of their advisor, our Upper School Counselor, Learning Specialist, and College Counselors to support their success in our Upper School.

Academic Labs

The Academic Lab is offered to Upper School students during the school day in lieu of a general study hall. This structured study hall maintains a student-to-teacher ratio of 10:1 and provides daily support for students by offering enhanced study skills, organizational skills and homework assistance when needed. Two types of Academic Labs are offered: English/History and Math/Science.

Enrollment Prerequisites: Upper School students with Learning Plans that will be best served by a structured Academic Lab, versus a study hall, will be recommended for the Academic Lab by the Upper School Learning Specialist. Students without Learning Plans must be recommended by the grade level team and approved by the Upper School Learning Specialist.

LOUISVILLE COLLEGIATE SCHOOL LIBRARIES

Collegiate has two main library spaces available to the Collegiate community: The Junior Library, housing the Lower School library collections, and the Street Learning Commons, housing the Middle and Upper School collections and technology resources for the entire school. All members of the Collegiate community are invited to use the libraries, including family members who do not attend Collegiate.

Check-Out Procedures: Students may check out any materials in the circulating collections. Print materials circulate for three weeks, and technology tools circulate for anywhere from one to five days. Students can sign out materials on their own if a staff member is not present to check their materials out to them.

Overdue Items: Students are not allowed to check out materials until all overdue items are returned. Overdue notices are emailed to LS parents and to MS and US students once a week, and students are expected to respond by returning materials or renewing their materials promptly. If an item is overdue for more than six weeks, the item will be considered lost and the cost of the item will be billed to parents. At the end of the school year, all student library accounts must be cleared.

Online Resources: The Collegiate libraries provide valuable online resource collections to the Collegiate community. They can be accessed through the Library link on Collegiate's website. Databases include *Encyclopedia Britannica Online*, *Biography in Context*, and *The Economist*. The Library's webpage also offers a link to the Library's searchable online Catalog. Students are also encouraged to use the Louisville Free Public Library's extensive online and print resources.

For questions about the Libraries, please contact Vitoria Sachtleben, Lower School Librarian, at vsachtleben@louisvillecollegiate.org or Sara Franks, Director of Street Learning Commons, at sfranks@louisvillecollegiate.org.

Junior Library

Lower School students visit the Junior Library once in a six day rotation. Students in Junior 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 for subscription databases and the World Wide Web, appreciation of great literature and authors appropriate for their age. 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.

Street Learning Commons

The Street Learning Commons, centrally located on Collegiate's campus, is a space that hosts school programming, exploration of information and resources, experimentation with educational technologies, and quiet and collaborative study.

The Street Learning Commons is made up of several spaces for community use, and to enhance Collegiate's educational mission. These spaces include:

- The Skarbek Global Center: A programming space and resource room that supports Collegiate's mission to foster global citizenship and enhances the Upper School's Global Citizenship program.
- The Wyer Study and The Sanderlin Study: Two individual or small group study rooms that provide a secluded study or meeting space for students.
- The Hall Ed Tech Center: A space for technology support and exploration (see section below on Technology Access).
- The Henrietta Bingham Archives: A collection that preserves and supports discovery of Collegiate's history.
- The Barrens Research Center: A space that supports resource acquisition, relevant collection curation, and excellence in research.
- Stubbs CTLA (Center for Teaching and Learning Advancement): A collection of resources supporting professional growth for faculty and staff.

Print Collections: The Middle and Upper School print collections are housed in the Street Learning Commons, including a curriculum-based research collection, an extensive young adult and general fiction collection to support independent reading, a growing graphic novel and manga collection, and a collection of Kentucky authors.

Facilities Access: All students have access to the Street Learning Commons before, after, and during school hours; Lower and Middle School students need to have a pass to use the space during the school day if they are not visiting with a class. Students are expected to use the space for academic support or free browsing before and after school, and the space is not meant to be a substitute for after-school care. Lower School students using the Street Learning Commons after school must be accompanied by an adult.

Students will visit the Street Learning Commons on occasion for formal classes or events that include independent reading discussions, research and information literacy lessons, invited speakers or panels that supplement Collegiate's curriculum, and clubs and activities.

Technology Access: The Street Learning Commons provides access and support for educational technology exploration in the Hall Ed Tech Center. iPads, Kindles, Chromebooks, MacBooks, laptop computers, printers and cameras are available for use, with some items available for check-out. The room is also equipped with a green screen. Students are encouraged to use this space as a place to explore using educational technology for school projects or for personal growth and to consult with staff if they have questions about how to access or use technology. Students will also have access to a charging station and docking stations in the Street Learning Commons for their personal or borrowed devices.

MEDICAL LEAVE OF ABSENCE (MLOA) POLICY

A Medical Leave of Absence (MLOA) occurs when Louisville Collegiate School temporarily withdraws a student with a medical condition that adversely affects his/her ability to remain in school. The policy's objectives are as follows:

- To help the student obtain appropriate medical and/or psychological intervention that is beyond the scope of the school to treat.
- To allow the student adequate time to focus on getting well and to reduce stress.
- To ensure the safety of the student and others within the Louisville Collegiate School community.
- Examples of when an MLOA may be granted or required include:
 - A situation in which it is determined that a student is in danger of hurting him/herself or others.
 - Any illness in which school attendance and grades cannot be maintained.

School personnel or parent/guardian can request an MLOA for the student. The process is as follows:

- School personnel or parent/guardian alert the division counselor when a MLOA is believed to be warranted.
- Division counselors may also alert the division heads when a MLOA is believed to be warranted.
- School counselors convene to discuss the student's needs and any potential impact on the school community. School counselors make a recommendation to administration about whether an MLOA should be granted.
- If the MLOA is granted, parent/guardian is notified and complete appropriate consent forms. Additionally, appropriate medical personnel complete the Medical Leave of Absence Verification form. Parent/guardian returns all forms to the school in a timely manner.

All medical details surrounding the MLOA, other than the existence of the medical leave itself, will be kept confidential and thereby shared only with appropriate school personnel on a need-to-know basis. Information concerning the MLOA will appear in the student's medical record

kept at the Health Center and will not be part of the student's official academic record or transcript. Parents/guardians reserve the right to refuse the MLOA by withdrawing the student from Collegiate.

Before a student returns to school, parents and/or guardians meet face-to-face with appropriate school personnel to discuss plans for their child's re-entry. If Collegiate determines that it is not in the student's and/or community's best interest for him/her to return to school, parents/guardians will be notified. School administration will work with the family to allow for withdrawal from school in a manner that best supports the student and the school.

STUDENT, PARENT, TEACHER PORTALS

Portals permit parents, teachers, and students access to online information about Collegiate. Users can access the portal by visiting louisvillecollegiate.org and clicking on myCollegiate.

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 and daily grades. Report cards are made available via the portal for grades JK-12.
- **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 ASSOCIATION

Every Collegiate parent/guardian is a member of the Parents Association (PA). The Louisville Collegiate School Parents Association creates opportunities for students and families to experience meaningful moments and to connect and support one another and the school in a fun, purposeful way.

Parents Association Board Members, 2019-20

Beth Salamon, *President*

Connie Thomas, *Past President*

Faina Kaplan, *Treasurer*

Alison Brehm, *Secretary*

Leea Bridgeman, *Lower School VP*

Lucy Holzer, *Lower School VP*

Wendi Haller, *Middle School VP*

Michelle Berson, *Middle School VP*

Brandi Holbrook, *Upper School VP*

Annie Fitzgerald, *Upper School VP*

Jahna Lindsay-Jones, *Communications*
Lara MacGregor, *Family Support*
Kelly Estep, *Family Support*
Larita Allen, *Faculty/Staff Support*
Valori Benson, *Faculty/Staff Support*
Beth Blythe, *Booster Club*
Nancy Burke, *Booster Club*
Angela Singla, *Equity*

The PA co-sponsors several events with the school, including the SPEAK Series, the State of the School Address, and a General Meeting/Volunteer Appreciation Breakfast.

The PA organizes multiple activities throughout the year and relies on parents to volunteer their time and talents. You are the key to the success of these events. Please consider getting involved and asking your fellow parent friends to volunteer.

Some of the ways PA serves the Collegiate community:

- *Informing, Learning, and Sharing*—SPEAK series, Parent/Counselor information sessions.
- *Supporting Teachers and Staff*—Teacher/Staff Appreciation Activities, Room/Grade Representatives, volunteering in the Library, Welcoming New Staff.
- *Providing Family Support Services*—Used Uniform Sale and Closet, Welcoming Activities and Mentoring for New Families, Yubbler (school supplies)
- *Booster Club* – Support for Athletics, Arts and Academics
- *Having Fun*— Fall Festival, LISC Dances for Middle School, Field Day, Class Parties for Lower School, Fall Parent Gatherings, After Prom Party, Faculty and Staff End-of-Year Party.

PARKING

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/smartphone usage, display of car pool number, and careful attention to the teacher on duty.

Limited student parking is available in the Gilda's Club parking lot and along the neighborhood streets. Parking in the Ray Avenue parking lot is reserved for faculty, staff, and guests only.

Visitors to the school are encouraged to park in the designated visitor spots located in the Glenmary Avenue circle at the building entrance or along the neighborhood streets. Note that the city restricts parking on Glenmary Avenue directly in front of campus from 7:30 - 8:30 a.m. and 1:00 - 4:00 p.m. **If parking on the street, please do so with courtesy to our neighbors and never within four feet of a neighbor's driveway.**

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.

SNOW DAY/EMERGENCY PROCEDURE

Cancellation of school or a starting delay will be determined by the Head of School. Information about a closing or delay will be broadcast using the school's emergency notification system and will be relayed to local TV stations by 6:00 a.m. If there is no announcement, school is open, and on time.

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. If school is delayed, you may want to avoid the Glenmary Drive and come via Grinstead Drive to Ray Avenue. Collegiate does not necessarily close when other Jefferson County schools close.

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 authorized personnel. 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, PLAN, 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 not 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 and/or the Learning Support Services Coordinators.

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 record file is destroyed. The permanent cumulative record card and official transcript are the only records retained.

TECHNOLOGY OFFICE

Joe Casalvieri	Director of Technology Operations	479.0355
Nicole Glover	Coordinator for JK-12 Educational Technology	479.0362

Technology Acceptable Use Policy

Louisville Collegiate School recognizes the importance of technology in education. A computer network offers our users the opportunity to become a community of learners who live and work productively in the changing digital age. Louisville Collegiate School will educate students on the ethical and safe use of technology, and will monitor the activities of devices on the network. Students, staff, and community members are expected to use technology in a manner that reflects the Collegiate Cornerstones of Respect, Honor, Responsibility, and Compassion. This Acceptable Use Policy (AUP) outlines the expectations of all members of the school community when using school technologies or personally owned devices on school property or a school account.

Roles and Responsibilities of Staff

Louisville Collegiate School believes that the use of technology requires all users to be safe and responsible digital citizens. As such, the school utilizes the following strategies to help keep users safe.

- Internet safety and digital citizenship instruction for students will be part of the curriculum.
- Teachers and staff will actively monitor student technology use within the classroom.
- Network and school administrators may review files and communications to ensure appropriate conduct and maintain system integrity. Users should not expect that files stored in a user's school account will always be private.

Roles and Responsibilities of Parents/Guardians

Louisville Collegiate School expects parents/guardians to partner with the school to teach students to use available technology safely and appropriately. While the school will make every effort to prevent inappropriate use, it is impossible to block all inappropriate content. Likewise, any wi-fi connection not maintained by the school is not monitored and is therefore the responsibility of the parent/guardian. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Roles and Responsibilities of Students

Technology and network access is intended solely to support educational goals and instruction. Students are expected to use resources responsibly and will be held accountable for their behavior and communications. All communications, data and files stored or transmitted via the school network or a school account are considered property of Louisville Collegiate School and may be reviewed and/or removed. Within reason and legal guidelines, freedom of speech and access to information shall be honored. Students are responsible for good behavior on the school computer network just as they are in the classroom. General school rules for behavior apply, including adherence to the Honor Code.

Examples of Acceptable Use include (but are not limited to):

- Following school behavior expectations to be a respectful and responsible digital citizen.
- Using online/network resources (including email) as instructed and for educational purposes.
- Storing and sharing only appropriate student work and instructional media in provided networked storage spaces.
- Using school and/or personal technology only at approved times for educational purposes.

Examples of Unacceptable Use include (but are not limited to):

- Accessing, displaying, sending and/or willfully receiving any content that is inappropriate, offensive, harassing, or profane in nature or that which promotes violence or illegal activity.
- Willfully wasting limited resources or using them for non-academic purposes – (file storage, printing, bandwidth)
- Using or sharing another person's username or password, or sharing your username and password with others.
- Harming or destroying the data of another user.
- Inappropriate posting of personal information.
- Disrupting or compromising the network and its settings in any way – (hacking, spamming, proxy bypassing, etc.)
- Damaging or overloading computers or computer networks, including the uploading or creation of computer viruses or downloading unauthorized files.
- Using the school network for personal gain, entertainment, political promotion, or activities unrelated to school.
- Violating copyright laws or committing plagiarism, including the copying of software, music, or other copyright-protected files.
- Intentionally damaging or stealing school or personal devices.
- Engaging in cyber bullying, harassment, or disrespectful conduct toward others.

Personally Owned Devices

Students who demonstrate good digital citizenship and have a signed AUP will be allowed to connect their personally owned devices to the school guest network. **Families are**

responsible for all service and support of personal devices. Collegiate is not responsible for any damage to or loss of a personal device in the school setting.

Privacy Guidelines

Devices may not be used to invade privacy or rights of any person or persons at Collegiate. Students may not use devices in rest rooms, locker rooms, or the nurse's office. Electronic devices may not be used to record audio, video, or take pictures of any student or staff member without their permission.

Consent of Use

As a student of Louisville Collegiate School I understand and agree to follow the rules as stated in the Acceptable Use Policy. I further understand that any violation of the Acceptable Use Policy is unethical and may constitute a criminal offense or result in civil liability. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken. I understand that I should have no reasonable expectation of privacy when I use the Louisville Collegiate School system. I further understand that this Acceptable Use Policy agreement is valid throughout my years at Louisville Collegiate School.

TUTORING

Collegiate strongly believes that the student's teacher is the best resource for additional support outside the classroom. Families are encouraged to seek assistance from their child's current teacher before or after school if additional support is necessary. In addition, students in each division are strongly encouraged to take advantage of the peer tutoring program offered by the upper school Tutoring Club. Afternoon open study hall is also offered to all upper school students. In the case that the student's schedule does not align with the teacher's availability or a service is required that can't be provided by Collegiate's faculty, such as speech therapy, families may wish to seek out private tutoring or specialty services for their child. Collegiate recognizes that these services are usually most convenient to the families when offered on our campus.

Private Tutoring Services Provided by Collegiate Faculty

Faculty members are not permitted to tutor their current classroom students or current students' family members for compensation.

- Faculty members may tutor Collegiate students for compensation on campus outside of normal faculty hours, before 7:45 am each weekday and after 3:45 p.m., Monday, Tuesday, Thursday, & Friday.
- The tutoring rate should be negotiated privately between the tutor and the family.
- Teachers wishing to provide private tutoring services to Collegiate students for compensation (on or off campus) during the school year must seek approval from their respective division head before they can begin.
- Division heads are responsible for keeping a record of students being tutored on-campus & off-campus by faculty members in their respective divisions. The tutoring data should be maintained by division heads throughout the school year and accessible by the Dean of Faculty.

- Collegiate's college counseling department members wishing to provide standardized test prep tutoring services for Collegiate students for compensation must seek approval from the Director of College Counseling before they can begin.
- The Director of College Counseling is responsible for keeping a record of the on-campus & off-campus standardized test prep tutoring services provided to Collegiate students by Collegiate's college counseling department. The tutoring data should be maintained by the Director of College Counseling throughout the school year and accessible by the Dean of Faculty.
- Tutoring for compensation should not take place during a professional meeting (faculty, department, division, etc.) or other commitments related to employment at Collegiate.
- Faculty members are not permitted to tutor non-Collegiate students on Collegiate's campus.

Outside Tutoring or Private Services on Campus

- All tutoring or other student services provided by outside tutors or private groups must be approved by division heads.
- All outside tutoring and services that are approved must take place outside a student's regular academic program (before or after school hours). Exceptions may be made depending on a student's individual learning plan.
- Division heads are responsible for keeping a record of all on-campus tutoring by outside tutors/private groups that takes place in their respective divisions. The tutoring data should be maintained by division heads throughout the school year and accessible by the Dean of Faculty.
- Any approved outside tutors must complete and satisfy a background check through Collegiate at the expense of the tutor or private group.

VISITORS

All campus visitors must enter through the main entrance at the Glenmary Avenue circle drive. To further improve school safety, Louisville Collegiate School utilizes the RaptorWare® V-Soft® system (Raptor) to screen campus visitors. This visitor management system searches sex offender databases in all 50 states. Raptor also screens for custom alerts, such as restraining orders and custody issues.

This system is installed at Collegiate's main visitor entrance located at 2427 Glenmary Avenue. All campus visitors must enter the building at the main entrance to receive a Raptor badge. When a visitor is cleared, Raptor prints a badge featuring the visitor's name, photo, date/time, and destination. If a potential threat is identified, Raptor instantly alerts designated school administrators, via email and text message.

Raptor only uses the visitor's name, birth date, and photo for comparison with a national database of registered sex offenders and a custom database containing confidential alerts specific to the school. Raptor does not gather additional visitor data, and no data will be shared with any outside organization.

If a student or parent wishes to host 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.

POLICIES

Alcohol and Drug Prevention Policy

The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement. As parents, we will:

- Become informed about the facts of alcohol and other drug use so that we can discuss illegal substances credibly with our children.
- Develop and communicate to our children a clear position about alcohol and other drug use.
- Promote and encourage creative social activities without alcohol and other drugs.
- Not serve alcohol to other people's children, who are not of legal drinking age, or allow young people to bring alcohol or other drugs into our homes.
- Support school and law enforcement policies regarding the use of alcohol and other drugs by young people.
- Not sponsor or condone activities we or our children are unable to control, such as parties with limited or no adult supervision
- Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages about alcohol and other drug use.
- Collegiate's school counselors are available for consultation with parents and students on a variety of matters, including alcohol and other drug-related issues.

Harassment Policy

General Policy

Louisville Collegiate School is committed to a safe and civil educational environment where all students, employees, parents, volunteers, and benefactors are treated with respect. This means that Collegiate will not tolerate harassment/bullying in any form.

'Harassment/Bullying' means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental/ physical disability, gender identity, or other distinguishing characteristics, when the intentional written, verbal, or physical act physically harms an individual or damages the individual's property; or substantially interferes with an individual's education or job performance; or substantially disrupts the orderly operation of the school. Harassment/bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. 'Intentional acts' refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This Harassment/Bullying policy also pertains to any activities off campus or electronically that undermine the safe and civil educational environment at Collegiate.

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: 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; making submission to or rejection of such conduct the basis for employment decisions affecting an employee or educational decisions affecting a student; or 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: physical assault, including rape or any coerced sexual relations; subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic connotation; a demeaning sexual proposition; unnecessary or unwanted touching in any form; leering or ogling a person's body; a sexually explicit or suggestive remark about a person's physical attributes, clothing, or behavior; a sexually stereotyped or sexually charged insult, humor or verbal abuse of sexual nature; 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 and school 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.

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*.
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 2:00 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.

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.

LOWER SCHOOL

Lower School Administration

Dr. Tiffany Bridgewater	Head of Lower School	479.0347
Claire Elder	Lower School Administrative Assistant	479.0352
Bridget McGuire	Lower School Counselor	479.0383
Becky Freytag	Director of the Learning Advancement Program	479.0399

Daily Schedule

The Lower School building is open to students Monday-Friday, 7:15 a.m. - 3:30 p.m., except by special arrangement for faculty-supervised activities and meetings with teachers. When not engaged in carpool duty or a school meeting, Lower School teachers are generally available for extra help after school on Mondays, Tuesdays and Thursdays from 3:05 – 3:45 p.m.

Supervision

Lower School children are four years to eleven years young. On a JK-12 campus, they need supervision wherever they go. Lower School faculty supervises students in class, at lunch, on the playground, in the gym, and in transitions from one class/activity to another.

Although Collegiate is a small and safe community, it can seem massive and confusing to a young child. Nine and ten year olds, too, can misconstrue their limits and take unnecessary risks, for example, crossing the street alone or following a friend to another building. Parents can assist with supervision by keeping their own children within sight during family events and helping all children behave in activity-appropriate ways. The school does not take responsibility for students on campus before 7:15 a.m. or after 3:30 p.m.

Arrival Times

Lower School students may arrive as early as 7:15 a.m. to wait in the dining room, where there is a faculty member supervising. Students who have pre-arranged a study session or early morning rehearsal may make their way to the sponsoring teacher's classroom at the appointed time.

The carpool line is supervised from 7:45 - 7:55 a.m., which is when the majority of Lower School students arrive. Morning meetings in Kindergarten through Fifth Grade begin at 8:00 a.m. Morning meeting time in the Lower School is an important way that we begin the day. Students who are late for Morning Meeting miss the opportunity to transition into the learning day.

Junior Kindergarten students will begin their day with a morning meeting at 8:00 a.m. JK children may arrive to the JK House as early as 7:45 a.m. before school begins at 8:00 a.m.

Carpool Procedure (JK-5)

Morning arrival

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

- Once you are in the carpool 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 7:15 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.

Carpool dismissal for JK through 5th grade begins at 3:00 p.m. and ends at 3:20 p.m. The carpool line forms along the school side of Glenmary Avenue. JK-5 students dismiss through the Primary Wing exit, which is the "last" door to the west of campus. Teacher safety patrols are positioned on the sidewalk and help children into cars. We use a walkie-talkie system to alert students and teachers inside the building which carpools are next in line.

Carpool numbers help to ensure an orderly dismissal. Please have your carpool number visibly displayed in the window and encourage your child to know his/her number. Students wait in their homeroom until their number is displayed. Students must enter the car from the curb side of the vehicle; entering a vehicle on the driver's side poses a danger to the student.

Carpool numbers do not change from year to year. New parents please contact the Lower School office to pick up your carpool number before the first day of school (502-479-0352 or celder@louisvillecollegiate.org). Parents must have the names of those authorized to pick up their child(ren) listed as an emergency contact in Magnus Health.

Notification for change in dismissal

Students who are going home differently from their normal routine or who are riding with a different adult, should inform the homeroom teacher in writing and phone or email (celder@louisvillecollegiate.org) the Lower School Office **before 1:45 p.m. so that a safe transition can be made.**

SCHOOL UNIFORM AND 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. The dress code is designed to be comfortable and affordable.

School uniform clothing may be purchased at Shaheen's Department Store and Parker Uniform Company. Official Collegiate Polo shirts with school insignia can be purchased through the Glenmary Shop or Shaheen's.

The Glenmary Shop, sponsored by the Alumni Association, is located in Alumni Hall attached to the Upper School between the gymnasiums. It offers an array of uniform-approved shirts, sweatshirts, and fleece jackets with the Collegiate logo.

Other items such as blouses, pants and shorts, may be purchased at local retailers. No hats, scarves, bandanas, cargo pants, denim clothing, or legwarmers are to be worn in the classroom. 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.

Girls: Grades K–5

- Official plaid jumper
- Official plaid skort (no kilts)
- Navy or khaki shorts with or without belt loops
- Navy or khaki pants with or without belt loops
- Black, brown or navy belt if shorts and pants have loops*
- **(Kindergarten students are exempt from wearing belts)*
- White, collared dress shirt/blouse with no logos or insignias (tucked in or with jumper)
- Navy or White polo with no logos or insignias (with jumpers only)
- Official Collegiate polo, navy or white (with skort)
- Navy or White turtleneck
- Navy or white socks
- Navy or white tights
- Navy full-length, straight-leg leggings
- Closed toe, closed heel shoes, athletic shoes, or boots - no heelys allowed
- Shorts must be worn under jumpers if not wearing leggings.
- Solid Navy blue sweater with no logos or insignia
- Official Collegiate outerwear includes any jackets, sweatshirts, fleeces, etc... approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear is permitted to be worn inside.

Boys: Grades K–5

- Navy or khaki shorts with or without belt loops
- Navy or khaki pants with or without belt loops
- Black, brown, or navy belt if shorts and pants have loops*
- **(Kindergarten students are exempt from wearing belts)*
- Official Collegiate polo, navy, or white (tucked in)
- Navy or White turtleneck
- Navy or white socks
- Closed toe, closed heel shoes, athletic shoes, or boots - no heelys allowed
- Solid Navy sweater with no logos or insignia
- Official Collegiate outerwear includes any jackets, sweatshirts, fleeces, etc... approved by the Athletics Department or purchased through the Glenmary Shop. No other outerwear permitted to be worn inside.

Special Occasion Dress

(Convocation, Holiday Program and special assemblies as announced)

Girls: K-5

- White, collared dress shirt/blouse with no logos or insignias
- Official plaid jumper or navy pants with or without belt loops (A black, brown, or navy belt must be worn if pants have belt loops)
- Navy or white tights or white socks with jumper
- Dark socks with pants
- Closed toe, closed heel dress shoes - no heelys allowed

Boys: K-5

- White collared shirt with no logos or insignias
- Navy pants with belt loops
- Blue and gold school tie, purchased from the Glenmary Shop
- Dress shoes - no heelys allowed
- Dark socks
- Black, brown, or navy belt

For Commencement, First grade girls are to wear a pastel dress and dress shoes with socks or tights (no white dresses). First grade boys are to wear special occasion dress.

Physical Education Uniform

Grades: K-5

- No Physical Education uniform for K-5, students wear school uniforms
- Girls wearing a jumper must wear a pair of shorts or leggings under their school uniform for Physical Education class
- Girls and Boys must keep one pair of athletic shoes at school for Physical Education class

Game Day Uniform

On days when fifth grade students have athletic contests, they may wear their game jerseys with the appropriate uniform bottom. Game shorts and athletic uniform kilts are not allowed during the school day. All academic and athletic team members wear the same Game Day Uniform; team captains will communicate the decision to team members.

COMMUNICATION

The Lower School strives for open communication with parents and works to collaborate with parents to understand and educate each child. Therefore, the exchange of information and ideas between the school and families is essential. We will reach out to you in several ways:

The first and best source of information about individual student performance, behavior, or concerns is the homeroom teacher. Faculty members will often call or email parents with particular concerns, and teachers are asked to return emails from parents within 24 business hours. All parents and guardians are urged to meet with homeroom and specials teachers during Back to School Night.

Electronic Communication

All Lower School news is available through email and Enews. We also have a Facebook and Instagram accounts for the Lower School. Facebook page is Lower School Louisville Collegiate School and the Instagram profile name is LS Collegiate. JK-12 news including the all-school calendar can be found at louisvillecollegiate.org.

Progress Reports and Report Cards

Report cards are distributed electronically at the end of each school quarter. Quarterly progress reports will be mailed to those families who have been engaged in communication or meetings with teachers.

Family-Teacher Conferences: September 26 & 27, 2019 and February 14, 2020

Families and teachers discuss students' progress in academic areas as well as their social/emotional adjustment to school activities.

Email

Faculty, staff, and office personnel are readily available by the email addresses listed in the Collegiate Directory.

Parent Questions (Who to see for What)

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 homeroom or special area teacher (through email or a written note).
- Questions about Lower School or school-wide activities are best directed to the Lower School Administrative Assistant, Claire Elder: 479.0352 or celder@louisvillecollegiate.org.
- Questions about athletic schedules or directions to the games are best directed to the K-12 Athletics Department, Meghan Farmer, 479.0388 or mfarmer@louisvillecollegiate.org.
- If these lines of communication do not solve an issue, the Head of Lower School, Dr. Tiffany Bridgewater, can be reached at 479.0347 or tbridgewater@louisvillecollegiate.org.

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 your child's educational needs. Your feedback and suggestions are crucial to our maintaining the highest quality programs.

ATTENDANCE

A strong Lower School academic experience depends on regular and concentrated attendance. Although we make every effort to help an absent student make up missed work, s/he cannot

make up for the missed experiences – the projects, group conversations, interactive work, and targeted instructional practices – that occur during a lesson’s activity. Therefore, we urge families to adopt a home routine that prioritizes healthy practices such as plenty (10 hours) of sleep, reading together, eating balanced meals, and regular hand washing, so that students can attend school daily.

Excused Absence

If a student is absent from school for illness, crisis, or religious observance, call or email the Lower School office prior to 8:30 a.m. on the day of the absence. If you suspect your child is sick, please keep him/her at home. Notify the school if your child has been diagnosed with an infectious disease or illness. For excused absences, teachers provide a packet of the daily work missed and work with the family to reschedule tests, quizzes and other projects missed. Parents can arrange for a sibling or neighbor to collect the work from the office to bring home on the day of the absence.

Pre-planned Absence

Each quarter we have one or two days off from school and these are perfect dates for doctor appointments, various therapies, and even family trips. However, these events are sometimes unavoidably scheduled during the school day/year. Advance request for absence for any reason other than illness, religious observance, or crisis is mandatory. Please notify the Head of Lower School in writing of any planned absences and she will decide if the absence is excused.

Unexcused Absence

When a student incurs an unexcused absence (one not approved by the Lower School Head), the student will be responsible for obtaining assignments and for making up all missed work in a timely fashion. Teachers are not required to provide assignments, tests, quizzes, or other homework during unexcused absences.

Physical Education Participation

If a student is to be present at school but 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.

ACADEMIC INFORMATION

The Lower School academic program builds the child’s foundation of study habits, concepts and skills. The curriculum follows a logical, progressive framework and ensures a well-rounded, liberal arts education in every grade. Students are challenged daily and grow more skillful every year in every area, in accordance with their talent and hard work.

The habits and self-awareness that are built in Lower School last into adolescence and adulthood. Thus the Lower School both inspires and expects academic excellence by

communicating high expectations for all students and encouraging students to do their best at everything they attempt. Instruction is differentiated so that many learning outcomes are possible. Classrooms are positive, engaging, inclusive, collaborative, and inspiring.

The Lower School has adopted several curricula to guide the planning of faculty and ensure the sequencing of content as well as the use of strong and effective methods across grade levels.

- *Everyday Mathematics (grades JK-5)*
- *FOSS Science Kits (grades K-5)*
- *Fine Arts Framework – Art Program (grades 1-8)*
- *Fine Arts Framework – Music Program (grades K-5)*
- *The Responsive Classroom (grades JK-5)*

These programs were adopted because they have high academic expectations along the current national subject area standards; provide a hands-on, student-centered approach for student work; respect different ways of learning and knowing; build in differentiation for all learners; build in regular assessment opportunities; support teachers to use many instructional techniques (whole group, guided practice, small group, independent practice); and leave room for teachers to develop additional assignments, materials, projects, activities, and instructional strategies that meet the needs of the students in this year's class.

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, please discuss this with the classroom teacher. Likewise, if there seems to be little or no homework, check your child's homework folder or planner and confer with the teacher. Generally, homework is not given on vacations, weekends, or religious holidays.

Official "No Homework" Nights

Designated no homework dates have been established in observation of both religious and nonreligious holidays that impact a large number of our student body. Parents will need to reference the school wide calendar for specific dates and instructions. If families observe other religious holidays not referenced on the school wide calendar that may impact academic performance, support should be arranged between the family and the child's teachers upon request by the student.

Assessment

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 are available on the parent portal two weeks following the end of the school quarters.

Student skill development in grades 1 through 5 is 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 in Grade 5 are graded using the following percentages:

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

JK and K students are assessed using the following key:

U = Usually

S = Sometimes

M = Seldom

Standardized Testing

Students in grades three through five are administered the ERB Comprehensive Testing Program 5 in the spring semester. Results are usually available by mid-July and are shared with parents. As partners in the process of educating Lower School children, these results are used along with classroom and home observations, student report cards, teacher conferences, and student work samples, to make informed decisions about a student's strengths and needs.

The Lower School uses the results of the testing to evaluate its effectiveness. We look at the overall achievement of *all students* on each subtest at each grade level. This helps to point out areas in which the instructional program is strong and in which areas we may want to improve.

Second, we look at the overall achievement of *all students in each grade* to double-check class placements for the coming year (we strive for mixed-ability groups in each class) and to look at the effectiveness of instruction in grade level programs. Finally, we look at *individual student results* to help us develop instructional plans for each student for the coming year.

Class Placement/Homeroom Teacher Assignment Policy

Determining the make-up of each Lower School section is the shared responsibility of the sending teachers and the Head of Lower School. They rely on their professional in-class experience with the students to make decisions based on a number of factors including student numbers, academic strengths and needs as well as classroom dynamics. The sectioning is intended to provide the best possible grouping to encourage the potential of each child. Students and parents will be notified of class groupings and homeroom teacher assignments at the beginning of August.

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.

Tutoring

Tutoring for Lower School students can be provided on campus to help your child reach his or her academic potential. To find a tutor who suits your child's individual needs and schedule, please contact the Director of Learning Advancement Program, Becky Freytag, 502.479-0399.

Field Trips

Because young students "learn by doing," each grade level takes several field trips each year to enrich the school's curriculum. The purpose of field trips in Collegiate's Lower School is for students to experience local and regional sites that increase the educational value of a curricular topic. It is not a "break" or a "fun day" away from school. It is highly structured with learning opportunities, transportation, agenda, and chaperones carefully chosen and organized.

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.

In particular, students are expected to wear school uniforms, unless otherwise specified; obey instructions of chaperones, teachers, bus drivers, and guides; and thank chaperones, bus drivers, and guides after each trip.

Service Learning

Service learning is a motivating tool for expanding a young student's horizons, accomplishing academic goals, and developing citizenship and good character. Each grade level in the Lower School serves a charity or organization that is connected to its age-group and curriculum in some way. For example, the Third Grade serves the American Printing House for the Blind and

Visually Impaired Preschool Services to enrich their study of the biography of Helen Keller. Service learning projects are designed by students, teachers, and parents and carried out throughout the year.

Two important times that service learning is embedded in the school year are during the quarterly classroom parties and the Mayor's Week of Service. During class parties, students celebrate with their classmates as well as create an outreach product for their service organization. Third Grade, for example, might create recorded books for the VIPS preschoolers during their Valentine's party. During the Mayor's Week of Service, grades clock their hours of service and watch the accumulation of service hours on the Louisville Mayor's Give a Day website.

Learning at Lunch

Eating a variety of foods is a natural, enjoyable experience. We learned to do this by tasting, by socializing, and by learning the nutritional value of a balanced diet.

Collegiate is fortunate to have a food service staff that cares about children's health. Fresh, locally grown fruits and vegetables, multiple choices, and mildly-spiced and tasty dishes representing many food traditions are offered daily.

Junior Kindergarten and Kindergarten students eat with their homeroom teachers, and they have the opportunity to try items from the "hotline." Junior Kindergarten and Kindergarten students who choose not to go through the line are offered a sandwich (cheese, ham, peanut butter/substitute or peanut butter/substitute and jelly). Fruit is available daily.

Kindergarteners study the sensory and nutritional properties of food through the *Food Is Elementary* curriculum developed by Antonia Demas, Ph.D. Through a series of hands-on food preparation lessons, students learn to identify and appreciate fruits, vegetables, beans, and spices.

A mix of Lower School students, grades 1-5, sit at tables supervised by an adult. Third, fourth, and fifth graders have a choice of a hot lunch, soup, salad, pasta, or sandwich. We teach planning a plate with a variety of colors and food groups, appropriate serving sizes, leaving some food for others, and eating for energy.

CHARACTER EDUCATION AND HONOR CODE

Louisville Collegiate Lower School strives to be a strong and safe school community in which *how* we teach and treat students is as important as *what* we teach them. We recognize that the greatest cognitive growth occurs through social interaction and to be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.

We make every effort to know children as people and to acknowledge their family and cultural values as we make instructional decisions. Family input into this process is crucial; in fact, the family-school partnership is essential to children's education.

The Lower School enacts its curriculum through routine daily, weekly, and monthly practices that strengthen the individual student as well as the social bonds between students. These include:

Morning meeting is a gathering of the whole class to greet each other, share news, and warm up for the day ahead.

Lower School Collegiate Cornerstones of respect, responsibility, honor, and compassion are lived principles that are highlighted throughout the school day.

Cornerstone classes led by the Lower School Counselor are monthly (semi-monthly in fourth and fifth grades) classroom activities in which students discuss and practice the cornerstones in a safe, interactive group.

Interactive modeling teaches children to notice and internalize expected behaviors.

Positive teacher language, the intentional use of positive words and tone, promotes children's active learning, sense of community, and self-discipline.

Academic choice allows students to select classroom work from teacher-structured alternatives. *Classroom arrangement and organization*, the physical environment, promotes student independence, cooperation, and productivity.

Collaborative problem solving uses conferencing, role-playing, predicting possible hang-ups, and co-creating expectations for work to resolve problems with students.

Working with families occurs during formal conferences and informal phone calls, emails, and classroom visits. Hearing a family's insights about its children strengthens our ability to teach them effectively. Sharing our teaching decisions with families builds confidence in our work and in our school.

Logical consequences allow students to fix their mistakes and learn from them.

Lower School Honor Code

Honor is telling the truth, doing our own best work, and respecting others' supplies and belongings.

Telling the truth

Lower School students tell the truth, even when the truth is hard to say. We inform adults when there is a problem with the intention of fixing the problem.

Doing our own best work

Lower School students do their own best work. We write our own words with our own voices. We try as hard as we can on every assignment.

Respecting other people, and their feelings, supplies and belongings

Lower School students ask before they touch others' belongings without permission. We always give back other people's possessions after using them. If we find something that belongs to someone else, we try to find its owner.

Community Responsibilities

Upholding honor within our Collegiate community is the work of *every student, faculty member, a staff member, and parent*. Everyone shares the responsibility of creating an environment in which compassion, respect, responsibility, and honor are cultivated and celebrated.

When students break the Honor Code, their teachers meet with the students to discuss and apply the consequences. If a student shows repeated or severe dishonor, the Head of Lower School and homeroom teacher meet together with the student's parents/guardians and his/her teachers to make a plan for re-teaching the value of honor.

DISCIPLINE PROCESS

Learning to be respectful, responsible, and honest student is a long-term process that depends on the willingness of students, parents, and teachers to commit to consistency, firmness, and fairness.

Immature behavior or isolated misbehavior (talking out of turn, misplacing/forgetting materials, using rude language, ignoring a teacher's request) is usually managed by teachers in the context of their classes with strategies that give the student a chance to correct his/her misbehavior and/or to think about what s/he did. Teachers use their professional judgment to guide and develop children's understanding of school expectations:

- Redirecting the student's attention to the task at hand. (*Terrence, let's use a quiet voice in the room.*)
- Removing the misbehaving student from the situation. (*Sarah, please finish your work at the reading table.*)
- Seating the student away from the group. (*I've put a desk here for you, Ian, so you can keep your hands to yourself.*)
- Making a private, informal plan with the student to address a conflict/ problem (Taking Sally aside and saying, *I see that you're still having trouble raising your hand to talk. What could we do to help you remember?*)
- Having the student write a "Stop and Reflect" sheet or letter of apology. (*George, please stop a minute and write down what happened and what you will do differently next time.*)
- Communicating with the student's family about an incident and asking parents to reinforce the school expectations. (*Mr. and Mrs. Johnson, I'd like your help with a problem that we're having here at school...*)
- Consulting with the Lower School Counselor to determine positive behavioral interventions and strategies that target the misbehavior and increase classroom success.

Severe misbehavior or recurring misbehavior (physical harm such as hitting/kicking/biting/pinching; excluding or belittling other students; repeated rude language or actions; dishonorable behavior such as stealing, lying, or cheating) is managed by the Head of Lower School with more severe disciplinary action:

- Obliging the student to phone home to tell parents what s/he did
- Sending the student home for the day or taking a break from the classroom
- Coordinating a mediation between peers with the help of the Lower School Counselor and/or classroom teacher to identify the problem, take responsibility for the misbehavior, and identify alternate actions if the problem were to re-occur.
- Encouraging the student to meet individually with the Lower School Counselor to process the situation, discuss alternate problem solving skills, and if deemed appropriate make amends with the target.
- Collaborating with the Lower School Counselor to develop a formal behavior plan with the student and family that identifies unwanted behaviors, creates a timeline for improvement, and establishes consequences for upholding or breaking the plan.
- Collaborating with the family to enlist the support of a helping professional (e.g., psychologist, therapist, counselor)
- Pursuing alternative school placement

STUDENT ACTIVITIES

After-school Activities

John Miller, Director of *exploreCollegiate*, Co-Director of Extended Day 502.235.5905
Leah Friedman, Co-Director of Extended Day 502.262-7112

exploreCollegiate

Monday through Friday for Grades K - 5, 3:00 - 4:30 p.m.

Activities meet once a week for 8 or 9 weeks, depending on the length of the school quarter. *exploreCollegiate* combines academic, athletic, and aesthetic pursuits with snack, friendly multi-age classes, and faculty pursuing their own co-curricular interests. See the current menu by visiting louisvillecollegiate.org.

Extended Day

Monday through Friday for Grades JK - 5, 3:00 - 6:00 p.m.

Licensed as a high quality child care alternative, the weekly Extended Day schedule affords students time for snack, homework, outdoor play, and planned, student-selected activities in the Extended Day rooms. Children are enrolled on a weekly or daily basis. Prices are pro-rated for students who wish to enroll in an enrichment activity and require Extended Day Care following this activity. Sign up electronically on louisvillecollegiate.org.

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 afternoon carpool by calling carpool numbers, escorting children to and from their cars and monitoring the children who are on deck for the cars next in line. They are also stationed throughout the hallways during these times to offer assistance as well as to encourage careful listening.

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. We urge parents and students to think of healthy alternatives to sugary snacks such as cultural fare or non-food souvenirs. 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.

Senior-First Grade Buddies

An enduring Collegiate tradition, each member of the Senior Class is paired with a First Grade student. The Seniors mentor their buddies throughout the year, from the first all school Convocation, where they are formally introduced to the school community, to graduation, where first grade students escort their seniors into the graduation ceremony. Seniors help first graders learn to ice skate "like in Antarctica" and high-five them during the Halloween Parade. First graders sign the seniors' yearbooks and sing to them a graduation song at their ice cream social.

MIDDLE SCHOOL

Middle School Administration

Lisa Riker	Head of Middle School	479.0379
Barbara Pino	Middle School Administrative Assistant	479.0353
Emily Conn	Dean of Student Life	479.0384
Kate Edelen	Middle School Counselor	479.0346
Sarah Bowling	6 th Grade Team Leader	sbowling@louisvillecollegiate.org
Vanessa Lierley	7 th Grade Team Leader	vlierley@louisvillecollegiate.org
Rick Haas	8 th Grade Team Leader	rhaas@louisvillecollegiate.org

Regular Supervisory Times

The Middle School building is open to students Monday-Friday, 7:00 a.m. - 3:30 p.m., except by special arrangement for faculty-supervised activities and meetings with teachers. The school cannot take responsibility for unsupervised students on campus outside of regular school hours and programs. Teachers are generally available for extra help after school on Mondays, Tuesdays and Thursdays from 3:05 - 3:45 p.m.

Middle School Carpool

Morning drop off begins at 7:30 a.m. in front of Willig Hall and on Glenmary Avenue. All traffic should be heading west (from the direction of Lexington Road) and turn left into the Willig Hall circle. Afternoon pick-up follows the same traffic pattern and runs from 3:05-3:30 p.m.

Students may not be dropped off in the Ray Avenue parking lot in the morning or picked up in the afternoon until after 4:00 p.m. This lot is reserved for Faculty/Staff parking and athletic busses.

In order to ensure the safety of our students, they are required to report to carpool or to an after school activity when dismissed. After 3:30 p.m., students may not be unsupervised and are expected to be in one of the following places:

- Participating in athletic practice/game with a coach
- Attending the Middle School Extended Day after-school program or other school-related activity with staff supervision
- Receiving academic assistance from a teacher
- Studying in the library (open until 4:00 p.m.)

Building Access, Visitors, and Early Dismissal of Students

In order to help keep our students safe, all Collegiate doors are locked during the school day and Middle School students are required to carry swipe cards on a lanyard for access to school buildings. Additionally, visitors to Collegiate must make use of the School's main door when visiting campus or picking up students (without a note) during the school day. The main door is located just outside the Glenmary Avenue reception office that is adjacent to the Auditorium.

When picking up a student or visiting campus between 8:00 a.m. and 3:00 p.m., please be mindful of this policy. Additional and specific guidelines are as follows:

- Middle school students must carry their swipe card and ID card on a lanyard around their neck. The swipe card provides easy access to school buildings, and a Collegiate lanyard may be purchased at the Glenmary Shop. Students may use a lanyard of their choosing as long as it has a school appropriate theme. Students failing to wear their swipe card and ID card will earn discipline points. If the swipe card and/or ID card are lost, students must report the loss to the Middle School Administrative Assistant. The lost swipe card will be deactivated and a replacement card issued. Student accounts will be charged \$10 for replacement swipe cards and \$5 for replacement ID cards.
- Late arriving students (after 8:00 a.m.) will enter the Middle School using their swipe cards and sign in at the Middle School office before proceeding to class. Students will not be permitted to their advisory or class without first signing in at the Middle School office. Please see additional information regarding tardiness in the "Attendance" portion of the handbook.
- Students who need to leave school during the day for appointments must have a note with a handwritten parent/guardian signature that includes the date and time of the dismissal. Notes must be provided to the Middle School Administrative Assistant at the beginning of the day. Emails and phone calls from a parent/guardian to the administrative assistant are also accepted. Before students leave, they must sign out from the Middle School office at the appointed time and then may be picked up at the Main Office at the Glenmary entrance.

SCHOOL UNIFORM AND DRESS CODE

Uniform and Appearance

Collegiate believes that uniform dress promotes respect for the importance of education, teaches attention to detail, and builds a sense of school spirit. The dress code is designed to be comfortable, inexpensive, and must not be excessively worn or frayed. Students not in appropriate dress will be issued a point and may be asked to obtain appropriate clothing prior to rejoining fellow students in the Collegiate academic environment. Hair and jewelry must also be appropriate for the academic environment, as discerned by the Head of Middle School and/or Dean of Student Life.

Wednesday August 28 is a Blue 2, and the Entrepreneurial Problem Solving class will be in the Makery from 9:50 - 11:05

Additional requirements:

- Students are not permitted to wear hats inside any school building unless they have a religious obligation to do so
- Students may not wear sunglasses inside school buildings unless there is a documented medical reason for such use
- Students are not permitted to wear the hoods of sweatshirts inside any school building

- Yoga pants or leggings are allowed to be worn under kilts
- Pajama pants may not be worn during the school day
- Underwear should not be visible at any time

Special Occasion Dress (*Special assemblies as announced*)

For all students

- If worn, navy blazer or sweater with no logos or insignias (optional item). No outerwear permitted.
- White, collared, button-down dress shirt or blouse, tucked in, with no logos or insignias
- Undershirt, if worn, should be solid white
- Solid white, navy blue, or black socks or full-length tights must be worn
- Dress shoes are required with closed toes and closed heels, with heels no higher than one inch. No boots or athletic shoes are permitted.
- Students will wear either a kilt of appropriate length or khaki dress pants with belt loops and a belt. Pockets sewn on the outside of the thigh or leg are not permitted for special occasion dress uniform.
- Any student choosing to wear a button down dress shirt, versus a blouse, is expected to wear a school bow tie or necktie of appropriate length that should be tied so that the tie covers the top shirt button

Non-uniform Dress

On non-uniform days, students are still expected to present a clean and neat appearance appropriate to an academic environment. Clothing, including jewelry, may not promote messages, products, or behaviors that stand in opposition to Collegiate's mission and cornerstones. Clothing must be in good repair with no holes, frayed edges, or tears.

Specific Expectations for Non Uniform Dress:

- Clothing should cover a student's midsection, including when the wearer's arms are raised
- Skirts' and shorts' hems should fall at or below the wearer's knuckles when the wearer is standing upright
- Students may not wear strapless shirts
- Straps on tank tops must be at least 1.5 inches wide
- Sheer or knitted tops and other layers, whether it is outerwear or is underneath another garment, must conform to the dress code
- Yoga pants or leggings are allowed as long as they are not see through and are worn with a shirt or sweater that completely covers the midriff, including when arms are raised.
- Pajama pants may not be worn during the school day
- Underwear should not be visible at any time
- As on uniform days, students must wear closed-toe, closed-heel shoes
- Students are not permitted to wear hats inside any school building unless they have a religious obligation to do so

- Students may not wear sunglasses inside school buildings unless there is a documented medical reason for such use
- Students are not permitted to wear the hoods of sweatshirts inside any school building

The school retains final discretion as to whether a student is properly attired.

Game Day Uniform

On days when students have athletic or academic contests, they may wear their game jerseys or training shirts with school uniform pants or kilt. Game shorts and athletic uniform kilts are not allowed during the school day. **All academic and athletic team members must wear the same "Game Day Uniform." Team captains and coaches are responsible for communicating decisions about "Game Day Uniforms."**

Physical Education Uniform

- Collegiate physical education T-shirt and shorts purchased through the Glenmary Shop
- Appropriate athletic socks
- A separate pair of sneakers should remain in physical education locker and are required for class
- Heart Rate Monitor Strap (school issued)
- 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. Students will be notified in advance and given the opportunity to claim their belongings and clear out their lockers. Heart rate monitor straps issued first quarter are collected at the end of the school year. Damaged straps or failure to return the issued strap will result in a \$20 charge to the student account.

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:

Information 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 email parents with particular concerns, and teachers are asked to return emails within 24 business hours.
2. All parents and guardians are urged to attend our Back to School Night and Family Conferences.
3. Updated information on student academic progress will be available through my*Collegiate*. Teachers will post homework assignments, current averages, recent assessment scores and, when necessary, comments for improvement. Teachers are expected to update their online gradebooks regularly.
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 school-related information and navigating the discipline system.
5. If the appropriate teacher or advisor cannot provide a sufficient answer for parental concerns, families have other resources, including the Grade Team Leader.
6. 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 Leadership Team with the Head of Middle School. Students should see their team leaders as additional resources and mentors. 2019 - 2020 Middle School Team Leaders are 6th grade, **Sarah Bowling**; 7th grade, **Vanessa Lierley**; and 8th grade, **Rick Haas**.
7. The Middle School Counselor, Dean of Student Life, and Head of Middle School will help with issues still unresolved after one has spoken to the appropriate teacher, coach or activity advisor.
8. All faculty members who teach in a particular grade level meet weekly in Grade Level Meetings (GLM) to discuss the progress of students in that grade level. When appropriate, the team leader or advisor will follow up on the recommendations of the GLM and contact the student’s family.

Communication about 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 **Barbara Pino**, our Middle School Administrative Assistant. Her phone number is 479.0353 and her email is bpino@louisvillecollegiate.org.

2. For social and psychological needs, families should contact **Kate Edelen**, the Middle School Counselor, who follows up on recommendations from teachers and is a resource for referrals.
3. For learning service needs, families should contact **Becky Freytag**. She is an excellent resource when considering psychoeducational testing, standardized test extended time, and learning plans.
4. Health Services supports student health through all three divisions. The school nurse's office is in the Lower School building in room 109. 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. In situations in which the nurse is not available, students and parents or guardians should contact the administrative assistant in the division office.
5. Dean of Student Life, **Emily Conn**, oversees all student life in the Middle School including discipline, student activities and leadership development.
6. Classroom teachers, classmates, student leaders and others play valuable roles of support. The Head of Middle School, **Lisa Riker**, 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, students, families, and staff.

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

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

Email

Each Middle School student is given an email account, and the School recommends students check their email at least once a day as they are responsible for information shared via school email.

ATTENDANCE

In order to take advantage of the full program at Collegiate, regular attendance is required. Both students and families should understand the importance of a student's attendance record, which will be included on the student's report card. Students and families 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 class meetings in a marking period (excused and unexcused) may not pass the class. If absences continue to be excessive, a family meeting will be required and the student's standing at Collegiate may be in jeopardy.

Tardiness to School

Attendance is taken promptly at 8:00 a.m. each school day. Students are encouraged to arrive to school by 7:45 a.m. to ensure they have time to prepare and get organized for the day. Students who arrive late to school due to a medical appointment must have a note from the health care provider to ensure that the tardy will be marked "excused." We recognize that every morning does not go smoothly and extraordinary circumstances like weather, traffic, and trains can result in lateness. Students are allowed to be late three times per quarter with a written note from a parent/guardian. If this limit is exceeded then the student will be marked "tardy - unexcused" and a disciplinary point will be issued for that and each subsequent tardy during the quarter. Students absent from school are not permitted to participate in after-school activities that day.

ACADEMIC INFORMATION AND POLICIES

Homework

It is our belief that the Collegiate Middle School homework expectations should be manageable. Students are encouraged to complete daily assignments on the day the homework is assigned and approach teachers the next day if the work is problematic in any way. Study halls are times for students to complete work and to meet with teachers for additional support. Teachers and advisors are available before and after school every day. If, for any reason, students feel overwhelmed, underwhelmed, or confused by homework, the classroom teacher is the best resource for initial support.

Make-Up Work

Make-up 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 make-up work, either in person the next day, or sending an email while absent. 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, plus one day, to make up any work missed during the absence. For example, if a student is out ill for two days, they have three days to make up missed work. Given the alternating blue/gold days of the block schedule, a student should return from an absence ready to develop a plan to make-up work.

Academic Evaluation – Grades

Student academic progress is communicated in a variety of ways. Students and parents/guardians have access to assignment grades as soon as they are entered into a faculty gradebook. Formally, middle school report cards are available to families on my*Collegiate* after the end of each grading quarter. While grades are a valuable measurement of a student's achievement, formal and informal conversations throughout the year about student effort/progress and faculty-crafted comments at the end of first and third quarter also provide valuable perspectives on student academic progress.

- Middle School teachers update the grades and assignments posted on the "Student Portal" and "Parent Portal" of my*Collegiate*, making this system the most accessible in terms of providing a snapshot of a student's progress. Parents or guardians noting a negative change in the student's performance should email the appropriate teacher or advisor in order to partner with the instructor/s in support of the student.
- Grade reports at the end of the first and third quarters will provide a short narrative from each teacher that gives a synopsis of each student's progress at that point in the semester.

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:

Grade	Scale
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

8th Grade Final Examinations

In preparation for the Upper School, eighth-grade students are assessed via cumulative semester exams in all five core academic courses at the end of the school year. Each exam constitutes 15% of the fourth quarter grade.

Late Work

As a general policy, work submitted after a deadline will be subject to academic penalties as made by the specific grade level teams/faculty.

Academic Probation Policy

Should a student receive two grades of D+ or lower 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 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 with the Grade Level Team teachers and Head of Middle School. Midway through the grading period following the commencement of probation, the student's progress will be evaluated and a recommendation may be made 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. If a student stays on Academic Probation for more than two quarters in a row or in a given school year, their opportunity to return to Collegiate may be jeopardized and/or the re-enrollment contract may be held or deemed invalid. Questions regarding academic probation should be directed to the Head of Middle School.

Character Education and the Honor Code

Woven into the mission of Louisville Collegiate School, the four Character Cornerstones of Respect, Responsibility, Honor, and Compassion permeate the curriculum and programming of the Middle School experience. A crucial component of the Middle School experience at Collegiate is the character cultivated in each student. Collegiate's character development programs afford students opportunities to address self-confidence, acceptance of others, and

independence. Collegiate middle school students are expected to learn and exemplify these qualities as they grow and develop.

Respectful Practices

At Collegiate, Respect is defined as showing esteem and courteous regard for all people and property. Respect is an attitude of caring about people and treating them with dignity. Respect is valuing ourselves and others. We show respect by speaking and acting with courtesy. When we are respectful, we treat others the way we want to be treated.

Responsible Practices

At Collegiate, Responsibility is defined as doing the right thing, especially when no one is looking, and exercising accountability for one's choices. Being responsible means others can depend on you. You are willing to take ownership for your actions. When things go wrong and you make a mistake, you make amends instead of making excuses.

Honorable Practices

Drawing on our historic Honor Code, Collegiate defines Honor as living truthfully and without deception and esteeming others property and academic work. Collegiate's Honor Code calls all who belong to the Collegiate community not to lie, cheat, or steal, nor tolerate those who do.

Compassionate Practices

Collegiate defines Compassion as empathy in action. Empathy is understanding and identifying with someone else's situation, especially in a time of need or hurt. Compassion takes empathy one significant step further, calling for action in an effort to help.

Collegiate's Honor Code

- Louisville Collegiate School students will not lie. Lying is the conscious creation of a false impression, the willful denial of facts or the breaking of a pledge.
- Louisville Collegiate School 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).
- Louisville Collegiate School students will not steal. Stealing is the taking of anything without the consent of the owner.

A student who violates the Honor Code is urged to report himself/herself to the Head of Middle School (HOMS), Dean of Student Life (DOSL), Advisor or a teacher. Students who know of an Honor Code infraction are expected to report all information to the HOMS, DOSL, School Counselor, Advisor, or a teacher. To protect confidentiality, a student may communicate in person or via email.

Students who do not live up to the ideals of the Honor Code can expect a prompt, fair, and firm response. The DOSL will collect information from all parties involved and convene with the

HOMS and the Upper School Dean of Students to discuss the incident. If it is determined that a student is responsible for a violation of Collegiate's Honor Code, consequences include, but are not limited to, a conversation, a warning, academic penalties, discipline points, detentions, in-school suspension, out-of-school suspension, and in the most extreme circumstances, dismissal from school. The principle aim in responding to Honor Code infractions is to educate students about the importance of personal character and to engender greater self-awareness moving forward.

DISCIPLINE POLICY

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 *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 Middle School, the Dean of Student Life, the Grade Leaders and Advisors coordinate and oversee discipline in the division as a part of the school's educational focus on character and community. To understand all details of discipline situations, the school reserves the right to conduct student interviews without the presence of a parent or guardian. Consequences for inappropriate behavior may include a wide range of responses such as work to restore relationships that have been harmed, detentions, work hours, disciplinary probation, suspension, or dismissal.

Middle School Point System

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

How the Point System Works:

1. Faculty and staff honor student choices by issuing points based on inappropriate behavior. Discipline Points in the Middle School are considered to be a formal chronicling of a conversation between faculty/staff and students.
2. All point forms are turned in to the middle school office or to the DOSL by 8:00 a.m. the day after earning the point.
3. The Advisor monitors the accumulation of points and notifies the student and their family when detentions are required.
4. Detentions are issued after a certain number of points have been accumulated, based on a student's grade level. Sixth grade students earn a detention after three points are earned in one discipline period*. Seventh grade students earn a detention after two points are earned in one discipline period. Eighth grade students earn a detention for every point received within the discipline period. Regardless of grade level, multiple point offenses (major infractions) automatically result in detentions.

* A discipline period is defined as: every quarter of sixth grade students, every quarter for the first semester of seventh grade and then the entire second semester for seventh grade students, and each semester for eighth grade students.

Minor Infractions (One Point)

Examples of infractions for which students earn one point:

- Chewing gum
- Tardiness
- Uniform violations
- Missing or not wearing swipe card/ID badge
- Food/drink in prohibited areas
- Inappropriate language
- Electronic disturbances (audible music, etc.)
- Cutting in lunch line
- Running in hall and educational spaces
- Excessive noise in the hallway/classroom
- Wasting/playing with food
- Failure to return checked-out electronic device
- Point slip not returned on time
- Missing detention

Major Infractions (Two Points)

Students earn two points for more egregious behavior. Some examples may include (but are not limited to): disrespect to another person, abusing or misusing technology, skipping class, profanity, or any other behavior deemed inappropriate by the faculty or staff. Major infractions will result in a minimum of two detentions no matter the grade level of the student or number of previously accumulated points in a disciplinary period.

Detentions

Detentions must be served within a week of earning one. There are three opportunities to serve a detention: Tuesday morning, 7:15 - 7:45 a.m., Wednesday afternoon, 3:15 - 3:45 p.m., or Thursday morning, 7:15 - 7:45 a.m. Additional times may be available depending on the DOSL's schedule. If a detention is not served in a timely manner, another point/detention will be earned by the student.

During a detention students are asked to reflect on the impact of their actions for which they received the disciplinary point(s), mend relationships when they have been damaged, and to complete tasks that make our community stronger and more beautiful, such as taking out recycling, helping faculty and staff with various projects, and straightening student gathering areas.

Process

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, as determined by grade level, the student will have a conference with their advisor. The advisor will email a summary of the meeting to the students, parents/guardians, and the DOSL.

If a student accumulates 9 points in a single discipline period, the student will have a conference including their parents, advisor, the DOSL, and other teachers as appropriate.

If a student accumulates 12 points the student and family will meet directly with the HOMS and the DOSL.

If a student accumulates more than 12 points in a disciplinary period, they may be placed on disciplinary probation.

Disciplinary Probation, Contract Hold or Rescission and Dismissal

A student may be placed on disciplinary probation for a serious disciplinary offense, certain Honor Code violations, or an accumulation of minor violations. This probation serves as a warning that continuing the pattern of behavior could result in suspension or dismissal. If no significant improvement is observed within the probationary period, the student might not be asked to return to Collegiate or the contract may be held or rescinded. A student does not necessarily have to be on disciplinary probation prior to being suspended, dismissed, or denied a re-enrollment contract or to have a re-enrollment contract rescinded.

Suspension

A student may be suspended or dismissed when he or she indicates, through one or more violations, she/he does not 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 Collegiate's standards that the school must exclude him or her for a set period of time.

- 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 with other students (including all after school activities).

Tobacco, Alcohol and other Drug Abuse

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 tobacco, alcohol, and other drugs. Collegiate students may not use or possess tobacco, alcohol, or other drug products (including e-cigarettes) while under Louisville Collegiate School's jurisdiction. This rule requires some special clarification. This prohibition extends to illegal uses of substances such as inhalants and to the use of another individual's prescription. The school's jurisdiction includes anytime during the school day, anywhere on the school campus, and anywhere and at any time while attending a school sponsored event or trip.

- Violation of this rule will automatically lead to the confiscation of the device or substance along with a suspension and disciplinary probation, or dismissal.
- In addition, the student may be required to undergo professional evaluation for chemical dependency from a list of school recommended chemical dependency resources which may include a drug test prior to their return to school. This evaluation is coordinated by the Middle School Counselor and the results must be shared with the HOMS.
- 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 on their possession at school. Exceptions include students that must self carry insulin, inhalers, and/or epinephrine auto injectors (e.g. EpiPen).
- Please note the school's compliance with the Unlawful Conduct Policy (KRS 158.155) as outlined under the Policy Section.

Assemblies/Meetings

Students are expected to show respect for the speakers/performers at all assemblies. This includes being silent during the program; sitting appropriately; 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.

Dining Commons

Respect in the dining commons 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 and then dismiss students. Students must stay outside after lunch until classes resume, except in the event of inclement weather.

Lockers & Hallways

Students are expected to take responsibility for the safety, 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. It is also the expectation for students to be respectful of the learning environment and not run or be disruptive in the hallways.

Mobile Technology Policy

Students are not allowed to have access to cell phones during the school day. If a student brings a cell phone to school they must store the phone in their advisor's room/office for the duration of the school day. Computers, laptops, tablets and other mobile devices must be used for approved school work only. Any messaging capabilities must be disabled during the school day. School-owned Chromebooks will be issued to all 6th and 7th grade students. These Chromebooks may not be taken home and must be stored in the assigned computer cart at the end of each school day. 8th grade students must bring a Chromebook or laptop to school each day that is fully charged and functional. For additional information, please see the Technology Acceptable Use Policy.

Student Expectations

Collegiate students are expected to be respectful, responsible, honorable, and compassionate toward the school and the people who make up our school community.

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.

While on field trips, students are expected to:

1. Wear school uniforms, unless otherwise specified
2. Turn in all permission slips and waivers in a timely fashion
3. Follow all school rules and policies, including those regarding tobacco, alcohol and other drugs
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
8. Not bring cell phones, unless otherwise specified by the chaperone

STUDENT AND COMMUNITY ACTIVITIES

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 9:30 p.m. Any student picked up later than 9:45 p.m. will forfeit the privilege to attend the next LISC dance.

Advisory 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 every morning and an additional advisory period each week. 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 situation should contact the advisor first.

Wednesday Morning Meeting

The Wednesday Morning Meeting is a time for all members of the Middle School community to meet together for announcements, small presentations, and events. The morning meetings are planned and run by the Student Life Committee.

"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 ten 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.

UPPER SCHOOL

Upper School Administrators

Jim McGuire	Associate Head of School	
	Interim Head of Upper School	479.0389
Melissa Page	Upper School Administrative Assistant	479.0350
Erin Staley	Upper School Dean of Student Life	292.4060
Whitney Sweeney-Martin	Upper School Counselor	479.0364
Andrea Shannon	Upper School Learning Specialist	292.4052
Sara Gahan	Director of College Counseling	479.0351
Molly Prince	College Counselor	292.4061

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 day is from 8:00 a.m. - 3:00 p.m. Monday - Friday. Teachers are generally available for extra help after school on Mondays, Tuesdays, Thursdays, and Fridays from 3:05 p.m. - 3:45 p.m. and Wednesdays from 3:05 p.m. - 3:40 p.m.

The school cannot take responsibility for students who are on campus outside of regular school hours and programs or who are dropped off or picked up off campus. After 4:00 p.m., students remaining on campus are asked to wait for rides/athletic practices etc. in Alumni Hall between the two gyms. Additionally, after 4:00 p.m., students should be picked up in the Ray Avenue parking lot.

Upper School Carpool

Morning drop off begins at 7:30 a.m. in front of Willig Hall off of Grinstead Drive. All traffic should be heading west (from the direction of Lexington Road) and turn left into the Willig Hall circle.

Afternoon pick-up follows the same traffic pattern but will be from 3:20-3:35 p.m. since the Middle School uses the same carpool location and goes first and since teachers remain after school for extra help.

Students may not be dropped off in the Ray Avenue parking lot in the morning or picked up in the afternoon until after 4:00 p.m. This lot is reserved for Faculty/Staff parking and athletic busses.

Students should park along the neighborhood streets. Parking in the Ray Avenue parking lot is reserved for faculty, staff and guests only.

Additional student parking is available during school hours behind Gilda's Club during the 2019-20 school year.

Building Access, Visitors, and Early Dismissal of Students

In order to keep our students safe, all Collegiate doors are locked during the school day and Upper School students are required to carry swipe cards on a lanyard for access to school buildings. Additionally, visitors to Collegiate must make use of our one main door when visiting campus or picking up students (without a note) during the school day. The main door is located just outside the Glenmary Avenue reception office that is adjacent to the auditorium. When picking up a student or visiting campus between 8:00 a.m. and 3:00 p.m., please be mindful of this policy. Additional and specific guidelines are as follows:

- Upper School students must carry their swipe card and ID card on a lanyard around their neck. The swipe card provides easy access in and out of school buildings and a Collegiate lanyard will be provided to all new students. Students may use a lanyard of their choosing as long as it has a school appropriate theme. Students failing to wear their swipe card and ID card will earn discipline points. If the swipe card and/or ID card are lost, students must report the loss to the Upper School Administrative Assistant. The swipe card will be deactivated and a replacement card issued. Student accounts will be charged \$10 for replacement swipe cards and \$5 for replacement ID cards.
- Late arriving students (after 8:00 a.m.) will enter the Upper School using their swipe cards and sign in at the Upper School office before proceeding to class. After 8:00 a.m., students will not be permitted into their advisory or class without first signing in at the Upper School office.
- Attendance is taken promptly at 8:00 a.m. each school day. Students are encouraged to arrive to school by 7:45 a.m. to ensure they have time to prepare and get organized for the day. Students who arrive late to school due to a medical appointment must have a note from the health care provider to ensure that the tardy will be marked "excused." Students are allowed to be late two times per quarter with a written note from a parent/guardian. If this limit is exceeded then the student will be marked "tardy - unexcused" and a disciplinary point will be issued for that and each subsequent tardy during the quarter. Note that we recognize that every morning does not go smoothly and grace may be given when extraordinary circumstances arise.
- Students who need to leave school during the day for appointments etc. must have a note with a handwritten parent/guardian signature that includes the date and time of the dismissal. Notes must be provided to the Upper School Administrative Assistant at the beginning of the day. Before students leave, they must sign out from the Upper School office at the appointed time and then may be picked up at any school door. Phone calls and text-only emails are not acceptable notes; however, a picture of a signed note emailed to the Upper School Administrative Assistant, is completely acceptable. A signed note may also be faxed to the Upper School office at 502.238.7630.
- Students who need to leave school during the day for an appointment and forget their note, or students who need to leave school due to illness must first sign-out in the Upper School office and then be signed-off campus by a parent, guardian, or approved

designee at the main Glenmary Avenue reception office. Phone calls and text-only emails are not sufficient to release a student from school.

SCHOOL UNIFORM AND DRESS CODE

Uniform and Appearance

Collegiate believes that uniform dress promotes respect for the importance of education, teaches attention to detail, and builds a sense of school spirit. The dress code is designed to be comfortable, inexpensive, and not detract from the learning environment and must not be excessively worn or frayed. Students not in appropriate dress will be issued a point and may be asked to obtain appropriate clothing prior to rejoining fellow students in the Collegiate academic environment. Hair and jewelry must also be appropriate for the academic environment, as discerned by the Upper School and/or Dean of Student Life.

Regular Uniform

Shirts and Outerwear

- Official Collegiate polo (tucked in).
- Undershirt, if worn, will be solid white.
- Solid navy blue sweater, if worn, with no logos or insignia.
- Official Collegiate or solid navy outerwear may include jackets, sweatshirts, and fleeces that have the Collegiate logo or no logo at all.

Pants/Shorts/Kilts

- Pants or shorts with belt loops (khaki in color) and not cargo style or cords.
- Belts should be worn with pants or shorts.
- School uniform kilt (plaid #90) or khaki shorts of appropriate length, so that garment reaches knuckles when wearer stands upright and arms are fully extended down the side.

Footwear

- Socks or tights are required.
- Shoes must be closed toe and closed heel.

Special Occasion Dress (Special assemblies as announced.)

For all students

- If worn, navy blazer or solid navy sweater with no logos or insignia. Both blazers and sweaters are optional items, but no other outerwear is permitted.
- White, collared, button-down dress shirt or blouse, tucked in, with no logos or insignia.
- Undershirt (if worn) should be solid white.
- Solid white, navy-blue, or black socks or full-length tights will be worn at all times.
- Dress shoes are required with closed toes and closed heels. No boots or athletic shoes are permitted.
- Students will wear either a kilt of appropriate length or khaki dress pants with belt loops and a belt. Pockets sewn on the outside of the thigh or leg are not permitted for special occasion dress uniform.

- Any student choosing to wear a button down dress shirt, versus a blouse, is expected to wear a school necktie or bowtie of appropriate length that should be tied so that the tie covers the top shirt button.

Non-uniform Dress

On non-uniform days, students are still expected to present a clean and neat appearance appropriate to an academic environment. Clothing, including jewelry, may not promote messages, products, or behaviors that stand in opposition to Collegiate's mission and cornerstones. Clothing must be in good repair with no holes, frayed edges, or tears.

Specific Expectations for Non Uniform Dress:

- Clothing should cover a student's midsection, including when the wearer's arms are raised.
- Skirts' and shorts' hems should fall at or below the wearer's knuckles when the wearer is standing upright.
- Students may not wear strapless shirts.
- Straps on tank tops must be at least 1.5 inches wide.
- Sheer or knitted tops and other layers, whether outerwear or underneath another garment, must conform to the dress code.
- Yoga pants or leggings are allowed as long as they are not see-through and are worn with a shirt or sweater that completely covers the midriff, including when arms are raised. Pajama pants may not be worn during the school day.
- Undergarments should not be visible at any time.
- As on uniform days, students must wear closed-toe, closed-heel shoes.
- Students are not permitted to wear hats inside any school building unless they have a religious obligation to do so.
- Students may not wear sunglasses inside school buildings unless there is a documented medical reason for such use.
- Students are not permitted to wear the hoods of sweatshirts inside any school building.

The school retains final discretion as to whether a student is properly attired.

Game Day Uniform

On days when students have athletic contests, they may wear their game jerseys or training shirt with appropriate uniform pants or kilt. Game shorts and athletic uniform kilts are not allowed during the school day. Students on teams whose uniform does not include an appropriate shirt may wear an alternative uniform shirt as approved by the Dean of Student Life. **All academic and athletic team members must wear the same "Game Day Uniform." Team captains are responsible for communicating decisions about "Game Day Uniforms."**

Swipe Card

Upper School students must carry their swipe card and ID card on a lanyard around their neck. The swipe card provides easy access in and out of school building and a Collegiate lanyard will be provided to all new students. Students may use a lanyard of their choosing as long as it has a school appropriate theme. Students failing to wear their swipe card and ID card will earn discipline points.

Physical Education Uniform

- Collegiate physical education T-shirt and shorts (worn from the waist) purchased through the Glenmary Shop
- Appropriate athletic socks
- A separate pair of sneakers should remain in physical education locker and are required for class
- Heart Rate Monitor Strap (school issued)
- 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. Heart rate monitor straps issued first quarter are collected at the end of the school year. Damaged straps or failure to return the issued strap will result in a \$20 charge to the student account.

COMMUNICATION

Information 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 email parents with particular concerns, and teachers are asked to return emails within 24 hours during the work week while school is in session.
2. Collegiate teachers, students and families use my*Collegiate*, our web-based portal, designed to facilitate student-teacher communication and parent-school interaction. Teachers will post syllabi, assignments, grades, and other announcements on the "student portal" of my*Collegiate*. The calendar is a great resource for upcoming Upper

School events. MyCollegiate may be accessed through Collegiate's web site at LouisvilleCollegiate.org.

3. All parents and guardians are urged to meet each teacher during our **Back-to-School-Night** in September. Parents and guardians will learn how a teacher organizes the material and conducts class.
4. Students will receive report card grades four times a year. Formal, written comments from classroom instructors will be given twice a year (after quarters one and three). Upper School teachers update grades at least weekly and post all assignments on the "student portal" of myCollegiate so that academic progress can be reviewed throughout both semesters.
5. Each student has a faculty advisor. 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 role is especially appropriate when the issues require input from multiple teachers or coaches. Advisors are committed to investing in relationships with their advisees and their advisees' parents and/or guardians. Ninth grade students are assigned an advisor from the ninth grade team and then upon entering tenth grade, students are assigned an advisor for the remaining three years in the Upper School and stay in single grade advisories.
6. Advisors of students within a particular grade level form a Grade Level Team, headed by the Grade Dean/s. For 2018–19 the Grade Deans are: 9th grade, **Emori Keyer**; 10th grade, **Hillary Boles**; 11th grade, **Tracy Rucker**; 12th grade, **Meghann Scharfenberger**. 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 an additional resource and mentor.
7. If the appropriate teacher, advisor, or dean cannot provide a sufficient answer for parental concerns, families have other resources. Department Chairs can help with curricular and pedagogical policy questions within their departments. Department Chairs for 2018-19 include: English, **Steven Sowell**; Fine Arts, **Sharon Kinnison**; History, **Thomas Travis**; Mathematics, **Kat Crawford**; Physical Education, Jason Coy; Science, **Warren Erath**; World Language, **Diego Ojeda**. **Meghann Scharfenberger** should be your first point of contact for questions about scheduling, prerequisites, and credits earned. The Dean of Student Life, **Erin Staley**, should be the point of contact for parents when issues concern discipline, deportment, or attendance.
8. **Jim McGuire**, the Interim Head of Upper School, can help with issues still unresolved after one has spoken to the appropriate teacher, department chair, or other upper school administrator.

9. Faculty meet weekly in Grade-Level Meetings to discuss student progress. These meetings generally include the Grade Dean, Dean of Student Life, the Upper School counselor, grade level teachers, as well as the advisor for each student discussed. Whenever appropriate, the advisor or counselor will follow up on the recommendations of the Grade-Level Meeting and contact the student's parents or guardians.

Communicating about Specific Academic, Social, or Health-Related Concerns

1. The individual who can most easily direct your call, if unable to answer your question immediately, is the Upper School Administrative Assistant.
2. For social and psychological needs, families should contact **Whitney Sweeney-Martin**, Upper School Counselor. She typically arranges all parent-teacher conferences and follows up on recommendations from teachers.
3. For learning service needs, families should contact **Andrea Shannon**, the Upper School Learning Specialist (ashannon@louisvillecollegiate.org). She is an excellent resource when considering psychoeducational testing, standardized test extended time, and learning plans.
4. Health Services supports student health through all three divisions. The school nurse's office is in the main school building immediately next to the main reception area. 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.
5. Our College Counselors **Sara Gahan** and **Molly Prince**, play an active part in students' lives, helping students identify their interests and goals, plan their academic and extracurricular commitments, and ultimately are instrumental in the college application process.
6. **Meghann Scharfenberger** is responsible for student scheduling, drop/add, and other curricular matters.
7. Dean of Student Life, **Erin Staley**, oversees all student life in the Upper School including discipline, the Honor Code, student activities, and leadership development.
8. The web of support does not stop with those listed above. In fact, advisors, classroom teachers, classmates, student leaders and others constitute its strongest strands. Interim Head of Upper School, **Jim McGuire**, is ultimately responsible for the operation of the Upper School and 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 email and text messaging are effective tools for contacting students for messages that do not require an immediate response. Students are expected to check their mailboxes, email 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. We ask that you reserve this for emergencies, as classroom interruptions adversely affect the learning environment.

ATTENDANCE

The Upper School responds to a student's tardiness and absence in an age appropriate manner that places significant responsibility on the student. Both students and parents/guardians should understand the importance of a student's attendance record, which will be included on the student's report card. 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 class meetings in a semester (combined excused and unexcused) may lose academic credit for that course that semester. Appeals for academic credit may be made in writing to the Head of Upper School.

A parent conference will be required when the number of absences seems excessive. Louisville Collegiate School reminds parents that the school views a student's attendance record as a measure of the family's commitment to education. Repeated absences may result in: 1) the student being placed on disciplinary probation; 2) the student being dismissed from school; and/or 3) a re-enrollment contract for the following year being withheld.

Tardiness to School and Class

A written request for an "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 the Upper School Administrative Assistant, before 8:30 a.m. in order for the tardiness to be excused. Students who are tardy without an excuse as detailed above (unexcused tardy) will earn disciplinary points.

Attendance is taken promptly at 8:00 a.m. each school day. Students are encouraged to arrive to school by 7:45 a.m. to ensure they have time to prepare and get organized for the day. Students who arrive late to school due to a medical appointment must have a note from the health care provider to ensure that the tardy will be marked "excused." Students are allowed to be late two times per quarter with a written note from a parent/guardian. If this limit is exceeded then the student will be marked "tardy - unexcused" and a disciplinary point will be issued for that and each subsequent tardy during the quarter. Note that we recognize that every morning does not go smoothly and grace may be given when extraordinary circumstances arise.

During the day (after the first class or activity), students will be considered tardy to class if they arrive after the scheduled start of the class period. Passes from faculty are required for students to have their tardiness "excused." Unexcused tardies to class will also earn students

disciplinary points. An unexcused student tardy by more than 20 minutes will earn two disciplinary points (similar to skipping a class).

The Dean of Student Life will contact parents or guardians of students who are repeatedly tardy for school or class 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 from unexcused or excessive tardies. 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.

Excused Absences

If a student must be absent from school for illness, family emergency, religious observance, or a school-approved educational opportunity, the school office must be called by a parent/guardian prior to 8:30 a.m. on the day of the absence. The school reserves the right to decide on a case-by-case basis whether or not an absence will be excused. 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 can be gathered for students with excused absences if parents/guardians specifically request this from the Upper School Administrative Assistant prior to 8:30 a.m. Homework assignments may be picked up at 3:30 p.m. Students can also check my*Collegiate* for homework assignments. Even though the absences are excused, students are still responsible for material missed while away from school, and all class absences count towards the 15% of classes missed in that semester (see the general section of this handbook for details).

Makeup Work: Excused Absences

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 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 even if the class does not meet that day. All make-up work, tests, quizzes, and other assignments must be submitted or completed by the end of the school day. The Head of Upper School may grant an exception to this policy if special circumstances prevented the student from accomplishing the work before arriving to school. Teachers will assist students in organizing make-up work for study and will conduct an evaluation of the completed work for credit, however it is a student's responsibility to initiate contact with the teacher regarding all work.

Unexcused Absences

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 is responsible for getting assignments and for making up time if necessary. The school will not require teachers to prepare work ahead of time for students with unexcused absences. Likewise, graded classroom activities may not be rescheduled to allow for make-ups from unexcused absences. In the Upper School, assignments missed due to the unexcused absence

will be subject to a late penalty of 10% per day. Please pay close attention to the exam schedule when vacation planning since exams cannot be taken in advance of their scheduled time and late exams may be subject to the 10% late penalty per day.

Makeup Work: Unexcused Absences

When an absence is “unexcused” (not approved by the school), the student may receive a permanent grade of zero for any assignment due or assessment made that day or receive a penalty commensurate with the late work policy (10% per day). This late policy includes missed tests, quizzes, presentations, etc. as a result of the unexcused absence. For the full late work policy, please refer to the academic policy section of this document.

Other Attendance Events

Co-Edge Class Attendance Policy

The Co-Edge is a quarterly co-curricular program for students in grades 10-12 with the purpose of teaching Upper School students essential skills needed for life outside of Collegiate through experiential courses and community immersion. This unique co-curriculum program equips students with the skills needed to succeed in an increasingly interdependent world. Students will participate in the Co-Edge program once every four days, during H block on Gold 2 days. Students earn a grade of pass or fail for each Co-Edge course, and successful completion of each Co-Edge course is required for graduation. If a student misses more than one class session in a quarter, excused or unexcused, he/she will be required to make up the class, as missing two or more classes takes a student beyond the 15% class attendance threshold.

School Attendance Athletic Participation Policy

Students absent from school after 11:00 a.m. may not attend practices or games unless approved by the student’s Division Head.

Attendance during Advanced Placement Exams

Students who are taking an Advanced Placement exam are encouraged, but not required, to attend other classes on the day of the exam. **Exception:** If possible, students must attend a class of another advanced course if the student has yet to take the advanced placement exam in that subject. Students are responsible for completing any makeup work as outlined in the *Upper School Family 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. Therefore, students are required to attend all future advanced class meetings.

College Visits

College visits are integral to the college counseling process, but they should be scheduled so to minimize a student’s missing class time. Experience has shown that seniors who miss several days for college visits frequently suffer academically as they attempt to make up the work. Seniors who need to miss a class day to visit a college must inform the division office and all affected teachers at least **three** days in advance for the absence to be excused.

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.

ACADEMIC INFORMATION AND POLICIES

Academic Schedule

The academic schedule follows a four day rotation for classes with four class periods a day. It also includes time for a morning advisory period, community events, activities, lunch, and a common work period. During common work periods, students are given the time to meet with teachers, collaborate with other students, complete homework, exercise, and/or take a break from classes. Collegiate emphasizes that students are to use this time wisely to better prepare themselves for their academic day and extracurricular obligations.

Curriculum and Scheduling

The Upper School aims to promote individual responsibility through a robust curriculum that provides a core academic foundation enriched through academic electives, activity options, leadership opportunities, and community service choices. The individual needs and talents of upper school students are valued as they pursue educational goals. Additionally, the Upper School faculty recognize the importance of developing an interdependent learning community. Students and their families are encouraged to make choices within the framework of our college preparatory program. The curriculum provides tremendous opportunities for our students who continue to experience the benefits of a small school.

Class Schedules and Student Placement

Each winter students are asked to select courses they intend to take the next school year. In some instances, student placement is predetermined by criteria set forth in the Course Catalog, but in most cases, placement is a dialog between the student and his or her college counselor, advisor, current teacher, and parent/s. Note that there is a course recommendation appeal form that can be filled out if a family would like to appeal the recommendation made by the requisite department. The Division Head and the Department Chairs determine teaching assignments and number of sections. Scheduling is completed during the early spring and summer and classes are scheduled to allow the inclusion of a maximum number of students who requested the course. It is therefore not possible to take requests for specific sections of a course or for specific teachers. Once the school has committed its resources and built a schedule based on student requests, students may also not have the flexibility to change courses. Students and family members with questions about the scheduling process should contact **Meghann Scharfenberger**.

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 only add a course up to **three** class meetings after the semester

has begun. This restriction also applies to students wishing to add an independent study course. **Meghann Scharfenberger** will announce and post the deadline for adding courses each semester.

A student dropping a course prior to the end of the sixth week of the course will have no record 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-WP” or “withdrawn failing-WF.” The grade will be based on the student’s performance through the date on which the course was dropped. The only exception is if a student withdraws from the yearlong course after completion of the first semester and within one week of the release of the first semester grades. In this and only this case, a status of “W” will be recorded for the second semester on their transcript and report card. A student who withdraws from a yearlong course after that date in the second semester will earn a status of “WP” or “WF” recorded on their transcript and report card depending on if the student withdraws passing (WP) or failing (WF). Note that a grade of W, WP, or WF does not impact a student’s GPA. Note that a student must carry at least five academic courses at all times, including through the semester exam period. Academic courses are courses from English, fine arts, history, interdisciplinary, math, science, technology, and world language departments.

Study Halls

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 has a quiet and consistent environment to work on assignments and test preparation. Students may sign out of study hall for a period of time, but must have a note from a faculty member indicating that the student has course work that cannot be accomplished in a study hall classroom. Students may only have permission to sign out to the learning commons, or to a teacher for extra help. Study hall rules 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

The “Study Out” privilege allows students the choice of studying on their own outside of a proctored study hall. This privilege may be earned by students who earn a GPA of 3.0 or better and have no individual grade lower than a B- during the prior grading period. Eligible students for the “Study Out” privilege are 9th graders (fourth quarter only), 10th graders and 11th graders. Seniors effectively have “Study Out” since they are not assigned to study halls. A student’s “Study Out” status is evaluated after each quarter and takes effect about two to three weeks after the end of the grading period. The “Study Out” privilege is subject to the following restrictions:

- Students (including seniors) must still attend their advisory meetings at 8:00 a.m. even if they have study hall/free period immediately following the advisory period.
- Regardless of GPA, any student (including seniors) may lose “Study Out” privileges at any time at the discretion of the Head of Upper School or Dean of Student Life, for specific academic or behavioral reasons.

Questions about this privilege should be directed to **Meghann Scharfenberger**.

Homework

The purpose of homework is to foster independent work habits, practice skills, preview classwork, and/or develop individual and creative assignments. It is an important corollary to class work. As a rule of thumb, each class averages around 30-45 minutes of homework per meeting with the exception of advanced courses and classes based on reading assignments (generally English classes) which may require an additional 20-30 minutes. Students and/or parents questioning whether or not there is homework in a particular class should refer to the "Student Portal" on my*Collegiate* to verify their assignments.

With the exception of World Language classes, it is expected that students complete homework on the night it is assigned so that they may meet with the teacher the next day should there be any questions. World Language classes will expect the assignment to be completed on the non-class day in order to have essential practice in the language every school day.

The amount of time spent at home on homework may vary depending on the student's ability to work in study halls, the common work periods, and the rate at which the individual student completes work. If a student is keeping late hours and/or spending an inordinate amount of time on homework, it should be brought to the attention of his or her teacher and advisor. Similarly, if you perceive that your child seems to have little or no homework, please alert his/her teacher and their advisor.

Upper School Tests

The length of tests will vary depending on the subject, content, and grade level, however, most classes will plan for tests around forty to fifty minutes in length. It is at each individual teacher's discretion to determine if the start of class or end of class be used for testing assessments and students should expect class time before and/or after a test to be used for productive work. Teachers reserve the right to have different versions of tests and quizzes for different testing days.

Students with extended time on tests are responsible for all class activities and for using time outside of class to complete tests/quizzes as necessary. All extended time testing must be completed before a student leaves school for the day. Students planning on using extended time are encouraged to plan ahead and possibly take part/s of tests prior to a last period class.

Snow Days and Other Inclement Weather Days

When the physical Collegiate campus is closed due to inclement weather, students are required to continue their studies while at home. When an inclement weather day is announced, teachers will make plans for their students and post them online prior to 10:00 a.m. of the weather day and students should also refer to any specific information provided by teachers in advance. The assigned work cannot replace an entire class period, but will help classes move forward even though they are not officially meeting. The amount of work assigned per missed class will be commensurate with the lesson scheduled for that day and any reinforcing work.

Unless a teacher indicates otherwise, inclement weather day assignments will be due the next day of class with any earlier assignments from prior class meetings. Teachers will check email periodically during inclement weather days and reply to emails requesting assignment clarification in a timely fashion.

If special circumstances or the weather itself causes a student to not have internet access, he or she should contact a peer in class to obtain the assignment if possible. If it is not possible for a student to obtain or complete her or his assignment, a parent or guardian is expected to send a note to the Upper School Office explaining the situation. Missed work will then be subject to our excused absence policy for making up work, and as always, students should communicate with teachers upon returning to school should additional consideration be required.

Extra Help for Students

Teachers and the school will make themselves available as appropriate for students to receive extra help. 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. If there is still an academic need beyond this help, families are strongly encouraged to discuss any ongoing tutoring with their child's current teachers for consistency and accuracy. Because there are a variety of tutoring services and individuals, it is up to the family to discern what is best for their child(ren), and families will be responsible for any and all tutoring fees associated with this type of tutoring.

Academic Evaluation- Grades

Student academic progress is communicated in a variety of ways. Students and parents have access to assignment grades as soon as they are entered into a faculty gradebook. They may also receive update emails from faculty and advisors as appropriate. Formally, progress reports and report cards are available to families on my *Collegiate* after the end of each grading period. 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 teachers update the grades and assignments posted on the "Student Portal" and "Parent Portal" of my *Collegiate*, making this system the most accessible in terms of providing a snapshot of a student's progress. Parents or guardians noting a change in the student's performance, or a series of low marks, should email the appropriate teacher or advisor in order to partner with the instructor/s to help the student.
- Grade reports at the end of the first and third quarters will provide a short narrative from each teacher that gives 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 progress report of the student's current standing at the semester's midpoint.
- On September 27 and 28, families will have the opportunity to meet individually with their child's teachers to set student goals for the year. Families are strongly encouraged to meet with their child's teachers on one of those dates.

- Grade reports at the end of each semester (end of the second and fourth quarters) contain GPA information as well as exam grades. Academic honors are also calculated at the semester. The final semester grades are the only grades that are listed on the official transcript.
- Students will be given two weeks from the publishing of the report card to complete an incomplete grade. After two weeks, all missing assignments are given a grade of zero and the final calculation is made.

Semester Examinations

Exams at the end of a semester encourage students to synthesize the material of the course to better prepare them for college. Therefore, at the end of each semester, exams are required of Upper School students. Though there are some exceptions, students should expect exams in their academic courses. Exams are two hours and worth **15%** of the semester grade for 9th and 10th grade level courses and **20%** of the semester grade for 11th and 12th grade level courses. Exams for Advanced level classes are worth **25%**. For seniors in the second semester, exams are waived for classes where the senior has a semester class grade of B or higher. Exams are waived for students in advanced courses in which they take the corresponding Advanced Placement test and have a semester class grade of B or higher. Second semester senior exams take place on Thursday and Friday, **May 14 and 15**.

2019-2020 Exam Schedule

Semester 1

<u>Day</u>	<u>8:30 Exam</u>	<u>12:30 Exam</u>
Dec. 17	Science	English
Dec. 18	Fine Art	History
Dec. 19	Math	Conflict
Dec. 20	World Language	

Semester 2

<u>Day</u>	<u>8:30 Exam</u>	<u>12:30 Exam</u>
May 13	History	World Language
May 14	English	Fine Art
May 15	Science	
May 18	Math	

Grade Point Average (GPA) and Grading Scale

Grade reports at the semesters present the student's weighted and unweighted GPA for the semester just completed, and a weighted and unweighted cumulative GPA for the student's Upper School career at Collegiate.

Weighted GPA will be different than the unweighted GPA based on advanced course enrollment. Advanced courses are designed to prepare students for Advanced Placement exams and are some of our most challenging courses. Advanced course weighting bumps up the GPA

value by multiplying our standard GPA value by a factor of 1.15. This approach recognizes student achievement, where the higher the student's grade, the greater the impact of the advanced course weighting.

The Upper School calculates GPA by multiplying the credits earned in each course for each semester by the numerical translation of the alphanumeric grade, then multiplying by the weighting factor for advanced courses (for weighted GPA), adding all of those values, and dividing by total number of credits earned. Marks earned in life skills or health classes, Senior Symposium, and Physical Education appear on grade reports and on transcripts but are not calculated into the GPA.

Grade	Scale	GPA	Weighted GPA
A+	98-100	4.33	4.98
A	93-97	4.00	4.60
A-	90-92	3.67	4.22
B+	87-89	3.33	3.83
B	83-86	3.00	3.45
B-	80-82	2.67	3.07
C+	77-79	2.33	2.68
C	73-76	2.00	2.30
C-	70-72	1.67	1.92
D+	67-69	1.33	1.53
D	63-66	1.00	1.15
D-	60-62	0.67	0.77
F	< 60	0.00	0.00

Honor Roll and Head of School's List

The **Honor Roll** is calculated after *each semester* and recognizes students who earn a 3.33 GPA for all subjects, with no grade below a B in any subject. The **Head of School's List** is calculated after each semester and recognizes students who earned a 3.67 (A- average) GPA for all subjects with no grade below a B in any subject.

Graduation requirements

Collegiate's graduation requirements include 24.5 units of classes. One unit of class is roughly equivalent to a full year class that meets every-other-day for 75-minutes.

4 Units of English, one each year

3 Units of Math including at least through Algebra II (sequence based on placement from Middle School)

3 Units of History including Global Studies I, Global elective, and *US History or Advanced US History

3 Units of Science (including Biology and Chemistry)

3 Units of World Language OR 2 Units of World Language if courses include a Level III language**

2 Units of Fine Arts

1 Unit of Lifetime Fitness and Wellness
1 Unit of Character classes, 0.25 each year
2 Units of Electives with 3 units of World Language, 3 Units Electives with 2 Units of World Language.
2.5 Units of Edge Life Skills classes
Yearly community service
Senior Speech
Senior Service
Final Senior Project/Experience

*Advanced/Honors English: American Studies and Advanced/Honors History: American Studies must be taking simultaneously junior or senior year.

**Units towards World Language Graduation requirements must be consecutive years of the same world language.

Adopted by the Collegiate Board of Trustees May 2015.

Failing a Course

Students who are deficient in a sequential course (English, math, or world language) may be required to do work over the summer in order to strengthen their knowledge in the subject area. Students who fail a semester of a sequential or required course are required to retake the course in an approved summer school or repeat the full course or semester of the course in the following year as a condition of re-enrollment.

Course Catalog

Detailed information about all Upper School courses including advanced courses, required courses, and parameters for independent study courses is available through **Meghann Scharfenberger** and is published in the Upper School Course Catalog. Course requests take place in February each year through the advisory and college counseling programs. Families will be able to review their schedules in early August on the myCollegiate parent and student portals.

College Entrance Requirements

The Louisville Collegiate School graduation requirements are demanding and provide a strong preparation for college. Students also have substantial flexibility in course selection to specialize in areas of interest and strength. The Collegiate requirements in general will satisfy the admissions criteria of a vast majority of colleges. It is possible, however, that some colleges have admissions requirements that exceed the Collegiate diploma requirements in certain areas. Students are encouraged to research the entrance requirements of colleges to which they intend to apply so that they may tailor their Upper School course of study to meet those requirements.

Advanced Placement Examinations

Students who enroll in an advanced course at Collegiate are encouraged to take the corresponding College Board Advanced Placement Exam in May. The GPA associated with an advanced course is weighted to reflect the increased student effort over the school year.

Students, though a discussion with their advanced course teacher, may decide not to sit for the AP exam.

Non-Collegiate Credit Policy

Students who seek to advance in a sequence of courses (such as in Math or WL) or receive credit for having satisfied a graduation requirement (such as in Science of Fine Arts courses) to replace a Collegiate course that is already offered must contact the Head of Upper School and the requisite department chair. They are required to provide the following documentation for consideration: a rationale for taking the course, a course description, syllabus and any other pertinent information.

After receiving the proper documentation, the school will consider the rationale, duration, content, and quality of the proposed course of study. The department chair will then make a recommendation to the Head of Upper School who will decide whether the student can potentially receive graduation credit for the proposed course. Note that Collegiate reserves the right to deny the proposed course of study.

Once approved, in order to receive placement in a sequence, based on the successful completion of that work, the student must pass a Collegiate exam or other cumulative major assessment from the course just completed with a minimum score of 80% before the start of the school year. The Head of School and the Head of Upper School may amend the minimum score for a student due to extenuating circumstances. For a semester course, a student will take one assessment and for a year- long course a student will take two assessments. The student may only take each exam once and if they do not pass they will be required to take the class that is offered at Collegiate. Collegiate teachers are not responsible for tutoring or working with the student to prepare them for the exam. The Head of Upper School has the ability to limit the number of non-Collegiate classes that can be applied towards graduation credits. The application forms are available in **Meghann Scharfenberger's** classroom W001.

Programs of Study Elsewhere

Students may apply for permission to pursue programs of study outside Collegiate for one or more semesters. The caliber and academic demands of the programs should be at least comparable to that offered at Collegiate. Applications are reviewed and resolved by Collegiate administration in consultation with the department chairs. Students who earn approval for such programs still need to satisfy all of the diploma requirements for Collegiate, with courses taken elsewhere earning graduation credit only as approved in advance. Grades earned in the outside program of study are not added to Collegiate transcripts and not factored in their Collegiate GPA, but transcripts provided by outside organizations are included with the Collegiate transcript when applications are sent to Colleges.

Technology Resources

All students must sign the school's technology policy indicating that they understand the procedures and agree to abide by the policy in order to receive school email accounts, and access to the my*Collegiate* student portal. Collegiate also has a wireless guest network available

to all students, faculty, staff, and parents. Computers and other technologies (camera, microphones, etc.) can also be checked out on a daily basis from the Learning Commons.

Bring your Own Technology Requirement

Since the use of technology devices is becoming so ubiquitous in our school, all students are required to bring in their own personal computing device to each class each day. Collegiate has this requirement since students develop a greater use and understanding of technology when they use their own personal device. They become more familiar and comfortable with it and learn the location of each function. With ownership also comes the ability to “play” with their own device in ways not available with issued devices that contain security features that do not allow for personalization.

When all students have their own personal computing device students will be able to:

- Work on the same device at home and at school.
- Check assignments online quickly and efficiently.
- Keep assignments in an electronic planner.
- Take notes by using technology, if preferred, and acquire the skills of annotation and reorganization.
- Use electronic textbooks when available and appropriate, saving money, and reducing the weight of a backpack.
- Produce/write papers and assignments without worrying about transferring files to and from school.

For full functionality in the classroom environment, student laptop computers must have a similar or greater functionality to a Chromebook with wireless internet capability.

Chromebooks are an economical laptop that uses the Chrome operating system. Chrome fully integrates with Collegiate email and Google Apps for Education and runs most web based applications with ease. Though students and parents may choose a more expensive type of device, a Chromebook is what is necessary for our everyday school functions. Chromebooks can be purchased for less than \$200, though more expensive models are available as well.

It is extremely helpful to have some form of Internet access (wired or wireless) in order to make full use of school resources from home, in addition to the many resources that are available on the Internet. Students without home internet access need to prioritize assignments during study halls, the common work period, and after school in order to take advantage of Collegiate’s wireless network.

Students must manage their devices with the knowledge that access to charging stations will be limited. This is because increased battery life has made charging stations less necessary. Families should invest in longer battery life devices (4-6 hours or more) since students should have their devices with them in class, and not at a charging station. Should a student’s device run out of batteries or have technical difficulties, emergency day long computer loans are available in the Learning Commons.

Since these devices are student owned, students and/or their families are responsible for repairing, updating, and maintaining their device. Any devices students bring to school are their sole responsibility therefore Collegiate will not be responsible for damage, loss, or theft of devices brought to school. It may be wise to acquire protective care coverage for accidental damage and families may wish to purchase a used or refurbished device in order to cut the cost of the device. If purchasing a new computing device for use at school, we recommend purchasing the extended warranty.

Honor Societies

Collegiate recognizes the outstanding academic work of Upper School students through special announcements, ceremonies, and honors. Honor Societies include:

- Individual departments have honor societies based on criteria set forth by the individual disciplines and national offices for those societies. Members are inducted in a spring ceremony. Departmental honor societies include: **The National Art Honor Society**, **Mu Alpha Theta** (Mathematics), **National Chinese Honor Society**, **National English Honor Society**, **National French Honor Society**, and **National Spanish Honor Society**. For more information about the departmental honor societies, please contact the individual department chairs.
- Collegiate is one of less 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, composed of Collegiate faculty in the Society, may elect up to 10% of the graduating class for induction in a winter ceremony based on scholastic achievement up through the junior year. Up to another 10% may be inducted at Graduation based on scholastic achievement up through the senior year. Students found responsible for Honor Code or Disciplinary violations may be excluded from induction into the Cum Laude Society.
- Juniors, or seniors who attain at least a 3.5 weighted cumulative GPA in at least three semesters of coursework at Collegiate, and who have demonstrated outstanding attributes in the areas of scholarship, leadership, service, and character, may apply for induction into the **National Honor Society (NHS)**. Applications and information are available from the NHS Chapter Advisor. 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, World Language, Fine Arts, and Physical Education departments. The chapter advisor (**Sara Gahan**) is an ex-officio, non-voting member of the council. A single Honor Code or Discipline Court violation may prevent a student from becoming a member of NHS or more than one violation (Honor Code and Discipline Court combined) automatically disqualifies a student from becoming a member. Student standing within the chapter can be reviewed should a member violate any of the four pillars of the society—scholarship, service, leadership, and character. This includes, academic probation and Honor Code and Discipline Court violations.

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 world languages offered, and in each of the disciplines represented by our Fine Arts department. Awards are handed out during the Upper School's Honors Program in May.

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 for graded assignments, work submitted after a deadline will receive a penalty of 10% per day for five 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 graded 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) on the date which it is due. For late work due to absences, please refer to the attendance section of this document.

Extracurricular Activities Restrictions

Upper School students must be in good academic standing in order to participate in extracurricular activities and to maintain or earn study-out privileges from study hall.

The **Dean of Student Life** checks students' grades each week on Friday morning. When it is discovered that a student is failing a course, or is maintaining two grades lower than a C-, that student forfeits Upper School extracurricular eligibility for the following week (Monday through the following Sunday). Additionally, students will be placed in mandatory study halls during all free periods and mandatory after school study halls until 4:00 p.m. as available/applicable. Students will be notified of their loss of eligibility by the athletic director (or their coach), chair of the fine art department (or their director), club sponsor/s, or the **Dean of Student Life**.

Extracurricular eligibility will be reinstated once a subsequent weekly check indicates that the ineligible student is no longer failing a class or is not maintaining two grades lower than a C-. Study Hall enrollment during the school day will remain in place until a student earns the study out privilege at a subsequent quarter or semester, however the requirement to attend mandatory after school study halls will be dropped upon eligibility reinstatement.

The athletics office maintains detailed descriptions of the athletics participation policy and reinstatement procedures.

Academic Probation

Any student who fails a course (grade of F), who receives two grades below a C- on an end-of-semester report card, or whose GPA for any semester falls below 2.0, will be placed on academic probation. The student, his or her parents or guardians, Upper School division head, advisor, and appropriate teachers will then meet to map out a plan for the student's academic improvement. During the subsequent semester, the student's grade dean, teacher, and advisor

will monitor the student's progress carefully in order to make recommendations about progress to the Head of Upper School. A student on academic probation places his or her position at Collegiate in jeopardy.

Students on academic probation following the first semester will have their re-enrollment contracts for the following year held until a determination of sufficient academic progress is made by Collegiate educators. This determination will not be made until after the third quarter, but may also require the entire second semester. If sufficient progress is not made, the student will not be invited back for the following year. Students who are placed on academic probation at the end of the school year (after the second semester) may have their re-enrollment contract deemed invalid for the next school year based on communication with families and faculty, failed courses required to graduate, and past academic performance.

Learning Advancement Services and Testing Accommodation Guidelines

Students with a diagnosed learning difference may qualify to receive age appropriate accommodations through Center for Learning Advancement. Students may be eligible to receive accommodations, such as but not limited to, techniques to help with attention, organization, and time management strategies and extended time on school exams and standardized exams (ex, PSAT, ACT and SAT). Appropriate documentation must be on file with the Upper School Learning Support Services Coordinator. This documentation is filed in a confidential manner, separate from the student's regular school records. After a signed release has been received from a parent or guardian, 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 accommodations must:

- state the specific learning difference, as diagnosed;
- be current (the evaluation should be completed within 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;
- establish the professional credentials of the evaluator, including information about license or certification, and area of specialization.

The Learning Support Services Coordinator will use the results of the psycho-educational testing to implement an Individual Learning Plan that will include the recommended accommodations. It is a student's responsibility to manage his or her accommodation plan and request the appropriate accommodation from his or her teacher as necessary. For example, if a student receives extended time as an accommodation, it is the student's responsibility to request extended time from the teacher as needed. All exams/tests 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 submitted to them approximately **eight** weeks before the PSAT/SAT/ACT exams.

Please note that while Louisville Collegiate School provides a variety of classroom accommodations and wants to ensure the academic success for all students, there are some accommodations that the school is unable to provide. If you have questions concerning any of these procedures or to discuss the individual needs of your child, please contact **Andrea Shannon**, Upper School Learning Specialist.

CHARACTER EDUCATION AND THE HONOR CODE

Character Development

In order to support school-wide and divisional missions, the faculty and administration have established behavioral expectations, academic policies, and networks of support to foster students developing their best selves.

As stated in the Collegiate Cornerstones, Collegiate students are expected to exhibit the character traits of:

Respect
Responsibility
Honor
Compassion

Honor Code

As stated in the Upper School Constitution, in attending Collegiate, students 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 commitment. Students are also expected to make themselves fully aware of all facets of the Honor Code so that their actions consistently meet its simple but important standards.

- Collegiate students will not lie. Lying is the conscious creation of a false impression, the willful denial of facts, or the breaking of a pledge.
- 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).
- Collegiate students will not steal. Stealing is the taking of anything without the consent of the owner.
- Collegiate students are honor bound to report any violation of the Honor Code. A violation of the Honor Code can be reported to the Head of Upper School, Dean of Student Life, a member of the Honor Board, or the student's advisor.

- 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."

All students will be trained in the principles enumerated under the Honor Code and must study the details spelled out in the constitution. Violations of the Honor Code rank among the most serious at Collegiate and are considered separately from the Upper School discipline policy. It is the responsibility of the Honor Board to adjudicate each possible violation of the Honor Code referred to it and ultimately determine if a violation has taken place. This adjudication process will require the accused student's participation in one of three follow up measures:

- A full Honor Board hearing before five Honor Board representatives (three students and two faculty), Dean of Student Life, and the accused student's faculty advocate.
- A meeting with three members of the Honor Board and the accused student's faculty advocate.
- A meeting with the Head of the Upper School and a faculty advocate.

The consequences for an Honor Code violation include, but are not limited to, a warning, academic consequences, disciplinary probation, disciplinary points, in-school suspension, out-of-school suspension, and dismissal. Students found responsible for an Honor Code violation may lose their opportunity to join, or membership/s in, the National Honor Society or Cum Laude Society. More information about Honor Board proceedings can be found in the Honor Code Handbook available from the Dean of Student Life, **Erin Staley**.

Learning Environment

"Respect" extends beyond the prohibition of certain acts, and it must be a hallmark of Collegiate. Students must respect all people and property. 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 is considered a serious breach of conduct and again will not be tolerated.

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. Collegiate students are expected to be respectful of peers and staff members on campus, as well as the neighborhood and community.

To that end, please note that students:

- May not use cell phones to make phone calls during the school day, or use personal electronic devices in the dining hall during lunch and during community meetings.
- Must demonstrate respect for the important work taking place in the classrooms by refraining from loud disruptions in the hallways. All use of electronic devices must be inaudible to others. The use of headphones is expected when audio is required.

- Must show respect for the facilities through their treatment of equipment and by helping to maintain a clean and attractive campus. This means all students are responsible for cleaning up after themselves in the dining room, lounge, hallways, locker alcoves, Davis Commons, Alumni Hall, etc.
- Must maintain silence in silent study areas and use a lower volume of speech in common areas like the Davis Commons, hallways, locker alcoves, and Alumni Hall.
- Must take care of their assigned lockers. Students may not affix stickers to them or deface them in any way.
- May not chew gum at any time, indoors or out, on this campus.

Service Programs

Serving others allows Collegiate students the opportunity to grow as compassionate 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. Collegiate promotes community service through several programs.

- **Curricular Programs:** As part of their tenth grade interim experience, sophomores participate in a local service project. Eleventh grade students, as part of the Edge curriculum, participate in a course called “Peer Mentoring” where they will be immersed in an off-campus service learning experience.
- **Individualized Programs:** Students with a passion for service and/or have significant discretionary time should see **Whitney Sweeney-Martin** 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.
- **Student Initiatives:** Each year the student senate creates a variety of service learning opportunities for the school community on evenings and weekends. The activities vary based on opportunities and emphasis of the student senate.

DISCIPLINE POLICY

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 *Family 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 Student Life coordinates and oversees discipline in the Upper School as a part of the school’s educational focus on character and community. To understand all details of possible discipline situations, the school reserves the right to conduct student interviews without the presence of a

parent or guardian. Consequences for inappropriate behavior may include a wide range of measures, such as detentions, work hours, disciplinary 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. Students earn points, issued by faculty or staff, for inappropriate behavior and basic rule violations.
2. All point slips are turned in to the Dean of Student Life.
3. Each point results in an afternoon detention.
4. The Dean of Student Life monitors the accumulation of points and notifies the student's advisor.
5. If a student accumulates six points over the course of a semester, the student will appear before the Discipline Court, who will work to help the student identify patterns in his/her behavior and devise new strategies for more positive outcomes.. The accrual of additional points after the Discipline Court hearing may lead to suspension, service to Collegiate, and/or possible dismissal from school.

Minor Infractions (One Point)

Students earn one point for the following infractions:

- Chewing Gum
- Tardiness
- Uniform Violations
- Missing or not wearing swipe card/ID badge
- Food/Drink in Prohibited Locations
- Inappropriate Language and Behavior
- Electronic Disturbance (cell phone calls, audible music, ringing phones, etc.)
- Missing Forms (permission, health, etc.)
- Failure to complete a minor duty (e.g. lunch duty, senior service, senior study clean up)
- Missing detention

Major Infractions (Two Points)

Students earn two points for more egregious misbehavior. Some examples may include, but are not limited to the following: disrespect toward another person, abusing or misusing technology, skipping class, excessive tardiness (over 20 minutes), or another behavior deemed highly inappropriate by the faculty or staff. Major infractions are issued at the discretion of the faculty member and/or the Dean of Student Life.

Detentions

Detentions are assigned as consequences 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 each school day afternoon from 3:05 p.m. – 3:30 p.m. One-point detentions

require attendance on one afternoon; two-point detentions require attendance on two afternoons. The Dean of Student Life monitors all detentions.

Students are expected to serve their detention on the same day or the school day after they earn a point. If a student arrives late or skips detention all together, this will result in further disciplinary action. During detention, students are asked to reflect on the impact of their actions for which they received the disciplinary point, mend relationships when they have been damaged, and to complete tasks that make our community stronger, such as taking out recycling, helping faculty and staff with various projects, and straightening student gathering areas.

While detentions are to be served the day or the school day after a student earns a point, exceptions can be made when extenuating circumstances present themselves. Detentions may be postponed by communicating in advance with the Dean of Student Life. Postponements may be granted for:

- A previously planned family trip or medical appointment
- A previously planned school trip
- Previously scheduled time for academic support
- Family transportation coordination
- Athletic transportation schedule

Detention – Point Slips

To confirm a student's understanding of his or her discipline error and receipt of a point, students sign a point slip issued by faculty/staff and reviewed by the Dean of Student Life. Parents/guardians must also sign the slip and the student then returns it to the Dean of Student Life the school day after the point was earned and the detention was served. Parents/guardians are encouraged to discuss the discipline situation with their child, as it offers a valuable opportunity for growth and increased understanding.

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 Student Life and makes recommendations to the Head of Upper School for appropriate action.

Disciplinary Probation

A student may be placed on disciplinary probation for a serious disciplinary offense, certain Honor Code violations, or an accumulation of minor violations (to the point of an out-of-school suspension). This probation serves as a warning that continuing the pattern of behavior could result in suspension or dismissal. If no significant improvement is observed within the probationary period (one full year from the start of the probationary period assuming no further violations of Collegiate rules), the student might not be asked to return to Collegiate or the contract may be held or rescinded and the student might not be asked to return to Collegiate. A student does not necessarily have to be on disciplinary probation prior to being suspended, dismissed, or denied a re-enrollment contract or have a re-enrollment contract

rescinded. Barring further disciplinary action, the disciplinary probation in itself is not part of a permanent record that must be communicated on college applications.

Suspension, Contract Hold or Rescission and Dismissal

A student may be suspended or dismissed when he or she indicates, through one or more violations, she/he does not 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 Collegiate's standards that the school must exclude him or her for a set period of time.

- 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 with other students (including all after school activities). In-school suspensions are not reported to colleges and universities during the admissions process as they are considered an internal teaching tool.
- All out-of-school suspensions require a subsequent period of disciplinary probation one year from the date of the suspension. Out-of-school suspensions are reported to colleges and universities during the admissions process.

Mobile Technology Limitations

The use of all devices (including cell phones) in class is up to the discretion of the classroom teacher, however all students should bring their educational technology devices to classes each day. Laptops are also available for check out in the Street Learning Commons and specific technology applications necessary for a class will be provided using school equipment.

All mobile technologies must not be heard and therefore students must use headphones for applications requiring audio. Mobile phone calls are not to be made without the permission from the Upper School Administrative Assistant, Dean of Student Life or Head of Upper School. Mobile technology devices may be used in all areas of campus, with the exception that they may not be used in the dining hall during lunch and during Upper School gatherings (such as Morning Meeting, Friday Flex, and Senior Speeches).

Tobacco, Alcohol and other Drug Abuse

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 tobacco, alcohol, and other drugs. Collegiate students may not use or possess tobacco, alcohol or other drug products (including e-cigarettes) while under Louisville Collegiate School's jurisdiction. This rule requires some special clarification. This prohibition extends to illegal uses of substances such as inhalants and to the use of another individual's prescription. The school's jurisdiction includes anytime during the school day, anywhere on the school campus, and anywhere and at any time while attending a school sponsored event or trip.

- Violation of this rule will automatically lead to confiscation of the device or substance along with a suspension of at least one day and disciplinary probation, or dismissal.
- In addition, the student will be required to undergo professional evaluation for chemical dependency from a list of school recommended chemical dependency resources including a drug test as a requirement prior to his/her return to school. This evaluation is coordinated by the Upper School Counselor and the results must be shared with the Upper School counseling team to provide additional support, if needed, for the family.
- 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.

Behavior Off Campus

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 Upper School learning environment may be grounds for disciplinary action up to and including dismissal.

Student Activities

To broaden each student's experiences and promote the development of leadership skills, he or she is strongly encouraged to participate in school clubs, academic, and athletic teams, and/or fine art performances or events. Please see the academic policy section of this handbook for restrictions of participation in student activities.

Advisory 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 each morning for short check-in meetings and occasionally during the Activity Period to prepare for upcoming events and individually discuss schedules and grades. Students should feel free to discuss any 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 education and socialization should contact the advisor first.

Activity Period

During the school day, one period is set aside for community events and student activities. The schedule of events can be found on the Upper School calendar of *myCollegiate*. The following events are standard events that occur during activity periods:

- *Upper School Morning Meeting*-The Upper School meeting is a time for all members of the Upper School community to meet together for announcements, small presentations, and events. Upper School meetings are run by the Student Government President.
- *Student Clubs, Activities, and Academic Teams*-This time is set aside for student groups to meet. Students are encouraged to sign up for clubs, activities, and academic teams early in the school year. The activities period encourages all students to participate in the life

of the school outside of the classroom. Some student clubs, activities, and academic teams also meet during lunch or at the end of the academic day.

- *Senior Speeches*-Each senior is expected to write and deliver a senior speech to the Upper School faculty and student body. Seniors will work with faculty sponsor, **Sara Franks**, on composing and refining these speeches. Dates are chosen early in the school year.
- *Friday Flex*- Most Fridays a short Upper School Meeting is held in the gymnasium to provide time for updates of weekend athletic, artistic, and social events. This short meeting is followed by clubs and activities, class meetings, a bonus common work period, advisory meetings, or special programs/assemblies.

Clubs, Activities, and Academic Teams

Meetings of clubs, activities, and academic teams are held primarily during the school day (activity periods) with some clubs and special functions being held periodically after school, on the weekend, or in the evenings. Clubs, activities, and academic teams include:

Academic World Quest Team
Ambassadors (Admissions)
Art Club
Art National Honor Society
Book Club
Chinese Club
Discipline Court
Drama and Musical Theatre
Environmental Club
Equality Coalition
Food Club
French Club
Future Problem Solvers Team
Glee Club
Happiness Club
Honor Board
Kentucky United Nations Assembly
Kentucky Youth Assembly
LCS Sisters
Marketing Club
Math Team
Me to We (Service Club)
Mock Trial Team
Mu Alpha Theta (Math Honor Society)
National Chinese Honor Society
National English Honor Society
National French Honor Society
National Spanish Honor Society
Pandemonium (newspaper)
Pep Club

Quick Recall/Governor's Cup Team
Robotics Team and Club
SADD Chapter
Science Olympiad Team
Spanish Club
Speed Review Literary Magazine
STEM Science Fair
Student Government
The Xenophiles
Transcript (Yearbook)
Tutoring Club
Young Entrepreneurs Club

Club or 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 Upper School Division Head. No student may hold more than two offices in clubs or classes simultaneously.

Student Government Leaders

Student government leaders are elected by their peers. 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. In the spring, students currently in grades 9-11 elect the following year's student government leaders. Near the beginning of the school year, the new ninth grade class elects their student government leaders.

Arts

In addition to the clubs noted above, Collegiate provides ample opportunities for students to become involved in the arts and athletics. **Sharon Kinnison**, Director of Fine and Performing Arts coordinates musical performances, All-State preparations and auditions, Winterlude, and the spring musical. Sharon Kinnison also mentors students as they prepare for a variety of performances, including the fall play, spring musical and individual performances. Students interested in pursuing visual art beyond the classroom should seek out the fine art instructor.

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. The Director of Athletics, Paul Augustus can also provide valuable information.

Eleven sports and over 25 teams are available to Upper School students. Please check my*Collegiate* for a complete and up-to-date listing of teams, practice, game times and venues.

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:

- No event can be scheduled until the event and the date are approved by the Head of Upper School and the event is put on the Upper School calendar.
- Student planners must secure the approval of all division heads for activities that significantly affect students or teachers in the Middle and Lower Schools
- Community service events and fundraisers (such as charity drives and bake sales) must have prior approval. Requests must first be made to the Head of Upper School who will then pass them on to the Community Service Committee or the Advancement Office for approval.
- 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, housekeeping, and/or kitchen staffs.
- All dances and social events must have an appropriate number of chaperones. 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. Failure to secure an adequate number of chaperones will result in the cancellation of the event.
- The school reserves the right to administer breathalyzer tests at school sponsored dances and events.
- 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.
- Upper School events must conclude by midnight.
- The class, club, or other sponsoring organization is responsible for clean-up after an event.
- 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.
- Prom is an Upper School function. Students in grades 10–12 receive invitations to the prom and may invite dates from in and outside the Collegiate community. Dates from outside the Collegiate community must be preapproved by the Dean of Student Life at least one day prior to the prom.

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 Admission office 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 notified of the student's plans by that date, the parent will be responsible for tuition for only the dates the student is enrolled at Collegiate. When the Admission office 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.

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