



Lower School

Student and Parent Handbook 2011-2012

# MISSION AND PHILOSOPHY

## The Mission of Lakehill Preparatory School

Lakehill Preparatory School challenges students to navigate a diverse and ever-changing world by providing them with the opportunity to develop robust academic skills and to cultivate unique talents.

## The Vision for Lakehill Preparatory School

The **Academic Program** is dedicated to promoting an enlightening and challenging curriculum, designed to meet and exceed the requirements for entering college. We believe that academic preparation for college is best achieved through analysis of differing perspectives and that the interchange of ideas across academic disciplines enhances each student's understanding of our world.

The **Fine Arts Program** encourages and nurtures individual interest and talent by offering special classes, electives, clubs, and performance opportunities to all students in kindergarten through grade 12. Art, music, drama, and musical theater allow students to express their creativity through a variety of activities.

The **Athletic Program** promotes the development and growth of teamwork, leadership, game skills, and sportsmanship with the ultimate goal of fostering healthy life habits through activity. Participation in team sports is encouraged for all students in grades 7 through 12 who are willing to commit time and effort to practice and play.

The **Community Service Program** encourages students to embrace a spirit of volunteerism in order to foster a life-long passion for service. From kindergarten through graduation, each grade provides opportunities for active participation in class projects to serve the school and community.

## The Spirit of Lakehill Preparatory School

Lakehill Preparatory School is committed to instilling academic excellence and to providing a well-rounded educational program to highly motivated, college bound students. This program challenges students with a robust academic curriculum and provides opportunities for students to cultivate their unique talents. Whether these talents are in the writing lab, on the athletic field, in math, science, or the arts, every student is encouraged to discover new and exciting abilities. Throughout a student's academic career, we build an educational program that achieves our goal of enabling graduates to attend the finest, most rigorous universities of choice.

Admission is open to able students of all races, religions, and socioeconomic backgrounds who demonstrate a desire and aptitude for learning. The faculty is comprised of well-trained, caring teachers who are dedicated to teaching and to academic excellence. Lakehill provides many extra-curricular activities to enhance the total development of its students.

### Interesting Facts about Lakehill

School Colors	Kelly Green and Royal Blue
School Nickname	Lakehill Prep.
School Mascot	Warrior
School Motto	"To every thing there is a season, and a time to every purpose under...heaven[.]"

# LAKEHILL SCHOOL ADMINISTRATION, FACULTY, AND STAFF

## ADMINISTRATORS

Headmaster ..... Roger L. Perry, B.S., M.Ed.  
Assistant Headmaster..... Lara H. Gajkowski, B.S., M.Ed.

## OFFICE STAFF

Headmaster's Secretary ..... Nora Kidder  
School Secretary ..... Margi Evans, B.A.  
Receptionist..... Lindsey Vega

## SUPPORT STAFF

Business Manager..... Bruce McCoskey, C.P.A.  
Director of Admission ..... Holly Walker, B.A.  
Director of College Placement..... Heather M. Dondis B.A., M.Ed.  
Director of Development ..... Reid Parker, B.S.  
Director of Marketing ..... Gigi Ekstrom, B.B.A., M.I.M.  
Director of Technology..... Michael Cummings, B.A., M.F.A.  
Lower School Coordinator..... Patti Brooks, B.S., M.L.A.  
Middle School Coordinator ..... Kaye Hauschild, B.A.  
Upper School Coordinator ..... Bob Yttredahl, B.S.  
School Librarian..... Sue Stretcher, B.A., M.L.S.  
Lower School Librarian ..... Casey Pike, B.S.  
Admission/College Placement Assistant ..... Lindsey Vega  
Facilities Manager..... Mark Kidder  
Assistant Facilities Manager..... Joel Castillo  
Assistant Facilities Manager..... Joel Rodriguez  
Lunch Room Manager..... Tammy Hall

## DEPARTMENT CHAIRPERSONS

Athletic Director ..... Bob Yttredahl, B.S.  
Computer Technology..... Bill Dunklau, B.S., M.S.  
English 8-12..... Evan Matthews, B.A., M.A.  
English K-7 ..... Julie Riggs, B.A., M.A.  
Foreign Languages..... Joan Mayo, B.A., M.A.  
Mathematics ..... Susie Brigham, B.S., M.S., Ph.D.  
Performing Arts..... Linda Booth, B.M.E., M.M.  
Science ..... Bryna Thomson, B.S., M.S.  
Social Studies ..... Katie Becker, B.A., M.Ed.  
Visual Arts..... Scott Boles, B.F.A., M.A.  
Director of Environmental Education ..... Melissa Carpenter, B.A., M.A.T.

## FACULTY

Kindergarten..... Mylana Burt, B.S.  
Kindergarten..... Kimberly Poore, B.A.  
Grade 1..... Carey Shaw, B.A.  
Grade 1..... Mary Ann Ullissey, B.S.  
Grade 2..... Cynthia McAllister, B.S., M.S.

Grade 2.....	Sheryl Janning, B.B.A.
Grade 3.....	Rochelle Rasheed, B.A.
Grade 3.....	Jennifer Livengood, B.S.
Grade 4.....	Gary Haynes, B.M., M.M., Ph.D.
Grade 4.....	John Trout, B.A.
Art.....	Catherine Huitt, B.S.
English, Social Studies .....	Kevin Jennings, B.A.
English.....	Timothy Hagood, B.A.
English, Calumet, Drama .....	Elizabeth Schmitt, B.A., M.A.
Latin.....	Victoria John, B.A., M.A.
Mathematics .....	Taylor Dickson, B.S., M.Ed.
Mathematics .....	Jennifer Warder, B.A.
Mathematics .....	Susan Rapoport, B.A., M.Ed.
Science, Social Studies .....	Kristen Munoz, B.S., M.S.
Science.....	Jeremy Holman, B.S., M.S.
Science.....	Christen Buseman, B.S., M.S., M.P.H., Ph.D.
Social Studies .....	Jamie Thorne, B.S., M.Ed.
Spanish.....	Lou Wilkin, B.S., M.A.
French.....	Cassandra Leach, B.A., M.A.
Music .....	Linda Booth, B.M.E., M.M.
Music .....	Tracy Herron, B.M., M.M.
Computer Technologies .....	Bill Dunklau, B.S., M.S.
Physical Education, MS Spanish .....	Chris Peacock, B.A.
Physical Education, Social Studies .....	Jhoana Cayme, B.A.
Physical Education, ESC Support .....	Mitchell Blake, B.A.

# ADMINISTRATION AND FACULTY

## Organization and Responsibilities

One of the main responsibilities of the Administration is to ensure that the educational process is implemented effectively and efficiently. This is best accomplished by facilitating the faculty's efforts in a school-wide quest for excellence.

In a school that is well administrated, responsibilities and duties are clearly outlined, and the faculty shares in these responsibilities. The Board of Directors at Lakehill Preparatory School has developed an administrative plan that defines areas of authority and responsibility. The Board's primary function is to establish policies that will guide the school in its work. Although the Headmaster is the only individual who reports directly to the Board, the Board recognizes that the cooperation of faculty, staff, and administration is essential in successfully accomplishing the goals established at Lakehill.

### **Headmaster**

The Headmaster is appointed by the Board of Directors to manage the total operation of the school. The Headmaster is responsible for the implementation of Board policies, faculty and curriculum development, oversight of admissions, school finances, the physical plant, public relations, and fundraising activities.

### **Assistant Headmaster**

The Assistant Headmaster reports directly to the Headmaster and is responsible for directing the school's instructional program. Additional responsibilities of the Assistant Headmaster include scheduling courses, assisting in the admissions process, facilitating student activities and discipline, and supervising and evaluating faculty. The Assistant Headmaster also assumes other duties as assigned by the Headmaster.

### **Lower School Coordinator**

The Lower School Coordinator is responsible for facilitating communication between the lower school faculty and the administration. Additionally, the Lower School Coordinator will help faculty and parents with any issue that requires her assistance.

### **Middle School Coordinator**

The Middle School Coordinator is responsible for facilitating communication between the middle school faculty and the administration. Additionally, the Middle School Coordinator will assist faculty and parents with students who are experiencing difficulties.

### **Upper School Coordinator**

The Upper School Coordinator is responsible for facilitating communication between the upper school faculty and the administration. Additionally, the Upper School Coordinator will assist faculty and parents with students who are experiencing academic or disciplinary difficulties.

### **Director of Admission**

The Director of Admission is responsible for recruiting, testing, and facilitating the process by which students are admitted to Lakehill. In addition, the Director of Admission will promote school awareness through appropriate community contacts.

**Director of Development**

The Director of Development is responsible for designing a resource program for the school. This program will include planned giving programs, corporate and foundation proposals, annual fund solicitation, and planning for major capital gifts.

**Director of College Placement**

The Director of College Placement provides guidance and programming for students and their families on post-secondary opportunities. The Director assists students with their college research by making resources available for them to learn about a variety of colleges and universities, majors and careers, and financial opportunities. The Director also provides academic advice and informs students of enrichment activities throughout their secondary school experience.

**Director of Marketing**

The Director of Marketing is responsible for developing and implementing an in-depth marketing and communications plan for the school. The Director works closely with the administrative team in order to inform Lakehill families about events and accomplishments within the school community. The Director also oversees communication between Lakehill Preparatory School and the greater Dallas community.

**Business Manager**

Under the direction of the Headmaster, the Business Manager is responsible for the financial operation of the school and the bookstore.

**Facilities Manager**

The Facilities Manager is responsible for supervising all aspects of the school's buildings, grounds, and transportation maintenance.

**Department Chair**

The Department Chair is responsible for the instructional programs within the department and for coordinating department policies with school policies. The Chairperson serves on the Academic Committee, counsels students, prepares departmental budgets, promotes a positive professional attitude, evaluates faculty performance, chairs departmental meetings, and assists with teachers, the school calendar, and student scheduling. In addition, the Chairperson reviews textbook orders in the spring. The Department Chairperson and the Assistant Headmaster must approve all textbook orders.

**Librarian**

The Librarian is responsible for the complete operation of the library. In addition, the Librarian will work with teachers to provide resources that will facilitate and enhance classroom instruction. The Librarian is also responsible for purchasing resources for the library.

**Academic Committee**

The Academic Committee, which is comprised of the Assistant Headmaster, the Department Chairpersons, and the Librarian, meets monthly to discuss and review academic standards.

**The Upper School Honor Council**

The Honor Council is a group of students and teachers who work together to enforce the rules and consequences of the school in a fair and unbiased manner. This Council is composed of three faculty/staff members and three students from the Upper School. This Council meets as needed. This Council will make disciplinary recommendations to the Upper School Coordinator. This recommendation will be approved by the Administration before implementation.

# GENERAL INFORMATION

## School Operations

### School Year

The school year begins in August, and the first semester is completed before the holiday break. To accommodate family vacations, the school year allows for two to three days of vacation at Thanksgiving and Winter Break, two weeks during the holiday season, and one week at Spring Break. The school calendar is created at least a year in advance. When making early vacation plans, parents are asked to check the school calendar in advance to avoid conflicts.

### School Hours

The School is open at 7:15 a.m. The Office opens at 7:30 a.m. Classes begin at 8:15 a.m. and carpool begins at 2:55 p.m. After the school day, students who remain on campus will be escorted to the After School Care program. Please note that students arriving excessively early will be unsupervised. Students who arrive early should sit outside their classroom door.

### Lower School Schedule

Classes Begin .....	8:15
Kindergarten-First Grade Lunch/Recess .....	10:45 - 11:45
Second -Fourth Grade Lunch/Recess .....	11:15 - 12:15
Dismissal .....	2:55

### Inclement Weather

The School Administration will decide on school cancellation with the safety of the students and faculty in mind. When inclement weather is impending, parents should listen to the radio for announcements concerning school closures. In the event of a school cancellation prior to 8:00 a.m., the school will post information on WFAA (Channel 8) and on the Lakehill website.

### Extended Care Hours

To meet the needs of our working parents and to provide a safe environment for our students, Lakehill will provide an After School Care program.

K - 4 <sup>th</sup> Grades .....	3:45 - 6:00
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## General Attendance and Absence Policy

Regular attendance is essential to the success of our students in a highly challenging curriculum. Students are expected, except in the case of illness or other urgent reasons, to start school on the opening day of each term and to remain in regular attendance until the closing day. All Lower School students are required to make up work missed during an absence.

### Classes Begin at 8:15

Students are expected to be in their classrooms ready to begin their studies by 8:15 a.m. Students who arrive after 8:20 are considered tardy.

### **Tardiness**

Arriving late to school disrupts a student's day. To ensure that your child starts the day successfully, please have him/her to school on time. A student arriving after 8:20 must sign in at the front desk and bring the tardy skip to his/her teacher.

### **Absences Due to Illness**

Please keep your child at home if he/she has a fever or communicable illness. When your child is ill, please call the school office prior to 8:30 a.m. When the child returns to school, please send a note signed by a parent stating the dates and the reason for the absence. Work missed when a student is absent due to illness is to be made up within a reasonable time following his/her return to school. "Reasonable" is usually understood to mean the same number of days as the sickness lasted. Circumstances may alter cases. If special arrangements need to be made as a result of an absence, please talk with the classroom teacher.

### **Absences for Trips or Special Occasions**

The school calendar provides adequate vacation periods. Thus, parents should avoid taking children out of school for additional vacation periods. Doing so interferes with the entire educational process. If such a trip is unavoidable, please adhere to the following guidelines:

- A note explaining the reason and dates of the anticipated absence is to be sent to the Assistant Headmaster at least one week in advance.
- Students must makeup assignments they will miss. Special circumstances must be discussed with the teacher and the Assistant Headmaster.

### **Leaving School during the Day**

If a student needs to leave school during the day, please adhere to the following procedures:

- A student planning to leave school during the day must give a written note from a parent to the classroom teacher before 8:15. The request should state a reason and a time for departure.
- Parents, or individuals designated on the Emergency Sheet, must come to the reception desk to sign the child out. The receptionist will call the classroom and request that the child meet his/her parent at the reception desk. If the student returns to school later the same day, the parent must return to the reception desk to sign the student back in.

### **In the Case of Illness at School**

A student who becomes ill at school is sent to the main office and a member of the school staff will call the child's parent. Please notify the main office if your child is taking any medication that might affect his or her alertness or participation in the learning process. Written parental permission must be on file in the main office for any medication to be administered.

## **Lakehill After School Care Program**

The After School Care Program (ASC) is a supervised time for children every regularly scheduled school day between 3:45 and 6:00pm. The purpose of this program is to provide a safe, flexible, and well-staffed environment for students who cannot be picked up by 3:45 p.m.

The afternoon begins with a snack brought from home. Lower School children play on the playground, organize ball games, or just rest and relax. Children are outdoors, weather permitting. For their comfort,

some children may want to change into play clothes. If so, please send appropriate play clothes with your child. Sweaters or jackets are necessary on cooler days. When staying indoors is necessary, quiet activities or appropriate videos will be available.

Middle School students go to the Upper Library every day at 4:00 to work on homework. At 5:30 the students go back outside to play. With parental permission, fourth grade students may join the Middle School students for study hall in the Upper Library.

Children in grades K - 8 who remain on the campus after 3:45 are escorted to After School Care and parents are billed accordingly. Middle School students participating in athletics or working with a teacher must leave campus at the end of that activity or they, too, will be escorted to ASC.

The fee for ASC is **\$11.50 per day** for days actually attended. Monthly statements based on actual attendance will be mailed at the end of the month, payable upon receipt. The charge will not be prorated by the hour, half-hour, quarter-hour, or "just a few minutes." When the child's name is entered on the roll for that day, you are automatically charged \$11.50. There are no exceptions. Monthly statements showing a delinquent balance of \$50.00 or more will be charged a 3% late fee.

**NOTE:** After 6:00 p.m., a late charge will be assessed and collected by the person in charge of ASC at the rate of \$1.00 per minute, payable upon arrival. If a student is picked up late three times, parents will receive a letter changing the late fee to \$5.00 per minute. Parents who continue to be late will be required to move their child to an alternative program.

## Lakehill Code of Conduct and Behavioral Expectations

### General Philosophy

One of the main goals in Lakehill's Lower School is to provide a safe, secure environment where students can grow emotionally, as well as intellectually. To create this safe, nurturing environment the school has established three simple guidelines that when adhered to will foster acceptance, responsibility, and an attitude of mutual respect. Students who consistently follow established rules are likely to be happier children who feel safe because they know that there are established guidelines to direct their behaviors.

### Individual Accountability for Behavior

Each student will be held personally accountable for his/her actions and consequences will be appropriate for a student's age and the misbehavior. An entire class will not be punished for the behavior of one or of a few students.

### "Triangle Rules"

Students are expected to behave in a manner consistent with three basic guidelines known as "The Triangle Rules."

- The Respect Rule  
Students are expected to respect themselves, their classmates, and their teachers.
- The Safety Rule  
Students are expected to act in such a way that they do not endanger themselves or others.
- The Welcome Rule  
Students are expected to include one another in classroom and playground activities.

## **Consequences for Inappropriate Behavior**

### **Minor Infractions**

Most infractions are resolved with the teacher's guidance. Apologizing to a fellow student or to an adult is an important part of discipline and often is the best solution to resolving simple conflicts.

Students who have engaged in inappropriate conduct may be separated from others for a short "time out" period in the classroom or on the playground (approximately 1 minute for each year of a child's life - 5 minutes for a 5 year old, for example). This allows the child to cool off and think about his/her behavior.

Given the range of ages in Lower School, discipline procedures may vary. A teacher may require that a student write parents a letter describing a problem at school and return it signed the next day. The teacher may choose to call home with an explanation of the problem and, with parents' input, seek ways to resolve the issue.

Certainly, it is the classroom teacher's responsibility to provide an appropriate learning environment. Teachers, therefore, will notify parents if there are repeated classroom problems. The teacher and parent working together usually can come up with a reasonable plan to help a student get his or her behavior under control.

### **Serious Behavior Problems**

If a student consistently fails to adhere to school rules or if the child causes a serious problem in the classroom, as determined by the classroom teacher, the Lower School Coordinator will be notified. If the behavior continues to be problematic, the child will be taken to the Assistant Headmaster's office where the child must explain the particular situation to the Assistant Headmaster. Very often the child must also call home and explain the problem directly to his/her parents.

Parents certainly have every right to discuss a serious discipline issue thoroughly. The Lower School Coordinator and/or Assistant Headmaster are always pleased to work with a teacher, child, and parents to ensure that a prompt solution to a discipline problem is found.

### **Disciplinary Probation**

If a student commits a serious offence or repeatedly disregards the rules of Lakehill, the student may be placed on probation. This serves notice that the status of the student is in jeopardy. At the end of the year, the student's records are reviewed. If sufficient improvement is not noted in the student's behavior, a recommendation will be made to the Headmaster that the student not be invited back.

### **Headmaster's Authority for Expulsion**

School policy is that in all matters of behavior and conduct the Headmaster of Lakehill Preparatory School has been vested with the authority to remove a student from Lakehill if, in the Headmaster's judgment, the student is in violation of school rules and policies and the student's conduct is detrimental to fellow students and teachers.

### **Due Process**

Lakehill Preparatory School believes in the concept of fundamental fairness. A student and his parents are given cause, notice, and a hearing if a disciplinary action involves expulsion.

## Lakehill Preparatory School Dress Code

The Lakehill Preparatory School Dress Code will be strictly enforced. A student who chooses not to abide by the Dress Code listed below will be sent home to change or parents will be expected to bring appropriate clothes to school before the student will be allowed into class.

ARTICLE	SPECIFICS	COMMENTS
Shirts	Lakehill T-shirts, College T-Shirts, Solid <u>colored</u> T-shirt (not white), Button down dress shirts, Golf shirts, Hawaiian-type shirts	No writing or pictures of any kind. Shirts of all types must be modest (no spaghetti straps, shoulder straps covering less than 3 inches over the shoulder, no visible cleavage or bra straps, nothing backless).
Slacks	Dockers, Dress slacks Denim pants (not blue jeans) Capri slacks (girls)	Slacks should fit appropriately at the waist - no sagging. Underclothing and tummies may not be visible. No athletic/sweat, or camouflage pants and no tears, holes, or worn spots. Leggings and jeggings may only be worn under a skirt or dress. Blue jeans may only be worn on Fridays with a Lakehill shirt.
Shorts	Dressy walking shorts	No camouflage, denim, cut offs, or athletic shorts.
Skirts	Variety	Tummies and underclothing should not be visible. Hemline should be moderate in length (about a palm's width above the knee).
Dresses	Variety	Necklines must be modest (see above). Hemline should be moderate in length (about a palm's width above the knee).
Sweaters	Cardigan, V-neck style Turtle neck, Crew neck	Sweaters do not have to be tucked in.
Sweatshirts With or without hoods	Lakehill sweatshirts, college sweatshirts Solid, plain	Sweatshirts may not be worn inside out. Hoods may not be worn in the building.
Shoes	Closed-toe shoes, Boots, Sandals, Plain athletic shoes, (no moccasins, slippers, or flip-flops of any type)	The only acceptable shoes of any kind will be closed-toe dress shoes, athletic shoes or heel-strapped sandals. No bare feet at any time.
Accessories	Simple, few in number	Body-piercing jewelry (including tongue and nose rings) is not permitted. Girls may wear pierced earrings. Boys may not wear earrings of any type. No hats, sunglasses, chains, spiked collars, or bracelets. Visible tattoos are not permitted.
Hair	Natural coloring, Clean and well groomed, Boys - not below the collar - must be able to see their eyes	Boys may not wear ponytails. Neither boys nor girls may wear spikes, cutout designs, or shaved scalps.
Hygiene	Clothes should be neat and clean. Boys must be clean-shaven.	

Students may wear neat blue jeans and any Lakehill shirt every Friday.

## ACADEMICS

### Grading System

#### Kindergarten

- Grades are not given at this level. However, a student's papers may receive a variety of encouraging remarks about the work attempted, and information is shared with parents if improvement is needed.
- Report cards are issued every six weeks. In the areas of general expectation, writing, reading readiness, phonics, mathematics, science, social studies, music, art, Spanish, and physical education, letter marks indicate one of the following:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
NA	Not Applicable
- Teacher comments highlight areas of strength and concern.

#### First through Third Grades

- Grades on report cards are not given at this level. However, daily work is graded (with progressively more work graded by third grade). The grading scale on daily work adheres to the grading standards established at Lakehill.
- Report cards are issued every six weeks. In academic areas, social development, work habits, art, music, computers, Spanish, and physical education, letter marks indicate one of the following:

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
NA	Not Applicable
- Teacher comments highlight areas of strength and concern.

#### Fourth Grade

- Grades on report cards are given at this level. The grading scale on all work adheres to the grading standards established at Lakehill.
- Report Cards are issued every six weeks for all course work.
- Teacher comments highlight areas of strength and concern.

### Grading Scale

Report cards are issued every six weeks. These reports are intended to communicate to students and parents areas of strength and weakness regarding academic performance.

If a child is experiencing difficulty in a specific subject, a teacher will be happy to offer assistance before or after school. Teachers will usually inform parents when a child is struggling and request that the child come in for extra help. However, a child or parent may also request extra help from a teacher to clarify any questions a child may have.

## Grading Scale for Grade 4

- A High Honors
- B Honors
- C Average
- D Passing
- F Failing

### A+, A, A-

High Honor grades represent excellence in the following areas:

- Intellectual command of subject matter, demonstrating knowledge of and clarity about content
- Ability to demonstrate independence and self-discipline in completing assigned work
- Cooperation in classroom activities, with frequent contributions to the class
- Effective application of presented concepts
- Originality in oral and written expression

### B+, B, B-

Honor grades represent excellence in the following areas:

- Above-average knowledge of course content
- Reasonable grasp of the course objectives
- Active class participation and evidence of academic effort
- Ability to express ideas coherently

### C+, C, C-

Average grades represent a satisfactory level of mastery in the following areas:

- A reasonable understanding of the course content
- Completion of a majority of the assigned requirements
- Cooperation, initiative, and participation during class
- Ability to express ideas during written and oral assignments

### D+, D, D-

- This represents an unsatisfactory level of mastery of course content. While the student receives credit for graduation or promotion to the next grade level, grades in the D range fall below minimum acceptable standards of excellence.

### F

- This represents a failure to meet minimum standards of excellence. Credit is not given for failed courses.

## Grading Periods and Examinations

The school year is divided into six marking periods of approximately six weeks each. All students receive written reports each six weeks. However, during each of the grading periods, teachers will keep students and their parents informed of impending academic difficulties.

### Grading Periods for the 2011 - 2012 School Year

End of the First Six Weeks .....September 23, 2011  
End of the Second Six Weeks.....November 4, 2011

End of the Third Six Weeks .....	December 16, 2011
<b>Semester Exams .....</b>	<b>December 14 - 16, 2011</b>
End of the Fourth Six Weeks .....	February 10, 2012
End of the Fifth Six Weeks.....	April 5, 2012
End of the Sixth Six Weeks .....	May 23, 2012
<b>Semester Exams .....</b>	<b>May 21 - 23, 2012</b>

**Test Schedules**

Teachers usually arrange testing so that no more than two major tests fall on the same day. This helps students plan ahead and organize their time. Quizzes may be given at any time at the discretion of the teacher.

## Academic Requirements

**Lower School**

Lower School requirements include the following:

- Language Arts (phonics, spelling, handwriting, grammar, and composition)
- Reading
- Science
- Social Studies
- Mathematics
- Computer Training
- Music
- Spanish
- Physical Education

**Achievement Testing April 16 - 20, 2012**

- Standardized testing is administered in the spring for students in grades K-8. Test results are normally mailed to parents in early June. If you wish to review your child's test scores, please contact the Assistant Headmaster for an appointment.

## Academic Enrichment

**Alice and Erle Nye Environmental Science Center**

Lower School students will visit the Alice and Erle Nye Environmental Science Center once every six weeks. A comprehensive scope and sequence has been developed for the Environmental Science Center for students in kindergarten through eighth grade. The science curriculum for each grade is thematic and concepts introduced will be built upon from one year to the next.

Students will be transported to and from the Environmental Science Center in Lakehill school busses. The science curriculum will be taught by the Director of Environmental Education. Lower School students will do science activities in the morning. They will eat lunch at the Environmental Science Center. Parents will be able to order a box lunch from the cafeteria for their child to eat at the Environmental Science Center or students may bring a lunch from home. Students will return to Lakehill in time for afternoon carpool.

**Dress Code for the ESC mandates closed-toe shoes, long pants, and green Field Trip T-Shirts.**

## Field Trips

Field trips provide many valuable experiences for our Lakehill students throughout the school year.

## FOCUS Program

Lakehill celebrates the unique qualities of each student in kindergarten through fourth grade with our Special Student FOCUS (Focusing On Children's Unique Selves) Program. This program allows children to share their experiences, successes, and adventures with their classmates. The students use visual tools, guest speakers, and oral presentations to share the stories of their lives. Self-confidence and pride are developed as the students spotlight their accomplishments and celebrate those of their peers.

In **kindergarten**, the FOCUS Program incorporates the theme "All about Me" into the children's materials. The students create a poster describing their favorite items and they draw a self-portrait to display in the classroom. In addition, the students show an award they received and share with the class the way in which that award was earned. Treats may be brought in by the students to share with their classmates during this special week.

**First grade** students continue with the "All about Me" theme as they create a book at home to bring in and share with their friends, called the "Star Student Book." The pages of the book depict the student's favorite things. For example, pictures of their favorite animals, toys, and games are included. The students read and present their books to the class, and also may bring a favorite book from home to read to their classmates. In addition, the students may invite a parent, family member, or friend to visit the classroom and relate a story about that child which showcases an accomplishment or special adventure.

In **second grade**, students create a poster with the help of family members that shows the "Story of My Life" with pictures from birth to present day, along with photos of family and friends. Students present their posters to the class and answer questions about the pictures included. Families are encouraged to send a small gift for the student to open during class one of the days in their Special Week. These gifts are meant to be a celebration of the specialness of each child, and should be small and significant to the student.

**Third grade** students spend their Special Weeks talking about family. The students create posters with the emphasis on their family members and their role in the family. Then, students read aloud letters sent to them by classmates and family members. These letters boost the student's self-esteem as they detail ways in which each child is special and important in the lives of their friends and loved ones.

Finally, the **fourth grade** students use their Special Weeks to highlight academic, athletic, and personal accomplishments. Each student creates a poster displaying awards and certificates earned, and the students share with their classmates the stories behind the awards and the pride they felt in receiving the honors. A digital portfolio is created throughout the school year by the students showcasing their academic achievements and successes in the classroom.

## Academic Responsibilities

Lakehill Preparatory School offers an exemplary educational program for motivated students who can bring to Lakehill a diversity of interests, talents, and skills. The school provides well-trained and caring teachers, a challenging curriculum, and a loving environment which facilitate each child's individual growth. The intellectual, physical, and social development of the child is best achieved when the home and school work together toward this common goal.

Students should be aware that attention in class, consistency in completing assignments, and preparation for tests and exams directly affect their ability to learn and succeed in school. The following information describes the school's basic expectations concerning academic responsibilities.

### **Good Standing**

Students must maintain an overall grade average of C- to remain in good academic standing.

### **Homework**

Teacher instruction takes place during the school day and homework is done mainly at home. It is very important for students to develop good homework habits in their formative school years. In grades one through three, parents may help a child with his/her homework by marking wrong answers or encouraging the student in whatever way the parent feels appropriate. In some homes, an independent/hands-off policy works best with a child. Parents should feel comfortable helping their child with homework as much or as little as you feel appropriate for your child. All homework will be checked by the teacher or the student and teacher together. Homework grades are not typically averaged as part of a student's academic grades because obviously some students receive more help than others. Generally, all homework progress is reported to students and parents under the Work Habits section of the student report card. However, the school will reduce an academic subject grade because a student repeatedly does not turn in homework assignments or turns in incomplete homework.

At the fourth grade level, teachers may designate homework assignments to be graded and included as part of the student's academic average. The goal for fourth grade is to encourage students to move toward self-reliance in their home study.

### **Time Requirements**

Please understand that the time spent doing homework is highly individualistic depending on many factors. If there is a major project or book report due, the amount of effort exerted by the student determines the amount of time the work takes.

If a student, and, therefore, the family, is spending too much time on homework, please contact the classroom teacher immediately. The school is not opposed to altering requirements when a class is having severe difficulty with an assignment.

- Kindergarten students occasionally have a project to be completed with a parent at home, and the time spent varies.
- Students in first grade should expect about 30 minutes of homework per night.
- Students in second grade should expect about 35-40 minutes of homework per night.
- Students in third grade should expect about 45 minutes of homework per night.
- Students in fourth grade should expect about an hour to an hour and a half of homework per night.

During special times, such as preparation for special events, students in third and fourth grades will have weekend work.

### **Third and Fourth Grade Study Hall**

Because life can be so hectic and the responsibilities of third and fourth grade are so much more comprehensive, we offer third and fourth grade students the opportunity to attend a Study Hall on Mondays, Tuesdays, and Thursdays from 3:00 - 3:45.

Several Lower School teachers have graciously volunteered to host Study Hall. The goal for Study Hall will be to provide a quiet, structured environment for your child to begin his/her homework. Although 40 minutes may not be a sufficient amount of time to finish all homework, it is certainly enough time to make progress on the assignments.

Interested parents will be required to complete a form to be given to their child's teacher. As mentioned, Study Hall will start at 3:05 and will end promptly at 3:45. Children may be picked up from the Study Hall room promptly at 3:45 using your carpool number. Please understand that after 3:45 the children will be escorted to After School Care where the After School Care fee will apply. There is no fee for Study Hall.

### **Performing Arts Requirement**

Performances are required for all students in kindergarten through Grade 4 and students in performing arts classes. Students who are not present at a performance when they have been in school during the day will have their six-week grade lowered one letter grade. Isolated exceptions may be considered with advance notice of at least one month to the performing arts teacher. If agreed upon in advance, a student may be asked to do a project instead of the performance.

### **Make-up Work**

Work missed due to an excused absence is to be made up within a reasonable time following a student's return to school. "Reasonable" is usually understood to mean the same number of days (weekends included) the absence lasted.

### **Providing Tutorial Help**

- All Lakehill teachers, whether full or part time, will arrange to provide extra help for their students. This help is available between 7:50 and 3:45.
- Many teachers also choose to tutor students for a fee. This may be done at school. However, please keep in mind that teachers may not tutor their current students for a fee. The school, parents, and tutor are placed in a difficult situation when a member of the faculty receives payment for private instruction of his/her students.
- Teachers may not tutor for a fee between the contractual hours of 7:50 - 3:45. To do so constitutes a conflict with school responsibilities.

## **Parent Conferences**

### **Parent-Teacher Conferences**

Two parent-teacher conferences are scheduled each year, one after the first six weeks of school and one during the spring semester. Both parents are encouraged to attend these conferences. Additional information is emailed or sent home providing conference dates and times.

Additionally, a parent or teacher may request a personal conference at any time. Conferences are an excellent means of communicating concerns and building partnerships between the home and school. If you wish to confer with a teacher, please call the school office to schedule an appointment. Either telephone conferences or on-site conferences are arranged as needed.

### **Expressing Parental Concerns**

If a parent has a concern about his or her child's progress, that concern should first be discussed with the appropriate teacher. If the concern persists after the conference, it is then appropriate to schedule an appointment with the Lower School Coordinator. If the problem is not resolved, parents are encouraged to make an appointment with the Assistant Headmaster.

## School Libraries

The library is a welcoming place where students, faculty, and parents can work and research. To ensure an atmosphere that is conducive to study, students are expected to refrain from loud talking and to adhere to the following guidelines.

- All students are entitled to use the school libraries and to check out books.
- Reference books and materials on reserve may only be used in the library. In some instances, these materials may be checked out overnight.
- Library books are checked out through a computerized system. Students choosing to take materials out of the library without going through the proper checkout procedures may be subject to disciplinary review.
- While the library does not assess fines for overdue books, please know that in situations where a book is not returned to the library, a student's report card will be held until either the book is returned to the library or the student pays for its replacement.

## Computer and Internet Usage Policy

Access to the Internet via Lakehill Preparatory School is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the school.

### Acceptable Use

The students' acceptable use of the Lakehill computer system and the Internet will include the following:

- Logging on with your class' username and password (grades 1-4).
- Using the Internet to research assigned classroom projects.
- Respecting and upholding copyright laws and other applicable laws or regulations.
- Respecting the rights and privacy of others by not accessing, modifying, or deleting private files.
- Following all regulations posted in the computer lab or other rooms where computers are in use.
- Following the directions of the adult in charge of the computer lab or other rooms where computers are used.

### Unacceptable Use

The students' unacceptable use of the computer system and the Internet will include but not limited to the following:

- Using an instant messenger application other than those approved by Administration.
- Using impolite or abusive language.
- Changing any computer files that do not belong to the user.
- Downloading or using any programs or executable files unless asked to do so by your instructor.
- Using a USB drive to run programs or keep files that are not consistent with the School's Code of Conduct.
- Storing programs and inappropriate files on the server such as, but not limited to, executable files and music.
- Using the system for commercial use.
- Using the system for selling or buying products or services (shopping, ebay.com).
- Creating and/or knowingly distributing a computer virus, worm, or spam over the Internet.
- Using the system to illegally transfer software or files, otherwise known as pirating.
- Revealing personal addresses or telephone numbers of students or staff.
- Using the Internet in a way that would disrupt the use of the Internet by others.

- Causing damage deliberately or willfully to computer equipment or data or assisting others in doing the same.
- Accessing or attempting to access sites that interfere with or disable school software or security.
- Accessing or attempting to access materials that are inconsistent with the School's Code of Conduct and educational goals or showing another student how to do the same.

### **Consequences of Violation**

Consequences of violations include, but are not limited to the following:

- Verbal and/or posted warning of violation.
- Suspension or revocation of all computer access privileges. (Unless requested by teacher in which privileges will be granted on a limited basis.)
- Discipline by the Administration.
- Legal action and prosecution by the authorities.

Guidelines for access to information have been established by the Library Bill of Rights of 1980. These principles can be applied to the Internet, as well. This document states that "attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights; however, school librarians are required to devise collections that are consistent with the philosophy, goals, and objectives of the school district." This means that students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum.

Materials on the Internet can be considered part of a vast digital library. Electronic databases and information search tools to access the Internet are becoming part of school media centers and libraries, and many public libraries offer some type of Internet access as part of their services. Users should be aware that use of the Internet and or E-mail may be monitored and analyzed by system administrators and is not guaranteed to be private. System operators will have access to users' accounts, including e-mail. Messages relating to or in support of illegal activities will be reported to the authorities.

Remember: Access to the Internet via Lakehill Preparatory School is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the school.

# POLICIES AND PROCEDURES

## General Policies

### Bicycles

- Bicycles should be parked in the area provided with bicycle racks.
- Bicycles should be locked during the day and may not be used during school hours.

### Business Office

All financial arrangements are made through the business office.

### Lost and Found

Lower School Lost and Found items will be housed in the hallways on the south side of the building. Items in the Lost and Found will be displayed in the main hallway at the end of every other month to allow parents to reclaim their child's lost belongings. Items that are not claimed will be donated to charity. **Please label all of your child's supplies and materials.**

### Lunchroom

Plate lunches are available for purchase in the lunchroom. For students who wish to bring their lunch from home, milk and other beverages are available for purchase.

- Students are required to eat in the lunchroom.
- Students are responsible for creating a welcoming environment in the lunchroom.
- Students are responsible for cleaning the lunchroom at the end of each lunch period.
- Parents are welcome to visit with their child at lunchtime on special occasions. Parents are asked to follow established lunchroom protocol and to limit their lunch visits to the lunchroom, thus encouraging independence and peer relationships during recess.

## Parent Faculty Club

It is the purpose of the Lakehill Preparatory School Parent Faculty Club to support and enrich the educational experience of Lakehill students. Working together, parents assist with school activities and sponsor fundraising activities. Parents and faculty are cordially invited to attend the Parent Faculty Club meetings. Active participation in school functions promotes a deeper mutual understanding.

## Room Parents

The purpose of the room parent is to support the classroom teacher, to facilitate good communication among parents and students, and to coordinate extracurricular activities. Room parents are selected from among those who volunteer, and they assist teachers with class parties, encourage parental support in providing refreshments, chaperones, and drivers for field trips, and establish a "call chain" whereby the whole class can be contacted easily as needed.

### Yearly Class Parties

- Holiday Party
- Valentine's Day
- End of the Year Skating Party

### **Birthday Parties – Kindergarten through Grade Four**

Should your child wish to bring birthday treats for the class (cupcakes, cookies, donuts, juice) on or near his or her birthday, please inform the classroom teacher in advance. All birthday arrangements should be discussed with your child's teacher prior to making any plans. Invitations to private birthday parties are best distributed via mail or email. Invitations may not be placed in back packs or distributed at school.

## **Health and Safety Regulations**

No rules are more important or taken more seriously than those having to do with a student's health and well being. The following policies and procedures were developed to ensure the safety and well being of your child.

### **Immunization Records**

All students must have documentation of up-to-date immunizations on file in the school office by the first day of school.

### **Medication and Special Diets**

Teachers may not dispense medication. Medications must be placed in the original container or prescription bottle, accompanied by a complete directive for dispensing, and given to Mrs. Evans in the main school office. This is state law. If your child is taking a medication that causes drowsiness, poor appetite, etc. please inform the classroom teacher and the office. When needed, please send a spoon with your child's medication.

If your child has specific food allergies or is on a special diet, please inform the classroom teacher and the office.

### **Hearing, Vision, and Scoliosis Screening**

Hearing and vision tests are required by the state for all students in kindergarten and in grades 1, 3, 5, 7, and 9. All new entrants are also required to have hearing and vision tests. These will be administered at school for a nominal fee. Scoliosis screening is required in grades 5 and 8. This screening will also be done on campus for a nominal fee.

### **Drills**

Directions for leaving the building in the event of a fire or fire drill are posted in each room. In the case of a fire or fire drill, an alarm will sound. All students are to leave the building quietly and return to class in the same manner. Additional drills for inclement weather and lock downs are practiced throughout the year. Complete information on the current Emergency Plan and Crisis Management procedure is available in the front office.

## **Field Trips**

### **Purpose**

Field trips are planned by each grade level to enrich the lives of our students. Much thought and preparation goes into the planning of these trips, and we feel that every child will benefit from these experiences.

### **Guidelines for Field Trip Drivers/Chaperones**

Field trips should be educational, safe, and fun. We want the experience to be rewarding for everyone, so listed below are some strategies to ensure a successful class field trip.

- The field trip coordinator will contact volunteer drivers. Only legal guardians may drive on field trips.
- Drivers and chaperones must be on time for the field trip. The teacher will meet you in the cafeteria.
- Parent drivers will be assigned a small group of students. Your own child will be one of those in your group.
- Parents should ensure that every child in his/her car is wearing his or her own seat belt, and that no child is sitting in the front seat. Convertibles are not an appropriate form of transportation on field trips.
- Some field trips have a limited number of tickets available for adults. The field trip coordinator will attempt to allow every parent who wants to drive at least one opportunity to do so. Drop-in drivers are not allowed. It causes too much confusion.
- Drivers must have adequate gas to drive the entire trip.
- Drivers should not stop on the way to or on the way from the field trip.
- Do not make purchases for the student(s) before, during, or after any field trip.
- Drivers should not leave the field trip without the consent of the teacher.
- Siblings may not go on field trips.
- Chaperones are responsible for the care of their group from the time they are assigned until the time they return to school. This includes pre-boarding, traveling, on-site, return travel, and unloading.
- Drivers should have the emergency numbers of all of the parents of the children in their car.
- Chaperones should wait with the class if they arrive back at school before the teacher.

### **Seating Requirements**

#### **Booster Seats**

After age 4 and 40+ pounds, children can ride in a booster seat with the adult lap and shoulder belt until the adult safety belt will fit them properly (usually when the child is 4'9" tall). A car **MUST** have a lap/shoulder belt to use a booster seat.

#### **Adult Safety Belt**

Once children outgrow their booster seats (usually at 4'9", 100 pounds) they can use the adult safety belt if it fits them properly. Lap portion low over the hips/tops of thighs and shoulder belt crosses the center of the shoulder and center of the chest.

#### **Field Trip Shirts**

All Lower School students are provided with a green Lakehill Field Trip T-Shirt each fall at Orientation. For security reasons, we ask all Lower School children to wear this shirt to every field trip. If a child forgets to wear his/her shirt on the day of the trip, a new shirt will be provided and the parents will be billed accordingly. Any family wishing to purchase extra shirts may do so in the main office.

## Campus Traffic Flow, Parking, and Carpool

### Carpool Procedures

The attached diagram clearly indicates the traffic pattern for the entire campus. There are two entrances and one exit. To ensure the safety of our students, please adhere to the regulations listed below.

- For the safety of all involved, please turn off your cell phones during morning and afternoon carpool.
- When dropping students off in the morning or picking them up after school, please use the west entrance marked "A" on your map. Please leave the campus via the Blanch Circle exit.
- After-school carpool requires special attention to ensure student safety. Please know that all rules and regulations regarding carpool are made in the best interest of student safety, and parental support is vital to the success and safety of our students.
- At the beginning of the school year, all Lower School parents will be issued a carpool number to hold up to the teachers on duty. The carpool number will be used for parents who enter the carpool line and for parents who walk their children home.
- At the end of the school day, the children wait in the cafeteria until called upon to be escorted to their cars, walking parents, or until it is time for After School Care.
- Lower School parents should meet their children at carpool, not in the halls outside the classrooms or in the hall outside the cafeteria. Blocking the steps and hallways makes it difficult for teachers to get their students to the cafeteria or to their cars in an orderly manner.
- Lower School carpool begins about 3:00 and generally ends about 3:20. We encourage parents of Middle School students to refrain from getting in the Lower School carpool line to avoid severe traffic jams. If Middle School parents start lining up around 3:25, both carpool lines should flow smoothly.
- When your child needs to ride with someone else, please write a note for your child to give to the teacher on duty at carpool. Additionally, please call the office if a change needs to take place so that the teachers will be notified.
- It is problematic for parents or children to come into the cafeteria during carpool. Once a child leaves the cafeteria to meet his/her parent at carpool, the child should not return to the cafeteria for soft drinks.

### Walk-Up Procedures

- If you plan on walking your child home from school every day, please present your child's carpool number card to the teacher on duty and wait outside the north entrance until the teacher on duty release your child to you. Once your child has been released to your care, please move away from the north entrance. For the safety of all the children, please supervise your children accordingly. Please understand that the parking lot is extremely busy at the end of the day. Students must be supervised appropriately to ensure the safety of all children.

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