



HIGHLANDS LATIN
Cottage School
— Louisville —

High School Diploma Program

The Highlands Latin Cottage School offers a classical, traditional, Christian, collaborative classroom experience for families in the Louisville area. Our High School Diploma Program offers instruction from expert teachers, a rigorous curriculum, and consistent accountability.

The Highlands Latin Cottage School is a Classical Latin School Association (CLSA) accredited school partnered with Highlands Latin School. Diploma Program students may also take further coursework with Memoria Academy and approved universities on a dual enrollment basis in pursuit of the HLCS Diploma.

Students interested in our High School Diploma Program should apply in the spring of their 8th grade year but must apply prior to January 1st of their freshman year. Transfer students may be considered on a case-by-case basis. In order to graduate, students must meet or exceed the schedule and course requirements outlined below. High School student athletes must apply and be accepted prior to participation in any high school athletic practices.

Each graduating Diploma Program student must earn at least 26 cumulative credits, 16 of which must be completed in our Cottage School classrooms during high school. The remaining 10 credit hours must be taken with Memoria Academy, be approved dual enrollment selections, or be taken at the Cottage School. Academic planning in pursuit of all credit requirements must be approved by the HLCS administration. To award credit for non-Cottage School classes, documentation will be required. Outside of the 26 required credit hours, classes taken as a supplement to the Cottage School Diploma Program are not placed on the student transcript but can be used to broaden the student's resumé. Content approval for courses completed in pursuit of credit must be sought in advance of the beginning of the program.

The goals of the Highlands Latin Cottage School Diploma Program are to develop each student and impart the wisdom and mastery found in formal logic, traditional rhetoric, classical literature, and the classical maths and sciences. We seek to educate each student in partnership with parents, guided by the gospel, while retaining high academic standards, to the glory of God.

Diploma Program Application

The Diploma Program is not for everyone. We encourage parents and students to discuss expectations and aspirations for high school before applying. Ideally, parents and students feel a collaborative effort towards achieving the HLCS diploma.

Once parents and students are ready to pursue application, please contact our principal, Mrs. Groce, at mgroce@hls.org for an application. Applicants should remain in good academic standing (cumulative grade average of 83% without inclusion of electives). School administration may contact teachers to provide insight regarding the applicant's class participation, timely completion of homework and assignments, and overall work ethic. If it is determined that the student is a good fit for the Diploma Program, parents/students will complete an application with a \$25 application fee followed by an interview with the Cottage School principal and vice principal. Confirmation of acceptance will result in notification by HLCS administration.

Transfer students will be asked to provide transcripts, school records, a body of work, and reference to substantiate qualification for the program.

Diploma Program Requirements

Subject	Credits	
Latin	3 required, 4 recommended	must be taken at HLCS <i>Students must take at least one Latin translation class (Caesar/Henle III/Virgil)</i>
Math	4	
Science	3	
History	2	
Classical Studies	4	must be taken at HLCS
Literature	4	
Logic	2	must be taken at HLCS <i>Traditional Logic can be taken during the 8th grade year or any year thereafter</i>
Electives	4	2 credits must be Fine Arts/Choir and Health/PE
Total	26	

Please note that state required writing/composition credits are satisfied by our Material Logic, Literature, Senior Thesis, Common Topic, and Classical Studies courses. These classes have a strong writing component. Transcripts can be itemized to isolate those writing requirements upon parent request.

Students who cannot meet every one of these credit requirements should still contact us if interested, especially if the students have taken Cottage School classes in the past. We are happy to look at the student's completed coursework for consideration in the High School Diploma Program.

Course Planning

Parents and students are encouraged to plan out all four years of high school to ensure DP requirements will be met and a path for success is determined for the student. **A student's Latin progression requires careful planning.** Keep in mind that courses outside of HLCS must be approved to count for credit. Please maintain records for classes taken outside of HLCS and provide documentation so that we may know DP requirements are being met.

Diploma Program courses should be selected based on the suggested sequence seen below.

Freshman Year	
Latin	Henle I OR Henle II OR Caesar Translation
Classical Studies	Greek Tragedies
Math	Algebra II
Science	Biology and Lab
Literature	HS Literature I
Writing and Logic	Material Logic and Rhetoric
Electives	Fine Art and Choir

Sophomore Year	
Latin	Henle II OR Caesar Translation OR Henle III
Classical Studies	Cicero and the City of God
Math	Geometry
Science	Chemistry and Lab
Literature	HS Literature II
History	American History
Electives	Health and PE

Junior Year	
Latin	Henle III OR Cicero Translation OR Latin Selections
Classical Studies	Metaphysics
Math	Precalculus
Science	Physics
Literature	HS Literature III
History	European History
Electives	Junior Thesis

Senior Year	
Latin	Latin Selections
Classical Studies	Art and Architecture
Math	Calculus or Statistics
Science	Anatomy and Physiology
Literature	HS Literature IV
Writing and Logic	Senior Thesis
Electives	Yearbook and Photography

Diploma Program Costs

Costs are kept to a minimum. Cost per student is:

- \$25 Application Fee
- Cottage School Tuition \$1,700 - \$3,410 (estimates based on course selections and current HLCS tuition rates)
- Varied – Memoria Academy or Approved Dual Enrollment College Course tuition
- Varied - Book Fees per Cottage School course

Additional fees (optional, based on participation):

- \$55-75 – Graduation Ball
- \$150 - Athletics (per child, per sport)
- \$18 – per PSAT (10th and/or 11th Grade)
- \$68-93* - per ACT (10th-12th Grade)
*Subject to change - cost determined by College Board

Transferring Credits

Credits for courses taken before high school will not be included on a student's high school transcript – except HLCS Traditional Logic. Since our Logic courses may be taken from 8th to 12th grade, those courses will count towards a Diploma Program requirement and the 1-hour credit will be applied towards the 26 required credit hours for the Diploma Program. Students are expected to progress at a level specific to their capabilities.

Consultation

Admission interview will be set up for all applicants following review of application by the principal. During the course of the year, additional consultation(s) with the principal may be required based on student progress. These meetings are scheduled by the HLCS office team.

If a student is not accepted into the Cottage School Diploma Program, he or she may still be able to take individual courses at the school. Students are free to apply for any and all courses that they so choose. Students who are denied acceptance to the Diploma Program may apply again the next year (through the first semester of their 10th grade year).

Academic Expectations

Students must maintain a cumulative **average of 83% (B) for all courses** they are enrolled in at the Cottage School. This average is determined without elective credits (based on core classes). Diploma Program standards are rigorous. In addition to maintaining high grades, DP students are expected to work hard and faithfully turn in work. They should be known as students who are always prepared, striving, and producing high quality written and oral work.

Diploma Program students' grades are reviewed regularly throughout the school year. Diploma Program student's academic standing is reviewed at the end of each trimester. The student is then categorized into one of the following classifications:

- **Good Standing:** A student is considered to be in good standing if he or she has an average grade of at least 83% (B), both in the trimester that is the subject of academic review and in the cumulative total.
- **Academic Warning:** If a student's average grade within a trimester is below 83% (B), the student is placed on academic warning. He or she must achieve at least 83% (B) over the subsequent trimester.

- **Academic Probation:** A student is considered to be on academic probation when his or her average grade on a report card falls below 83% (B). He or she must achieve at least an 83% (B) evaluated over the subsequent year of course work.
- **Academic Dismissal:** Failure to satisfy requirements for removal from academic probation may result in academic dismissal. This standing requires that the student withdraw from the diploma program, though they may continue to take individual classes. If the student desires to re-enter the diploma program, he or she must apply for readmission. Readmission, however, is not automatic. If readmission is granted, the student will be admitted on academic probation.

**The 83% average threshold is based on academic courses only and not electives*

Reinstatement is possible after a student has improved his/her grades and/or faithfulness with assignments. The student will also need to produce a consistent body of work that indicates higher standards have been achieved.

Students on DP academic warning and/or probation may not play sports or participate with the drama troupe of Highlands Latin School. Warning/probation from the Diploma Program may be a consequence of other academic or behavioral infractions. This includes, but is not limited to, plagiarism, cheating, or repeated behavior problems, both in and out of the classroom.

Character Expectations

In addition to academic expectations, Diploma Program students are expected to demonstrate leadership qualities. We look to our Diploma Program students to be hard-working, goal oriented, honest, willing to serve others, and capable of making good decisions, both in and out of the classroom.

Our Diploma Program students must comply with the Highlands Latin Cottage School Code of Conduct. This encompasses behavior, dress code compliance, and respect for teachers, staff, and fellow students. Students risk dismissal from the Diploma Program if the Code of Conduct is not upheld or if students display disruptive or disrespectful behavior on campus (this also includes failure to adhere to dress code).

Athletics

According to the guidelines set forth by the Kentucky High School Athletics Association, students in the Diploma Program may participate in high school athletics at Highlands Latin (full-time) School (pending tryouts). The availability of this benefit is subject to changes in the legislation of the state and KHSAA bylaws.

College Planning Support

Students in the Diploma Program will receive college planning support. College Information Meetings are held during the school year and planning tools and documents are provided.

Accreditation

Highlands Latin Cottage School is accredited by the Classical Latin School Association. Accreditation is meant to help our students earn an accredited high school diploma while simultaneously enjoying classical collaborative education. This is the same organization that accredits our full-time school here in Louisville. We are not accredited by an organization associated with any state government. This is intentional. We select grading systems, curriculum, and teachers to ensure that we maintain academic standards.

Highlands Latin Cottage School Diploma Program Staff

Cottage School Principal: Mandy Groce (mgroce@hls.org)

Assistant Principal: Mariah Frantz (mfrantz@hls.org)

Academic Coordinator and College Advisor: Kelsey Lozada (klozada@hls.org)



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Diploma Program Timeline

Application Timeline

8th Grade (spring):

- All students interested in the Diploma Program should apply. Fall athletes **MUST** apply by March 15th of 8th grade year.
- DP student interview must be completed, and student must be granted admission to the DP prior to any fall athletic practices or games.

Freshman Year (Before January 1st or first athletic season):

- All Diploma Program applications must be submitted.
- Current HLCS students who intend to be part of the DP should not delay application.

Sophomore Year (Before January 1st or first athletic season):

- All transfer student Diploma Program applications must be submitted.
- This is the latest a student may begin pursuit of the DP unless a transfer student from HLS in good standing.

Annual Timeline, Freshman - Senior Years:

- November:** Students receive and review course recommendations for upcoming year.
- December:** Students must submit a tentative plan for their upcoming year's courses, including those taken outside HLCS, for approval and record keeping. The deadline for plan submission is December 14th. See Yearly Course Planning Form.
- January:** Students enroll for HLCS courses for upcoming year.
- August 1st:** Students must submit a final plan for their upcoming year's courses, including those taken outside HLCS, for approval.

Throughout the Year: Students' grades are reviewed regularly. Students falling below an 83% cumulative average in academic courses are placed on academic warning.

Graduation:

Upon completion of 26 credits. 16 must be completed in HLCS classrooms, with a minimum of 4 courses taken at HLCS each year. Other classes must be approved and taken through Memoria Academy or dually enrolled with an accredited university or college.



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High School Diploma Program Frequently Asked Questions

Q: What is the Diploma Program and why is it important?

A: The Diploma Program (DP) is an intentional, carefully structured program offered to Cottage School high school students in the Louisville area to earn their diploma through Highlands Latin Cottage School (HLCS). The Cottage School, in partnership with Highlands Latin School, provides access to knowledgeable instructors, a rigorous curriculum, classroom training and accountability. Specific details may be found on our website at <https://hls.org/cottage-school/#diploma>

Q: What are the benefits of the Diploma Program?

A: There are many benefits to being part of the Diploma Program. First, it offers curriculum structure, which eliminates guesswork for parents and students regarding classes that are required for graduation. Diploma Program students are also eligible to participate in athletics with full-time Highlands Latin School (HLS) teams. Families receive consultation and course advising, college planning assistance, and receive a diploma from Highlands Latin Cottage School.

Q: Can a high school student still take classes at the Cottage School if they are not in the Diploma Program?

A: Yes, we welcome DP students and non-DP students alike!

Q: Is my student considered homeschooled if he or she is in the Diploma Program?

A: No, Diploma Program students are considered private school students.

Q: How many credit hours does my student need to have to graduate from high school?

A: Our Diploma Program exceeds the graduation requirements for public schools in Kentucky and Indiana.

Q: Can my student participate in the HLCS graduation ceremony if he or she is not in the Diploma Program?

A: Yes! We recognize all graduating seniors.

Q: When do students typically apply for the Diploma Program?

A: Students should apply prior to March 15th of their 8th grade year if they are current HLCS students. Transfer students will be considered until August 15th of their rising sophomore year.

Q: My student has taken 9th grade classes as an 8th grader. Do those classes apply to the requirements of the Diploma Program?

A: The Diploma Program is a high school program, developed for grades 9-12. We are thrilled to have students work at an advanced pace, but still expect students to take the required amount of high school credit hours, which means 8th grade classes will not apply. Some students take Logic, Latin, or Classical courses during their 9th grade years that are suggested 8th grade courses. This is acceptable as each student comes to us needing a unique progression of courses.

Q: Do you provide college counseling?

A: HLCS Administration offers family-specific meetings with DP students and their parents for college planning and provides on-going tools and support as needed. These meetings typically take place during the student's junior year unless otherwise requested. Non-DP students will receive documentation and tools to support them in their college planning efforts.

Q: How does dual enrollment work?

A: Some institutions offer dual enrollment opportunities for students. HLCS does not manage this for our students; this is up to parents to research. We recommend that parents contact the Admissions office of colleges for information on their dual enrollment offerings. Diploma Program students must submit a tentative plan of any dual enrollment courses during enrollment for the upcoming year. Students must then submit a final plan for dual enrollment by August 1st. Parents are responsible for selecting courses that meet the expectations of the state. Dual enrollment courses appear on the HLCS transcript designated as "Dual Enrolled with _____" but do not contribute to the student's overall HLCS GPA.

Q: What standardized tests do you offer?

A: We offer the PSAT, and HLS offers the ACT and SAT to both HLS and Cottage School students. There are fees associated with these opportunities. Information for both tests will come from the Cottage School. At the Cottage School, we highly recommend students take the PSAT and the ACT, even though many schools are test optional.

Q: Why are standardized tests important?

A. The PSAT must be taken for 11th graders to be considered for the National Merit Scholarship. The ACT is strongly recommended because scores are often a major factor in collegiate academic scholarships. While the ACT is a more popular test, the SAT is an option for students who prefer that testing format. In addition, some colleges accept the CLT (Classical Learning Test). Parents/students are responsible for researching the CLT.

Q. I don't understand how transcripts work. Can you explain?

A: Transcripts are provided for high school students only and provide GPAs (grade point averages) based on courses taken in grades 9-12. Students receive transcripts from HLCS for the courses they take at HLCS and Memoria Academy. We also include courses taken at HLS (applicable to transfer students only). Courses taken as dual enrolled students or Memoria Academy students should be reported to the Cottage School Office per the annual DP Timeline.

Q: How does a student apply for the Diploma Program?

A: Please see our website for the application form. After submission of the form, students and at least one parent are required to meet with the school principal and vice principal.