The Lovett School
Parent/Student Handbook
2019–20

Revised June 2019

Meredyth M. Cole, Head of School

The Lovett School
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The Lovett School, Inc. does not discriminate on the basis of any category protected by applicable Federal, State, or Local law, including, but not limited to, race, color, gender, religion, age, physical or mental disability, sexual orientation, national or ethnic origin, or gender identity and expression, with respect to qualified persons in the administration of the School’s employment practices, admission policies, educational policies, scholarship and loan programs, athletic programs, or other School administered programs.
Preface

This handbook represents a thoughtful and comprehensive effort by our school to state the expectations of our community. Lovett’s Mission and Character Pledge, which focus on integrity, responsibility, respect, and compassion, are the touchstones for these expectations. I urge you to read the entire handbook carefully, as our mutual understanding and support of our school’s structure and expectations will enable us to be productive and to nurture a warm, effective community.

Please do not hesitate to contact us if you have questions after reading this document. You will find the faculty and staff here eager to assist you.

Meredyth M. Cole
Head of School

Mission

The Lovett School is a community that seeks to develop young men and women of honor, faith, and wisdom with the character and intellect to thrive in college and in life.

Founded in 1926 by Eva Edwards Lovett, we continue today as an Atlanta independent school serving children in Kindergarten through Grade 12. With an emphasis on the whole child, we provide integrated experiences in academics, arts, athletics, and service through an education grounded in learning, character, and community.

Learning
Lovett faculty and staff inspire our students to love learning. We help them discover how to think critically, communicate effectively, engage creatively, and collaborate purposefully. We create opportunities for them to grow in all dimensions—intellectual, emotional, physical, aesthetic, moral, and spiritual.

Character
Lovett teaches the qualities of servant leadership and sound character—honesty, respect, responsibility, compassion, courage, and integrity. We celebrate the uniqueness of each individual within an intentionally inclusive, diverse, and welcoming environment. We honor God in an atmosphere that is rooted in Judeo-Christian beliefs and is further enriched by a variety of religious traditions.

Community
Lovett is a dedicated community of students and teachers, joined by loyal parents, staff, alumni, trustees, and friends. We are committed—with shared purposes and principles—to improving our school, our city, our society, our environment, and our world.

Approved by The Lovett School Board of Trustees, 2012
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I. General Information

SCHOOL HOURS

Kindergarten 8:00 AM to 2:15 PM
Grades 1–5 8:00 AM to 3:00 PM
  8:45 AM to 3:00 PM (Wednesdays)
Grades 6–8 8:15 AM to 3:20 PM
  8:45 AM to 3:20 PM (Wednesdays)
Grades 9–12 8:15 AM to 3:10 PM
  8:45 AM to 3:10 PM (Wednesdays)

After-School

After School Activities Program (K–Grade 5) 2:15 to 6:00 PM
Library Open (Grades 6–12) until 5:45 PM
MS Intramurals (Grades 6–8) 3:45 to 4:45 PM
Athletic Teams (Grades 7–12) Times vary by team and division

Office Hours Around Campus

Please call for hours not noted below. All are school year hours unless otherwise noted.

Switchboard 7:30 AM to 4:30 PM (school year, Monday–Thursday)
  7:30 AM to 4:00 PM (school year, Friday)
  8:30 AM to 3:30 PM (summer, Monday–Thursday)
  8:30 AM to 3:00 PM (summer, Friday)

Campus Store 7:30 AM to 4:00 PM (Monday–Thursday)
  7:30 AM to 3:30 PM (Friday)

Vasser Woolley Memorial Library 7:30 AM to 5:45 PM (Monday–Friday)

Dorothy H. Floyd Library 7:15 AM to 3:30 PM (Monday, Tuesday and Thursday)
  8:45 AM to 3:30 PM (Wednesday)
  7:15 AM to 3:00 PM (Friday)

Infirmary 7:45 AM to 3:00 PM (Monday–Friday)

Business Office 8:00 AM to 4:30 PM (Monday–Thursday)
  8:00 AM to 4:00 PM (Friday)

Lions Den Café 7:30 AM to 4:00 PM (Monday–Thursday)
  7:30 AM to 3:45 PM (Friday)
Gate Hours

The front and back gates are open during the following hours. Gates may be open additional times for special events or construction access.

Monday through Friday:  
- Front Gate: 6:00 AM to midnight
- Back Gate: 5:00 AM to 9:00 AM; 1:45 PM to 10:00 PM

Saturday:  
- Front Gate: 6:00 AM to 11:00 PM
- Back Gate: Open based on need

Sundays and holidays:  
- Front Gate: 6:00 AM to 11:00 PM
- Back Gate: CLOSED

New this year: for safety and security reasons, the back gate will be closed after morning carpool and during the school day. All cars entering campus between the hours of 8:30 AM and 1:45 PM on school days should use the front entrance on Paces Ferry Road. During the week, cars will generally be allowed to drive from one side of campus to the other before 7:15 AM, between the hours of 9:00 AM and 1:45 PM, and after 4:00 PM. Campus will be closed to through traffic during morning and afternoon carpool.

VISITORS

All campus visitors—including parents, vendors, and other guests—need to sign in upon entering a campus building during the school day. Visitors may sign in at a central check-in point in the Fuqua Center lobby (in front of the pond), in the Athletic Office, or at the offices of any of the three school divisions—Lower, Middle, and Upper. All visitors will be issued temporary badges identifying them as registered guests on campus.

EMERGENCIES AND SECURITY

Accidents

School officials will make every attempt to reach a parent or guardian in the event of an emergency, but if the parent or guardian cannot be reached, the school will notify the person(s) designated on the online health form. The completed health form contains authorization and consent for the school, through the school nurse or other qualified person, to administer such first aid or other minor medical treatment as deemed best under the circumstances. All physical injuries will be examined by the school nurse as soon as possible. In the event of an emergency requiring immediate medical care in which the school is unable to notify the parents, the school is also authorized to have the child treated by a qualified physician at a nearby emergency clinic.

School Closings and Emergency Communication

Severe weather, utility problems, or emergencies may necessitate the closing of the school. When such closings can be foreseen, an announcement will be made as early as possible. For weather closings, the decision will be made by 6:00 AM, if possible, and will be announced through the local news organizations as well as:

- through Lovett’s mass notification service, which e-mails and texts all parents
- the Lovett website
• Facebook: www.facebook.com/TheLovettSchool and Twitter (@TheLovettSchool)
• the Lovett switchboard (404) 262-3032 (select option 2)

When emergency conditions cause the closing of school during the school day, the school will immediately notify parents via those methods listed above. Teachers and administrators will remain with students until safety is assured. If weather conditions outside the immediate school area are of a serious threat, parents from those areas may call in and pick up their children early.

Emergency and crisis procedures have been established. The students in each school division will be informed and will practice the plans and procedures.

Messages From Home

In each school, messages will be delivered to students in class only when there is an emergency or a crisis. In case of emergency, please notify the divisional office before trying to communicate with your child directly.

Student ID Cards

Student photo ID cards will be made at no charge for Middle and Upper School students at the beginning of the school year. Students must use their ID card (from the current year only) to make purchases in the Campus Store, Lions Den Café, and Concessions, and to check out library books. Students may also be asked to present their current ID cards at any Lovett social or athletics event. There will be a replacement fee of $10 for the first replacement card and $25 for the second and any subsequent replacement cards.

Parents may set limits on Café charges by completing the appropriate form in MyLion. Student charges are reflected on the monthly billing statements from the Business Office. Charging privileges will be suspended when an account balance, including extra charges, falls 60 or more days past due.

Students may not use an ID card belonging to any other student – even a sibling – to make purchases or check out library books.

Studios and Makerspaces

Studios and makerspaces in all three divisions provide opportunities to practice the design process through authentic problems, audiences, and products. Across campus, students have access to 3D printers, laser cutters, a suite of power and hand tools, electronic and robotics equipment, soldering irons, a CNC machine, and an assortment of building and design materials. Students are given access to tools at a developmentally appropriate level. They are supervised in their use of these tools and are provided with careful instruction in appropriate safety protocols.

Personal Property

The school is not responsible for personal belongings, including technology, lost, stolen or damaged at the school, and the school has no insurance to cover such losses. Please either secure or limit your personal belongings at the school. Valuables should not be visible in vehicles. Any theft of personal property should be reported to the Director of Information Technology (for school-issued laptops) or the Director of Campus Safety and Security.
Search of School Property and Personal Belongings

Lovett strives to provide a safe, pleasant, and secure environment for all members of the school community. As a condition of enrollment, parents authorize the school, with reasonable suspicion, to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student’s locker, book bag, backpack, wallet, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school’s system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school’s rules, community standards, and/or local, state, or federal law.

ATTENDANCE PROCEDURES

We expect students to be in school during school hours. Absences immediately preceding or immediately following an official school holiday are unexcused, unless the absence has been pre-approved.

Procedures for Illness or Family Emergency

Parents should contact the attendance desk in the appropriate school office by 10:00 AM to report the student’s absence or late arrival due to illness or family emergency. In the case of illness during the school day, the student will be seen by the school nurse, who will then contact the parent and the school office if needed. Except in the case of emergency, a Lower School student must always have prior permission from a teacher to go to the nurse, counselor, office, etc. A Middle or Upper School student must have prior permission if leaving class.

A student may not leave school for illness without first seeing the nurse. The nurse will contact a parent/guardian and send the student to the office with a note. The student may not leave campus without signing out in the divisional office.

If a student has been diagnosed a long-term illness, the divisional office must receive documentation from a doctor.

Absence Due to Religious Observance

The Lovett School is committed to creating and maintaining an environment that welcomes and applauds the diversity among its students. With this diversity comes the need to be aware and respectful of our students’ religious beliefs, traditions, and celebrations that may, upon occasion, interfere with school attendance and/or preparation for tests, assessments, homework, or other assignments.

When a student is absent due to religious observances, the approval for an excused absence is automatic. However, notification must be made in writing or in person to the divisional office at least five calendar days prior to the requested date of absence so that
teachers are able to help students plan for their make-up work.

Similarly, if a student is in school but that student’s observance will interfere with preparation for tests, assessments, homework, or other assignments, the student must notify the teacher (in the Lower School) or the appropriate dean (in the Middle and Upper School) at least five calendar days in advance.

The student is guaranteed two days to make up work for every day affected by the religious observance.

**Late Arrival**

Any student arriving after the start of the school day must sign in at the division office prior to going to class. See divisional sections for additional information.

**Early Dismissal**

Students are responsible for bringing a note to the office in the morning for signing out for early dismissal, regardless of the time of dismissal. The student will receive a note to be released from class. See divisional sections for specific requirements.

- Leaving campus without first signing out in the divisional office will be seen as leaving campus without permission, and the deans will follow up with a disciplinary response.
- Urgent appointments that are made after the student leaves for school should be requested through a phone call to the divisional office.
- A student must sign back into school in the division office upon returning to campus.

**Planned Absence Requests**

When a student will not be in school due to medical procedures, college visits, or other obligations, the following procedures must be completed for the absence to be approved:

- The request must be made in writing to the division office at least one week in advance.
- In the Middle and Upper School, the student will receive a form to take to each teacher for signature and documentation about work completion. No approved absence is official until this form is signed. The student must return the completed form to the office prior to departure.
- Students must be in school all day – from the start of their first class through the end of their final class – on days preceding and following an official school holiday or teacher work day. These dates are marked in the school calendar as unexcused. An absence form is required for leaving early or missing the day preceding a holiday, and for arriving late following a holiday.
- Failure to follow this procedure could result in an academic and/or disciplinary consequence.
- Teachers cannot be expected to give a student make-up instruction for an extended elective absence.
Make-Up Work

Make-up work policies vary by division. Please see the divisional sections of the handbook for more information.

Excessive Absences or Tardies

A student who is absent five days or more of a semester, has five or more reports of tardy in a semester, or develops a pattern of absences/tardies for a specific class, will be flagged and a dean will follow up. Responses will vary based on the situation and could include discipline, counseling, removal of privileges, loss of academic credit, and/or a review of the enrollment contract for the next semester or year.

PARENTAL INVOLVEMENT, COMMUNICATION, & EDUCATION

Parental Expectations

See the “School-Parent Partnership” document, available on the website, for information about parental expectations.

Parent Organizations

See the website for information on a variety of parent organizations at Lovett.

Parent Nights

Parent Nights are held each fall in each division. These evening meetings provide parents an opportunity to meet teachers, visit classrooms, and hear plans for the future. For additional information on programming for parents, please see the calendar on the Lovett website.

Parent-Teacher/Parent-Advisor-Student Conferences

Lovett regularly schedules parent-teacher conferences in K-Grade 5, and parent-advisor-student conferences in Grades 6-12. Conferences provide an opportunity for parents and teachers/advisors to review the student’s progress and to discuss any issues identified by either the parent, teacher, or student.

Privacy Policy

Mutual respect for the privacy of the Lovett community is essential. Contact information provided for school communication should not be used for outside solicitations or political, commercial, or public information purposes. Anyone found to be misusing this information will be contacted by the school and asked to cease such use.

The school’s full privacy policy can be found on the website at Parents>Parent Resources>All School>Privacy Policy.

Prime For Life

Prime For Life is an evidence-based course designed to provide parents with information and strategies to communicate with their children about alcohol and drugs. Lovett requires at least one parent of each student in Grade 7 and one parent of students new to
Lovett in Grade 8 and above to attend the course.

**Student Information System (MyLion)**

Lovett will provide parents with password-protected access to MyLion, where they will be able to view report cards and comments, attendance, health information, billing and payment information, and other data stored in our student information system. In general, parents will be provided with login information. If your family’s circumstances require any adjustments to this standard access (such as providing a step-parent with login information), please contact the Student Billing Manager in the Business Office.

**PROGRAMS AND SERVICES AT LOVETT**

For more information on a department listed below, see the “School Services” section of the handbook or visit the Lovett website.

**Academic Resource Center (ARC)**

The ARC is an academic support program for students in grades K-12.

**Alumni Programs**

The Alumni Office seeks to keep all alumni engaged and connected with the school by communicating alumni news, hosting reunions and a variety of events throughout the year, and supporting the work of the Alumni Association.

**Applied Lessons**

Lovett offers Applied Lessons (private music lessons) in piano, guitar, band and orchestral instruments, and voice; lessons meet weekly and are available for students, parents, and faculty.

**Auxiliary Programs**

Auxiliary Programs coordinates the After School Activities Program (ASAP) and Afternoon Enrichment for Lower School students, as well as summer camps for students throughout the school.

**Admission and Financial Aid**

The Admission Office serves as the introduction for new families to Lovett, oversees the application process, and provides support to new families between enrollment and the start of school in August; the Admission Office also coordinates the Financial Aid program, which reflects Lovett’s commitment to affording as many admitted students as possible the opportunity to enroll and stay enrolled until graduation.
Breakthrough Atlanta

Since 1996, Lovett has hosted Breakthrough Atlanta for its school year and summer programs as it works to fulfill its dual mission of placing students on a six-year path to college while inspiring and training the next generation of educators.

Business Office

The Business Office carries out the day to day accounting operations of the school including student billing and collection, processing accounts payable and payroll, preparing and reporting on the School’s budget, and managing audit and compliance requirements.

Campus Store

The Campus Store is for the purchase of books, uniforms, school supplies, spirit and gift items, and team sport needs.

Chaplains

Chaplains are available to students, faculty and staff, families, and the broader Lovett community for spiritual guidance and counseling.

Civic and Global Engagement

At Lovett, we combine rigorous curricular goals with community-based learning in order to better connect academic study and real world experience; community service, internships, trips and travel, and semester school programs are all coordinated through the Civic and Global Engagement program.

College Counseling

The College Counseling team guides and supports all Upper School students and their parents throughout the college search and college application process.

Communications

The Communications Office is responsible for the school’s marketing efforts through publications including the Lovett Lines newsletter and the Lovett Magazine, the website, advertising, social media, and media relations.

Community Relations

The community relations administrator guides the activities and initiatives of the LPA Executive Board and Parent Support Group and works closely with the parent association in coordinating various projects and fundraising initiatives. In addition, the community relations administrator is responsible for the organization of special events for the school.

Development

The Development Office oversees philanthropy at Lovett, including the True Blue Annual Fund, the endowment, special interest giving, capital campaigns, and legacy giving.
Dining Services
Dining Services manages the dining hall, which serves lunch daily, as well as the Lion’s Den Café, which serves breakfast, lunch, and snacks throughout the day.

Guidance Counseling
The Guidance Counseling program in each division seeks to support the social and emotional development of students, and provides education and counseling for students, parents, faculty, and staff.

Infirmary/Health Services
The infirmary is open and staffed by registered nurses throughout the school day; the nurses administer first aid, minor medical treatment, and over-the-counter medication.

Information Technology (IT)
The Information Technology department manages and provides support for technology, software, and databases throughout the school.

Library
Lovett is home to two libraries – The Dorothy H. Floyd Library (Lower School) and The Vasser Woolley Memorial Library (Middle and Upper Schools) – which house a variety of traditional and electronic resources, and which support research and other skills instruction.

Multicultural Programs and Services
The Office of Multicultural Programs and Services is dedicated to presenting rich and vibrant approaches to matters of multiculturalism and inclusivity.

Physical Plant
The Physical Plant manages the construction and maintenance of all facilities at Lovett, coordinates and maintains the fleet of Lovett buses, runs the housekeeping program, and oversees the care of the fields and landscaping.

Security
Lovett maintains security personnel 24 hours a day on campus; the security staff help to direct traffic and parking, maintain a visible presence throughout campus, and serve to ensure the safety of all community members on campus.

Sports Medicine
The Sports Medicine Department supports the prevention and treatment of sports-related injuries, including concussions.
Siempre Verde
Since 1992, Siempre Verde (“Forever Green”) has been Lovett’s 825-acre cloudforest property in Ecuador; it houses a research center supporting tropical conservation education, and serves as a destination for many annual trips involving students, parents, alumni, and friends of the school.

Recycled Uniform Sale
The Recycled Uniform Sale, run each month by the Lovett Parent Association (LPA), provides a way to economically shop for uniforms. Families can donate uniforms that they have outgrown, and all proceeds from the sale go towards the LPA and its support of the school.

Registrar
The Registrar maintains the official records of student grades and attendance, oversees the course request and scheduling process, and provides report cards and transcripts for current students and alumni.

SCHOOL SERVICES
Academic Resource Center
The Academic Resource Center (ARC) is an academic support program for students in grades K–12. For additional information regarding each ARC program, please refer to the ARC section of Lovett’s website.

• Learning Specialist Program
• Tutoring Program
• Reading Program

Psycho-Educational Testing
Prior to arranging testing, parents should contact the ARC director for guidance regarding this process. It is important that parents provide reports that meet Lovett’s requirements, as well as those of the standardized testing agencies (ERB, PSAT/NMSQT, SAT, SAT Subject Tests, AP, and ACT).

Clinic forms associated with psycho-educational testing must not be given to teachers by parents or students, nor will teachers return completed forms to parents or students. All forms will be distributed, collected, and mailed directly to the clinician by a designated person in each division. Parents should bring clinician forms to:

Meadow Smith–K-1
Amanda Bowers–2-3
Julianne Bellevue–4-5
Tricia Griffin–6-7
Jessica Knoop–7-8
Marisa Dobson–9-10
Stacie Penland–11-12

Consult the above individuals for the policy regarding electronic forms.
Accommodations
Current, complete psycho-educational testing by a licensed psychologist and a signed parent disclosure form must be on file with the school before classroom and/or test accommodations can be considered or implemented. Students who qualify for extended time for exams are responsible for making arrangements for these through the appropriate division learning specialist. Current testing must be on file at Lovett at least three weeks prior to exam week.

PSAT/NMSQT, SAT, SAT SUBJECT TESTS, AP and ACT Accommodations
Please note that having accommodations at Lovett does not guarantee that a student will be granted the same accommodations on the PSAT /NMSQT, SAT, SAT Subject Tests, AP, or ACT. Students must request accommodations on these tests through a formal application process. The ARC Coordinator of Services will assist parents with this process at the end of their student’s freshman year for PSAT/NMSQT, SAT, SAT Subject Tests, and AP, and at the beginning of their student’s junior year for the ACT. In order for a student to be considered for accommodations by the testing agency, Lovett accommodations must have been in place for at least four months (SAT) or three years (ACT).

Chaplains and Chapel Service
While respecting all religious traditions, the Lovett Chapel is an inclusively Christian service. Students and faculty meet once per rotation (US) or once per week (LS and MS) for the Chapel service. The chaplains of all three divisions are ministers from various Christian traditions. Though different in age appropriate ways, all three chapel services follow the same basic structure: every service includes a processional of a cross and torches carried by acolytes, a call to worship, readings from the Old and New Testaments, prayers for the community including the Lord’s Prayer, music, a message, and a benediction. Both Christian and non-Christian holidays are recognized and celebrated throughout the academic year. Messages are drawn from the readings from the day and often touch upon issues and events arising within and beyond the community.

Infirmary/Health Services
All infirmary health forms are available in Magnus, which can be accessed through MyLion.

The school employs registered nurses and retains the services of a consulting physician to ensure the general health and well-being of students. The school nurses administer first aid and other minor medical treatment. The nurses will administer to the students over-the-counter medications (such as, but not limited to, or the generic of, Tylenol, Advil, Motrin, Sudafed, Mylanta, Maalox, eye drops, topical creams/ointments, etc.) for minor illnesses or injury under the direction of the school’s consulting physician. No over-the-counter or prescription medication may be carried by a Lower School or Middle School student while on campus.

Upper School students may carry over-the-counter medications; however, all prescribed medication must be checked into the Infirmary. All prescribed medication taken during school hours must be brought to the school nurse/Infirmary in its original container with the label intact and up to date. The parent or guardian must fill out and sign a medication consent form for the nurse to administer the medication. Lower School parents must bring the medication to the school Infirmary. Middle and Upper School students
may bring the medication to school, but must bring it to the Infirmary/nurses before the beginning of the school day. It is the student’s responsibility to come to the Infirmary for the medication at the appropriate time.

Students with asthma, severe allergies, or diabetes may self-administer prescribed inhalers/EpiPens/insulin pens with written documentation from the prescribing physician and parent signed medical consent form. Students found sharing self-administered prescribed inhalers/EpiPens/insulin pens will not be allowed to continue to self-administer these medications.

Any student who is self-administering a prescription drug, even with an appropriate prescription from a physician, will be deemed to be “misusing a legal drug” and therefore subject to severe disciplinary consequences (exceptions are prescribed asthma inhalers/EpiPens/insulin pens.) Any student found to be in possession while on campus of a legal drug, prescription or otherwise, will likely be found to be in violation of our policies, with resulting disciplinary consequences. (Exceptions must remain in place, such as for students with asthma, severe allergies, or diabetes, as described above.)

All students leaving school to go home due to illness must report to the Infirmary as part of the check out process. Students must also check out of their school office before leaving campus. Only those emergency contacts listed will be allowed to take a student home without permission from a parent or guardian.

Please keep your child home if they have a fever of 100.2 degrees or above, are vomiting, have diarrhea, persistent pain, or a wide spread rash. For more information, please see the “Too Sick for School” link on the Infirmary site.

**Immunization and Health Forms**

All Lovett students are required to have a physical completed by their physician every year. All Upper or Middle School students must have on file, in Magnus, a GHSA Pre-participation form. This form is considered current for one calendar year from the date of the student’s physical. All GHSA athletic forms are required to be updated by the student’s MD every 12 months to remain current.

All students with diagnosed medical needs, such as asthma, severe (requiring epi pen) food or environmental allergies, asthma, diabetes, seizures, etc. must have on record, updated each year, a specialty medical form for that diagnosis.

The State of Georgia requires all students in all schools to have a current and updated Georgia certificate of immunization for all students. All new students must have on record at Lovett in the Infirmary a current Georgia form. Only the Georgia form (Ga. 3231) is considered valid by the State. Georgia law allows for only two types of exemptions from the immunization requirements: medical and religious. Medical exemptions must be updated by the medical doctor each year on a Ga. 3231 form. Religious exemptions are by affidavit and do not expire. Students without complete immunization records or with exemptions, while a student at Lovett, MAY NOT:

1. Work with children under seven years of age while doing community service or volunteer work at school.
2. Participate in mission trips as they always involve children.

Overseas trips will be decided on a case by case basis.
Also, these students will be excluded from school, until deemed medically safe to return to school by the Health Dept. or our medical director, in the case of an outbreak/epidemic of a contagious illness usually prevented by the required immunizations.

For more information, please see the Infirmary page on Lovett’s website.

**Lice Policy**

Head lice do not carry communicable disease; cannot jump or fly; are primarily spread through direct head to head contact; and only live 18-24 hours off a host. The school is responsible for inspection, not treatment, of head lice, and Lovett cannot guarantee that every single case will be identified. If live (crawling) lice are found, the nurse will notify the parent and the child will be sent home for treatment. A child will not necessarily be sent home for nits alone. The child may return the next day after treatment. The parent will be responsible for treating lice before the child can return to school, (notifying the child’s friends is advised.) The nurse will perform an inspection upon return. Lovett will send an email notification to parents and teachers in the classroom and/or grade level, excluding personal identification information, stating that a case of head lice has been reported and asking parents to check their child’s hair.

For more information, please see the Infirmary page on Lovett’s website.

**Allergies/Dietary Restrictions**

To help ensure the safety and wellness of our students, parents requesting a special diet for their child will need to adhere to the following guidelines:

1. A signed prescription from a medical doctor is required for all special diet requests.
2. Parents of students with special diets must submit a Lovett Dietary Restriction Form into Magnus.
3. Parents of students with special diets should notify Dining Services of any absences so as to reduce waste.
4. Students with special dietary needs (prescription and Lovett Dietary Restriction Form) will be allowed to bring lunch from home; there is no reduction in tuition.
5. There is a sign-up process available for gluten-free entrees that will be offered daily for those with a prescription and Lovett Dietary Restriction Form in Magnus. An extensive selection of gluten-free items is available for purchase in the Lions Den Café.

**Concussions**

The Lovett School is committed to ensuring the safety of our students while at school and when participating in any school-sponsored events. The school is aware that head injuries, including concussions, can happen to any student, not just to athletes. Lovett has developed procedures to address head injuries that occur during the school day, during school sponsored events, and during school athletic events. Additionally, the school is committed to providing a “return to learn” and “return to play” plan, as needed, to students who have experienced a concussion.

If a student is diagnosed with a concussion by a licensed medical professional, please inform the Infirmary and bring in a doctor’s note to the front office of your respective school division so that academic accommodations can be administered. Lovett athletes should also inform the Lovett athletic trainers of all head injuries whether or not they
were incurred during a Lovett event. Details of academic and athletic accommodations will be provided to the student by their respective school division and the Lovett athletic trainers.

**Lions Den Café and Concessions**

The Lions Den Café is located in the Loudermilk Student Activities Center. Breakfast, lunch, drinks, and snacks are available throughout the day. Concessions may also be available at certain athletic events. At both the café and athletics concessions, Middle and Upper School students may purchase items with cash or charge to their student account by presenting a valid Lovett ID.

Use of the Café by Middle and Upper School students is a privilege, and may be limited or revoked.

**Service Projects and Fundraising**

Students and parents who are interested in publicizing service opportunities, supporting local non-profits, or soliciting volunteers should contact the director of civic and global engagement.

**ACADEMICS: GENERAL INFORMATION**

**Report Cards**

In each division, report cards are available online at the end of each grading period. Parents should download a copy of each report card for their personal records.

- Lower School: if a student is experiencing difficulty during the semester, the parent will be notified.
- Middle School and Upper School: comments are included in report cards at division-specific marking periods and as needed.

**Requests for Specific Teachers**

The Lovett School does not accommodate requests from parents for specific teachers, not only because of the logistical difficulties involved, but, more importantly, because doing so would be a disservice to a student’s opportunity to learn from different teachers. Lovett teachers are a talented, dedicated, and inspiring group of faculty who will do their best for their students.

**Tutorial and Tutoring**

Tutorial is a time for students to make up missed work, to ask questions, or to receive individual explanation, enrichment, or extra help, but it is not an in-depth remediation program. If a teacher is unable to be present for a tutorial, the teacher will arrange alternate accommodations. Students who are requested to attend tutorial by a teacher should attend. Office hours are also available by advance appointment; see each divisional schedule for specific times.
For information about tutoring and the Academic Resource Center (ARC), see the ARC section of the handbook.

**Mandatory Study Hall (Middle School) and Directed Study (Upper School)**

At each marking period throughout the year, a student with a grade below 70 will be placed into Mandatory Study Hall (Middle School) or Directed Study (Upper School). The student will remain in Mandatory Study Hall (MS) or Directed Study (US) until the next reporting period. Once it is determined at the reporting period that the student is once again passing all classes, the student will be released from Mandatory Study Hall (MS) or Directed Study (US).

- In individual cases, students may be placed in Mandatory Study Hall (MS) or Directed Study (US) as recommended by their teachers, counselors, deans, or principals.
- All Grade 9 students are assigned to Directed Study if they have not chosen to enroll in a seventh course. At fall mid-semester, at the end of fall semester, and at spring mid-semester, Grade 9 students with an unrounded, weighted grade point average of 95 and “S” in all conduct grades will be granted a study period.
- Middle School students who are placed into Mandatory Study Hall also have mandatory tutorial requirements.
- Changes in Mandatory Study Hall, Directed Study, co-curricular eligibility, and senior privileges take effect as soon as these changes are made known to students and their advisors.

**Meeting Academic Expectations**

Students who have not met academic expectations may be placed on academic watch. Students who are on academic watch may have their re-enrollment contracts held. These decisions will be made on a case-by-case basis.

**Homework**

We realize that creating a school-home connection is important to school success. Therefore, we support thoughtful homework that scaffolds student learning and inquiry. We are mindful that in order for children to be fully invested in their learning at school, they need time to unwind, develop outside interests, spend time with their families, and get a good night’s sleep. Students will spend increasing time on nightly homework as they progress through Lovett; they can expect 1.5-2 hours each night in Middle School and 2-3 hours each night in Upper School. If your child is consistently spending an excessive amount of time on homework, please notify your child’s teacher or advisor.

No homework is assigned over the fall, winter, and spring breaks. Homework may be assigned over other breaks, including Thanksgiving and Easter.

**Field Trips and Extended Travel**

The Lovett School encourages field trips for its students, and the school views travel as an important component of the total school program. Students may be assessed for transportation and other costs for trips or extended travel. Field trips that are directly related
to the instructional program are planned and conducted by the teachers with the approval of the principal.

Expectations of appearance and behavior are the same for students whether on or off campus. Any student whose deportment might create difficulty may be excluded from off-campus trips, including field trips, at the discretion of the principal, in consultation with the faculty.

For extended field trips, such as those to another country, students may not consume alcohol at any time, even if they are of legal age in said country.

Students who miss academic work because of field trips are responsible for work missed that day or period. Except where prearranged, homework, tests, papers, etc., will be made up in the normal time frame required of other excused absences. To receive accommodations for academic work missed due to a field trip, a student must inform teachers of the upcoming absence and prepare with them for the absence as much in advance as possible.

**Permission Forms**
The school requires a signed “Domestic Off-Campus Activities Consent Form” on file for a student attending any off-campus, school-sponsored activity. Permission forms are distributed to parents through Magnus and cover all domestic trips (day and overnight) for the school year and following summer.

**Non-Lovett-Sponsored Events and Trips**
The Lovett School Board of Trustees cannot accept responsibility for trips that are not endorsed by the school. Such trips are not to be planned during school hours, and school facilities should not be used in planning such trips.
II. School-wide Behavioral Expectations

Lovett seeks to maintain a secure, moral, and nurturing atmosphere, one where virtues such as integrity and concern for others are of the highest possible value. The school believes that systematic rules of discipline will enhance the growth and well-being of each student and provide an atmosphere conducive to education. When students fail to live by the school’s expectations, they must be prepared to accept the consequences of their lack of responsibility.

Lovett seeks consistent application of its disciplinary policies. Although each situation is judged on its own merits, every effort will be made to ensure that decisions are not arbitrary.

Lovett believes that our students represent the school even when not directly involved in a school-sponsored or school-sanctioned event. We encourage students to exercise good citizenship and integrity at all times. When misconduct occurs at a school event, on or off campus, discipline will be applied and counseling initiated. In situations where the relationship between the misconduct and the school is not clear, Lovett will determine what blend of discipline and counseling may apply; in extreme cases, this could include dismissal or expulsion of the student.

Lovett seeks to honor the privacy of students and families involved in disciplinary cases. The need for privacy should, however, be balanced with the need for a factual release of information to the Lovett community or beyond.

KINDNESS AND RESPECT

All of Lovett’s behavioral expectations derive from the Character Pledge:

We, who are members of the Lovett community, seek to live lives of good character. We believe that good character grows from daily acts of honesty, respect, responsibility, and compassion. We pledge ourselves to develop these ideals with courage and integrity, striving to do what is right at all times.

A Lovett student will not engage in actions or possess items that dishonor or show disrespect for the race, gender, sexual orientation, ethnic origin, or religion of other, or that incite discord among races, genders, socioeconomic statuses, orientations, ethnic groups, or religions, either intentionally or unintentionally. Nor will a Lovett student engage in assault, sexual misconduct, or any other form of harassment. Doing so constitutes the highest level of misconduct and will, therefore, bring serious disciplinary consequences, possibly including suspension, dismissal, or expulsion. (Please see Appendix I for further definitions, policies, and procedures.)

THE HONOR CODE

Consistent with Lovett’s goal of developing a culture of integrity, the community has established an Honor Code. It is a rare privilege for a person to live and work in an atmosphere of trust and mutual respect; therefore, each student is responsible for self and others in maintaining that privilege. A breach of the Honor Code affects the entire school family.
The Honor Code

A Lovett student will not lie.
A Lovett student will not steal.
A Lovett student will not cheat.
A Lovett student will not plagiarize.

USE OF TECHNOLOGY

Technology Code of Conduct

Lovett strives to integrate technology appropriately throughout the curriculum. Students are instructed as to the uses of technology, and all students are required to abide by the technology guidelines for their respective division, as posted in the Parent and Student portals. At all grade levels, students experience both the privileges associated with adherence to the policy and the consequences of violating the policy.

Students will be held accountable for appropriate and ethical use of the internet and of all computing devices. Violations will be addressed as honor or disciplinary infractions.

A Lovett student is expected to abide by the principles in the character pledge at all times. These principles—respect, responsibility, courage, compassion, honesty, and integrity—apply to student use of technology, just as they apply to all other areas of school life. Students will be held accountable to these standards when using school hardware, applications, or networks; personal computing devices on the Lovett campus; or at any point when the student is representing Lovett either on or off campus. The discipline council or the honor council will hear cases that involve the violation of these principles.

Any activity, whether utilizing the Lovett network or any other means of electronic communication, which could pose a risk of physical or emotional harm to persons or property is governed by these principles.

Please see the website for the Middle School Technology Code of Conduct and Appendix II for Upper School Technology Policies, including: cell phones, graphing calculators and computers, personal electronic devices, and laptop program frequently asked questions.

ALCOHOL, DRUGS, AND OTHER SUBSTANCES

Abuse of alcohol, drugs, and other substances is a societal problem of great concern to The Lovett School. The first interest of The Lovett School in this area is one of education and guidance. At every grade level, students are systematically made aware of the dangers of alcohol, drugs, and other forms of drug use.

The use of alcohol under the age of 21 is illegal in the United States. The use of illicit drugs is forbidden regardless of age. Furthermore, the use of these substances interferes with the intellectual, social, spiritual, and physical development of young people. The Lovett School fully endorses these legal and ethical sanctions against the use of alcohol by those under 21, against the use of illegal drugs, and against the abuse of other substances.
Statement of Expectations

1. A Lovett student who abuses substances, misuses legal drugs, or uses or possesses illegal drugs, alcohol, or drug paraphernalia on school property or at a school-sponsored event may expect to be expelled or dismissed.

2. A student who comes to school or to a school-sponsored event under the influence of alcohol, illegal drugs, or any abused substances may also expect expulsion or dismissal.

3. The school reserves the right to search a student’s locker, bookbag, and automobile, or to test a student for drug or alcohol use, if he is in possession, or suspected of being in possession, of drug paraphernalia, or if there is reasonable suspicion that a student is under the influence of illegal drugs or alcohol, or may be abusing other substances.

4. The school may randomly test students for substance use at major school functions.

Furthermore, use of alcohol, drugs, or other substances is a problem of such magnitude in our society that families should expect the school to be concerned when a student at any time is abusing these substances. School staff will first be concerned about the safety of all involved and the full disclosure and discussion of the incident with all parents. Depending on the nature of the incident, its legal disposition, the danger posed to others, and the impact it has on the school, Lovett will require some or all of the following for the student:

- A professional assessment of drug or alcohol dependence;
- Counseling;
- Removal of the student from co-curricular participation (athletics, dances, performances, club activities, and others) for a significant period of time;
- Forfeiture of any elected or appointed position of leadership;
- Work detail;
- Community service; and/or
- Other appropriate consequences, including suspension or dismissal.

If a family approaches the school about a child’s use of illegal substances clearly before the beginning of an investigation or disciplinary procedure, it allows the school to handle the situation as a health matter focusing on counseling and evaluation instead of having to take immediate disciplinary action.

Please see Appendix for more information about Lovett’s Universal and Random Drug Testing Policy.

CAMPUS REGULATIONS

Weapons and Other Dangerous Items on Campus
Dangerous or potentially harmful items, such as matches, firecrackers, combustibles, jack-knives, knives (even toy knives), guns (even toy guns), tasers, or sharp-pointed objects, are not permitted; bringing them to school will incur serious disciplinary consequences.

Fighting
The threat of or actual physical harm or fighting is not tolerated. Students involved will receive disciplinary consequences.
Tobacco/Nicotine
The use of tobacco or nicotine products and the possession of related paraphernalia, including electronic nicotine delivery systems, are prohibited on the Lovett campus, on Lovett trips, and at Lovett events. Any student found vaping or in possession of vaping paraphernalia will automatically face a same-day drug test, a one-day suspension, probation, loss of privileges.

Care of the Campus
The Lovett School tradition emphasizes student pride and student participation in a well-kept, attractive campus. Intentional or careless abuse of property is not allowed. Students will be asked to clean up and, in some cases, to pay for items defaced, damaged, or destroyed.

DRESS CODES
The Lovett School dress code helps to focus attention on what is inside a student rather than on superficial, outward appearances. Students have always expressed their approval of this long-standing tradition, finding it beneficial to the overall school experience.

Uniform
Students are required to be in appropriate school uniform during school hours. Required regulation Lovett uniform items must be purchased through the Campus Store or the LPA Recycled Uniform Sale. See the divisional sections of this handbook for information on specific uniform requirements.

Non-Uniform Days (NUD)
NUDs are special days, often themed, during which students may attend school out of uniform. Students are expected to follow posted guidelines and keep in mind that, regardless of the theme, clothing should be appropriate in nature and length and cover the chest, shoulders, back, and stomach. The school division principal will issue guidelines on appropriate attire for non-uniform days.

Students should take care that the clothing or accessories they wear to school or school events not include emblems or images that may cause offense, bring about discord, or signal disrespect among members of the Lovett community. School administrators make the final decision regarding the acceptability of attire not specifically covered in this dress code.

General Uniform and Appearance Guidelines
1. Required regulation Lovett uniform items must be purchased from the Campus Store or the LPA Recycled Uniform Sale.
2. Oversized or undersized clothes are not “in uniform.” Skirts may be worn no higher than four inches from top of knee to bottom of skirt, and may not be rolled up. Skorts may be no shorter than fingertip length. Pants may not be worn around hips. Appropriate sizing is not the responsibility of the Campus Store.
3. It is encouraged that a student’s name be clearly marked on all clothing.
4. Manufacturers’ logos on shirts and sweaters are not acceptable.
5. Boys’ hair must be clean, neat, and conservatively trimmed so that it does not hang in the back below the top of the dress shirt collar, on the side below the middle of the ear, and in the front below the eyebrows. Boys must be clean-shaven. Designs may not be shaved or dyed into the hair.
6. **It is not appropriate for students to write on, cut up, or deface their uniforms in any way.** This includes frayed or stapled hems and slit or frayed pant legs.
7. **NO hats or caps are to be worn in any building on the Lovett campus during the school day.**

**Physical Education Uniforms**

Regulation physical education uniforms, which must be purchased in the Campus Store, are to be worn in all physical education classes in Grades 3–9.

Specific uniform guidelines are listed in each division’s section of this handbook.
III. Lower School

ARRIVAL AND DISMISSAL

All Lower School students should be dropped off at the Lower School Circle in the morning. Fourth and fifth graders with a sibling in the Middle or Upper School may be dropped off at the bridge. Lower School children are not to be dropped off prior to 7:25 AM. Students must remain in their cars until a faculty member is present at the circle. If Lower School children arrive prior to 7:40 AM, they are to report to the library or Brain Gym, where they are supervised by a Lower School teacher from 7:25 AM until 7:40 AM, at which time they can report to their classrooms. All students are expected to be in their classrooms and ready to begin the day at 8:00 AM.

Students will not be allowed to go with any car group other than their own unless the school office has received proper notification. All Lower School students will be required to remain at the Lower School Circle dismissal area for their carpool.

In order to do everything possible to ensure the children’s safety during afternoon carpool, we need your help. If you are picking up a child other than your own, please make sure that you have had direct communication with the child’s parents and have made changes through SchoolPass.

The SchoolPass platform enables parents and schools to save time, improve student safety, enhance the scheduling experience, and secure campus. SchoolPass enhances campus safety by monitoring all vehicles coming on and off the campus and also helps the school in knowing where students are supposed to be at all times, even when schedules change. SchoolPass improves dismissal operations by consolidating the student schedule changes into the app or website and automatically communicating these changes to teachers, staff, and affiliated parents. SchoolPass aims to reduce front office work by allowing parents to simply make student schedule changes via their mobile app instead of sending notes, emails, and voicemails.

We will also be using SchoolPass with the families opting to use our new bus service.

ATTENDANCE PROCEDURES

Procedures for Illness or Family Emergency

Parents should contact the school office by 10:00 AM to report the student’s absence or late arrival due to illness or family emergency. In the case of illness during the school day, the student will be seen by the school nurse, who will then contact the parent and the school office. Except in the case of emergency, a student must have prior permission from a teacher to go to the nurse, counselor, office, etc.

Pre-Approved Absences and Early Dismissal

Individual requests for excused absences or early dismissals for reasons other than illness, family emergency, or religious holiday must be made in writing to the Lower School administrative assistant at least a week in advance of the absence.

Make-up Responsibilities after an Excused Absence

If Lower School students are absent from school, parents should call or e-mail the school administrative assistant before 10:00 AM. At this time, assignments to be completed at
home may be requested. Assignments and books may be picked up in the office no earlier than 3:00 PM, in order to allow sufficient time for all teachers to select and coordinate materials.

**BEHAVIORAL EXPECTATIONS**

**Lower School Honor Pledge and Lovett Character Pledge**

Lower School students are expected to adhere to the Lower School Honor Pledge: *I promise that I have been honest and this is all my own work.*

The following Character Pledge embodies the moral vision of the Lovett community: *We, who are members of the Lovett community, seek to live lives of good character. We believe that good character grows from daily acts of honesty, respect, responsibility, and compassion. We pledge ourselves to develop these ideals with courage and integrity, striving to do what is right at all times.*

**Alcohol, Drugs, and Other Substances**

In Grades K–5, students receive this information as a regular part of their guidance curriculum.

**School Suspension**

Lower School students must honor the Behavioral Expectations Guidelines, which teacher review with students and share with parents, for Kindergarten–Grade 5. A student may serve an in-school suspension as a consequence for unacceptable and/or irresponsible behavior. During an in-school suspension, the student will be given ample work to fill the day and may be given additional work related to the offense. In addition, academic consequences may result from the offense. Consequences for any suspension will be handled on an individual basis. A parent conference with the principal and teacher may be required prior to the student’s re-entry to the class.

**Campus Limits**

Lower School students are not permitted in the Lions Den Café or the Campus Shop unless accompanied by an adult.

**DRESS CODES (See Charts on Following Pages)**
### LOWER SCHOOL UNIFORM (K & GRADE 1)

All uniform items must be purchased from the Campus Store or LPA recycled uniform sale

#### Boys

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants</td>
<td>Required, regulation, navy blue pants</td>
</tr>
<tr>
<td>Shorts</td>
<td>Required, regulation, navy blue shorts (worn from school opening through Halloween, and post-Spring Break through closing)</td>
</tr>
<tr>
<td>Shirt</td>
<td>Powder blue, knit, short- or long-sleeve shirt; plain, white, short-sleeve undershirt (optional)</td>
</tr>
<tr>
<td>Sweatshirts/Fleece</td>
<td>Any regulation outerwear (including sweaters) sold in the Campus Store</td>
</tr>
<tr>
<td>Socks</td>
<td>Basic white, navy, or black socks must be worn with shorts and trousers</td>
</tr>
<tr>
<td>Shoes</td>
<td>Tennis shoes, low or mid-ankle; no wheelies, light-up, or slide-on shoes; high tops, heels, waffle soles, or pumps are not acceptable</td>
</tr>
<tr>
<td>Coat</td>
<td>Only solid navy blue outerwear may be worn inside during the school day. All non-regulation outerwear may be worn outside</td>
</tr>
<tr>
<td>Chapel Attire</td>
<td>Customary school uniform</td>
</tr>
<tr>
<td>Jewelry/Accessories</td>
<td>Unacceptable, with the exception of watches (must be removed for recess and P.E. for safety reasons)</td>
</tr>
</tbody>
</table>

#### Girls

<table>
<thead>
<tr>
<th>Items</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorts/Skorts</td>
<td>Navy blue shorts or skort</td>
</tr>
<tr>
<td>Pants</td>
<td>Navy blue pants</td>
</tr>
<tr>
<td>Blouse</td>
<td>Powder blue, knit, short- or long-sleeve shirt; plain, white, short-sleeve undershirt (optional)</td>
</tr>
<tr>
<td>Sweatshirts/Fleece</td>
<td>Any regulation outerwear (including sweaters) sold in the Campus Store</td>
</tr>
<tr>
<td>Socks/Tights/Leggings</td>
<td>Solid white, black, or navy, knee length or short; solid white, black, or navy tights or leggings may be worn on cold days</td>
</tr>
<tr>
<td>Shoes</td>
<td>Tennis shoes - low or mid-ankle; no wheelies, light-up, or slide-on shoes; high tops, heels, waffle soles, or pumps are not acceptable</td>
</tr>
<tr>
<td>Coat</td>
<td>Only solid navy blue outerwear may be worn inside during the school day. All non-regulation outerwear may be worn outside</td>
</tr>
<tr>
<td>Chapel Attire</td>
<td>Customary school uniform</td>
</tr>
<tr>
<td>Jewelry/Accessories</td>
<td>Unacceptable, with the exception of stud earrings (one per ear) and watches (must be removed for recess and P.E. for safety reasons)</td>
</tr>
</tbody>
</table>

All uniform items must be purchased from the Campus Store or LPA recycled uniform sale.
### LOWER SCHOOL UNIFORM (GRADES 2–5)

#### Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants</td>
<td>Regulation khaki</td>
</tr>
<tr>
<td>Shorts</td>
<td>Regulation khaki (worn from school opening through Halloween and post-Spring Break through closing)</td>
</tr>
<tr>
<td>Oxford-Cloth Shirt</td>
<td>Regulation long- or short-sleeve, light blue shirt with button-down collar</td>
</tr>
<tr>
<td>Knit Shirt/Undershirt</td>
<td>Regulation light blue, short- or long-sleeve, knit shirt; plain, white, short-sleeve undershirts (optional)</td>
</tr>
<tr>
<td>Sweatshirts/Fleece</td>
<td>Any regulation outerwear (including sweaters) sold in the Campus Store</td>
</tr>
<tr>
<td>Socks</td>
<td>White, navy, or black socks must be worn with shorts and trousers</td>
</tr>
<tr>
<td>Shoes</td>
<td>Tennis shoes, low or mid-ankle; no wheelies, light-up, or slide-on shoes; high tops, heels, waffle soles, or pumps are not acceptable</td>
</tr>
<tr>
<td>Belt</td>
<td>Solid brown, navy, or black; belts are required with shorts and pants</td>
</tr>
<tr>
<td>Coat</td>
<td>Only solid navy blue outerwear may be worn inside during the school day. All non-regulation outerwear may be worn outside</td>
</tr>
<tr>
<td>Tie</td>
<td>Regulation navy with light blue stripe</td>
</tr>
<tr>
<td>Chapel Attire</td>
<td>Light blue, oxford-cloth shirt with tie or bowtie and regulation khaki trousers; <strong>no shorts or knit shirts</strong></td>
</tr>
<tr>
<td>Jewelry/Accessories</td>
<td>Unacceptable, with the exception of watches (must be removed for recess and P.E. for safety reasons)</td>
</tr>
</tbody>
</table>
## LOWER SCHOOL UNIFORM (GRADES 2–5)

### Girls

<table>
<thead>
<tr>
<th>Skorts/Shorts</th>
<th>Required, regulation, khaki skorts/shorts (worn no shorter than fingertip length)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants</td>
<td>Regulation khaki</td>
</tr>
<tr>
<td>Knit Shirt</td>
<td>Regulation light blue, long- or short-sleeve, knit shirt</td>
</tr>
<tr>
<td>Blouse</td>
<td>Regulation white, short-sleeve, broadcloth blouse with princess seam</td>
</tr>
<tr>
<td>Sweatshirts/Fleece</td>
<td>Any regulation outerwear (including sweaters) sold in the Campus Store</td>
</tr>
<tr>
<td>Socks/Tights/Leggings</td>
<td>Solid white, black, or navy, knee length or short; solid white, black, or navy tights or leggings may be worn on cold days</td>
</tr>
<tr>
<td>Belt</td>
<td>Brown, navy, or black with buckle; belts are required with pants</td>
</tr>
<tr>
<td>Shoes</td>
<td>Tennis shoes, low or mid-ankle; no wheelies, light-up, or slide-on shoes; high tops, heels, waffle soles, or pumps are not acceptable</td>
</tr>
<tr>
<td>Coat</td>
<td>Only solid navy blue outerwear may be worn inside during the school day. All non-regulation outerwear may be worn outside</td>
</tr>
<tr>
<td>Chapel Attire</td>
<td>White short-sleeve broadcloth blouse with princess seam worn with khaki skort; no shorts, pants, or knit shirts</td>
</tr>
<tr>
<td>Jewelry/Accessories</td>
<td>Unacceptable, with the exception of stud earrings (one per ear) and watches (must be removed for recess and P.E. for safety reasons)</td>
</tr>
</tbody>
</table>

### General Uniform and Appearance Guidelines

1. Students are permitted to wear Scout uniforms on meeting days.
2. Shirts and blouses must be tucked in at all times excluding the white chapel blouse.
3. All undershirts should be plain white and may be visible only at the neck.
4. If an after-school activity requires changing out of uniform, this must be done after the final bell.
SCHOOL SERVICES

Lower School Bookstore

The Lower School Bookstore carries basic supplies, which students in Grades 1–5 may purchase. Managed by fifth grade students under the supervision of a Lower School staff member, the Lower School Bookstore is open from 7:50 to 8:00 AM, functioning as both a service to the Lower School and a business venture in which the students may learn and apply the principles of economics.

Academic, Advising, and Counseling Services

The Lower School counselors implement the classroom guidance program, work with individual children, small groups of students, and teachers and parents. The counselors are an essential part of the support system provided for the Lower School student.

Student Support Teams (SST)

When a student needs additional academic or social/emotional support, the teacher or parent can contact a learning specialist/counselor. The learning specialist/counselor will meet with the teacher to discuss the child’s progress and make an individualized learning plan with the teacher that includes specific strategies for support. The learning specialist/counselor continues to support the classroom teacher/student with goal and strategies and checks in as needed. If the student needs further support, the teacher meets with SST (student support team), which consists of the Principal, Associate Principal, Director of Counseling, K-2 counselor, and learning specialists to discuss further strategies.

SPECIAL SERVICES, EVENTS, AND PARTIES

Attendance at Special Events on Campus

If space is available, if the programs are appropriate, and if invitations have been extended, the Lower School teachers, with the approval of the principal, may take their students to Lower, Middle, or Upper School events. Parents should not request that individual students attend these functions. If the entire class is not attending, such absences disrupt the normal procedures, create gaps in academic work, and cause unnecessary make-up work for the student and teacher.

Thanksgiving

In thanksgiving for their many blessings and out of concern for those who are in need, the Lower School students bring in nutritious, nonperishable, canned and boxed foods to contribute to needy Atlantans prior to Thanksgiving. These contributions are assembled in boxes in the classrooms and are subsequently blessed by the chaplain in the scheduled chapel service held during the week of Thanksgiving.

Christmas

In addition to the traditional Lessons and Carols service, many classes participate in service projects during the holiday season.

Fifth Grade Recognition Day

On the last day of school, all Grade 5 students are recognized for completing their studies in the Lower School. Parents and friends of fifth graders are encouraged to be present.
Grandparent’s/Special Friend’s Day
Students in Kindergarten are encouraged to invite their grandparents or a special adult friend to join them on Grandparent’s/Special Friend’s Day. Invitations with specific times and places are mailed through the Office of Community Relations.

Mother’s/Father’s/Special Friend’s Day
Students in first and third grades invite their mother or special adult friend to school in May. Students in second and fourth grades invite their father or special adult friend to school in April.

Lower School Fun Days
Fun Days are held on designated Fridays in the spring. There is a separate Fun Day for grades K-1 and grades 2-5. Students choose from a variety of activities. The focus of the day is experiential in nature, rather than competitive.

Private Parties
In order to avoid hurting the feelings of students, the following policy regarding private parties has been established:

1. Parties not sponsored by the school must be handled completely outside the school. Invitations, gifts, and thank you notes may not be delivered at school.
2. Presents brought to school must fit easily in the bookbag and must remain in the bookbag throughout the school day.
3. Any unusual form of transportation (e.g., limousines) with potential to cause undue disruption to carpool procedures will not be permitted. If transportation for private parties is part of carpool, all students in a grade or class must be included (or all girls, all boys, etc.) in order that children’s feelings are appropriately considered.
4. The school does not provide emails/mailing lists/labels for private parties.
5. When possible, please consider inviting all the girls or boys in a class to be inclusive.

Birthdays and Parties at School
If a Lower School student wishes to celebrate a birthday with the class, the family should contact the teacher several days prior to the event to make arrangements to send a treat to be shared in the classroom. Parents are welcome to join their child for lunch on their birthday. Holiday parties for Christmas and Valentine’s Day are simple and are held at times when instruction is finished for the day. In fifth grade, girls must wear one-piece swimsuits to end of year swim parties.

Snacks
The dining hall delivers a daily snack of a variety of fruits for the Lower School children. Personal snacks from home are not permitted during the school day unless there is a medical justification from a doctor on file in the Infirmary.
STUDENT ACTIVITIES

After School Activities Program (ASAP)

The After School Activities Program (ASAP) at Lovett provides child care for Lower School children until 6:00 pm, Monday-Friday, on days when the Lovett Lower School is in session. The cost varies according to the number of days and hours attending. For more information please visit the Lower School page of the website.

Afternoon Enrichment Program

Throughout the academic year, Lower School children have the opportunity to engage in high-quality programs led by experienced instructors. Classes are offered right after school and right on Lovett’s campus. For more information please visit the Lower School page of the website.

Student Service Council

The purpose of the Student Service Council (SSC) is to provide all students of the Lower School with an opportunity to participate in making the Lower School an even better place to grow, learn, work, and play. The council is a service organization composed of representatives from third, fourth, and fifth grades. These representatives will rotate each grading period in order to accommodate all students interested in serving their class and school community.

Fourth and Fifth Grade Leadership Council

The Lower School has a Leadership Council that is comprised of students in fourth grade and fifth grades. These students meet on a regular basis with the director of counseling to discuss character education and ways to highlight leadership in the Lower School. The children on this Council consistently represent high moral character, a willingness to serve others, and a spirit of caring. These children are nominated by faculty and administration.
IV. Middle School

ARRIVAL AND DISMISSAL

To maintain safe pedestrian access, the following guidelines have been established:

1. Students should be dropped off or picked up only in front of the pond, at the Williams Plaza, or Murray Athletic Center. Drivers should not stop to pick up students in front of the stadium, Wallace Gym, or Middle School.

2. Middle School students, while on campus, may only be in the Middle School, library, and pond/plaza areas unless directly supervised by a Lovett faculty/staff member.

ATTENDANCE PROCEDURES

Absence in any class immediately preceding or immediately following an official school holiday is unexcused, unless the absence has been pre-approved. See “Request for Planned Absence.”

Attendance

Students are required to attend all classes unless excused by a Middle School administrator. The school maintains records of all absences.

Students must be in school ALL DAY on the days preceding and following an official school holiday. These dates are marked in the school calendar as unexcused; there will be disciplinary and academic consequences for leaving early, arriving late, or missing the day. Any exceptions are based on the procedure under “Request for Planned Absence.”

Please note: the Middle School office requests a physical note (or, if a note cannot be sent, a phone call) – not an email – whenever a parent needs to arrange for a student to arrive late or leave before the end of the school day.

Please see the whole-school section of this handbook for more information about attendance policies and procedures.

Late Arrival

A student arriving after the start of the school day at 8:15 AM (advisory, assembly, or chapel) MUST always bring a note and sign in at the Middle School office. The student will be given a pass to enter class.

- Students without a note may receive a detention from the deans.
- Students who arrive late to school five times in a semester will receive a warning via MyLion. Five additional tardies after the warning will result in a detention. Tardies reset at the beginning of the semester.
- A student may be ineligible to participate in any event, practice, or performance that day without a note.
Tardy to Class

If held by another teacher or a school-related activity, students should first sign in at the Middle School office. The student will receive a pass for entry into class. Students who arrive tardy to class five or more times during a semester will receive a detention.

Make-up Responsibilities After an Excused Absence

Make-up work is the student’s responsibility. After an excused absence, a student will normally have one day for each day excused to make up missed work. The teacher will offer reasonable support and has discretionary power to extend the make-up schedule beyond the regulation time. In cases of extended illness, the deans will set up a make-up schedule. Students should make every effort to stay in e-mail communication with each teacher throughout the absence.

If an absence is pre-determined, the student is expected to do the majority of the work ahead of time, or complete the work during the absence period. The student is expected to return to school prepared for normal classroom work and prepared to take assigned tests unless prior arrangements are made.

Repeated absence on review or test days may necessitate a meeting with the deans.

BEHAVIORAL EXPECTATIONS

Forgotten items may not be dropped off in the Middle School office. This includes: books, clothes, laptops, projects, etc. Athletic equipment may only be dropped off at the Wallace Gym Athletic Office. We hope to develop students’ sense of responsibility.

There should be no exchange of money between students at school. Money should only be brought to school to purchase items at the Lion’s Den Cafe, Campus Store, and Concessions. Students may always use their student ID to charge items to their account.

During the school day, Middle School students are not permitted to use personal electronic devices. This include e-readers, tablets, gaming systems, and smart watches like Apple and Pebble watches. Cell phones must be powered off in the Middle School building and kept inside student lockers until students leave the Middle School building. Students will follow all of the guidelines stated in the Technology Code of Conduct found in the Middle School section of the website.

Discipline Committee

The Middle School Discipline Committee is comprised of members of the administrative staff and faculty and is chaired by the deans. Any discipline infraction that may result in suspension will be reviewed by the Middle School Discipline Committee. A recommendation is then made to the Middle School principal. Parents will be notified in advance when an infraction is being discussed by the Middle School Discipline Committee.

Honor and Discipline Policies

A complete listing of Middle School honor and discipline policies is available on the Middle School section of the Lovett website. These policies must also be signed by both a parent and the student and filed with the deans of student life at the beginning of each school year. Recurrent detentions, severe behavior problems (including disrespect and disobedi-
ence), Honor Code violations, and the like will be directed to the deans of student life.

Suspending Students

Serious discipline infractions, fighting, or repeated violations of the behavioral guidelines may result in the student serving a suspension. In-school suspension is served from 7:45 am – 3:00 pm. The student will be assigned to an isolated area of the school to work on assignments throughout the school day. No academic penalty automatically applies to the work a student misses during an in-school suspension. The student may not request teachers to provide tutorial assistance to make up missed work. During an in-school suspension, a student is not allowed to participate in or attend any school-sponsored activity, on or off campus. A parent must meet with the Middle School principal to reinstate the student the afternoon of or the morning following an in-school suspension.

An out-of-school suspension is considerably more serious than an in-school suspension. In most cases, a suspension away from the school will be levied only after the student has served an in-school suspension within the same school year. No academic penalty automatically applies to the work a student misses during an out-of-school suspension. The student may not request teachers to provide tutorial assistance to make up missed work. During an out-of-school suspension, a student is not allowed to participate in or attend any school-sponsored activity on or off campus. A parent must meet with the Middle School principal to reinstate the student the morning after an out-of-school suspension.
## MIDDLE SCHOOL UNIFORM

### Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants</td>
<td>Khaki with Lovett logo</td>
</tr>
<tr>
<td>Shorts</td>
<td>Khaki with Lovett logo</td>
</tr>
<tr>
<td>Oxford-Cloth Shirt</td>
<td>Long or short-sleeve, white shirt with button-down collar; Lovett logo; must be worn with tie on chapel day</td>
</tr>
<tr>
<td>Knit Shirt</td>
<td>White shirt with Lovett logo; only plain, white, non-ribbed undershirts may be worn</td>
</tr>
<tr>
<td>Sweater/Fleece/Vest</td>
<td>Lovett-issued, in school colors: blue, white, or gray; Students may wear only Lovett sweaters, fleeces, sweatshirts and jackets during the school day unless it is a full non-uniform day (NUD).</td>
</tr>
<tr>
<td>Sweatshirts</td>
<td>Lovett-issued, in school colors: blue, white, or gray; may be worn inside during the school day</td>
</tr>
<tr>
<td>Socks</td>
<td>Solid black, navy, white, or gray socks</td>
</tr>
<tr>
<td>Shoes</td>
<td>Athletic shoes; other acceptable shoes include brown, navy, or black loafers, oxfords, or moccasin styles with hard soles and backs; temporary fashion styles are not part of the uniform (this includes, but is not limited to, styles such as Crocs, Uggs, and Birkenstock slip-sons). Shoelaces must be the same color in both shoes.</td>
</tr>
<tr>
<td>Belt</td>
<td>Required with uniform shorts or pants</td>
</tr>
<tr>
<td>Coat/Jacket</td>
<td>Lovett issued, in school colors: blue, white, or gray; may be worn inside during the school day</td>
</tr>
<tr>
<td>Tie</td>
<td>Lovett tie</td>
</tr>
<tr>
<td>Chapel Attire</td>
<td>White, oxford-cloth shirt with all buttons fastened, navy blue Lovett sweaters, vests only, and regulation tie and khaki trousers; no shorts or knit shirts. Only navy blue Lovett sweaters or vests may be worn with chapel attire. They are mandatory attire following Fall Break in October until Spring Break in March.</td>
</tr>
<tr>
<td>Accessories</td>
<td>No smart watches may be worn during the school day. Visible piercings may only be worn in the ears.</td>
</tr>
<tr>
<td>Hair and Facial Hair</td>
<td>Neatly trimmed, above the brow, above shirt collar in back, no more than midway over the ear. No unnatural hair color or streaks permitted. Boys must be clean-shaven. Designs may not be shaved or dyed into hair.</td>
</tr>
</tbody>
</table>
Dress Codes

MIDDLE SCHOOL UNIFORM

Boys (continued)

General Uniform and Appearance Guidelines
1. Oxford cloth shirts and knit shirts must be tucked in at all times unless otherwise noted.
2. All undershirts must be plain white and short-sleeved.
3. If an after-school activity requires changing out of uniform, this must be done in the locker room after the final bell.
4. Students may not deface any part of their uniform.
# MIDDLE SCHOOL UNIFORM

## Girls

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skort</td>
<td>Regulation gray zipperered back only with attached spandex, no shorter than three inches above the knee</td>
</tr>
<tr>
<td>Shorts</td>
<td>Khaki uniform shorts purchased from the campus shop. A belt must be worn if wearing the uniform shorts or pants. Shorts may be no shorter than three inches above the knee.</td>
</tr>
<tr>
<td>Pants</td>
<td>Gray or khaki with Lovett logo</td>
</tr>
<tr>
<td>Blouse</td>
<td>White with Lovett logo; must be worn with white undershirt</td>
</tr>
<tr>
<td>Knit Shirt</td>
<td>White with Lovett logo</td>
</tr>
<tr>
<td>Sweater / Fleece / Vest</td>
<td>Lovett-issued, in school colors: blue, white, or gray; Students may wear only Lovett sweaters, fleeces, sweatshirts and jackets during the school day unless it is a full non-uniform day (NUD).</td>
</tr>
<tr>
<td>Sweatshirts</td>
<td>Lovett-issued, in school colors: blue, white, or gray; may be worn inside during the school day</td>
</tr>
</tbody>
</table>
| Socks / Tights / Leggings | *Socks:* solid white, navy, black, or gray short or knee length  
*Tights:* solid white, navy, black, or gray  
*Leggings:* full length, solid white, navy, black, or gray only |
| Shoes           | Athletic shoes; other acceptable shoes include brown, navy, or black loafers, oxfords, or moccasin styles with hard soles and backs; no boots (except for NUD); temporary fashion styles are not part of the uniform (this includes, but is not limited to, styles such as Crocs, Uggs, and Birkenstock slippers). Shoelaces must be the same color in both shoes. |
| Coat / Jacket   | Lovett issued, in school colors: blue, white, or gray; may be worn inside during the school day |
| Chapel Attire   | Gray skort or pants with regulation blouse, navy blue Lovett sweaters, vests only. Only navy blue Lovett sweaters or vests may be worn with chapel attire. They are mandatory attire following Fall Break in October until Spring Break in March. |
| Jewelry / Accessories | No smart watches may be worn during the school day.  
Visible piercings may only be worn in the ears. |
| Hair Color      | No unnatural hair color or streaks are permitted. Designs may not be shaved or dyed into hair. |
MIDDLE SCHOOL UNIFORM

Girls

General Uniform and Appearance Guidelines

1. The knit shirt must be tucked in at all times unless otherwise noted. The Chapel blouse is worn untucked.
2. All undershirts must be plain white and short-sleeved.
3. If an after-school activity requires changing out of uniform, this must be done in the locker room after the final bell.
4. Students may not deface any part of their uniform.
EVALUATING AND REPORTING

All Middle School students should be continually aware of their academic progress through regular student/teacher/parent/advisor communication. Parents are reminded that students will be informed of their academic grade on a grade sheet with a breakdown of this academic performance by the teacher in each class in the week following the end of a regular grading period, as listed on the school calendar.

Grading

Evaluation of student academic performance will be communicated by means of number grades as follows:

- Grades of 90 to 100 indicate excellent performance and work.
- Grades of 80 to 89 indicate good performance and more than satisfactory work.
- Grades of 70 to 79 indicate satisfactory performance.
- Grades of 69 or below indicate unsatisfactory work.

In addition to an academic grade, students are also given a conduct grade in each course. The general basis for evaluation of conduct is the teacher’s judgment of the student’s behavior, attitude, and general cooperation in achieving the purposes of the class and school. Evaluation of student conduct will be expressed by use of symbols representing the following:

- S indicates Satisfactory;
- N indicates Needs Improvement.

Incomplete

A grade of “Inc” (Incomplete) must be changed within 10 school days of the reporting date or the student may receive no credit for missing work. It is the responsibility of the student and parent to see that proper arrangements are made with the teacher, advisor, and deans of student life for any continuance.

Semester Failures

A student who makes a grade below 70 in a year-long language or core academic class for the first semester will receive an academic contract and have the enrollment contract withheld for second semester. To pass the class for the year, the student must make a grade in the second semester that is high enough to give the student a 70 average for the year. A student who fails a core academic class in the second semester must attend Middle School summer school at Lovett and make a grade that is high enough to give the student at least a 70 average for the second semester.

End of Semester Evaluation

Semester assessments are given at the end of the fall and spring semesters to all students. In the sixth grade, assessments count as 10 percent of a student’s grade. In the seventh grade, assessments count as 15 percent of the final grade. In the eighth grade, assessments count as 20 percent of a student’s grade.
Multiple Assessment Rule

There should never be more than two summative assessments, for example: two summative assessments, a summative assessment and a paper, a summative assessment and a project deadline, or a paper and a project deadline on any given day. If it appears that this policy has not been followed, it is imperative that the student and/or the parent contact a dean of student life.

Honor Roll

Middle School students (Grades 7 and 8) are recognized as Honor Roll students by achieving an unrounded GPA of 90 or higher in the four core academic classes, language or reading class. Sixth grade students must have an unrounded 90 overall average in the four core academic classes to qualify for Honor Roll.

Principal’s List

Middle School students (Grades 7 and 8) are recognized on the Principal’s List by achieving an unrounded GPA of 92 or higher, in the four core academic classes, language or reading. Sixth grade students must have an unrounded GPA of 92 or higher in the four core academic classes.

Students on the Honor Roll or Principal’s List must also maintain no lower than a B average in all other courses and must have no unsatisfactory conduct grade at the end of a semester.

Students on the Honor Roll and Principal’s List are recognized at an Academic Honors Assembly each semester.

Eligibility Standards for Co-Curricular Activities

Students participating in any co-curricular activity are expected to maintain the following standards:

1. Students must maintain at least a “C” overall average, or an average up to a level consistent with their previously recorded achievements in academic subjects.
2. As determined by the principal and/or dean of students, repeated or excessive unsatisfactory citizenship grades may result in ineligibility. Students in Grade 8 who participate in JV athletics must meet the eligibility guidelines of the Georgia High School Association. Additionally, they must not have an “unsatisfactory” in conduct in any class. In addition, a sponsor of an co-curricular activity may recommend to the principal that a student be suspended from co-curricular activities until such time as the student again meets the standards of the activity. The dean of students will notify the student’s parent/guardian of the action and, if appropriate, arrange to confer with the student’s parent or guardian. The student and parent/guardian may petition the principal in writing for a review of the ineligibility.
SPECIAL EVENTS, TRIPS, AND PARTIES

Parents are expected to attend parent/teacher conferences in August and January on the scheduled dates. Students attend the January conference with their parents.

Grandparent's/Special Friend's Day

Students in Grade 6 are encouraged to invite their grandparents or a special adult friend to join them. Invitations with specific times and places are mailed through the Office of Community Relations.

Middle School Field Day in May

Students practice for the contests prior to Field Day during their physical education classes. Participants wear Pride t-shirts and participate in a day of fun-related team and individual activities. Dismissal is at noon.

Special Events

Any student or organization requesting an activity or special event should first make an activity request to the principal of the Middle School for tentative approval of the date, time, and nature of the activity (homeroom parties, club parties, etc.). Parents will always be notified of the beginning and ending time of social activities held on campus. Parents are requested to pick up students promptly at the close of such events.

Grade Level Trips/Field Trips

Grade level trips and field trips are considered essential parts of the Lovett Middle School curriculum and are, therefore, mandatory. Absences can only be approved by the principal.

Gifts and Parties

In order to avoid hurting the feelings of students, the following policy regarding private parties has been established:

1. Parties not sponsored by the school must be handled completely outside the school. Invitations, gifts, and thank you notes may not be delivered at school.
2. Any unusual form of transportation (e.g., limousines) with potential to cause undue disruption to carpool procedures will not be permitted. If transportation for private parties is part of carpool, all students in a grade or class must be included (or all girls, all boys, etc.), in order that children’s feelings are appropriately considered.
3. The school does not provide emails/mailing lists/labels for private parties.

Birthdays and Parties at School

In the Middle School, any class party involving refreshments or favors will be initiated by the school. All parties must be first approved by the principal. With advisor approval, parents may send a treat for student birthdays. Birthday treats are for the student’s advisory only.
STUDENT ACTIVITIES AND SERVICES

Student Council

Representatives from the student body constitute the Middle School Student Council. The student council has responsibilities in many areas of student life, including organizing community service projects, coordinating grade-level and PRIDE activities, and meeting with the principal and faculty on matters that concern the Middle School community.

Interest and Service Organizations

Numerous student organizations and clubs are available to Middle School students. Membership is voluntary and opportunities are provided for students to join different organizations during the year. A list of current clubs and organizations is available on the Middle School page of the website.

Guidance and Advisory

All aspects of student guidance are coordinated through the Middle School counselors. The counselors coordinate the Middle School advisor/advisee program and work with the faculty to implement programs designed for the middle school learner. An advisor meets with students at selected times during the week and acts as a liaison between school and home. The principal and deans help coordinate the monitoring of student progress and help with programming in the Middle School. The Middle School chaplain works with the entire Middle School population to provide religious instruction and guidance.
V. Upper School

ARRIVAL AND DISMISSAL

To maintain safe pedestrian access, the following guidelines have been established:

1. Students should be dropped off and picked up only in front of the pond or at the Williams Plaza. Drivers should not stop to pick up students in front of the stadium, Wallace Gym, Railey Field, parking deck, or gravel lot.
2. Cars should be parked only in marked spaces.
3. Drivers should not block the regular flow of traffic.
4. Drivers should drive slowly through the stadium area and yield to pedestrians.

Students and parents should continually be alert to the need for safety and caution. The speed limit on campus is 15 miles per hour. This speed limit is to be observed at all times, not only while school is in session, but also after school, evenings, weekends, and during the summer.

ATTENDANCE PROCEDURES

Absences immediately preceding or immediately following an official school holiday are unexcused, unless the absence has been pre-approved.

Attendance

Lovett students are required to attend all classes unless excused by an attendance officer or administrator. The attendance officer will verify any reported absences. The school maintains records of all absences. Any student arriving after 8:15 a.m. or departing before 3:10 p.m. must sign in or out at the Attendance Office. Students must provide appropriate documentation for late arrivals or early departures.

Students must be in school ALL DAY on the days preceding and following an official school holiday. These dates are marked in the school calendar as unexcused; there could be disciplinary and academic consequences for leaving early, arriving late, or missing the day. Any exceptions are based on the procedure under “Request for Pre-Approved Absence.”

Please see Attendance Procedures (page 6) for more information about Upper School attendance policies and procedures.

Eligibility for Co-Curricular Activities

In order to be eligible for after-school activities, a student must be in school by 9:45 AM and remain until the end of the school day. The only way a student may be reinstated is with a note from a medical doctor, because of a funeral, or for an EXCEPTIONAL absence approved IN ADVANCE by the grade level dean. Absences for drivers’ permits and licenses or for passport applications will not be seen as exceptions.

Tardiness

To school:
Students must check into the attendance office whether late to school or late to class.
Excused
- To school - bringing a note to attendance office from parent/adult.
- To class - bringing a note to attendance office from teacher/adult.

Unexcused
- Tardy will be recorded for follow up by grade level dean.
- Consequences may include whatever the teacher deems appropriate. Teachers are not required to allow student to make up work missed due to an unexcused tardy.

Attendance During Advanced Placement Tests
Morning AP tests end approximately at noon. Students are then expected to attend class before and after lunch. Afternoon AP tests generally begin at 1:00 PM. Students with afternoon tests are not required to attend classes before the test. Advanced Placement classes comprised entirely of seniors cease to meet after the exam. Classes containing students in Grades 9–11 continue meeting until the last day of classes.

School Trips, Field Trips, or Team Trips
1. Trips do not count as an absence on school records; students are not penalized for these absences.
2. Sponsors/coaches will announce the trip at least five days in advance and post a roster.
3. Students must communicate with teachers prior to leaving or they are liable for academic consequences.

Extended Absences (illness or other emergency)
1. Contact a dean of students as soon as possible. The dean will communicate with advisor, counselor, teachers, and grade level team to make sure that a plan is in place for completing work.
2. Follow up with written documentation from a medical professional (when appropriate) outlining the short-term and long-term expectations and limitations.
3. A student should make every effort to stay in e-mail communication with each teacher throughout the absence.

Cutting Class
A student who misses a class without permission can expect a consequence determined by the Upper School administration.

Make-Up Work
Absence of Partial Day or One Day:
It is an Upper School student’s responsibility to be in communication with the teacher of the class missed BEFORE returning to class.

1. If the absence occurs on a day of a scheduled assessment or the due date of a written assignment, the student must complete the work on the day of return, whether or not the class meets on that day.
2. If the absence occurs during the last class before a test is taken or a written assignment is due, the student has one day beyond the day of return to make up the
work whether or not the class meets on that day.

3. If a student arrives at school after an assessment has been given or after an assignment is due, it is his or her responsibility to contact the teacher that school day. The student should be prepared to make up the assessment or submit the assignment that day or face an academic penalty. A pattern of missed, incomplete assessments or assignments can result in limited or suspended extracurricular involvement.

Absence for a Religious Observance:
See page 7 for more information.

Absence of Many Days:
It is an Upper School student’s responsibility to be in touch with teachers and the Grade Level Dean through email before returning to school in order to develop a plan to make up missed work.

UPPER SCHOOL BEHAVIORAL EXPECTATIONS

Behavioral expectations that guide the conduct of all Lovett students can be found in the School-wide Behavioral Expectations section of this handbook. Discipline in the Upper School is linked to a system of student privileges that are awarded based upon adherence to the Character Pledge, the Honor Code, the Technology Code of Conduct, and campus regulations. Any report of misconduct is investigated by a dean and, if necessary, referred to the Discipline Council, the Honor Council, or the principal as appropriate.

CITIZENSHIP AND PRIVILEGES

Discipline in the Upper School is linked to a system of student privileges, which are awarded based upon adherence to the Character Pledge, Honor Code, and Technology Code of Conduct.

Satisfactory citizenship will result in a student receiving or retaining privileges. Unsatisfactory citizenship will result in a student not receiving, or losing, privileges. Older students are eligible for more privileges, but are also held to a higher level of accountability. Privileges vary based on grade level and may include, but are not limited to:

- Participation in non-uniform days;
- Freedom to leave the cafeteria;
- Use of the Lions Den Café;
- Unsupervised study during study halls;
- Driving and parking on campus (see description of driving guidelines, below);
- Use of the senior lounge; and senior off-campus privileges during specified free periods.

Student Driving Privileges

Only juniors and seniors are allowed to drive and park on campus. Sophomores are not permitted to drive to school and park on campus; doing so will jeopardize their junior driving privileges. Driving to school and parking on campus is a privilege a student must earn. Students who have accumulated excessive detentions, tardies, or who are serving probation for violating school policy are not eligible.
1. Failure to abide by the driving guidelines outlines at the beginning of each year will result in loss of driving privileges.

2. Cars should only be parked in marked student-designated spaces. Student drivers never have permission to drive or park on the road that leads alongside the gym, behind the gym, or up to the tennis courts.

3. Drivers should not block the regular flow of traffic.

4. Drivers should drive slowly through the whole campus and yield to pedestrians.

5. Students should continually be alert to the need for safety and caution. The speed limit on campus is 15 miles per hour. This speed limit is to be observed at all times, not only while school is in session, but also after school, evenings, weekends, and during the summer.

6. The speed limit in the parking deck is 10 miles per hour.

7. The use of a cell phone while driving is prohibited.

8. Removal of barricades is prohibited.

DISCIPLINE AND HONOR COUNCILS

Lovett recognizes that our students have a vested interest in disciplinary decisions. Students have important insights into situations involving discipline and, when age-appropriate, they should play an integral role in evaluating the situations of their peers. Most major infractions will be heard by either the Honor Council or the Discipline Council. At the same time, the school recognizes that there may be rare circumstances in which it is not appropriate for the students to have a part in the discipline decision and those infractions will be addressed by the deans, principal, or head of school.

Discipline Council—Upper School

See Appendix IV.

Honor Council—Upper School

See Appendix V.

Upper School Technology Policies

See Appendix II.

ACCOUNTABILITY FOR VIOLATIONS OF BEHAVIORAL EXPECTATIONS OR CAMPUS REGULATIONS

Lunch Clean-up

Lunch clean-up may be assigned for a minor rule violation. Lunch clean-up must be served on the day clean-up is assigned. Student should report to the dining hall 25 minutes before the end of lunch.

Detentions

Detentions will be issued by the grade level dean based on referrals from faculty or staff. The student will receive notification through email.

Afternoon - for 1st and 2nd violation in a semester

- Served Monday - Thursday 3:30 - 4:00 PM and Friday 3:15 - 3:45 PM
• Student should report to the US office on time and in uniform.
• Student will work for 30 minutes in service to the school.

Morning - for 3rd and 4th detention in a semester
• Student, parents, and advisor will be notified through email
• Student should report to the US office by 7:30 AM on morning assigned. Student will sit in silent reflection for 30 minutes.

Saturday - for 5th detention in a semester
• Student, parents, advisor, and principal
• Student placed in Directed Study for the remainder of the semester
• Student report to designated area at 8:30 AM Saturday morning and will work for two hours in service to the school.

Any student who receives six detentions in a semester will appear before the Discipline Council.

In-School Work Details
A student might receive work detail for standard rule violations, attendance problems, behavioral problems, failure to serve weekend detention, as a result of a Discipline or Honor Council hearing, skipping a class, breaking bounds, etc.

1. Parents are notified by phone or email.
2. Teachers are advised by Upper School administrators.
3. The student will be considered ineligible for co-curricular activities after school.
4. The student is responsible for all work due that day, make-up work, and assessments before leaving school that day. There will be no academic penalty unless otherwise stipulated.
5. The student should report to an Upper School assistant principal or dean by 7:45 AM, dressed with appropriate closed-toe shoes and work clothing; students will work until 3:00 PM.

Probation
Students may be placed on probation for a specified period of time for the violations of a major school rule or for repeated and continuous violations of other school rules and expectations. Probation means that any subsequent significant transgression could result in dismissal or expulsion. Probation status also has an impact on the student’s privileges, including driving, free study periods, and the right to participate in and/or attend Lovett activities.

1. Probation is a part of the student’s record and will be reported to colleges when required.
2. Violation of probation will bring a student before the Discipline Council.

Suspension
Students may be suspended for the violation of a major school rule, or for repeated and continuous violations of other school rules and expectations, or a violation of a probation. Suspension may be assigned as in-school or out-of-school.
1. Parents are notified.
2. Teachers are advised by Upper School administrators.
3. The suspended student will be considered ineligible for co-curricular activities after school.
4. The student is responsible for all make-up work and assessments upon return to the classroom; no academic penalty applied unless otherwise stipulated.
5. Suspension becomes a part of the student’s record and will be reported to colleges when required.

**Expulsion and Dismissal**

Students may be expelled or dismissed for breaches of the Honor Code, for the possession or use of drugs, for the possession or use of alcoholic beverages, for violation of a probationary status, for violations of the Technology Code of Conduct, or for other behavior deemed in violation of Lovett’s behavioral expectations. The decision to expel or dismiss a student rests with the head of school upon advice from the principal. The school will notify parents as soon as possible about the incident and the specific process being used to deal with the situation. The board of trustees chooses not to involve itself with disciplinary matters and directs that any appeal be made to the head of school.

**Dismissal:**

1. A dismissed student may normally be permitted to apply for readmission.
2. A dismissed student may not return to campus or attend any Lovett event during the time of dismissal without specific permission from a Lovett administrator: dean, principal, or head of school.
3. If a student is dismissed after the mid-point of the semester, the transcript will reflect WP (withdraw passing) or WF (withdraw failing) for each in-progress class, based on the student’s grade at dismissal or mid-semester, whichever is higher.

**Expulsion:**

1. An expelled student is not permitted to apply for readmission.
2. An expelled student may not return to campus or attend any Lovett event without specific permission from a Lovett administrator: dean, principal, or head of school.
3. If a student is dismissed after the mid-point of the semester, the transcript will reflect WP (withdraw passing) or WF (withdraw failing) for each in-progress class, based on the student’s grade at dismissal or mid-semester, whichever is higher.

**Reporting to Colleges**

In accordance with the National Association of College Admission Counselors’ “Statement of Principles of Good Practice,” Lovett counsels students to answer all questions about their disciplinary histories clearly and forthrightly. The school expects them, when prompted, to disclose to colleges and universities any disciplinary or academic infractions that have resulted in probation, suspension, dismissal, and/or expulsion. In turn, Lovett college counselors will include references to these major infractions in their school reports and recommendations and respond fully to colleges’ questions about them.
CAMPUS REGULATIONS

The expectation is that Lovett students will treat each other, the school property, and the school philosophy with respect. Each student is responsible and will be held accountable for this.

Book bags
- Are the responsibility of the student at all times.
- Students are expected to use their lockers.
- A student may leave an unattended book bag in a classroom or office ONLY with explicit permission from a faculty member.
- Book bags may never be brought into the dining hall, theaters, or chapel.
- Book bags do not cross the plaza at any time for assembly, chapel, or lunch.

Campus limits
- “On campus” includes all buildings in the main Upper School complex and outside areas immediately adjacent.
- Upper School students should not be in the following areas unless they have signed out in the Attendance office or are directly under adult supervision:
  - Middle School and Lower School buildings;
  - Campus gymnasiums, locker rooms, and other athletics facilities;
  - Parking deck (students must sign out to access the parking deck during the academic day);
  - Wooded areas or the track;
  - Maintenance and housekeeping storage and work areas.
- Any Upper School student bringing a guest to campus at any time during the academic day must have that person sign in and get a badge in the Poole Foyer. The badge must be displayed while the visitor is on campus.
- Upper School students may not leave campus for any reason without signing out in the appropriate locations; doing so will be considered breaking bounds.
- Any student in violation of established campus limits will face consequence which could include suspension from school.

Food and drink
- Students may have water in all US spaces except the chapel and the theaters.
- Other drinks and food are allowed on just tiled surfaces in the Upper School.
- After advisory, food and drink are prohibited in all carpeted spaces.
- Lunch meetings in carpeted areas require direct faculty permission and supervision.
- Students are responsible for cleaning up anytime food or drink has been consumed in the US.

Public display of affection
- Such displays are in poor taste and exclusive. Students should refrain from these at school or any venue where they represent Lovett.

Cell phone and electronic device use
- Given that they are respectful of others around them, students may use cell phones and personal electronic devices during breaks and free periods inside and outside Upper School buildings except for the dining hall, theaters, and the chapel.
- These devices should remain stowed and off during assemblies, meetings, and formal gatherings.
• Students may not have possession of cell phones during classes unless for specific academic purposes; these devices should remain stored in a central designated location within classrooms.

• See Use of Technology, page 20, and Appendix II for additional policies regarding personal computing devices.

DRESS CODES
Upper School students are expected to be in proper uniform during school hours. Any exception to the uniform for a religious or cultural reason, special event, or injury must be approved by the Upper School Dean in advance.

NON-UNIFORM DAYS (NUD) Guidelines
NUDs are special days, often themed, during which students may attend school out of uniform. Students are expected to follow posted guidelines and keep in mind that, regardless of the theme, clothing should be appropriate in nature and length and cover the chest, shoulders, back, and stomach.

DRESS CODES For Upper School Uniform (See charts on following pages)
UPPER SCHOOL UNIFORM (see also guidelines on page 22)

Boys

Official uniform and outerwear can only be purchased through the Lovett School Campus Shop or the Recycled Uniform Sale. If using recycled uniforms, please make sure that uniform meets the stated guidelines for fit and color and trademarked logo.

| Pants        | Khaki with Lovett logo  
|             | Seniors: navy with Lovett logo |
| Shirt        | Oxford-cloth: white / light blue with Lovett logo  
|             | Knit: navy blue with Lovett logo  
|             | Seniors: white knit with blue piping and Lovett logo |
| Tie/Bowtie   | Lovett or senior tie |
| Outerwear    | (Optional) Sweatshirts, sweaters, sweater vests, jackets, fleeces, and coats issued by the Athletic Department or through the Lovett Campus shop in Lovett blues, grey, or white (Long-sleeved t-shirts are not considered outerwear and may not be worn during the academic day) |
| Socks/Belt   | (Required) |
| Shoes        | Closed-toed, hard-soled shoes with backs that are appropriate for school |
| Chapel Attire| White or blue, oxford-cloth shirt with Lovett logo  
|             | Regulation tie and trousers |
| Accessories  | Visible piercings may only be worn in the ears |
| Hair and Facial Hair | Neatly trimmed, above the brow, above the shirt collar in back, no more than midway over the ear. Boys must be clean-shaven. Designs may not be shaved or dyed into the hair. |

General Uniform and Appearance Guidelines

1. Oxford cloth shirt and knit shirt must be tucked in at all times.
2. All undershirts must be plain white and may not be visible below sleeves or the bottom of the shirt.
3. If an after-school activity requires changing out of uniform, this must be done in the locker room after the final bell.
4. Students may not deface any part of the uniform.
## UPPER SCHOOL UNIFORM (see also guidelines on page 21)

### Girls

Official uniform and outerwear can only be purchased through the Lovett School Campus Shop or the Recycled Uniform Sale. If using recycled uniforms, please make sure that uniform meets the stated guidelines for fit and color and trademarked logo.

<table>
<thead>
<tr>
<th>Skort (Classes of 2023 and beyond)</th>
<th>Regulation gray zippered back only with attached spandex, no shorter than fingertip length</th>
</tr>
</thead>
</table>
| Skirt (Classes of 2020, 2021, and 2022) | Gray Lovett skirt  
**Seniors:** blue and white plaid kilt  
**Length:** no shorter than fingertip length |
| Pants | Gray with Lovett logo |
| Shirt | White, short-sleeve, chapel blouse with Lovett logo  
**Knit:** navy blue with Lovett logo  
**Seniors:** white knit with blue piping and Lovett logo |
| Outerwear | (Optional) Sweatshirts, sweaters, sweater vests, jackets, fleeces, and coats issued by the Athletic Department or through the Lovett Campus shop in Lovett blues, grey, or white (Long-sleeved t-shirts are not considered outerwear and may not be worn during the academic day) |
| Socks | (Required) |
| Tights/Stockings/Leggings | Full length, navy, black or gray only |
| Shoes | Closed-toed, hard-soled shoes with backs that are appropriate for school. |
| Chapel Attire | Gray or senior skirts or gray slacks with white, short-sleeve, chapel blouse and Lovett logo |
| Accessories | Visible piercings may only be worn in ears |
| Hair | Designs may not be shaved or dyed into the hair |

### General Uniform and Appearance Guidelines

1. All undershirts must be plain white and may not be visible below sleeves or the bottom of the blouse.
2. If an after-school activity requires changing out of uniform, this must be done in the locker room after the final bell.
3. Students may not deface any part of the uniform.
GENERAL ACADEMIC INFORMATION

Please refer to the Upper School Course Catalog for additional information.

COURSE INFORMATION

Course Placement

The Lovett School reserves the right to place students in an alternate course or courses when first-choice requests cannot be honored, or when the student’s previous academic achievement and learning characteristics suggest a particular level of study. The final placement decision is made by the school, based on the student’s mastery of basic skills, previous achievement, and level of maturity.

Drop/Add Policy

Course Changes/Drops

1. Before each semester begins, certain days are set aside for students to make approved changes in their upcoming semester’s schedule at no charge to the student. After those dates, a $50.00 processing fee is charged for any approved student/parent-initiated schedule changes. After the first three weeks of a semester, a student may not add a new course. (This does not apply to teacher-initiated changes from one level of a course to another.)

2. Student-initiated course changes after the first three weeks of the semester must be approved by both the director of studies and the principal. When allowed, transcripts will indicate one of the following, depending on the student’s grade at the time of the withdrawal: “WP” (Withdrawn-Passing) or “WF” (Withdrawn-Failing). Proper planning should minimize the need for a student to withdraw from a course. If a teacher recommends that a student change from one level of a course to another, the above fees and deadlines do not apply. Such changes must be approved by the department chair and director of studies and may not occur after third marking period grades are posted. The transcript will reflect only the level the student completed at the end of the semester.

3. If a student wishes to drop the second semester of a year-long course, he must indicate that desire in writing to the upper school director of studies by the Friday following the fall parent conferences. After this deadline, a student is expected to remain in a year-long course until the conclusion of the spring semester, unless a teacher initiates the change.

4. Any senior who is given permission to drop a year-long course at the end of the first semester or to change levels of a course will be required to write a letter to all colleges to which he has applied, informing the colleges of this decision. The college counseling office will mail said letter and retain a copy in the student’s file. This letter must be received by the director of studies within one week of the approval of the schedule change.

When a student changes levels in a course during the semester, the grades earned in the old class will not carry over at full strength into the new class. The relative value of those former grades will be determined in a manner equitable to the student, reflecting the time and specific circumstances of the change. The classroom teachers and department head will make that determination, in conversation with the director of studies.
Honors/Advanced Placement Policies

Please refer to the Academic Policies page of the Upper School website for additional information.

DIRECTED STUDY

Grade 9 students are assigned to Directed Study if they have not chosen to enroll in a seventh course, while students in Grades 10–12 are granted study periods. At every subsequent reporting date, however, students in Grades 10–12 who are failing one course will be assigned to Directed Study. The student will remain in Directed Study until the next reporting period. Once it is determined at the reporting period that the student is once again passing all classes, the student will be released from Directed Study.

1. In individual cases, an Upper School administrator, counselor, or Grade Level Team may place students in Grades 10–12 in Directed Study.
2. At fall mid-semester, at the end of fall semester, and at spring mid-semester, Grade 9 students with an unrounded, weighted grade point average of 95 and “S” in citizenship will be granted a study period.
3. Changes in Directed Study, co-curricular eligibility, and senior privileges at the semester point take effect as soon as these changes are made known to students and their advisors.

ELIGIBILITY STANDARDS FOR CO-CURRICULAR ACTIVITIES

Students participating in any co-curricular activity are expected to maintain the following minimum standards:

1. The student must have passed (70 or above) a minimum of five subjects that carry credit toward graduation during the semester immediately preceding participation. The student must also maintain good citizenship standards as defined in this handbook.
2. At the second and third marking periods, a student must pass a minimum of five subjects that carry credit toward graduation. A conduct grade of “N” will not necessarily result in the ineligibility of a student. Repeated or excessive unsatisfactory evaluations in conduct, however, may result in ineligibility, as determined by the principal and dean.
3. Students with incompletes may be deemed ineligible until the incomplete is resolved.

Students not meeting the criteria above will become ineligible on the Monday following the grades posting to MyLion. A dean of students will notify the students, advisors, staff, and parents who are not eligible for co-curricular activities.

As mandated by GHSA, should the ineligibility arise from category 1 above, no further action is possible; the student is ineligible for one semester. Should the violation result from category 2 above at mid-semester, the following procedure will be followed:

- Student deemed ineligible on the Monday following the grades posting to MyLion.
- Students will be reevaluated after 14 calendar days of being deemed ineligible. If the student is passing five classes, the student will be reinstated. If not, the student will
remain ineligible until the third marking period grades post to MyLion.

- Students reevaluated OR initially deemed ineligible after the third marking period posting to MyLion are ineligible for the entire fourth marking period and are not subject to re-evaluation.

Sponsors of co-curricular activities may stipulate behavioral expectations, participation requirements, and/or citizenship standards that are specific to the activity. If, in the judgment of the principal, dean, or grade level team (as indicated by progress reports, report cards, teacher interviews, personal observations, and/or parent-student conferences), the student is not meeting the standards required, the student may be declared ineligible.

**EVALUATING AND REPORTING**

All Upper School students should be continually aware of their academic progress through regular student/teacher communication and/or through Lovett’s learning management system.

Grades are reported four times each semester. A full set of comments will accompany grades at the second marking period of each semester. At the other marking periods, comments are included as needed for individual students, especially for students whose grades get close to the 70 passing mark.

**End of Semester Evaluation**

Fall semester Group I classes will end with a written, cumulative exam. In the spring Group I courses may conclude with either an exam or an alternative assessment. Final assessments can count up to 20% of a student’s final grade.

Any deviation from the exam schedule must be approved in advance through a student’s grade-level dean.

**Multiple Assessment Rule**

When a student has more than two long-range assignments, tests, or assessments lasting more than half the period, the student may request from teachers an extension of the deadlines so that no more than two occur on the same day. The request must be made prior to the day the multiple assignments are due. For the purposes of this rule, American Studies assessments count as one test and Honors American Studies joint assessments count as two tests.

**Grading**

Evaluation of student academic performance will be communicated by means of number grades on a 100-point scale.
Letter equivalents to these numbers are as follows:

<table>
<thead>
<tr>
<th>Range</th>
<th>A+</th>
<th>B-</th>
<th>A</th>
<th>C+</th>
<th>A-</th>
<th>C</th>
<th>B+</th>
<th>C-</th>
<th>B</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>97–100</td>
<td></td>
<td></td>
<td>80–82</td>
<td></td>
<td></td>
<td>77–79</td>
<td></td>
<td>73–76</td>
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<td>70–72</td>
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<tr>
<td>93–96</td>
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<td>77–79</td>
<td></td>
<td></td>
<td>73–76</td>
<td></td>
<td>70–72</td>
<td></td>
<td>69–below</td>
</tr>
</tbody>
</table>

In addition to an academic grade, students are also given a conduct grade in each course. Evaluation of student conduct will be expressed by use of symbols representing the following:

- S indicates Satisfactory
- N indicates Needs Improvement

A student receiving an N in conduct will be placed into directed study and/or lose privileges. The student also will be ineligible for Headmaster’s and Scholars Lists that semester. The Grade Level Dean will review the status each marking period.

**Grade Point Average (GPA)**

Unweighted grades go on the report card and on the transcript.

The Upper School applies a system of weights “in house” for honors and AP classes. These weighted grades are used in calculating a weighted GPA that is reflected, along with the unweighted GPA, on the transcript.

In calculating a student’s cumulative GPA, the following apply:

1. Only grades earned at Lovett are considered.
2. Honors courses receive an extra weight of 5 points in weighted GPA.
3. Advanced Placement courses receive an extra weight of 10 points in weighted GPA.
4. The courses that receive a letter grade do not count toward a student’s cumulative average.

In computing a student’s academic average, failing grades of 60–69 will count at face value; grades below 60 will register as 60.

The Upper School does not report class rank.

**Principal’s List**

The Principal’s List, the Upper School’s highest academic category, is published at the end of each semester. In order to be included on this list, students in Grades 9–12 must meet the following criteria:

1. Overall semester weighted average of 95 (unrounded) or higher.
2. No grade of “N” in citizenship.

**Scholars List**

The Upper School Scholars List, published at the end of each semester, includes students in Grades 9–12 (not listed on the Principal’s List) who meet the following criteria:

1. Overall semester weighted average of 92 (unrounded) or higher.
2. No grade of “N” in citizenship.
**Incomplete**

A grade of Incomplete ("Inc") must be changed within 10 school days of the reporting date or the student may receive no credit for the missing work. It is the responsibility of the student and parent to see that proper arrangements are made with the teacher and director of studies.

**Semester Failures**

A failure (grade of “F” or below 70) in any subject for either semester may necessitate makeup work. Depending on the course and department, the following makeup options may be required:

- **Summer School** - If the course is offered in Lovett summer school, students may earn grades and makeup credit towards graduation requirements. Earning credit only from another institution’s summer school requires a written request and approval from the director of studies prior to enrollment. Grades earned at other schools are not used in computing the Lovett GPA.

- **Course Retake** - If required for graduation, the students may retake the course or semester during the following school year. If a student repeats a semester for which credit has already been granted, the repeated semester will not earn any credits, but grades from all semesters will count in the GPA.

- **Contracts** - At the discretion of the teacher, department chair, and director of studies, a contract may be issued to change a fall-semester failure to a 70. The student must make a spring grade that is high enough to give the student a 70 average for the year and meet any other stipulations in the contract.

- **Re-exam** - If a student is passing before the final exam but fails the course, a re-exam may be offered at the discretion of the teacher, department chair, and director of studies. A person who passes a re-exam will receive a grade of 70 for the semester and for the exam.

Any Upper School student who must attend summer school for more than one summer in the same discipline will have his place at Lovett reviewed in order to determine whether continuing at Lovett is in the student’s best interest.

**HONOR SOCIETIES**

**Cum Laude Society**

Students must have been at Lovett at least one year before they are eligible for membership. The induction ceremony is held in the spring. Per Cum Laude rules, juniors officially join at the end of the school year, assuming they have completed the year in good standing.

**Juniors**

Top four percent, based on cumulative weighted academic average including two junior-level Honors courses.

**Seniors**

Top 16 percent, based on cumulative weighted academic average plus two senior-level Honors courses. Students should check with the registrar to determine whether or not courses qualify as junior/senior level Honors. An AP science course counts as one Honors course.
The motto of the Cum Laude Society is “Areté, Diké, Timé,” the Greek words for excellence, justice, and honor. Students are elected to membership by the Cum Laude faculty and must have demonstrated good character, honor, integrity, and dedication to learning.

National Honor Society
The Lovett chapter of the National Honor Society promotes appropriate recognition for juniors and seniors who demonstrate outstanding accomplishments in the areas of scholarship, leadership, service, and character.

The membership selection process begins early in the spring semester when juniors and seniors who have an unrounded, cumulative, weighted GPA of 92 are considered for membership. These students are required to submit information describing how they have made significant contributions in the areas of leadership, service, and character. This information is evaluated carefully by a faculty committee, which determines the final selection of new members. Juniors who are not selected and who maintain the required GPA may reapply during their senior year.

Qualifying candidates are expected to be actively involved in leadership roles at the school or in the community. Examples would include club officers, members of student government, team captains, scout leaders, etc. Service involvement should indicate a student’s personal commitment to ongoing service and must extend beyond those activities required by the school (e.g., SING). Moreover, only students of strong character will be considered for membership.

Each candidate receives a written notice of the selection committee’s decision. The selection process culminates with a formal induction ceremony.

SEMESTER AWAY
Lovett freshmen and sophomores are invited to consider certain semester and year-away programs to complement their Lovett education and to take place during the sophomore or junior year. Students who are interested in a study-away program must first consult with the director of civic and global engagement as early as possible in the fall semester prior to the year the student wishes to study away. All semester away applications will be coordinated through that office. Lovett reserves the right for final approval for all interested students. A list of approved programs is available on the Civic and Global Engagement page of the website.

Students who matriculate at a semester school do not officially withdraw from Lovett and are, in many respects, considered Lovett students even while away. As is the case for all Lovett students, students who have studied away will be expected to truthfully and accurately answer questions posed by certain colleges regarding probations, suspensions, dismissals, expulsions, and other Honor Code and disciplinary violations, including those incidents that occur at the semester school. In addition, students who face disciplinary action at a semester school may receive further consequences at Lovett, including dismissal.

SENIOR YEAR

Accelerated Departure
In general, The Lovett School does not recommend accelerated departure from its Upper
School program of study. In special cases, however, with the approval of the Upper School principal and headmaster, a student who has satisfied all graduation requirements except senior English and earned at least 21 credits may choose to leave Lovett after the junior year and be eligible to receive a Lovett diploma, provided that acceptable arrangements have been made to satisfy the school’s graduation requirements prior to the awarding of the diploma. Having departed after the junior year, the student will not be considered an enrolled Lovett student during the senior year and will not participate in senior events, including graduation ceremonies.

Dual Enrollment

Lovett does not participate in dual enrollment programs including Georgia’s Move on When Ready (MOWR). Students wishing to take college-level coursework during the summer should reach out to their college counselors for guidance.

Exam Exemption

The senior spring exam exemption is a privilege earned by appropriate conduct and academic performance throughout the second semester. Seniors whose conduct in their second semester, particularly in the last weeks of the spring semester, is acceptable, and whose unweighted average in a course is 85 or above at the end of the second semester may be eligible for exemption from the second semester final exam in that course. The individual teacher has the final authority to set the individual parameters for exemption in his course. Seniors who participate in pranks or other unacceptable behaviors in the second semester will lose this privilege. This exemption does not apply to seniors taking Advanced Placement examinations. In certain courses, the teacher may determine that an examination is essential for an accurate evaluation of all students. The class will be notified well in advance if all students are expected to take the final exam.

Graduation Ceremony

Those seniors who take part in graduation will be in good standing and have fulfilled all of the requirements for graduation from The Lovett School. Seniors who have insufficient credits at the end of spring semester will not take part in the graduation ceremony. They will receive their diplomas and sacred texts when they fulfill the graduation requirements.

Graduation Honors Determination

Cumulative weighted grade point averages through the midpoint of the spring semester will be used to determine salutatorian and valedictorian awards. Cumulative weighted grade point averages through the end of the fall semester will be used to determine honor graduates. Only students in good standing who have attended The Lovett School for two or more years and who are enrolled their senior year are eligible to graduate with honors and are eligible for the salutatorian or valedictorian award. A minimum, unrounded, weighted average of 92 is required for designation as an honor graduate. Students with an unrounded, weighted GPA of 95 will graduate with high honors. Students with an unrounded, weighted GPA of 98 will graduate with highest honors.
Diploma Distinctions

Lovett offers diploma distinctions in global studies, service & leadership, and sustainability. Students who are accepted into the distinction program as sophomores and who complete all the requirements of the program may graduate with distinction. Additional information is available in the course catalog section of the Upper School page of the website.

Senior Projects

Senior projects exist to allow a senior to pursue an educational objective or opportunity that cannot be pursued within the normal curriculum. Ideally, a senior project is a culmination of one’s academic career that allows one to synthesize important lessons or further develop a talent or interest. Through senior projects, students may investigate possible careers, test their skills in the marketplace, and explore the world beyond Lovett. Furthermore, senior projects reinforce Lovett’s mission by promoting interdisciplinary and experiential learning, creativity, intellectual curiosity, and love of learning.

SCHOOL SUPPORT SERVICES

Academic, Advising, and Counseling Services

The Upper School advisors, deans and counselors provide assistance to students and families in a number of ways. It is the student’s responsibility to work closely with his or her advisor and to seek the assistance of deans and counselors.

The Advisor
1. Works on an individual basis with the student and family
2. Is the first faculty member a student or family should contact with questions or concerns
3. Communicates with the family about overall progress through the Upper School
4. Guides the student through academic planning
5. Creates a small community over four years for the student
6. Communicates as needed with the grade-level dean, guidance counselor, and college counselor

The Grade-Level Dean
1. Coordinates grade-level programming
2. Addresses attendance, character, discipline issues
3. Is the first administrator a student or family should contact with questions
4. Assists students, parents, and advisors with academic planning
5. Works with scheduling issues and general academic support
6. Works to promote a healthy, positive school culture

The Guidance Counselor
1. Develops and implements wellness programs for students and parents
2. Provides social and emotional support to individual students and families
3. Coordinates student mentor programs: Peer Assistance & Leadership (PAL), Girls’ & Boys’ mentor groups, etc.

**The College Counselor**
1. Assigned the middle of 10th grade
2. Assists students in identifying, applying to and selecting the college best suited for their individual interests and needs

**The Grade-Level Team**
1. Comprised of grade-level coordinator (GLC), grade-level dean, guidance counselor, Academic Resource Center learning specialist, and college counselor
2. Monitors, in coordination with student’s advisor, progress of student during that year.
3. Suggest strategies for those that need assistance.

**STUDENT ACTIVITIES**

**Student Government Association**
The Student Government Association consists of elected representatives from each grade as well as an elected student body president and appointed cabinet.

**Student Service Board**
The Student Service Board (SSB), which consists of elected representatives from each grade, exists to plan, coordinate, and implement service projects and programs for all Upper School students. The Student Service Board promotes projects that utilize student talent, interests, and aptitudes. In an effort to learn more about the skills of philanthropy and to provide much-needed financial support to worthy organizations, the Board is provided access to the Service Fund. This fund allows the SSB to establish philanthropic priorities, review applications from nonprofit organizations, and ultimately decide how to allocate funds.

**Student Interest Groups**
Student organizations comprise a vital part of the total education program in the Upper School. These organizations provide a needed opportunity for students to show leadership, responsibility, and initiative in a setting designed to encourage independence and mature judgment. Each organization has a faculty advisor who is responsible for working with the students in a manner designed to encourage proper growth in these important areas of development.

**General requirements for planning events:** Any student or organization requesting an activity or special event should first obtain permission from the faculty sponsor and make an activity request to the Upper School Office. Faculty members serve as sponsors for co-curricular events, working closely with the dean of student life to ensure proper planning and follow-through.
VI. Athletics and Fine Arts

Participating in Athletics and Fine Arts

Coaches and fine arts instructors support the whole child philosophy of the school. At no time should a coach or fine arts teacher encourage a student to specialize in only one area of school life.

The Athletics/Fine Arts Conflict Calendar is a coordinated effort between Lovett Athletics and Fine Arts, developed with the intent of fostering the whole child philosophy that makes Lovett unique.

As long as communication between students, fine arts instructors, and coaches happens in a timely manner, students will not be penalized for following the Conflict Calendar.

Parents and students should feel confident that the Athletics and Fine Arts Departments are in constant communication on schedule conflict issues and that students involved in a conflict will not be penalized for following arrangements made through the athletics/fine arts conflict process. It is important that students and their parents facilitate this process by comparing athletics and fine arts schedules with the Conflict Calendar to make sure that the necessary conversations take place and arrangements are made well in advance of the conflict. It is always the students’ duty to communicate clearly with their coach and fine arts teacher so that the conflict calendar process can clear up any confusion.

In regard to trying out for athletics teams and roles in fine arts productions, it is the students’ duty to discuss commitments in both areas with their coach and director, well in advance, to determine what accommodations are feasible in both areas. Students who might be finishing a commitment to either program will receive clear directions on how to prioritize.

Following the Conflict Calendar is mandatory for all athletes and fine arts students participating in these two excellent programs at Lovett.

Listed below are some tenets used in development of the Conflict Calendar:

1. If a fine arts event is listed on the Conflict Calendar, coaches must release the student from athletics according to the instructions on the calendar.
2. If a fine arts event is not listed on the Conflict Calendar, the student will report to athletics.
3. When fine arts events overlap with area/region and state level sports playoffs, athletics competitions take priority.
4. Some items on the Conflict Calendar are listed as reference information for coaches and instructors when making decisions about schedules and meetings.

Please visit the Conflict Calendar on the Athletics or Fine Arts section of the Lovett website and see how it applies to you.
ATHLETICS

Athletics Department Mission
The Lovett School seeks to provide a broad opportunity of interscholastic activities for both male and female students in Grades 7–12 that will support the mission of the school. Personal traits, including commitment, discipline, team cooperation, individual leadership, sportsmanship, and consideration of others, are emphasized and vital to the success of the Lovett Athletics Program.

Athletics Participation Philosophy
It is the intent of The Lovett School to provide the opportunity for our students in Grades 7–12 to participate in as many interscholastic athletics activities as possible. While some of our sports require a limitation of numbers, others are open to all. We encourage our students to be aware of opportunities to participate and take advantage of them.

Student athletes are not permitted to change for athletic practices or games in school restrooms. Student athletes must use locker rooms in athletic facilities.

Concussions
Please see page 16 for more information on concussion protocols.

Missed Academic Work
Students who miss academic work because of athletics activities are responsible for work missed that day or period. Except where prearranged, homework, tests, papers, etc., will be made up in the normal time frame required of other excused absences. To receive accommodations for academic work missed due to an athletics activity, a student must inform teachers of the upcoming absence and prepare with them for the absence as much in advance as possible.

Multiple-Sport Athletes
All Lovett athletes, parents, and coaches should understand the importance of the multiple-sport athlete to our program and support, encourage, and allow students to participate in one, two, or three seasons as they so choose. It should also be understood that students who are finishing one athletics season while tryouts are in progress for another season will be given special consideration and an opportunity for a delayed tryout. However, it is the duty of the athletes to discuss this with their coaches well in advance. Injury, illness, and other special situations will be taken into consideration as well, but must be authorized by the varsity head coach and director of athletics.

At no time should a Lovett coach encourage a Lovett athlete to specialize in one or more specific programs. Coaches will support the multiple-sport concept.

Further details on the Athletics Department philosophy, guidelines, and participation requirements can be found in the Athletics Handbook, available online at Athletics > Forms and Downloads. The Lovett Athletics Indoor Facility Use Policies document can be found in the Athletics office as well as in the Parent Portal > Resources > Athletics.
FINE ARTS

Aesthetic values are essential to a good liberal arts education. As our school founder, Eva Edwards Lovett, stated: “Schools where progressive education is practiced believe that every child has in himself or herself some power of self-expression, some ability to create. It may be with paint or clay, or hammer and saw; with music or the dance; with dramatic work or story or poem. Whatever be the medium, it is in the expression of these powers and frequently unsuspected abilities that there lies the chance for the greatest personal satisfaction.”

Each school has both curricular and co-curricular offerings in the arts for student participation. Students are encouraged to explore these activities, find their interest in the arts, and continue sustained study to foster the growth of their interests and talents. Preparation in the arts will be valuable to college entrants whatever their field of study. Applied music, dance, and art lessons are also available and a crucial part of our students’ growth in their fine arts studies.

Fine Arts Trips

School organized fine arts trips are educational opportunities that are designed for student participation throughout the duration of each trip. Plans and details for trips are emailed or provided to parents at Parent Nights at the beginning of the year. Students are not permitted to leave during any school trip, except in the case of a family emergency. Please contact the director of fine arts with any questions.

Development of Fine Arts Students

The growth of the student involved in a fine arts course is dependent on the conjoined efforts of the student, the instructor, and the parent. Lovett’s Fine Arts program is fortunate to have working, professional artists who are also excellent teachers in their respective art form. Fine arts students will need to spend time outside of class practicing. Learning the skills and techniques necessary to create or perform, even at a basic level, takes time, focus, dedication, and leads to the fun and enjoyment of artistic expression. Parents should be aware that students will need to make time in their schedules for outside preparations in the arts. Students are especially urged to continue with a chosen fine art for six years or more; such a sequential and detailed study is very impressive on transcripts and helps develop core competencies.

Private Music Lessons — Lovett Conservatory of Music (also known as Applied Lessons)

Private lessons in piano, voice, guitar, and other instruments (strings, winds, brass, and percussion) are available for an additional fee from members of Lovett’s applied music faculty. Lessons are available before and after school for Lower School students; and during music class and after school in the Middle and Upper Schools, provided times can be arranged that will not interfere with the class instructional program. Information concerning these private instrument and voice lessons is available on the Lovett website under the Fine Arts tab.
Performing Arts Fees

Students using Lovett instruments will be required to pay an additional rental fee each year, and fine arts out-of-state music festival trips will also necessitate additional fees.

Attendance at Rehearsals and Performances

Schedules of all rehearsals and performances will be sent to parents at the beginning of each semester. Parents and students should be aware that information and schedules sent home for review are a requirement of participation in their respective fine arts class. Please review these documents carefully to assure that students meet the rehearsal and performance requirements.

Lower School, Middle School and Upper School students who are part of a Lovett production or a class that leads to a final presentation, should not take part in performing arts programs outside of Lovett. These programs can often conflict with Lovett rehearsals. Lovett Fine Arts programs teach our students to give back to the Lovett community through their art as the primary goal. Outside activities and performance groups distract from that goal and make scheduling difficult.

Missed Academic Work

Students who miss academic work because of fine arts activities are responsible for work missed that day or period. Except where prearranged, homework, tests, papers, etc., will be made up in the normal time frame required of other excused absences. (See the section on Pre-Approved Absence Requests on page 40 in this handbook.)

To receive accommodations for academic work missed due to a fine arts activity, a student must inform teachers of the upcoming absence and prepare with them for the absence as much in advance as possible.
Policies and Procedures

HARASSMENT AND SEXUAL MISCONDUCT

When harassment, assault, or sexual misconduct is brought to our attention, The Lovett School will take prompt and appropriate action to investigate and end the misconduct, prevent its recurrence, and address its effects. This response will include providing support to victims and witnesses, disciplining offenders, holding them accountable for their actions, and taking other responsive action as the school deems necessary. Members of the Lovett community, student or adult, who engage in harassment, assault, or sexual misconduct are subject to disciplinary action. This action could include permanent separation from the community. The Lovett School will not tolerate any form of retaliation. Retaliation is considered an additional violation of school policy regardless of whether the original offense is found to have merit.

Victims and perpetrators of harassment, sexual assault, or misconduct can be female or male, heterosexual or homosexual, bisexual, or transgender. This policy is intended to apply to harassment, sexual assault, and sexual misconduct in whatever form.

Definitions

The Lovett School has adopted the National Association of State Boards of Education’s definition of harassment: “Harassment can be defined as an act that occurs at school, or at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network or other electronic technology. This includes but is not limited to written, verbal and physical acts which a reasonable person would perceive as being intended to threaten, harass, or intimidate that (1) causes another person substantial physical harm or visible bodily harm, (2) has the effect of substantially disrupting the orderly operation of the school or interfering with a student’s education, or (3) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.”

Sexual misconduct is a broad term that includes, but is not limited to, sexual violence, sexual exploitation, sexual harassment, sexting, stalking, cyber-stalking, making someone uncomfortable through touch or words, pressuring someone into or suggesting sexual favors, and aiding or facilitating any of the above.

Sexual assault is non-consensual sexual contact. This includes certain acts of sexual behavior that may be welcome and voluntary but are considered “non-consensual” due to one or both parties being under the age of 16 in the state of Georgia. Lack of knowledge of a person’s age is no defense.

Sexual contact includes kissing, touching the intimate parts of another person, causing another person to touch one’s intimate parts, or disrobing another person without permission. Intimate parts include breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner.

Sexual violence refers to physical sexual acts perpetrated against the person’s will or where a person is incapable of giving consent. Sexual violence may involve individuals that are known to one another, or have an intimate and/or sexual relationship, or may involve individuals not known to one another.
Sexting is the sending or requesting of sexually explicit photos, images, text messages, or emails.

Stalking occurs when a person behaves, or repeatedly behaves, in a way that places another person in reasonable fear for safety, or reasonable cause for emotional distress.

Confidentiality
The Lovett School is committed to maintaining the privacy of all individuals involved in a report of harassment, sexual assault, or sexual misconduct to the extent possible in line with the school’s duties to take appropriate action. However, The Lovett School may be required to divulge information on a need-to-know basis in order to properly address the complaint or as may be required by applicable law.

- Any school employee who becomes aware of possible harassment, assault or sexual misconduct must report the conduct in accordance with this policy.
- The school will seek to respect the request of any complainant or witness to remain anonymous when possible.
- If a report of misconduct discloses an immediate threat to the Lovett School campus community, the school may issue a notice of the conduct to the community to protect the health and safety of the broader campus community.

Complaint Response Policies and Procedures
The person receiving the allegation shall report it immediately to the principal of the division where it occurs, who will then see that it is reported to the head of school. This policy does not change any reporting requirements imposed by Georgia law.

- The school will take action, where warranted, to protect the complainant, witnesses, school community, and any individuals or groups within the community.
- The school will look at the facts and circumstances of each incident on a case-by-case basis.
- The school may recommend interim protections or remedies for the parties, or witnesses, involved. This may include separating the parties, limiting contact between the parties, or sending parties home until asked to return.
- The school may start an investigation or take immediate action without the agreement to do so by any of the parties involved in the incident.
- The school may refer the investigation of allegations to other entities experienced in conducting investigations. These entities will have access to all student records and school information except as protected from disclosure by law.
- Persons who have experienced criminal sexual assault or misconduct are encouraged to report the incident to law enforcement, and the parents of any such victim are encouraged to report the incident. The school will cooperate fully with law enforcement as applicable.
- The school will comply with all applicable laws and will report allegations to law enforcement and/or child protective services as required by law.
- Appropriate disciplinary action may be taken against any individuals involved
in harassment, assault, or sexual misconduct up to and including expulsion or termination of employment.

Expectations for any member of the community who is present, witnesses, or has knowledge of a harassment, sexual assault or sexual misconduct:

- Will not aid or abet the misconduct or assault.
- Will not stand by and let it occur.
- Will not simply leave the scene without notifying parents, law enforcement, school employees, or other individual with authority.
- Will notify a school employee of the incident.
- Will take any reasonable steps to stop or prevent an assault or sexual misconduct by notifying an adult as soon as is possible.

The victim of sexual assault or misconduct should get appropriate medical care as soon as possible.

Disciplinary and Other Responsive Action (The Employee Handbook covers procedures should an employee be involved)

A community member found to have committed harassment, sexual assault, or misconduct is subject to disciplinary actions up to and including expulsion. Possible responses include:

- Reprimand/warning
- Change of academic or class schedule
- Disciplinary probation
- Revocations of honors, awards, and privileges
- Revocation of leadership roles
- Restricting access to school facilities or events
- Community service
- Dismissal or restriction from school employment
- Suspension
- Other disciplinary response as deemed appropriate by the school
- Appropriate education and or training related to the misconduct
- Counseling or other support services

Retaliation

Any retaliation or threats of retaliation and/or intimidation against an individual who has reported the alleged sexual assault or sexual misconduct is strictly prohibited and may be subject to disciplinary action, up to and including expulsion or removal from the job. “Retaliation” means engaging in conduct that may reasonably be perceived to adversely affect a person’s educational or work environment because of their good faith participation in the reporting, investigation, and/or resolution of a report of a violation of this policy. Or, discourage a person from making a report or participating in an investigation under this policy.
Retaliation includes, but is not limited to:

- Acts or words that constitute intimidation

- Threats or coercion intended to pressure a person to drop or to support a complaint under this policy

- To provide false or misleading information in connection with an investigation

- Pressuring a person to participate or refrain from participating as a witness in an investigation

Retaliation may constitute a violation of this policy even when the underlying report made in good faith did not result in a finding of responsibility. Retaliation can be committed by any individual or group of individuals, not just the victim and accused.

**Immediate Medical Care**

It is particularly important to get appropriate medical care at a hospital emergency room as soon as possible when a rape or sexual assault has occurred. Students can seek the medical treatment on their own or can ask the school for assistance.

**Respect, Consideration, and Support for All**

The Lovett School is committed to treating all individuals with dignity, care, and respect.

- Any individual affected by sexual misconduct, whether as a victim, complainant, accused, witness, or a third party, will have access to support and counseling services through the school.

- The Lovett School recognizes that any individual involved in an incident of sexual assault or sexual misconduct that falls under this policy may have questions, and we encourage Lovett community members to seek the support of the school and community resources.

- Lovett will do what it can to help students and their parents or guardians in making decisions, obtaining information about available resources and assisting either party in the event that a report and/or resolution is pursued.

- Individuals are encouraged to use all available resources, regardless of whether the incident occurred recently or in the past.
UPPER SCHOOL TECHNOLOGY POLICIES

Cell phones

Given that they are respectful of others around them, students may use cell phones and personal electronic devices during breaks and free periods inside and outside Upper School buildings except for the dining hall, theaters, and the chapel.

These devices should remain stowed and off during assemblies, meetings, and formal gatherings.

Students may not have possession of cell phones during classes unless for specific academic purposes; these devices should remain stored in a central designated location within classrooms.

Students do not have the right to record any student, teacher, or assessment without explicit permission. This applies to both voice and image.

Graphing calculators and computers

Graphing calculators and computers are powerful tools that make it possible for students to analyze functions and sets of data, complete complex computations, and take notes. However, running programs and retrieving stored information when such actions contradict guidelines for assignments or assessments are a clear violation of the Honor Code. Any questions regarding appropriate use of a graphing calculator or a computer should be directed to individual teachers.

In order to use computing devices in the classroom in the most educationally effective way, teachers may use applications which allow for collaboration and interactivity, including screen and file sharing between devices. Students bringing their own computing devices to class may be asked to install software provided by the school to facilitate educational interaction over and limited to the Lovett network.

Personal Electronic Devices

Given that they are respectful of others around them, Upper School students may use cell phones and personal electronic devices during breaks and free periods inside and outside Upper School buildings except for the dining hall during lunch. These devices should remain stowed and off during classes, directed studies, Chapels, assemblies, meetings, and formal gatherings unless a teacher has given students explicit permission to access them.

As students move from place to place, they should not use these devices.

Personal computing devices not provided by the school will not be supported by our IT staff.
LAPTOP PROGRAM FREQUENTLY ASKED QUESTIONS

Students in grades 4-12 are part of the school’s 1:1 laptop program—one laptop for each child. The laptop computers are thoughtfully integrated into classroom teaching and learning, with the results that the traditional learning process is complemented and students have increased opportunities to improve writing and literacy skills, become more engaged in their own learning, and expand their learning environment beyond the classroom walls. The overall goal of the laptop program is to focus on the intersection between the school’s curriculum and its commitment to developing students of character, purposeful collaborators, effective communicators, and creative, critical thinkers. All Lower School teachers have access to iPad and laptop carts.

Tech Support hours?
The IT Help desk is located in the Noonan Technology center located across from the Vasser Woolley Library. Hours are 7:30 AM to 4:00 PM Monday through Friday. Students may stop by the help desk anytime during these hours.

What does Lovett’s Technology fee include?
The technology fee covers the cost of the student’s laptop, case, all school-required software, Apple certified tech support, WiFi for the campus, printing, and on-campus IT help desk support.

Is there a fee for damaged or lost laptops?
Yes. If a student incurs damage to his/her laptop resulting from drops, spilled liquids, or other forms of negligence, fees of up to $150 will be assessed depending on the level of damage to the machine. Replacement power cords will be provided as needed for $80. If a laptop is lost or stolen or machine cannot be repaired, the student will be charged $300. Stolen machines require a police report and should be reported to IT ASAP.

Why can’t my child bring his or her own laptop to school?
School-owned laptops provide a consistent device for all students that includes the same software, applications, and hardware. This helps to ensure that the faculty can rely on the technology to work in the classroom. Each device is also configured with the same security software which is controlled by the school. Consistency and compatibility are key.

Why is my student not an Admin on her / his laptop?
This prevents unwanted software from being installed on machines and also prevents school-owned software from being removed from the system. This ensures that the school can provide the most security and support to the students for their laptops and work contained therein.

Are loaners available?
Yes. If a student machine is not working, a loaner will be provided, at no additional cost, while their machine is being repaired.

Are students allowed to install software on their machines?
No. Software must be approved and installed by the IT Department.

How will my student be protected from objectionable material?
Filtering software is installed on each laptop. Objectionable websites should be screened out. The filtering software remains on the laptop when used at home as well. In addition, students are taught internet safety and parents are encouraged to monitor student activity on their laptops and to discuss expectations for safe internet use.
UNIVERSAL AND RANDOM DRUG TESTING POLICY

Testing Upper School students for illegal drug use is a health-and-safety initiative, not a disciplinary initiative, structured to be impartial and confidential and to limit knowledge of positive test results to Lovett’s head of school and two of her designees. Participation in this program is a condition of enrollment. The goal is to identify substance-use problems privately and proactively and, in partnership with parents, remedy them professionally. The goal is wellness for Lovett children.

- A reputable company selected by Lovett’s Upper School principal and approved by the headmaster will be engaged on an annual basis to facilitate the collection of hair samples and their analysis at a licensed facility. This selected and approved drug-testing company is currently Psychemedics Corporation, a NYSE company.

- Hair samples collected from Upper School students will be tested for 18 illegal substances, including, but not limited to, marijuana, opiates, phencyclidine, amphetamines, and cocaine. The illegal drugs for which hair samples are tested will be reviewed periodically and may be changed, or expanded, as deemed appropriate.

- Collected hair samples will not be tested for alcohol use.

- A third party will vet all positive results, verifying medical prescriptions as necessary and determining whether retesting may be appropriate.

- The drug-testing company will receive student-identification numbers from Lovett, not student names, and will hold positive samples for five years. Lovett will destroy all positive results upon graduation and will never include them in students’ permanent records.

- Universal hair tests of Upper School students will be conducted annually each August.

- Random tests of Upper School students will be conducted monthly from September through May each academic year. Using student-identification numbers, the drug-testing company, or another independent group, will randomly select 30-50 students for testing. Lovett personnel will not be involved in this random-selection process. Grade-level testing percentages might vary, weighing more heavily in upper grades (11th and 12th), whose use rates are typically higher than lower grades.

- Lovett will receive, and respond accordingly to, results from all universal and random hair tests.

Universal and Random Testing: Response to a First Positive Test Result for Illegal Drug Use

- The school will classify a first positive test as a health-and-wellness issue and require the student to undergo extensive substance-use evaluation and counseling.

- Each student who has received a first positive test result will then be administered another hair test approximately 100 days following the initial positive test and be subject to regular testing throughout the remainder of his or her tenure at Lovett.
• All costs and expenses of the drug-and-alcohol evaluation and counseling and subsequent testing will be the responsibility and obligation of the student’s parents and will not be paid by Lovett.

• All information regarding a student’s first positive result will be strictly limited to the head of school and two of her designees, who will oversee follow-up testing and all communication with the student and his or her family.

• A student’s first positive test result for illegal drug use in this random program will not be reflected in his or her permanent Lovett record, nor will it affect his or her full participation in academics or extracurricular activities, including fine arts and athletics.

Universal and Random Testing: Response to a Second Positive Test Result for Illegal Drug Use

• A second positive drug test at any point during a student’s Lovett tenure will indicate that Lovett is unable to meet his or her health-and-wellness needs.

• Following a second positive test result, the student will be withdrawn from Lovett. His or her permanent record will indicate this withdrawal, not a disciplinary infraction.

• Readmission to Lovett after a second positive test would be highly unlikely.

Aside from this universal and random testing program, Lovett will continue to breathalyze and swab students randomly at Lovett events; will reserve the right to test students’ saliva, blood, hair, and/or urine if substance use is suspected; and will maintain the current disciplinary response: a student found in possession or under the influence on campus or at a Lovett event will be dismissed.
Appendix IV

UPPER SCHOOL DISCIPLINE COUNCIL

The Discipline Council will consider major disciplinary matters that fall outside the jurisdiction of the Honor Council. These cases include all incidents of drug or alcohol possession or use, serious repeat offenses by a student, a pattern of repeated misbehavior, and any offense that places the student in jeopardy of probation, suspension, dismissal, or expulsion. The principal of the Upper School and the head of school do have the right to determine a case not be heard by the entire Discipline Council due to the incident’s sensitive nature or the timing of the incident.

The Upper School Discipline Council is composed of four faculty members, appointed by the principal, and student representatives from Grades 10–12 who are elected by students and faculty. The selection process is one of self-nomination followed by a vote by all members of the grade and the faculty. Members of the Discipline Council are asked to sign a code of conduct and any member violating this code will be asked to resign from the council.

Situations being brought before the Discipline Council will be investigated by one of the deans of students and then brought to the attention of the Upper School principal. If, after this investigative process, it is determined that a case should be brought before the Discipline Council, the student, his advisor, and parents are notified and a hearing date is scheduled. At least one faculty advisor, the appropriate dean of students, and student representatives from Grades 10–12 attend the hearing. Every effort is made to complete the deliberations on any case as soon as possible. A student involved in a case should follow these simple guidelines:

1. Discuss the matter immediately and completely with parents.
2. Do not discuss the case with other students, especially those who may be involved.
3. Be completely honest when speaking with a dean and the council members. Remember that the council is made up of students. They run the meetings and their recommendations to the principal and head of school hold considerable weight as a final decision is made.

When the council is convened, the council member in charge begins by emphasizing the absolute need for confidentiality. The hearing begins with a brief overview of the case, followed by a presentation of details. After the details are clear to all members, the student appearing before the council comes before the group (the student will have been strongly encouraged to bring his advisor or another faculty member with him to serve as an advocate or support). The statement of confidentiality is repeated to the student, the student gives an explanation of what has occurred and answers any questions raised by council members.

After the council’s questions have been answered, the student may comment on any matter regarding the accusation. The advisor/advocate may also speak on the student’s behalf. The student and advisor are then dismissed with a reminder of the importance of confidentiality and an explanation of the process by which the case will proceed. The council then deliberates. The Discipline Council makes a decision on guilt/innocence and on what recommendation(s) to make to the principal and head of school. The principal
and head of school make the final decision about the consequences. To conclude the process, a dean informs the student and his parents. A written account of the decision is sent to the parents, the student’s advisor, the head of school, the principal, the director of college counseling, and the person who brought the charges.
UPPER SCHOOL HONOR COUNCIL

The Honor Council is composed of four faculty members who are appointed by the principal and student representatives from Grades 10–12 who are elected by students and faculty. Students interested in serving on the Honor Council nominate themselves for election. Then members of their grade and the faculty vote. A quorum of the group of elected representatives, along with at least one faculty advisor and a dean of students, will hear each case.

Possible violations of the Honor Code are first discussed with and investigated by one of the deans and then brought to the attention of the Upper School principal. If, after this investigative process, it is determined that a case should be brought before the Honor Council, the student, his advisor, and parents are notified and a hearing date is scheduled. The principal of the Upper School and the head of school have the right to determine a case not be heard by the entire Honor Council due to an incident’s sensitive nature or the timing of the incident. A student involved in a case should follow these simple guidelines:

1. Discuss the matter immediately and completely with parents.
2. Do not discuss the case with other students, especially those who may be involved.
3. Be completely honest when speaking with the dean and the council members.
   Remember that the council is made up of students. They run the meetings and their recommendations to the principal and head of school hold considerable weight as a final decision is made.

When the council is convened, the council member in charge begins by emphasizing the absolute need for confidentiality. The hearing begins with a brief overview of the case, followed by a presentation of details by the individual bringing the case. After the details are clear to all members, this individual is excused and the student appearing before the council comes before the group, accompanied by an adult advocate who is a Lovett faculty/staff member, often his advisor. The statement of confidentiality is repeated to the student, and the student gives an explanation of what has occurred and answers any questions raised by council members.

After the council’s questions have been answered, the student may comment on any matter regarding the accusation. If the student has requested his advisor/advocate to attend, this faculty member may also speak on the student’s behalf. The student and advisor/advocate are then dismissed with a reminder of the importance of confidentiality and an explanation of the process by which the case will proceed. The council then deliberates. If necessary, the individual bringing the case or the student charged returns to answer any final questions. If the student is considered not in violation of the Honor Code, the council stands dismissed. If the student is judged to have violated the Honor Code, the council makes a decision on what recommendation(s) to make to the principal and head of school. The principal and head of school make the final decision about the consequences.

To conclude the process, one of the deans informs the student and his parents, and then a written account of the decision is sent to the parents, the student’s advisor, the head of school, the principal, the faculty member who reported the infraction, and the director of college counseling.
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