



Upper 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 Ulissey, 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 Huit, 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	Joan Mayo, B.A., M.A.
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 assist faculty and parents with a variety of issues.

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 and will make disciplinary recommendations to the Upper School Coordinator. All recommendations 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 Student Commons is open at 7:15 a.m. The Main Office opens at 7:30 a.m. Classes begin at 8:00 a.m. and end at 3:30 p.m. After the school day, students may remain on campus to participate in athletic programs, theater practices, or other supervised activities. Students are to have transportation arrangements following the day's activities.

Upper School Regular Schedule (M, Th, F)

1 st Period	8:00 - 8:50
2 nd Period	8:55 - 9:40
Break	9:45 - 9:55
3 rd Period.....	9:55 - 10:45
4 th Period.....	10:50 - 11:40
5 th Period.....	11:45 - 12:35
6 th Period (Lunch).....	12:40 - 1:20
7 th Period.....	1:25 - 2:10
Open	2:15 - 2:40
8 th Period.....	2:45 - 3:30

Upper School Block Schedule (T, W)

1 st Period (T) 4 th Period (W).....	8:00 - 9:45
Snack	9:45 - 9:55
2 nd Period (T) 5 th Period (W)	10:00 - 11:40
3 rd Period (T) 7 th Period (W)	11:45 - 12:40
Lunch	12:40 - 1:20
3 rd Period (T) 7 th Period (W)	1:25 - 2:15
Open	2:15 - 2:40
8 th Period.....	2:45 - 3:30

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 7:45 a.m., the school will post information on WFAA (Channel 8) and on the Lakehill website.

General Attendance Policy

The Lakehill Preparatory School attendance policy promotes regular class attendance as an integral part of the learning process. Students are expected to attend all classes. When a student is absent from school, a parent or guardian must call the school before 8:00 a.m.

Classes Begin at 8:00 a.m.

Students are expected to be in their classrooms and ready to begin their studies at 8:00 a.m. Arrival after 8:00 is considered being tardy.

Tardiness

Tardiness is a disruption to the learning atmosphere; therefore, it is usually unexcused. Students must check in with the reception desk if arriving later than 8:00. Students will be given a tardy slip to take to their teachers. An unexcused tardy results in a lunch detention and will also result in a zero on a missed test or quiz. **A tardy will be considered unexcused if the student comes to school without a note from the parent explaining the tardiness or if the parent does not call the office to let the school know (in advance) that the student will be tardy. Four tardies to any combination of classes in a semester will result in a lunch detention.**

Signing In or Out of School

Students arriving late or leaving campus during the school day must submit a note from their parent/guardian and sign in/out at the reception desk. Failure to follow this procedure may result in an unexcused absence/tardy, detention, or other consequence, such as loss of privileges.

Early Dismissal by Written Request

Appointments for students should be made after school hours. If it is necessary for a student to leave school during school hours for a medical appointment, a written request from a parent/guardian must be submitted to the school office at the beginning of the school day. Students with regularly scheduled appointments should vary the times to avoid missing the same class repeatedly.

Without a note from home, a student will not be permitted to leave campus without parental approval. Phone calls with such requests must be cleared through the office.

Excused Absence

The following are considered examples of excused absences when the school receives the proper note:

Student Illness	Emergency situations verified by the school
Observance of religious holidays	Death, severe injury, or illness in the family
Verified medical appointment	College visits approved by the school
Court appearances	Pre-planned absences approved by the school

Unexcused Absence

An unexcused absence may or may not have the approval of the home, but is without the approval of the school. An unexcused absence will result in zeros for tests and class work assigned for that day and a detention, or other disciplinary consequence may be assigned.

Absences Due to Illness

Please keep your child at home if he or she has had a fever in the past 24 hours or has a communicable illness. In cases of illness, a parent or guardian must call the school before 8:30 a.m. If the school is not contacted, parents will be called.

Assignments for a student who is absent may be found on RenWeb. If you know in advance that your student will miss school or arrive at school late, please let the office know so that you will not be contacted. Attendance records are important. Your attention to this matter is appreciated.

Half-Day Absences

Please try to schedule off-campus appointments before or after school, during lunch, or during study periods. Half-day attendance is 8:00 - 11:30 or 11:30 - 3:30.

In the Case of Illness at School

A student who becomes ill at school is sent to the Main Office, where a member of the school staff will talk with the student's parent. Students will not be dismissed without parental knowledge and permission. Please notify the school office if your child is taking any medication that might affect his or her alertness or participation in the learning process. **Permission in writing must be filed with the school office for any medication to be administered.**

Pre-Planned Absence

To request an excused absence, a student must submit a written request from a parent/guardian explaining the reason for and dates of the absence to the Upper School Coordinator at least one week prior to the absence. The Pre-Planned Absence form, available in the Upper School office, will be circulated to the student's teachers for their evaluation of the impact of the absence. The Upper School Coordinator will then determine whether the absence will be excused or unexcused. Failure to follow this procedure will result in an unexcused absence.

College Visits

Students are encouraged to make college visits during school holidays. To request an absence from school to visit a college, a student must obtain a Visitation Request Form from the Upper School office at least five days prior to the absence. The form must be signed by the Director of College Placement. Failure to follow this procedure will result in an unexcused absence.

Standards for Attendance and Consequences for Absences

Absences

A student is marked absent for any reason he/she is not in attendance (except for school-sponsored activities). When a student accumulates repeated absences (eight or more days) in one class during a semester, the student will meet with the Upper School Coordinator to account for the absences. Following the meeting, a letter will be sent home describing the nature of the absences and notifying parents of the serious consequences for missing additional classes.

Excessive Absences

After 12 absences, the student and his or her parents will meet with the Honor Council to discuss the nature and causes of the absences and the Honor Council will make recommendations for appropriate consequences. Continued absences requiring a second meeting will result in the student being placed on conditional re-enrollment. A third appearance may result in the student being asked to leave school or repeat the course, courses, or year in question.

Absence Relative to Course Credit

If a student accumulates excessive absences for a semester course caused by unusual circumstances, such as accident or lengthy illness, a plan will be developed for the student to make up schoolwork.

A student who misses a great many days of school because of a chronic illness or other health impairment must have an Attendance Waiver for Health Impairment Form on file in the Upper School office. This official form may be obtained from the Upper School Office and must be completed and signed by a licensed physician.

Students receiving an incomplete for a course must complete all missing course work by the end of the next grading period or the date assigned by the instructor. An incomplete grade that is not reconciled by the next grading period or assigned date will become an "F."

Attendance and Participation in Extra-Curricular Activities

A student who is absent all or part of a school day may not be permitted to represent the school in an extra-curricular activity on that day without the approval of the Administration.

Lakehill Code of Conduct and Behavioral Expectations

Lakehill Preparatory School is a community based on honor, trust, and respect. Honesty and self-respect are recognized components of responsible citizenship. Mutual trust depends upon truthfulness and fairness in all relationships. All members of the community should conduct themselves in a thoughtful, responsible manner to maintain a quality of community life from which all members can benefit. The Code of Conduct is based on mutual trust rather than on a set of rules. Students should:

- Show respectful and courteous behavior toward others.
- Obey school rules and abide by the dress code.
- Take care of property belonging to Lakehill or to any member of the school.
- Help keep the campus and building clear of litter.
- Refrain from entering any school room or being in the hallways without a teacher's permission.
- Refrain from eating and drinking outside the lunchroom.
- Conduct oneself during extra-curricular activities and field trips in a manner that is consistent with school policies.
- Exhibit good sportsmanship.

Academic Honesty Policy

It is the goal of Lakehill Preparatory School to provide an atmosphere in which students develop intellectually. To accomplish these goals, values are taught, learned, and practiced each day. The School encourages academic honesty by clearly stating what we believe to be academic dishonesty:

- Cheating: Any act of deception that results in gaining or attempting to gain an unfair academic advantage.
- Copying: The direct use of another student's work to complete a test or assignment or allowing another student the use of your own work for that purpose.
- Plagiarism: The use of, or paraphrasing of, another's ideas or expressions in your writing without properly acknowledging (citing) the source. This includes material posted on the Internet.
- Talking to another person during a test.

On some occasions, students will collaborate (work together in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly defined and announced as such. It is the responsibility of each student at Lakehill to make sure his/her behavior is above reproach. In all cases of cheating, both the student who copies and the student who knowingly allows his/her work to be copied will face disciplinary action and receive a zero on the assigned task.

Drug/Alcohol Policy

- Possession or use of alcoholic beverages, cigarettes, or the possession or use of drugs, barbiturates, hallucinogens, etc. are prohibited anywhere on the school campus, during school-sponsored activities, or while traveling to or from any school-sponsored activity. This rule applies regardless of age.
- The Administration of Lakehill Preparatory School reserves the exclusive right to contact appropriate agencies to conduct routine and random checks for illegal drugs anywhere on campus. Additionally, Lakehill Preparatory School reserves the right to contact Law Enforcement Officers as deemed appropriate.

Harassment Policy

- Lakehill is committed to providing a school environment that is free of discrimination and harassment.
- Actions, words, jokes, or comments based on an individual's gender, race, ethnicity, disability, age, religion, sexual orientation, or any other characteristic will not be tolerated.
- Sexual harassment, either overt or subtle, is strictly prohibited.
- Hazing in any form, including pressuring classmates or teammates to cut or dye their hair, is considered harassment.
- Incidents of harassment should be reported to the Upper School Coordinator or Assistant Headmaster immediately. A teacher, student, coach, or administrator who becomes aware of possible harassment should promptly advise the Assistant Headmaster or Upper School Coordinator who will handle the matter in a timely and confidential manner.
- Anyone engaging in harassment will be subject to disciplinary action, up to and including dismissal from school.

Threatening Statements Policy

- Lakehill provides a safe atmosphere to support its community of learners.
- The school responds to threatening statements in a very serious manner. Students who make threatening statements about their intent to bring a weapon to school or to harm others may be suspended or face possible expulsion and/or legal action.
- A student who makes a threatening statement may also be required to undergo an evaluation by a counselor to establish for the school and the student's family that the student is safe to return to school. Such counseling may also be recommended for students who threaten to harm themselves.
- All members of the school community, students and adults, are to be aware that statements such as "I was just kidding" or "I didn't mean it" are not acceptable excuses. This policy regarding a threatening statement applies to incidents on and off campus.

Electronic Devices

- Electronic devices may be used during the day and in the classroom at the discretion of the teacher but must not interfere with the learning process of others. Sounds from electronic devices may not be audible in public spaces in public space including but not limited to the Commons, study hall, halls, cafeteria, auditorium, and gym.

- Electronic devices may not be used during any testing situation.
- Electronic devices may not be used in non-electronic zones including but not limited to bathrooms and locker rooms.
- The school is not responsible for electronic equipment that is lost or broken at school.

Student Online Communications Policy

- When brought to the attention of the Lakehill Preparatory School Administration, posting of threatening statements by Lakehill students, parents, or staff members toward another Lakehill student, parent, or staff member in a chat room, blog, email, or social networking sites (like Facebook, Twitter, etc.) or is an infraction of the Lakehill Code of Conduct and is thereby subject to disciplinary action deemed appropriate by the Administration.

Discipline Policy

The discipline policy outlines for students and parents the consequences for student actions that are contrary to the rules and standards of behavior at Lakehill Preparatory School. While this policy provides the general consequences one can expect for misbehaviors, the consequences may vary slightly based on individual considerations and the circumstances of the behavior.

Lakehill 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.
- Additionally, any student who has earned a disciplinary action may request that the Honor Council convene to hear his/her side. This Council will make disciplinary recommendations to the Upper School Coordinator. This recommendation will be approved by the Administration before implementation.

Minor Infractions

At all times, Lakehill Faculty and Administration will initiate open communication with the parents of a student who is affected by this policy.

- **Detention: Lunch** - Lunch detentions are for one day. During a lunch detention, the student is allowed to eat, but will remain silent for the duration of the lunch period. Lunch detention will begin promptly 10 minutes after dismissal for lunch.

Examples of actions for which a Lunch Detention will be assigned:

- Eating or drinking outside the lunchroom
- Chewing gum
- Repeated tardiness (four infractions = one lunch detention)
- Not assuming responsibility for personal items left strewn about
- Displays of public affection on school grounds or at school functions
- Littering anywhere on school grounds
- Dress Code violations (in addition, student will be required to change clothes)
- Horseplay
- Missing assigned lunchroom duties without the approval of the class sponsor
- Inappropriate language
- Failing to follow proper procedures to leave a class room.

- **Detention: After School** - Parents will be notified by email or phone call of the misbehavior leading to detention and the date and time of the detention. Students who do not abide by the detention guidelines (not showing up, being late, talking, and breaking any other detention rule) will receive additional consequences.

Examples of actions for which an After School detentions will be assigned:

- Three lunch detentions in one semester
 - Missing/skipping a lunch detention
 - Minor vandalism (monetary restitution required)
 - Repeated classroom disruptions
 - Rude or disrespectful behavior to anyone
- **Detention: Saturday** - Parents will be notified by email or phone call of the misbehaviors leading to detention and the date and time of the detention. Students who do not abide by the detention guidelines (not showing up, being late, talking, and breaking any other detention rule) will receive additional consequences.

Examples of actions for which a Saturday Detention will be assigned:

- Three After School Detentions
- Violation of Lakehill's Academic Honesty Policy
- Skipping school
- Use of another individual's belongings without permission

Serious Infractions

Serious infractions will result in an automatic conference with the student, parent, and the Administration.

Examples of actions that may result in Administrative Action:

- Three Saturday Detentions
- Major vandalism (monetary restitution required)
- Chronic problems with tardiness
- Academic dishonesty
- Fighting
- Theft
- Being involved with tobacco products on school grounds or at any school-related event
- Possession of pornography or any other sexually-related materials
- Threats of violence toward faculty, staff, or students in any spoken or written form
- Sexual harassment
- Possession of or being under the influence of alcohol, inhalants, illegal drugs, or other harmful substances while on campus or at a school function on or off campus

Additionally, these actions may result in the following consequences:

- **Disciplinary Warning or Probation**
 - An automatic review of the student's contract for re-enrollment for the following year will be initiated.
 - Specific terms and conditions may be written into the contract to address the student's behavior.
- **Suspension: In-school**
 - Any work due (or completed) in class during the suspension will be completed for a maximum of 70% credit.
 - During the period of suspension, the student will be ineligible to participate in extracurricular

clubs, activities, or athletic competitions.

- **Expulsion**
 - Actions at this level are dependent on the Headmaster's Authority for Expulsion.

Electronic Device Enforcement Policy

- First offense - Device is held by the Upper School Coordinator until the end of the school day and a Lunch Detention will be assigned.
- Second offense - Device must be picked up by a parent/guardian at the end of the school day and a second lunch detention will be assigned.
- Third offense - Device is held by office administration and a \$15 fine will be assessed; students who exceed three offenses will be reviewed by the Honor Council and may be recommended for further disciplinary procedures.
- Electronic devices used in non-electronic device zones or during any testing situation are subject to disciplinary action deemed appropriate by the Administration.

Drug Enforcement Policy

- Any student found to be under the influence of or in possession of illegal substances including tobacco and alcohol while on campus or at a school-sponsored function shall be immediately expelled from school.

Academic Dishonesty

- Cheating on examinations, homework, or any other school assignment is considered a grave offense and carries a serious penalty.

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, no shoulder straps covering less than 3 inches over the shoulder, no visible cleavage, nothing backless, no visible bra straps).
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 shoe, athletic shoes, and heel-strapped sandals. Bare feet are not allowed 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.

POLICIES AND PROCEDURES

General Policies

Athletic Bags

School athletic bags must be locked and stored in the student's assigned gym locker space.

Backpacks

Upper School students may carry backpacks on campus and are expected to be responsible for them. While not in use, backpacks should be locked in the student's locker. The school is not responsible for lost backpacks or for items taken from a backpack that was not locked in a school locker.

Faculty Lounges

Students are not permitted in Faculty Lounges without permission.

Lockers

Lockers with combination locks will be assigned to each Upper School student. Students are expected to take care of their lockers and should not attempt to jam the locks. All textbooks, library books, and personal items are the students' responsibility and should be stored in their lockers when not in use. The use of a "Locker-mate" helps many students organize their lockers. Ample time is provided between classes for students to use their lockers; therefore, no books or other items should be stacked on top of the lockers. Additionally, there should be no reason for a student to arrive in class without the proper books and supplies. Books and backpacks left strewn about the halls will be collected and housed in the Upper School office. Continued problems with lack of personal responsibility for personal items will result in a lunch detention.

Lost and Found

Unclaimed 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.

Lunchroom

Hot lunch items, sandwiches, salads, and snacks are available for purchase in the lunchroom. For students who wish to bring their lunch from home, milk or other beverages are available for purchase.

- Students are required to eat in the lunchroom.
- Students are not permitted to leave campus for lunch (except seniors with privileges).
- Students are not permitted to order food or have food delivered to school without prior approval of the Upper School Coordinator.
- After students finish eating, they may go to the Student Commons, the Library, Courtyard, or Practice Field. Students may not sit in or roam the halls.
- It is each student's responsibility to create a welcoming environment in the lunchroom.
- It is the students' responsibility to clean the lunchroom at the end of each lunch period. A weekly rotation by class will accomplish the task of leaving the lunchroom clean.

Lunchroom Visitation

Student visitors at lunch, while welcome, do place extra strain on an already challenging time of day. Guidelines have been established to ensure the safety of our campus and the smooth operation of our lunch program. Listed below are guidelines our students must adhere to for a student guest to visit our campus during the lunch periods.

- A Lakehill student must obtain a Student Visitor Lunch Form from the Upper School office.
- The form must be completed and signed by the Lakehill student and his/her parent as well as by the visiting student and his/her parents. The form must be returned to the front office 24 hours before the guest plans to have lunch on campus.
- Guests may buy lunch from the Lakehill cafeteria or they may bring lunch from home.
- Student guests may not bring in lunch for any Lakehill student.
- Student guests must abide by Lakehill's dress code.
- Student guests must leave campus when the group is dismissed from the cafeteria. Guests are not permitted to walk the campus, go to recess, or attend academic classes.
- Please understand that guests who come for lunch without having completed the proper paperwork will not be allowed to stay for lunch.

Off-Campus Lunch

Seniors have the opportunity to earn off-campus lunch privileges by demonstrating responsible behavior.

Open Period Guidelines

- All students must report to the Auditorium prior to attending any Open Period tutorial help session, activity, or class.
- Students who desire a quieter area in which to study during Open Period My move to a designated Study Classroom after checking in with the teacher on duty.
- Students may go to the Library during Open Period at the discretion of the Librarian or when the Library is available.
- Students needing tutorial help during Open Period must bring a note from the teacher who will be offering the help available in the Auditorium during Open Period.
- Chess sets for play will be

Permission to Leave Class

- Students must ask permission to leave the classroom.
- Students must sign-out on the record sheet located in each classroom.
- Students must put on the class lanyard to travel in the hall.
- Upon returning to the classroom, students sign back in and return the lanyard.

ACADEMICS

Course Requirements

Lakehill Preparatory School maintains a stimulating, challenging, and fully accredited college preparatory curriculum. The academic program provides broad training in the liberal arts and sciences and stresses independent thinking, writing, critical reading, discipline, and creativity.

Graduation Requirements

- Upper School students must carry a minimum load of five credits per year plus Physical Education.
- Students must complete a minimum of 26 credits to satisfy the requirements for graduation.
- The following courses are required for graduation.
 - English 4
 - Mathematics 4
 - Science 4
 - Social Studies 4
 - Foreign Language 2
 - Fine Arts 1
 - Technology .5
 - Physical Education 4
 - Electives may vary

Required Credits for Graduation

Once enrolled at Lakehill, a student may not take courses outside the school for graduation credit. Exceptions are limited to transfer students who are unable to meet the requirements for graduation or placement, and these exceptions must meet with the approval of the school.

Senior Internship Program

Originated in 1975, the required Senior Internship Program at Lakehill provides the opportunity for all graduating seniors to spend a two-week period observing and working in a field that they intend to pursue in college. Partnering with members of the Dallas business and professional community, seniors work a forty-hour week each week of the project, keep a log of their activities, and submit a paper outlining what they have learned. At the conclusion of their projects, seniors must pass an oral review by a committee of Lakehill faculty. Successfully passing the committee review is a requirement for graduation.

Course Overview

English

- 9 Literary Genre and Composition (English I)
- 10 American Literature and Composition (English II)
- 11 British Literature and Composition (English III)
- 12 World Literature and Composition (English IV) or AP World Literature and Composition

Mathematics

Sequence A

- 8 Algebra I
- 9 Geometry
- 10 Algebra II
- 11 Pre-Calculus
- 12 Statistics or AP Calculus or AP Statistics

Sequence B

- 9 Algebra I
- 10 Geometry
- 11 Algebra II
- 12 Pre-Calculus or Statistics

Science

- 9 Biology
- 10 Environmental Science, Chemistry, Honors Chemistry
- 11 AP Biology, Physics, AP Environmental Science, Honors Chemistry, AP Physics, Anatomy and Physiology
- 12 AP Biology, Physics, AP Environmental Science. AP Physics, Anatomy and Physiology

Social Studies

- 9 Modern American History from 1900
- 10 World History
- 11 AP US History, AP European History, Psychology, Art History, American Social History
- 12 U.S. Government/Economics Additional social studies courses may be taken as electives.

Foreign Language

Two years of either French or Spanish are required. Students are strongly encouraged to take more. AP Spanish classes are offered in both Language and Literature. AP French is offered in Language.

Technology

One semester of Computer Programming or Computer Applications is required. It is strongly recommended that students take at least one additional programming course. AP classes are available as well.

Fine Arts

Students are required to complete one credit of Fine Arts from among the following electives: Choir, Digital Art, Drama, Ensemble, Musical Theater, Music Theory, Drawing, Painting, Sculpture, Graphic Art, Print Making, and Yearbook

Physical Education

Students are required to take PE every year.

Off-Campus Physical Education Requirements

To qualify for Off-Campus Physical Education, students must adhere to the following criteria:

- Student must fill out a Request for Off-Campus Physical Education form. The form is available in the Upper School office.
- The form must be completed neatly in its entirety to be considered.
- Once approved, students will be issued an Off-Campus Physical Education Identification Card which must be presented to the school receptionist every afternoon before leaving campus.
- Students who request Off-Campus Physical Education will not be issued a letter grade or receive credit on an official transcript.

Electives

Electives vary from year to year and are announced prior to Spring Advising. Frequently taught electives include Art History, Theater History, Calumet (literary magazine), Public Speaking, Computer Programming II, Computer Applications, America in the Age of Rock and Roll, Psychology, Philosophy, Choir, Musical Theater, Introduction to Drama, Classic Monsters in Literature, Sports in Literature, Literature of Jane Austen, Advanced Drama Studies, Creative Writing, Advanced Creative Writing, and Yearbook.

AP Courses

Students enrolling in an Advanced Placement course must receive written approval from the instructor during the course selection period. Only students maintaining A's and B's in their current coursework in that subject area should consider an AP Course. Advanced Placement courses are college-level courses, using college-level texts, and require a commitment of time and effort on the part of the student. National examinations are given in May to all students enrolled in AP classes as a requirement of the course.

Students enrolled in Advanced Placement courses who have diagnosed learning differences with accompanying documentation from a physician and/or psychologist must speak to the Director of College Placement to obtain information on how to apply to the College Board for special accommodations such as extended time. Payment for Advance Placement exams occurs during August Registration.

Independent Study Courses

Students with special interests and talents may select an independent study elective by securing a faculty sponsor. The student and faculty sponsor will work together to develop the course content, sequence, and expectations. The student must write a proposal for the course, stating its purpose and the content to be covered. The proposal must then receive the written approval of the faculty sponsor, the Department Chair, and the Assistant Headmaster.

Scheduling Policies

Class Schedules

Student schedules are designed from student-generated course requests. All students must be enrolled in a minimum of six courses each semester. At least four courses each semester must be core courses chosen from among English, Mathematics, Social Studies, Science, Foreign Language, Fine Arts, or Computer Science. Physical Education and elective courses complete the schedule.

Drop/Add Policy

Students must maintain a minimum load of six courses, including at least four core courses. Students may drop or add courses within ten school days of the beginning of each semester. After the ten-day deadline, a student may only withdraw with the permission of the instructor and the Assistant Headmaster.

Grading Periods and Examinations

Grade Reports

The academic year is divided into six six-week periods. All students will receive a report card every six weeks to inform parents of their student's academic performance, effort, and behavior. Report cards are posted on RenWeb the week following the close of the term. Mid-term grades are posted the first week in January. Additionally, during each of the grading periods, teachers will keep students and their parents informed of impending academic difficulties. Semester examinations are given at the end of the third and sixth six weeks. Semester grades are the official grades of record for graduation credit. Letter grades are recorded on the student's transcript at the end of each semester. The semester grade is computed by combining 25% of each of three six weeks grades and 25% of the exam grade.

Accessing Information on RenWeb

RenWeb is the School Management Software utilized by Lakehill to provide parents with information regarding their child’s academic progress. By following the steps listed below, parents can gain accesses to various kinds of information including: attendance records, daily grades, report cards, lesson plans, home work assignments, and the calendar of school events.

- Go to www.renweb.com
- Click on the ParentsWeb Login tab.
- Follow the directions for First-time User Instructions
 - Enter the District Code – lps-tx
 - Enter your email address (make sure it is the same one given to the main office during Registration).
 - Select New Parent Login
- A password will be emailed to you.

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
Semester Exams	December 14 - 16, 2011
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
Semester Exams	May 21 - 23, 2012

Test Schedules

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

DECEMBER 2011 - EXAM SCHEDULE

The last day of regular classes for students in grades K – 5th will be on Thursday, December 15. Semester exams for students in grades 6-12 begin Wednesday, December 14. Students in 6th grade will have two days for semester examinations and will finish by noon on Thursday, December 15. Students in grades 7 – 12 will have three days for semester examinations. Middle School will finish at 10:00 and Upper School students will finish at 10:30 on Friday, December 16.

Grade	Schedule
K-5 th	REGULAR CLASSES MONDAY – THURSDAY
6 th	Regular classes Monday – Tuesday, morning exams Wednesday and Thursday
7 th – 8 th	Regular classes Monday and Tuesday, morning exams Wednesday, Thursday, and Friday
Upper	Regular classes on Monday and Tuesday. Morning and afternoon exams on Wednesday and Thursday and morning exams on Friday.
Make-up Exams	Friday afternoon 1:00 – 3:00

Students in grades 6 – 8 must leave campus by 12:30 on Wednesday and Thursday and students in 7 – 8 grades must leave campus by 10:30 on Friday. There are no exceptions aside from make-up exams on Friday. Please make appropriate arrangements.

All Upper School students may leave campus between exams. Those remaining on campus between exams may bring a sack lunch from home. Students should plan on reviewing between exams.

The dress code is enforced during exams.

Also, all debts (tuition, books, library fines, and loans) must be paid prior to exams.

Wednesday, December 14

MIDDLE AUDITORIUM	UPPER LUNCHROOM
8:30 – 10:00 History 6, 7, 8 Hauschild, Becker, Cayme,	8:30 – 10:30 Spanish, French Wilkin, Mayo, Leach
10:30 – 12:00 Science 6, 7, 8 Munoz, Thomson	
	1:00 – 3:00 English Matthews, Hagood

Thursday, December 15

MIDDLE AUDITORIUM	UPPER LUNCHROOM
8:30 – 10:00 English 6, 7, 8 Riggs, Schmitt, Jennings, Hagood	8:30 – 10:30 History Becker, Thorne
10:30 – 12:00 Math 6 Dickson Latin 7, 8 John, Dunklau	
	1:00 – 3:00 Math Brigham, Warder

Friday, December 16

MIDDLE AUDITORIUM	UPPER LUNCHROOM
8:30 – 10:00 Math 7, 8 Dickson, Warder	8:30 – 10:30 Science Buseman, Holman
1:00 – 3:00 Make-up Exams See teachers for arrangements	1:00 – 3:00 Make-up Exams See teachers for arrangements

MAY 2011 - EXAM SCHEDULE

The last day of regular classes for students in grades K – 5th will be on Friday, May 18. Semester exams for students in grades 6-12 begin on May 21. Students in 6th grade will have two days for semester examinations and will finish by noon on Tuesday, May 22. Students in grades 7 – 12 will have three days for semester examinations. Middle School will finish at 10:00 and Upper School will finish at 10:30 on Wednesday, May 23.

Grade	Schedule
K-5 th	LAST DAY MAY 18
6 th	Morning exams Monday and Tuesday
7 th – 8 th	Morning exams Monday, Tuesday, and Wednesday
Upper	Morning and afternoon exams on Monday and Tuesday and morning exams on Wednesday.
Make-up Exams	Wednesday afternoon 1:00 – 3:00

Students in grades 6 – 8 must leave campus by 12:30 on Monday and Tuesday and students in 7 – 8 grades must leave campus by 10:30 on Wednesday. There are no exceptions aside from make-up exams on Wednesday. Please make appropriate arrangements.

All Upper School students may leave campus between exams. Those remaining on campus between exams may bring a sack lunch from home. Students should plan on reviewing between exams.

The dress code is enforced during exams. Students in violation will not be permitted to take exams until dressed appropriately.

All debts (tuition, books, library fines, and loans) must be paid prior to exams. Students with outstanding debts will not be permitted to take exams until appropriate arrangements have been made.

Monday, May 21

MIDDLE AUDITORIUM	UPPERLUNCHROOM
8:30 – 10:00 Math 6, 7, 8 Dickson, Warder	8:30 – 10:30 English Matthews, Hagood
10:30 – 12:00 Latin 7, 8 John, Dunklau History 6 Hauschild	
	1:00 – 3:00 History Becker, Thorne

Tuesday, May 22

MIDDLE AUDITORIUM	UPPERLUNCHROOM
8:30 – 10:00 English 6, 7, 8 Jennings, Riggs, Hagood, Schmitt	8:30 – 10:30 Spanish, French Mayo, Leach, Wilkin
10:30 – 12:00 Science 6, 7, 8 Munoz, Thomson	
	1:00 – 3:00 Science Holman, Buseman

Wednesday, May 23

MIDDLE AUDITORIUM	UPPERLUNCHROOM
8:30 – 10:00 History 7, 8 Becker, Cayme	8:30 – 10:30 Math Brigham, Warder
1:00 – 3:00 Make-up Exams See teachers for arrangements	1:00 – 3:00 Make-up Exams See teachers for arrangements

Grading Scale

Grading Scale for Grades 9 - 12

A+	97-100	4.0
A	94-96	3.85
A-	90-93	3.7
B+	87-89	3.5
B	84-86	3.25
B-	80-83	3.0
C+	77-79	2.8
C	74-76	2.4
C-	70-73	2.0
D+	67-69	1.8
D	64-66	1.4
D-	60-63	1.0
F	Below 60	

Honor Roll

To qualify for the Headmaster's High Honor List, a student must receive an A in all courses. To earn Honor Roll status, a student must receive a B or above in all courses.

Cumulative Grade Point Average

The cumulative grade point average is calculated using semester grades. Grades for all high school courses except PE and non-academic electives (i.e., study hall, office aide) will be averaged into the GPA, including those courses that were repeated. Cumulative grade point averages will be rounded to the nearest hundredth.

Ranking

Lakehill does not rank; however, for Texas public institutions Lakehill will report the Top 10% or up to the Top 25% according to the university's admission policy in relation to Texas House Bill 588.

Valedictorian and Salutatorian

The Valedictorian will be the graduating senior who has the highest GPA for four years, excluding physical education. The Salutatorian will be the graduating senior who has the second highest GPA for four years, excluding physical education.

Students are eligible if they have attended Lakehill for more than one year. Students who have attended Lakehill for less than four years, but more than one year of high school will be eligible if their previous school is comparable to Lakehill in curriculum and accreditation.

College Counseling

College Advising

The focus of Lakehill's Office of College Placement is on assisting students to find the best match for their interests, talents, and personality. Lakehill encourages students to stretch to their highest potential. Many Lakehill students have aspirations that will take them beyond the undergraduate level. Therefore, it is important to identify institutions that will prepare students to succeed in achieving their goals, both immediate and long-term.

It is important to build a good foundation for students' college applications. For this reason, the Director of College Placement meets with eighth-grade students and their families and assists in the development of a four-year plan of study. The Director of College Placement meets with all Upper School students regularly to discuss academic plans and college options and to encourage them to visit with the many university representatives who visit Lakehill each year. The formal work of the college selection process begins in the junior year and culminates in the senior year with college decisions.

Grades

Colleges will see the semester and year-end grades of all Upper School courses beginning with the ninth grade. Therefore, it is important that students prepare themselves for college and college admission by earning the very best grades possible. While college admission committees are happy to see grades improve over time, poor grades, even in the early years, can hurt students' candidacy at many institutions.

Curriculum

Students should plan their curriculum choices well by working closely with the Director of College Placement. Selected courses should not only meet Lakehill's graduation requirements, but should also follow the direction most appropriate for them based on their aptitudes, interests, and aspirations. Colleges will expect students to take challenging academic courses every year in a progressive sequence.

Extracurricular Activities

Three primary characteristics that colleges seek in applicants are responsibility, reliability, and initiative. College admissions committees also look for examples of leadership, concern for others, integrity, creativity, independence, maturity, and special talents. These qualities are frequently demonstrated through students' involvement in activities outside the classroom.

Colleges want to see that students have taken full advantage of the available opportunities or made an opportunity where there was none. Lakehill encourages students to become active members of the school community as early as possible. The choice of extracurricular activities should be based on personal interest, remembering that the number of activities is less significant than the depth of involvement.

Internal Testing

PSAT (required for students in grades 9, 10, and 11)mid-October

Academic Responsibilities

Attention in class, consistency in completing assignments, and preparation for tests and exams directly affect a student's 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

Homework and outside preparation are required. Students may expect to spend 30 to 45 minutes per day outside of class on each academic subject. Honors or accelerated sections and Advanced Placement courses are available to qualified students upon faculty recommendation and may require significant extra effort and preparation outside of class. If a student is experiencing difficulty in a specific subject, a teacher will be happy to offer assistance. Because homework is an important part of the learning experience, it is expected that homework will be turned in on time. Please note that late assignments will be penalized. Additionally, late assignments involving an unexcused absence will not be accepted.

Make-up Work Policies

Students with excused absences may make up class assignments, tests, and quizzes. Upon returning from an absence, students are permitted one day for each excused day of absence to complete all missed assignments and tests. Students are responsible for obtaining and completing the assignments. Students should check on RenWeb or contact classmates to obtain assignments and class notes. All make-up quizzes or tests must be arranged with the teachers.

Papers and Projects

All major papers and projects are to be delivered to the course teacher on the date due according to the teacher's instructions. Papers and projects received after the specified time and date will be assessed a late penalty.

Incomplete Work

Students receiving an incomplete for a course must complete all missing course work by the date assigned by the instructor. An incomplete grade that is not reconciled by the next grading period or assigned date will become an "F." The Assistant Headmaster may extend a deadline for incomplete work if doing so is deemed necessary or reasonable.

Obtaining Extended Time or Learning Assistance Support

Students with special needs must meet the following requirements to be eligible for learning assistance support and modifications:

- Provide an assessment, current within three years, from a licensed professional, documenting a diagnosable learning difference or disability. Specific recommendations for appropriate accommodations must be a part of the written report from the evaluator before the recommendations can be considered.
- The written report of the evaluation must state the specific learning difference or disability. The condition must directly affect the student's ability to learn in school and must be listed in the current edition of the Diagnostic and Statistical Manual (DSM) or be recognized by the Rules and Regulations of the Texas Education Agency as a learning disability.
- Provide complete educational, developmental, and relevant medical history. Describe the tests or techniques used to arrive at the diagnosis and include the date of evaluation, test results, and the functional limitations resulting from the disability.
- Describe specific accommodations requested.
- State the evaluator's credentials, which must be appropriate for administering the assessment and diagnosing the condition.

Please understand that a medical statement alone is not sufficient for a diagnosis of ADD/ADHD. The statement must accompany a full evaluation.

Progress Reports

When appropriate, progress reports are sent to parents describing areas of academic concern. These reports are sent by email through RenWeb. The goal of a progress report is to inform parents and their student that there is an area of difficulty that needs to be addressed to ensure the student's success. Often when a progress report is sent, parents are requested to call for a conference.

Academic Probation

At the close of each six-week grading period, academic records are reviewed. Students failing to meet satisfactory grade averages will be placed on academic probation until the closing of the following six-week grading period. A student who is on academic probation runs the risk of not being invited back to Lakehill or of attending summer school as a requirement for re-enrollment.

Parent Conferences

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled each year, one after the first six weeks of school and another during the second semester. Both parents are encouraged to attend these conferences. Parents will be notified in advance about 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 and leave a message on the teacher's voice mail stating that you would like to schedule an appointment. Either a telephone conference or an on-site conference will be 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 remains after the conference, it is then appropriate to seek an appointment with the Upper School Coordinator. If the problem is not resolved, the parent may seek an appointment with the Assistant Headmaster.

School Libraries

The library is a welcoming place in which students, faculty, and parents work and research. To facilitate this, the library must be respected as a place for quiet, serious study. 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.
- Students may be barred from using the library for one week if they choose to behave in a manner that is deemed inappropriate.
- Reference books and materials on reserve may only be used in the library. In some instances, these materials may be checked out overnight.
- Books in the Middle and Upper School Library 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 a fine for an overdue book, please know that in situations where a book is not returned to the library, report cards will be held until either the book is returned to the

library or the student pays for its replacement. Our goal is that students assume responsibility for materials borrowed from the library.

- All library books must be returned to the library for students to be eligible to take their semester exams.
- There are numerous computers in the library for students to use to enhance their educational opportunities and research. It is expected that students will respect this privilege and abide by the school's Computer Usage Policy.

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 personal username and password (grades 5-12).
- Keeping your password private; you must change or request a change for your password if you suspect or know that someone else knows it.
- Using the Internet to research assigned classroom projects.
- Practicing safe, responsible, critical, and proactive use of technology (Good Digital Citizenship).
- 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.
- Wireless access can be granted on a case-by-case basis.

Unacceptable Use

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

- Using a username other than your own to login to the Lakehill network.
- Attempting to find out someone else's password.
- Sharing the wireless Internet access code.
- Using an instant messenger application other than those approved by Administration.
- Accessing personal email accounts during class unless asked to do so by the instructor.
- 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.

- 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.
- Printing multiple copies of a particular file is not permitted.
- Printing personal files is not permitted (i.e. flyers, advertisements).

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 email may be monitored and analyzed by system administrators and is not guaranteed to be private. System operators will have access to users' accounts, including email. 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.

STUDENT LIFE

Academic Competitions

The American High School Mathematics Examination

The American High School Mathematics Examination is a nationally administered math competition sponsored by the Mathematics Association and the National Council of Teachers of Mathematics. The competition is open to all Upper School students who wish to prepare for the competition.

Texas Association of Private and Parochial Schools (TAPPS)

The purpose of TAPPS is to organize, stimulate, encourage, and promote the academic, athletic, and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship, and wholesome competition for all students. TAPPS provides competition in 14 athletic events, 20 academic contests, 2 music divisions, and 27 art categories for students in grades 9 through 12. Students have the opportunity to compete at the district level and advance to state. Students must be willing to devote outside time to each event.

National French Exam

The National French Exam is conducted each year by the American Association of Teachers of French. The exam measures a student's knowledge of French against a regional and national standard.

National Spanish Exam

The National Spanish exam is conducted each year by the American Association of Teachers of Spanish and Portuguese. The exam measures a student's knowledge of Spanish against a national standard in order to rank him or her in ability on a national scale.

TPSMEA Regional and All-State Choir Competition

Texas Private Schools Music Educator's association holds an annual audition for three regional choirs and one All-State Choir. Students from private schools in Texas audition for a place in a Regional choir. If they make it into their Regional choir they have the opportunity to audition for the All-State choir. Only 120 students are selected for the All-State choir.

Debate Team Competitions

Lakehill's debate team offers an exciting hands-on experience in the mechanics of the state legislative and judicial process of government. It provides opportunities for students to study and debate public issues. Students also have the opportunity to participate in a mock trial, write legislation, or experience creating a news broadcast/newspaper. Students across the state of Texas participate in local District Conferences and culminate the experience in a four-day State conference in Austin, Texas.

Activities

Lakehill's tradition of excellence is not confined solely to the classroom. In keeping with Lakehill's desire to produce well-rounded citizens, students are encouraged to take advantage of a wide variety of extracurricular offerings.

Athletics

Although athletics are optional activities, about 75% of Lakehill's student body plays on at least one athletic team. Try-outs are not necessary, but a commitment of time for practices and games is required. All

students are encouraged to try at least one sport. Athletic participation builds sportsmanship, team spirit, and skill, while also helping students become more fit and healthy. The following Varsity sports are offered at Lakehill:

- Varsity Football
- Varsity Boys' Basketball
- Junior Varsity Boys' Basketball
- Varsity Baseball
- Varsity Girls' Volleyball
- Junior Varsity Girls' Volleyball
- Varsity Girls' Basketball
- Junior Varsity Girls' Basketball
- Varsity Softball
- Varsity Golf
- Varsity Tennis
- Varsity Cross Country
- Varsity Track and Field

Lakehill teams have won distinction in all sports over the years at the district, regional, and state levels.

Cheerleading

Interested students are welcome to join the Varsity Cheerleading squad. The squad provides leadership for school spirit at Varsity Football and Basketball games, pep rallies, and a variety of special events, such as the Back-to-School Picnic, Open House, and Trek for Tech. Try-outs are not necessary, but a commitment to the squad is required. The Lakehill squad maintains a dedicated attitude toward excellence in all practices, performances, and responsibilities.

Dances

Different school organizations plan, organize, and implement the annual school dances. The Student Council sponsors several dances, including the Homecoming Dance and Prom. Dances are open to all Upper School students and guests are welcome at the invitation of Lakehill students.

Honor Societies

French Honor Society

Societe Honoraire de Francais is a national organization that was created by the American Association of Teachers of French as a way to recognize those students in grades 9-12 who have displayed outstanding interest and scholarship in the study of French. To become a member, students must have completed three consecutive years of French and must have maintained a 3.5 average in all their French courses.

Mu Alpha Theta

Mu Alpha Theta is a national organization that recognizes demonstrated honorable and superior achievement in mathematics. A student is eligible for the Lakehill Chapter initiation if he/she has been at Lakehill for at least one year, is a junior in good standing, and maintains an overall B average in all of his or her Upper School mathematics courses.

National Honor Society and National Junior Honor Society

National Honor Society and National Junior Honor Society are revered organizations that promote the recognition of students who reflect exceptional accomplishments in the areas of scholarship, character, service, and leadership. Students in grades 9 who have attended Lakehill Preparatory School for two years and who have maintained during that time an overall grade point average of 3.3 are invited to apply for membership into the NJHS. Students in grade 10 through 12 who have attended Lakehill Preparatory School for two years and who have maintained during that time an overall grade point average of 3.5 are invited to apply for membership. Because the evaluation and selection of members is made by a faculty council, membership is an honor bestowed upon only the most outstanding students of the school community.

Spanish Honor Society

Sociedad Honoraria Hispanica is a national organization that was created by the American Association of Teachers of Spanish and Portuguese as a way to recognize those students in grades 9-12 who have displayed outstanding interest and scholarship in the study of Spanish. To become a member, a student must have completed three consecutive years of Spanish and must have maintained a 3.5 average in all their Spanish courses.

International Thespian Society

As a member of the International Thespian Society (ITS), students join a group that includes not only accomplished actors, but also people who have distinguished themselves in business, science, law, medicine, and every other field of endeavor. As a Thespian, students receive a year's subscription to the Educational Theatre Association (EdTA) publication *Dramatics*, as well as information about upcoming conferences, festivals, and auditions. Seniors planning on majoring or minoring in the communicative arts in college are also eligible to apply for two scholarships sponsored by the EdTA.

Organizations

Lakehill Student Ambassadors

Students selected as a Lakehill Student Ambassador are chosen on the basis of scholarship and leadership and for their ability to positively represent Lakehill Preparatory School in the community. The Ambassadors serve as tour guides for prospective students and their parents visiting Lakehill for the first time. Additionally, they represent Lakehill at various special events, and work with the Director of Admission and the Director of Marketing to project a positive image of Lakehill both within the school and in the community at large.

Class Organizations

Each Upper School class forms an organized group by electing officers and using parliamentary procedure for all meetings. The purpose of Class Organizations is to help class members establish a plan for providing service to their community while promoting an environment of shared purpose and cooperation. This is accomplished by selecting and completing a minimum of two community service projects each year and by supporting school-wide community service projects. This group also provides an avenue for discussing class concerns for Student Council representatives to present at Student Council meetings. Class groups also meet outside of school on occasion at various social gatherings.

Sisteens

Sisteens is an organization dedicated to developing the leadership and networking skills of young women in grades 9 through 12. Through diverse opportunities and experiences, members are encouraged to take an active part in making decisions that affect their community. By being involved in a social environment in which they are empowered at a critical time in their lives, members will understand the importance of the female voice in shaping the outcome of complex issues facing our world.

Student Council

Lakehill's Student Council is made up of a slate of officers elected each spring and of two representatives from each class elected in the fall. As an organization, Student Council has the responsibility of being a voice for student concerns and ideas and provides the mechanism for communicating these ideas to the Administration. Additionally, the Student Council hosts many dances and social events, including the Homecoming Dance, the Hamburger Luncheon, and Prom. The Student Council also arranges for guest speakers on occasion and plans and implements several fundraising events throughout the year to raise the funds necessary to support its activities.

Clubs

Fine Dining Club

Limited to members of the senior class, this group travels each month to one of the city's exemplary restaurants. Students who would like to experience the wonders of the world's various cuisines are encouraged to join. It's Dutch treat, of course!

French Club

This organization provides students who are currently enrolled in a French class or who have successfully completed at least two years of French opportunities to explore cultural events in our community that are related to French-speaking countries. Although some events may be scheduled during school hours, most events will be held in the evenings or on weekends.

Lakehill Film Society

The Lakehill Film Society gathers twice a month to see an important film and discuss the context of the film and its notable features. The group typically meets in a student's home and brings snack foods or orders pizza. If a student's home is not available, the group meets at Lakehill. Student officers facilitate the meetings and arrange the monthly gatherings. The Club is open to all students in grades nine through twelve.

Pan American Student Forum

The Pan American Student Forum (PASF) is educational and cultural in its aim and purpose. It serves its members through the study of language, history, and background of all the countries included in the American group of nations and Spain. The Lakehill Chapter of the PASF incorporates social, educational, school, and community service activities in its dedicated efforts to better understand the Spanish-speaking world.

Travel Opportunities

A variety of trips are offered to students in Upper School. However, not all trips are offered every year. Overseas trips are often offered of a rotating basis.

Costa Rica

This trip is offered to students in Upper School and is sponsored by the Science and Foreign Language Departments. It is an ecology, conservation, and study expedition. The group spends ten days collecting data on leatherback turtles, relocating turtle eggs to a safe nursery, reforesting the rain forest and surrounding areas, and immersing students in the local culture. Students return with a strong sense of accomplishment, a strong commitment to global community service, and an education that cannot be replicated in the traditional classroom setting. The trip also includes horseback riding, zip lining across the canopy of the rain forest, white water rafting, playing in natural waterfalls, and enjoying native Costa Rican food.

Biology Trip

The Biology Trip is a required trip for students enrolled in Biology. The class travels to various locations for in-depth study of flora, fauna, and ecosystems. Previous trips have included research partnerships with Texas A&M University-Galveston and the YO Ranch in the Texas Hill Country.

Headmaster's Ski Trip

In January of each year, Mr. Perry leads students on a five-day adventure to the ski slopes of Colorado. This annual trip has become a favorite among Upper School students.

Spain

The Spanish Department at Lakehill offers students of Spanish the opportunity to travel to Spain during Spring Break. The ten-day tour includes Madrid, Toledo, Granada, Sevilla, Cordoba, El Escorial, El Valle do los Caidos, and Segovia. The trip affords Lakehill students a unique opportunity to discover the history, culture, and customs of Spain.

New York

The Performing Arts Department at Lakehill offers Performing Arts students the opportunity to travel to New York City during Spring Break. The tour includes all the sights and sounds of the Big Apple, with a special focus on the myriad of performing arts venues and shows.

France

The French Department at Lakehill offers students of French the opportunity to travel to France during Spring Break. The tour starts off with several days discovering Paris, including a cruise down the Seine, tour of Notre-Dame, guided visit of the Louvre museum, home of the Mona Lisa, stroll down the famous Champs-Élysées up to the Arc de Triomphe and Tomb of the Unknown Soldier, and a walking tour of Montmartre, where the beautiful Sacré-Cœur Basilica sits atop a large hill, affording the viewers one of the best views of Paris. Then the tour winds its way up to the northern coast, where the students discover the region of Normandy, the home of the French crêpe, the abbey of Mont Saint-Michel, the D-Day beaches, and the American and German cemeteries of WWII. Finally, we conclude with two days in the famous Loire Valley, where the students will stay in an Abbey built in 1101, discover the Château de Chambour, Château de Chenonceau, and the opulent Château de Versailles, once home to the kings of France.

Standards for Participation in Leadership Roles

The opportunity to represent Lakehill Preparatory School in a leadership role is a privilege. Such a privilege carries certain responsibilities concerning conduct and effort.

Leadership Roles

- **Student Council**
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Class Representatives
 -
- **Class Officers**
 - President
 - Vice-President
 - Secretary
 - Treasurer
- **Community Service**
- **Athletic Officers**
 - Team Captains
- **Club Officers**

Responsibilities and Standards

Students seeking election to one of the school's leadership roles must meet the following requirements:

- Must have a contract on file in the school office.
- Must maintain a minimum grade point average of 2.0.
- Must be passing all of their courses.
- Must be in good standing behaviorally.

All exceptions to the above standards are solely at the discretion of the Headmaster and will be granted only in cases he deems exceptional and extraordinary.

Qualifications of Office

To retain the role of officer, a student must adhere to standards set forth to qualify as an officer, as well as any additional standards established by the by-laws of various school-sponsored organizations.

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 every student:

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, including aspirin or Tylenol. 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 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 student has specific food allergies or is on a special diet, please inform the classroom teacher and the office.

Hearing and Vision 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.

Fire Extinguishers

Remember that it is against the law to tamper with the fire extinguishers, and anyone committing an infraction of this law will be subject to severe disciplinary action.

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 procedures is available in the Main Office.

Special Guests

- Parents and guests who are visiting Lakehill must check in at the reception desk.
- Student visitors must:
 - Seek permission from an administrator to visit during the school day.
 - Be granted permission at the discretion of the Headmaster.
 - Be assigned to a student, given a nametag, and attend classes with that student.
 - Adhere to the rules and regulations of Lakehill Preparatory School.

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 fund-raising activities. Parents and faculty are cordially invited to attend the Parent Faculty Club meetings. Active participation in school functions promotes a deeper mutual understanding.

Campus Traffic Flow, Parking, and Carpool

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:

- When dropping students off in the morning, please use the main entrances off of Hillside and drop your student off at either Drop Off Area #1 or Drop Off Area #2 on your map. Please leave the campus via the Blanch Circle exit.
- Drive slowly and defensively.
- Please do not talk on your cell phone in the parking lot.
- Park your car in a parking space, not in the fire lane, when leaving your car for any reason.
- Do not block traffic.
- Do not put your car in park in a carpool line and wait for your child – as the line moves forward, pull your car forward.
- Do not park your car in a “handicapped” designated parking space without the proper permit.
- Please do not park your car in a space that is designated with a teacher’s name.
- The main entrance “#2” is to be used for picking up students in grades 9-12.
- Courtesy and cooperation will ensure a safe environment for our students and a more pleasant experience for all parents.

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