



Middle School

Student and Parent Handbook 2018-2019

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# MISSION AND PHILOSOPHY

## The Mission of Lakehill Preparatory School

Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion. Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.

## 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 colleges and universities in the country and abroad.

It is the policy of Lakehill Preparatory School to administer its educational programs, including admissions, financial aid, athletics, or other school-administered programs, without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, or disability. 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..... Patti Frullo, B.S., M.B.A., M.Ed.

**OFFICE STAFF**

Headmaster's Secretary ..... Nora Kidder  
Admission Assistant..... Lindsey Lenamond  
Receptionist..... Marian Drake

**SUPPORT STAFF**

Business Manager..... Bruce McCoskey, C.P.A.  
Director of Admission ..... Stacey Peacock, B.S.  
Associate Director of Admission ..... Susanne Seitz, B.A.  
Director of College Counseling..... Heather M. Dondis, B.A., M.Ed.  
Director of Development and Alumni Relations ..... Lacie Kuhn, B.A.  
Director of Marketing and Community Relations ..... Gigi Ekstrom, B.B.A., M.I.M.  
Director of Technology..... Brad Bartholow, B.S., M.B.A.  
IT Specialist..... Joel Castillo  
Head of Lower School ..... John Trout, B.A.  
Head of Middle School..... Kaye Hauschild, B.A.  
Head of Upper School..... Bob Yttredahl, B.S., M.Ed.  
Facilities Manager..... Jaime Carrillo  
Assistant Facilities Manager..... Joel Rodriguez  
Assistant Facilities Manager..... Josh Adams

**DEPARTMENT CHAIRPERSONS**

Athletic Director ..... Bob Yttredahl, B.S., M.Ed.  
Computer Science and Technology ..... Jennifer Herta, B.A.  
English 8-12..... Tim Hagood, B.A.  
English K-7 ..... Julie Riggs, B.A., M.A.  
World Languages ..... Joan Mayo, B.A., M.A.  
Mathematics 8-12..... Cristi McCarty, B.A.  
Mathematics K-7..... Ellen Kufel, B.S.  
Performing Arts..... Tracy Herron, B.M., M.M.  
Science ..... Bryna Thomson, B.S., M.S.  
Social Studies ..... Justin S. Solonick, B.A., A.M., Ph.D  
Visual Arts..... Scott Boles, B.F.A., M.A.  
Director of Environmental Education ..... Daniel Bracken, B.A.

**FACULTY**

Kindergarten..... Mylana Burt, B.S.  
Kindergarten..... Kimberly Poore, B.A.  
Grade 1..... Haley Coman, B.S., M.A.  
Grade 1..... Laura Gigliotti, B.A., M.B.A., M.A.T.  
Grade 2..... Audrey Johnson, B.A.  
Grade 2..... Emily Berman, B.B., M.Ed.

Grade 3.....	Rochelle Rasheed, B.A.
Grade 3.....	Kelly Curtis, B.S.
Grade 4.....	Gary Haynes, B.M., M.M., Ph.D.
Grade 4.....	Karen McCoskey, B.A., M.Ed.
Art.....	Catherine Huitt, B.S.
Art.....	Sacha Troxler, B.E.D., M.F.A.
Computers/Librarian .....	Sue Stretcher, B.A., M.L.S.
Computers/Librarian .....	Casey Pike, B.S.
English.....	Michael Jones, B.A., M.A.
English.....	Elizabeth Schmitt, B.A., M.A.
English.....	Amanda Rasbury, B.A.
Latin, Mathematics .....	Victoria John, B.A., M.A.
Mathematics .....	Denise Palmer, B.S., M.Ed.
Mathematics .....	Kristin Rutherford, B.A., M.S.
Music .....	Jodi Wright, B.A.
Science.....	Evelyn Tan, B.S., M.Ed.
Science.....	Jeremy Holman, B.S., M.S.
Science.....	Mitch Musselman, B.S.
Social Studies .....	Sue Blanchette, B.S., M.L.A.
Social Studies .....	Bradley Neyland, B.S.
Social Studies .....	Kevin Cobb, B.A, M.A.
Spanish .....	Anita Nunez, B.A.
French.....	Tamra Badgett, B.A., B.A.
Drama.....	Mark Guerra, B.A., M.Ed.
Physical Education .....	Robert Vaughn, B.A., M.A.
Physical Education .....	Jhoana Cayme-Mosley, 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 for 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.

### **Head of Lower School**

The Head of Lower School is responsible for facilitating communication between the Lower School faculty and the Administration. Additionally, the Head of Lower School will assist faculty and parents with a variety of issues.

### **Head of Middle School**

The Head of Middle School 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.

### **Head of Upper School**

The Head of Upper School is responsible for facilitating communication between the Upper School faculty and the Administration. Additionally, the Head of Upper School 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 developing resources for the school. This includes planned giving programs, corporate and foundation proposals, annual fund solicitation, and planning for major capital gifts.

**Director of College Counseling**

The Director of College Counseling 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.

**Director of Technology**

The Director of Technology is responsible for developing a technology plan for the school, supporting all aspects of technology, and for ensuring the operation and usability of Lakehill's technology resources.

**Business Manager**

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

**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. In addition, the Chairperson facilitates the review of textbook orders. 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 Lakehill's Code of Conduct in a fair and unbiased manner. This Council is composed of three faculty members and five students. The student panel is composed of the President of the Student Council, President of the Senior Class, and President of the National Honor Society along with two nominated students from the junior class. The nominated juniors must submit a formal application for review and will then be voted on by faculty representatives. All students serving on the Honor Council will receive training and will understand that failure to uphold the mission of the Honor Council or failure to abide by school rules may jeopardize their standing on the Council. This Council meets as needed and will make disciplinary recommendations to the Head of Upper School. 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 vacation days 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 to avoid conflicts.

### School Hours

The building is open at 7:15 a.m. The Main Office opens at 7:30 a.m. However, students will not be supervised until the beginning of their first class. Classes begin at 8:00 a.m. and end at 3:30 p.m. 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 between the hours of 3:45 p.m. and 6:00 p.m. After the school day, students may remain on campus to participate in athletic programs, theater practices, or other supervised activities. Please note that students remaining on campus more than ten minutes after their activity ends will be escorted to After School Care.

### Middle School Regular Schedule (M, Th, F)

1 <sup>st</sup> Period .....	8:00 - 8:50
2 <sup>nd</sup> Period .....	8:55 - 9:45
3 <sup>rd</sup> Period.....	9:50 - 10:45
4 <sup>th</sup> Period.....	10:50 - 11:40
Lunch.....	11:45 - 12:25
5 <sup>th</sup> Period.....	12:25 - 1:15
Open Period .....	1:20 - 1:40
6 <sup>th</sup> Period.....	1:45 - 2:35
8 <sup>th</sup> Period.....	2:40 - 3:30

### Middle School Block Schedule (T, W)

1 <sup>st</sup> Period (T) 2 <sup>nd</sup> Period (W) .....	8:00 - 9:45
3 <sup>rd</sup> Period.....	9:50 - 10:45
4 <sup>th</sup> Period (T) 5 <sup>th</sup> Period (W) .....	10:50 - 11:40
Lunch.....	11:45 - 12:25
4 <sup>th</sup> Period (T) 5 <sup>th</sup> Period (W) .....	12:25 - 1:15
Open .....	1:20 - 1:40
6 <sup>th</sup> Period (T) 7 <sup>th</sup> Period (W) .....	1:45 - 3:30

### Early Dismissal

To better facilitate Faculty and Staff Development, school will be dismissed at noon on the following Fridays. Please mark your calendars.

September 28

October 26

February 1

April 5

On these days, After School Care will be provided from 12:00 to 6:00 p.m. However, all students remaining on campus on these days must bring a lunch from home.

### **Inclement Weather**

The School Administration will decide on school cancellation with the safety of the students and faculty in mind. In the event of a school cancellation prior to 7:00 a.m., the school will post information on WFAA (Channel 8) and on the school's website.

## **General Attendance and Absence 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 a.m. is considered 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 to school later than 8:00 a.m. Students will be given a tardy slip to take to their teachers. An unexcused tardy results in detention and may 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. Three tardies to any combination of classes in a six week period will result in a lunch detention.**

### **Signing In or Out of School**

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

### **Early Dismissal by Written Request**

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

### **Excused Absence**

The following are considered excused absences when the school is provided with 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	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.

### **Unexcused Absence in Performing Arts**

Performances are required for all students in kindergarten through grade six and for 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.

### **Absences Due to Illness**

Please keep your child at home if he or she has had a fever in the past 24 hours or a communicable illness. In cases of illness, a parent or guardian must call the school before 8:30 a.m. 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 to 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 a.m. or 11:30 a.m. - 3:30 p.m.

### **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.

### **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 Head of Middle School at least one week prior to the absence. The Pre-Planned Absence Form, available in the Main Office, will be circulated to the student's teachers for their evaluation of the impact of the absence. The Head of Middle School will then determine whether the absence will be excused or unexcused. Failure to follow this procedure will result in an unexcused absence.

### **Accumulated Absences**

Any student who accumulates 10 or more absences of any kind from a given course in a semester may not receive credit for the course and/or may be placed on conditional enrollment.

### **Attendance and Participation in Extracurricular Activities**

A student who is absent all or part of a school day may not be permitted to represent the school in an extracurricular 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 values of responsible citizenship. Mutual trust depends upon truthfulness and fairness in all relationships. All members of the community are expected to conduct themselves in a thoughtful, responsible manner, to represent themselves truthfully, and to do their own work. Additionally, at all school related events, students are representatives of the school and should conduct themselves in accordance with Lakehill's Code of Conduct. Furthermore, student online activities that reference Lakehill in any manner must also adhere to the school's Code of Conduct. 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. Our 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.

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. Repeated acts of academic dishonesty will result in academic probation and restricted participation in extra-curricular activities.

### **Drug or Alcohol Policy**

- Possession or use of alcoholic beverages 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 encourages kindness and 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, both overt and subtle, is strictly prohibited.
- Hazing in any form is considered harassment.
- Incidents of harassment should be reported to the Head of Middle School or Assistant Headmaster immediately. A teacher, coach, or administrator who becomes aware of possible harassment should promptly advise the Assistant Headmaster and the Head of Middle School, 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**

- Offline electronic devices are permitted on campus during the school day (8:00 a.m. to 3:30 p.m.) for academic purposes only. This includes the use of electronic devices for viewing pre-loaded electronic books.
- Electronic books are permissible on tablets but not on phones.
- The use of online electronic devices may be permitted in the classroom at the discretion of the teacher though they must not interfere with the learning process of others.
- Electronic devices may not be used in non-electronic zones including, but not limited to, bathrooms and locker rooms.
- Electronic devices of any kind are not permitted on field trips unless otherwise specified by the teacher.

### **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 through email, text, a chatroom, blog, or online social networking sites (like Facebook, Twitter, Instagram, Snapchat, etc.) is an infraction of the Lakehill Code of Conduct and is thereby subject to disciplinary action deemed appropriate by the Administration.
- Students may not take pictures or videos of anyone at or during school activities without the approval of the school.

## **Discipline Policy**

The Discipline Policy is designed to ensure that Lakehill is an honest and safe place to attend school. School rules apply to all students while they are under the school's jurisdiction, on campus, or on a school-sponsored trip. In the Middle School, a demerit/detention system is used. The Head of Middle School is responsible for responding to faculty and community concerns. Deviations from expected conduct will be addressed by faculty or staff members and, if necessary, referred to the Assistant Headmaster.

### **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 resolve simple conflicts. 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.

### **Detention**

The Middle School discipline procedures are a means of instructing students to be thoughtful, responsible citizens. Detentions are issued when school rules are disregarded or when disruptive or disrespectful behavior negatively affects the school community. The detention will be served during lunchtime. Parents will be notified when a student receives a detention. Detention will automatically be assigned to a student for an accumulation of three violations, which may include the following:

gum chewing	eating or drinking outside of the lunchroom	disruptive behavior
tardiness	disrespectful or inappropriate behavior	dress code violation
littering	mistreatment of school property	

### **In-School Suspension**

Suspension is a temporary separation from school when a student commits a serious academic offense or accumulates more than three detentions in a term. A student who is suspended and his/her parents are required to meet with the Assistant Headmaster and the Head of Middle School. Suspension may be from one to three days.

- During the period of suspension, all homework assignments will be made available to the student. Assignments will be submitted to the teacher upon returning to class or at the end of the day in which the in-school suspension was served. If the student fails to submit the work on time, the teacher will assign a grade of zero.
- If a student misses a scheduled test while suspended, the student will sit for the test during the in-school suspension. Copies of tests will be submitted to the office for this purpose, and the Assistant Headmaster will arrange an appropriate time for making up these tests.
- If a paper is due while the student is suspended, the student must submit the work as assigned and on time.
- Following a suspension, a student may be placed on disciplinary warning or disciplinary probation.
- Students who have served a suspension may not be eligible for election or selection as class officers, club officers, or team captains.

### **Disciplinary Warning**

Disciplinary Warning is for a specified period of time for a student who has accumulated a series of minor disciplinary behaviors to focus on corrective measures that will result in acceptable community conduct. Teachers and the administration will closely monitor the student's behavior on a weekly basis. The continued enrollment of students on Disciplinary Warning is evaluated during this period.

### **Disciplinary Probation**

Disciplinary Probation is notice to a student who has shown continued disregard for regulations, engaged in disruptive behavior, been disrespectful toward others, or engaged in conduct that reflects negatively on the reputation of the school that continued enrollment is contingent upon efforts to improve behavior, attitude, responsibility, and citizenship. Recommendations for behavioral changes are discussed with the student and his or her parents. Disciplinary Probation may include denial of privileges or participation in school athletics, trips, or organizations.

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

Expulsion is separation from the school at the discretion of the Headmaster. Expulsion for behavior that negatively affects the school community may be for the remainder of the academic year or permanent. Examples of behavior warranting expulsion include the following:



- Possession or use of alcoholic beverages 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.
- Possession or use of drugs, barbiturates, hallucinogens, etc. Because drugs are illegal substances, students may also face specific criminal action.
- Stealing
- Tampering with fire apparatus and equipment

#### **Due Process**

Lakehill Preparatory School believes in the concept of fundamental fairness. A student and his/her 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 allows students to wear their choice of comfortable clothing while encouraging them to learn how to dress for future endeavors in the professional world. A student in violation of the Dress Code will be expected to change. If necessary, a parent will be called to bring replacement clothing for a student in violation of the dress code.

Lakehill wants to ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. Additionally, we strive to maintain a safe learning environment in classes where protective or supportive clothing is needed, such as in chemistry/biology (eye or body protection), PE/sports (athletic attire/shoes), or at the ESC (long pants and closed-toe shoes).

ARTICLE	SPECIFICS	COMMENTS
Tops	T-shirts, sweatshirts <ul style="list-style-type: none"> <li>• Lakehill</li> <li>• College-themed</li> <li>• Solid colored (not white)</li> <li>• Striped or patterned</li> </ul> Tank tops with straps covering 3 inch of shoulder Collared and/or button down shirts Blouses, Sweaters	All tops should hit one's natural waist. No writing or pictures of any kind are allowed. Hoods are not to be worn in the building. No visible undergarments. Shirt hemlines, worn with fitted-pants, should be mid-thigh in length or longer. Small (2-inch) logos are allowed.
Bottoms	Pants, capris, shorts <ul style="list-style-type: none"> <li>• Cotton, polyester, rayon or blend</li> <li>• denim (not blue)</li> </ul> Skirts	All pants should be worn at one's natural waist. No visible undergarments. Fitted pants require shirt hemlines that are mid-thigh in length or longer. No rips, tears, or see through cut-outs. No camouflage or athletic-style material. No athletic pants or shorts. Cargo pockets are acceptable. All hemlines should be mid-thigh or longer. Blue jeans may be worn on Spirit Day Fridays with a Lakehill t-shirt. All top and bottom standards apply to dresses.
Shoes	Shoes must be worn at all times.	No house slippers, flip flops, or backless sandals.
Accessories	Accessories should be simple and few in number.	Only ear piercings are acceptable. Boys may not wear earrings. No hats, sunglasses, or spiked accessories. No visible tattoos or body art.
Hair	Hair should be clean, well-groomed and of a natural color.	No shaved scalps, cutout designs, or spikes. Boys' hair may not be below a dress-shirt collar. Hair must not cover eyes. No facial hair.
Hygiene	Proper hygiene is expected.	Clothes should be neat and clean.

## 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 6:00 p.m. 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 p.m. to work on homework. At 5:30 p.m. 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 campus after 3:45 p.m. 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 **\$14.00 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 \$14.00. 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 are required to move their child to an alternative program.

### Early Dismissal

To better facilitate Faculty and Staff Development, school will be dismissed at noon on the following Fridays. Please mark your calendars.

September 28

October 26

February 1

April 5

On these days, After School Care will be provided from 12:00 to 6:00 p.m. However, all students remaining on campus on these days must bring a lunch from home.

# ACADEMICS

## Course Requirements

### Graduation Requirements

- Minimum credits to graduate: 26
- Specific credits in each discipline:
  - English 4
  - Mathematics 4
  - Science 4
  - Social Studies 4
  - World Language 2
  - Fine Arts 1
  - Computer Science .5
  - Electives may vary
  - Team Participation 6 units
- One semester = ½ credit.

## Middle School Course Overview

### Fifth Grade

- English (Grammar and Composition)
- Literature (Reading)
- Mathematics
- World Geography
- General Science
- Spanish Enrichment
- Computer Literacy
- Music
- Art
- Physical Education

### Sixth Grade

- English (Grammar and Composition)
- Literature (Reading)
- Mathematics
- Texas History
- Earth Science
- Spanish Enrichment
- Computer Literacy
- Music
- Art
- Physical Education

### Seventh Grade

- Language Arts (Grammar, Composition, and Literature)
- Mathematics (Pre-Algebra)

- Ancient Civilizations/Medieval History
- Latin I
- Life Science
- Computer Studies I
- Physical Education
- Three units of electives

### **Eighth Grade**

- Language Arts (Grammar, Composition, and Literature)
- Mathematics (Algebra or Introduction to Algebra)
- American History to 1870
- Latin II
- Physical Science
- Physical Education
- Four units of electives

### **Alice and Erle Nye Family Environmental Science Center**

Middle School students will visit the Alice and Erle Nye Family 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 buses.

### **World Language**

Two semesters of Spanish are required in Middle School (in 5<sup>th</sup> and 6<sup>th</sup> grades). Two years of Latin are required in Middle School (in 7<sup>th</sup> and 8<sup>th</sup> grades).

### **Computer**

Three semesters of Computer Studies are required in Middle School.

### **Fine Arts**

Art and Music are required in 5<sup>th</sup> and 6<sup>th</sup> grades. In 7<sup>th</sup> and 8<sup>th</sup> grades, students are encouraged to choose at least one Fine Arts elective among the following: Choir, Drama, Musical Theater, Band, Orchestra, Art, and 3D Art.

### **Physical Education**

Students are required to take on-campus PE every year.

### **Electives**

Electives vary from year to year. Frequently taught electives include Art, Computer, Choir, Musical Theater, Introduction to Drama, Creative Writing, Engineering, and Makerspace Studio.

### **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 access to various kinds of information including: attendance records, daily grades, report cards, lesson plans, homework assignments, and the calendar of school events.

- Go to [www.renweb.com](http://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 used during Registration).
  - Select New Parent Login
- A password will be emailed to you.

### Report Cards

Report Cards are posted on RenWeb every six weeks, with semester reports issued at the end of each semester. These reports are intended to communicate to students and parents areas of strength and weakness.

If a child is experiencing difficulty in a specific subject, a teacher will be happy to offer assistance.

### Honor Roll

An academic report with all As and Bs qualifies a student for the honor roll. An academic report with all As qualifies a student for the high honor roll.

## Grading Scale

Report cards are issued every six weeks, with semester reports issued at the end of each semester. 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 and may require the student to meet for tutorials during Open Period. While a teacher will usually observe that a child is struggling, it may be necessary for the student to ask for help.

### Grading Scale for Grades 4 - 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	

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 via emails. However, at any time during each of the grading periods, parents can monitor their child's progress by logging on RenWeb or by contacting the teacher.

#### Grading Periods for the 2018 - 2019 School Year

End of the First Six Weeks .....	September 28, 2018
End of the Second Six Weeks.....	November 3, 2018
End of the Third Six Weeks .....	December 21, 2018
<b>Semester Exams .....</b>	<b>December 19 - 21, 2018</b>
End of the Fourth Six Weeks .....	February 14, 2019
End of the Fifth Six Weeks.....	April 5, 2019
End of the Sixth Six Weeks .....	May 17, 2019
<b>Semester Exams .....</b>	<b>May 20 - 22, 2019</b>

#### 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.

#### Semester Exams

Students in sixth through eighth grade are given mid-term and final examinations. These exams are weighted for semester grades as follows:

6 <sup>th</sup> Grade	10%
7 <sup>th</sup> Grade	15%
8 <sup>th</sup> Grade	20%

**Achievement Testing**

April 1 – April 4            5<sup>th</sup> through 8<sup>th</sup> Grades

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.



## DECEMBER 2018 - EXAM SCHEDULE

The last day of regular classes for students in grades K – 5<sup>th</sup> will be on Thursday, December 20. Semester exams for students in grades 6-12 begin Wednesday, December 19. Students in 6<sup>th</sup> grade will have two days for semester examinations and will finish by noon on Thursday, December 20. Students in grades 7 – 12 will have three days for semester examinations. Middle School will finish at 10:00 a.m. and Upper School students will finish at 10:30 a.m. on Friday, December 21.

Grade	Schedule
K-5 <sup>th</sup>	REGULAR CLASSES MONDAY – THURSDAY
6 <sup>th</sup>	Regular classes Monday – Tuesday, morning exams Wednesday and Thursday
7 <sup>th</sup> – 8 <sup>th</sup>	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 p.m.

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

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 19

Middle School - Auditorium	Upper School - Lunchroom
8:30 – 10:00 John, Kufel, Trout, Palmer Math 6, 7, 8	8:30 – 10:30 Hagood, Jones, Schmitt English
10:30 – 12:00 John, Rasbury Latin 7, 8  Tan Science 6	
	1:00 – 3:00 Badgett, Mayo French, Spanish

### Thursday, December 20

Middle School Auditorium	Upper School Lunchroom
8:30 – 10:00 Badgett, Rasbury, Murugen, Schmitt English 6, 7, 8	8:30 – 10:30 Cobb, Neyland, Solonick History
10:30 – 12:00 Blanchette, Hauschild, Neyland History 6, 7, 8	
	1:00 – 3:00 McCarty, Palmer, Rutherford Math

### Friday, December 21

Middle School Auditorium	Upper School Lunchroom
8:30 – 10:00 Tan, Thomson Science 7, 8	8:30 – 10:30 Holman, Musselman Science
1:00 – 3:00 See teachers for arrangements Make-up Exams	1:00 – 3:00 See teachers for arrangements Make-up Exams

## MAY 2019 - EXAM SCHEDULE

The last day of regular classes for students in grades K – 5<sup>th</sup> will be on Friday, May 17. Semester exams for students in grades 6-12 begin on May 20. Students in 6<sup>th</sup> grade will have two days for semester examinations and will finish by noon on Tuesday, May 21. Students in grades 7 – 12 will have three days for semester examinations. Middle School will finish at 10:00 a.m. and Upper School will finish at 10:30 a.m. on Wednesday, May 22.

Grade	Schedule
K-5 <sup>th</sup>	LAST DAY MAY 19
6 <sup>th</sup>	Morning exams Monday and Tuesday
7 <sup>th</sup> – 8 <sup>th</sup>	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 p.m.

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

### Monday, May 20

Middle School	Auditorium	Upper School	Lunchroom
8:30 – 10:00 Hauschild, Neyland, Blanchette	History 6, 7, 8	8:30 – 10:30 Holman, Musselman	Science
10:30 – 12:00 John, Trout, Kufel, Palmer	Math 6, 7, 8		
		1:00 – 3:00 Mayo, Badgett	Spanish, French

### Tuesday, May 21

Middle School	Auditorium	Upper School	Lunchroom
8:30 – 10:00 John, Rasbury	Latin 7, 8	8:30 – 10:30 McCarty, Palmer, Rutherford	Math
	English 6 Schmitt, Badgett, Rasbury		
10:30 – 12:00 Tan, Thomson	Science 6, 7, 8		
		1:00 – 3:00 Hagood, Jones, Schmitt	English

### Wednesday, May 22

Middle School	Auditorium	Upper School	Lunchroom
8:30 – 10:00 Rasbury, Murugen, Schmitt	English 7, 8	8:30 – 10:30 Neyland, Solonick, Cobb	History
1:00 – 3:00 See teachers for arrangements	Make-up Exams	1:00 – 3:00 See teachers for arrangements	Make-up Exams

## **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 supportive 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.

### **Commendations**

Commendations are written reports highlighting special achievements and their purpose is to praise and encourage students.

### **Homework**

Homework is an important part of the student's educational experience. Students receive assignments that must be completed outside of school as a means of reviewing and reinforcing the lessons taught in school. Homework also teaches work and study habits that are beneficial to students. Because students work at different rates, have different concentration levels, find some courses more interesting and challenging than others, and have very different home rules, it is not possible to specify in terms of hours and minutes how much time homework should take. Because homework is an important part of the learning experience, homework should be turned in on time. Please note that late assignments will be penalized. Additionally, late assignments involving an unexcused absence will not be accepted. Students may be required to complete outstanding work during recess or Open Period.

### **Performing Arts Requirement**

Performances are required for all students in kindergarten through Grade 6 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**

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.

### **Incomplete Work**

A student who earns an incomplete in a course at the end of a grading period will be given a two-week period in which to complete the missing course work. If after the two-week make-up period the student has not made arrangements to complete missing assignments and tests, a failing grade will be assigned.

### **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 assessment should be given to the Director of College Counseling.
- 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.

### **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 a.m. and 3:45 p.m.
- 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 a.m. - 3:45 p.m. To do so constitutes a conflict with their school responsibilities.

### **Open Period**

Open Period is a daily designated time for students to complete homework and meet with their teachers for tutorial assistance. This time period will be used occasionally for division assemblies.

### **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 one during the spring semester. All 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 and leave a message on the teacher's voice mail stating that you would like 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 remains after the conference, it is then appropriate to schedule an appointment with the Head of Middle School. 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.
- 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 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.
- 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 and Internet 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.

Middle School students will only be able to access web based email at school through their Gaggles.net accounts issued by the school. Communication between students and their teachers should be through students' Gaggles.net accounts.

### **Acceptable Use**

Acceptable use for students of the Lakehill computer system and the Internet will include the following:

- Logging on with the class's 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

### **Unacceptable Use**

Unacceptable use for students of the computer system and the Internet will include but not limited to the following:

- Taking pictures or videos of anyone at any time during school events and/or activities without the approval of the school
- Using a username other than your own to login to the Lakehill network
- Attempting to find out someone else's password
- Using an instant messenger application other than those approved by the 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
- 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)

### **Cyberkindness Policy**

Lakehill's commitment to providing a school environment that encourages kindness extends to the realm of electronic media. Use of electronic communication media, such as email, text, instant messaging, or social networking sites such as Facebook, Twitter, Instagram, Snapchat, or chat rooms, to intimidate, threaten, demean, unjustly accuse, defame, insult, embarrass, belittle, humiliate, mock, start rumors, spread rumors, exclude, or impersonate, through language or images, is strictly against school policy and is expressly forbidden.

### **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**

### **Activities**

#### **Athletics**

School-sponsored competitive teams provide opportunities to develop skills, teamwork, and sportsmanship. 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 Middle School sports are offered at Lakehill to students in grades seven and eight.

- Boys' Basketball
- Girls' Basketball
- Volleyball
- Co-ed Soccer
- Football
- Baseball
- Softball
- Crew
- Track
- Cross Country

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

#### **Cheerleading**

Interested sixth-, seventh-, and eighth-grade students are welcome to join the Cheerleading squad. The squad provides leadership for school spirit at football and basketball games, pep rallies, and a variety of special events.

#### **Community Service**

Lakehill Preparatory School students are involved in community service from kindergarten through grade 12. Through community outreach, Lakehill teaches students to embrace a spirit of volunteerism in the

hopes of fostering a life-long passion for service.

### **Dances**

Students in grades five through eight are invited to attend the fall social, an evening of fun activities and dancing. Seventh and eighth grade students and their guests are invited to attend a Valentine Dance in February. Fifth and sixth grade students are invited to participate in a game night in the spring.

### **Student Council**

The Middle School Student Council, made up of seventh and eighth grade officers and representatives from all Middle School class organizations, serves as a forum for student ideas and opinions as well as a planning committee for activities and events benefitting our students, school, and community.

## **Organizations and Societies**

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.

### **Class Organizations**

Each Middle School class forms an organized group by electing officers and using parliamentary procedure. The purpose of the 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. Class groups also meet outside of school on occasion at various social gatherings.

### **The National Junior Honor Society**

The National Junior Honor Society, an active honorary organization, recognizes students who excel in the four qualities of scholarship, leadership, character, and service. Those invited to apply for membership include students in grades seven through nine who have attended Lakehill for three semesters and who have maintained a 3.3 grade point average during that time. Students must complete an application process, which includes writing an essay and documenting their previous experiences related to scholarship, leadership, character, and service.

## **Clubs**

Lakehill offers a variety of clubs to its Middle School students. These clubs vary from year to year and students can sign up for the clubs in the fall. Past club offerings include the following:

**Drama Club**

**Geography Club**

**Magic Club**

**Community Connections**

**Debate Club**

**Art Club**

**Book Club**

**Cooking Club**

**Tennis Club**

**Soccer Club**

## **Travel Opportunities**

### **Adventure Week**

Occurring each spring, these required Middle School trips are a joyful tradition within the Middle School. Current travel plans include an environmental leadership program in 5th grade, a trip around Texas in 6<sup>th</sup> grade to visit historical and cultural sights, a shared focus on science and ancient civilizations for 7<sup>th</sup> grade,



and a civil rights focused trip for 8th grade students.

### **Fall Day Out**

Middle School students spend a fall day on an all-day field trip. Students enjoy bonding with teachers and peers across grade levels. The main goal of this day is to establish a framework for facilitating year-long teamwork and unity.

## **POLICIES AND PROCEDURES**

### **General Policies**

#### **Book Bags**

In Middle School, students do not carry book bags or back packs to class. Book bags and backpacks must be stored neatly in lockers. Over-sized book bags and book bags with wheels are discouraged. Also, gym bags should be as small as possible to adequately hold gym clothes.

#### **Business Office**

All financial arrangements are made through the business office.

#### **Faculty Lounges**

Students are not permitted in Faculty Lounges without permission.

#### **Lockers**

Lockers with combination locks will be assigned to each Middle School student for academic materials and for PE uniforms and equipment. 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 the proper lockers when not in use. The use of a "Locker-Mate" helps many students organize their academic lockers. Ample time is provided between classes for students to use their lockers; therefore, books or other items should not be stacked on top of the lockers. Additionally, there should be no reason for a student to arrive to class without the proper books and supplies.

#### **Lost and Found**

Unclaimed 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 PE clothes, tennis shoes, coats, supplies, materials, etc.**

#### **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.
- Students are not permitted to order food or have food delivered to school without the approval of the Head of Middle School.
- It is each student's responsibility to create a welcoming environment in the lunchroom.
- After students finish eating, they go outside for recess. For safety reasons, students are to remain on the south side of the building and are not permitted to visit in the hallways.

### **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 students must adhere to in order for a student guest to visit our campus during the lunch periods.

- A Lakehill student must obtain a Student Visitor Lunch Form from the Main 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 Main 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.

We appreciate your support of these guidelines and feel confident that they will help ensure the safety of our campus as well as a welcoming, yet uncomplicated lunch period.

### **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.

### **Electronic Equipment**

- Non-academic use of electronic devices is not allowed during the day. Electronic books may be used in the classroom if they are pre-loaded. Sounds from electronic devices may not be audible in public spaces including but not limited to the classrooms, library, and/or study hall. Any unauthorized use of electronic equipment between the hours of 8:00 a.m. - 3:30 p.m. will result in the device being taken up by the teacher and will also result in a full detention for the student.
- The school is not responsible for electronic equipment that is lost or broken 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 Main Office by the first day of school.

### **Medication and Special Diets**

School personnel may not dispense any medication on an "as needed" basis. All medications, prescription and over the counter, must be brought to school in their original containers and be accompanied by a Medication Authorization Form which has been signed by the parents. No medication will be dispensed

unless it has been provided by the parents and is accompanied by the Medication Authorization Form. Medications will only be dispensed according to the dosing directions on the label. Unless directed by a physician, medications (not including inhalers and epi-pens) will not be held at school for longer than fifteen school days. If your child is authorized to carry life-saving medications such as an inhaler for asthma (as prescribed by a physician), then a Contract for Self-Carried Medication Form must be completed and signed by a parent or legal guardian and kept on file in the Main Office. 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 Main Office.

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

Hearing, vision, and Acanthosis Nigricans screenings 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, vision and Acanthosis Nigricans screenings. These screenings will be administered by licensed professionals at school. Scoliosis screening is required in grades 5 and 8. These screening will also be done on campus by licensed professionals.

### **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 by the Headmaster.
  - Be assigned to a student, given a name-tag, 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.

## **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. Depending on the grade level, trips may range from several hours to several days. Special permission is required for overnight trips.

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

Our goal is that field trips be educational, safe, and fun. We want the experience to be rewarding for everyone. Listed below are some strategies to ensure a successful class field trip.

- Field trip drivers must have completed an application and have a background check on file before being permitted to drive on a field trip.
- Chaperones and drivers should meet their classes in the lunchroom at the designated time. This allows teachers time for final preparations and instructions.
- Chaperones will be assigned a small group of students to supervise. Although your own child will be a member of your group, please remember that equal attention and supervision must be given to all students.
- 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.
- Please be sure that all students are wearing seat belts while in your car.
- Lakehill rules are to be enforced at all times on the field trip. These rules take precedence over home rules. It is expected that Lakehill students conduct themselves in an orderly, mannerly, polite, and respectful manner.
- If a child chooses to misbehave, that child should be given a warning that improvement is necessary. If the problem continues, please notify the classroom teacher and she/he will handle the situation as deemed appropriate.
- Children who consistently misbehave on field trips will lose the privilege of participating in these enriching experiences.

### **Campus Traffic Flow, Parking, and Carpool**

The attached diagram indicates the traffic pattern for the entire campus. These patterns were established as a result of our Traffic Study and set by the city of Dallas. There are three distinct traffic patterns for drop-off and pick-up. The Lower School pattern is in Green, the Middle School pattern is in Blue, and the Upper School pattern is in Red. Please note that the Lower and Middle School divisions have drop-off spots that are different from the pick-up spots. 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 when dropping off or picking up your child.
- In the morning, please drop your Middle School child off in the fire lane on the southeast side of the gym. To enter the fire lane, parents will line-up on Westlake. Parents will enter the fire lane and drive toward the gym. After dropping your child off in the carpool line, please continue along the fire lane and exit by turning right toward Blanch Circle.
- If you have children in multiple divisions, you may drop your children off at the drop-off spot of your choice.
- Please have your child ready to exit the car as soon as you pull up to the drop-off point. Stopping, even for short periods of time, creates an unsafe situation for cars. If you must stop to help your child gather things from the trunk, please park in one of the many Visitor parking spaces on the southeast corner of the gym and help your child out of the line of traffic.
- Students, who arrive after 8:00 a.m., must enter the school through the Main Entrance and check in at the Reception Desk to get a tardy slip. After 8:00 a.m., enter the parking lot from Hillside, drop off your child at the Main Entrance and then turn left toward Blanch Circle.
- In the afternoon, please enter the carpool line via Hillside through the entrance just north of the Practice Field. Please follow the traffic flow and pick up your Middle School child off at the North

Entrance of the school near the flag pole. Exit the carpool line by turning left towards Blanch Circle.

- Park your car in one of the many visitor parking spaces, not in the fire lane, when leaving your car for any reason.
- 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.
- If there is a special circumstance that requires a parent to occasionally pick up a child early from school, the parent must sign the child out at the Reception Desk.
- Courtesy and cooperation will ensure a safe environment for our students and a more pleasant experience for all parents.

