



Lower School

Student and Parent Handbook 2019-2020

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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 SecretaryNora 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 AdmissionStacey Peacock, 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 SchoolJohn 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 LanguagesJoan 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 StudiesJustin S. Solonick, B.A., M.A., Ph.D
Visual Arts..... Scott Boles, B.F.A., M.A.
Director of Environmental EducationDaniel Bracken, B.A.

FACULTY

Kindergarten..... Kimberly Poore, B.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.....	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.....	Julie Gore, B.A.
Latin.....	Amanda Rasbury, B.A.
Mathematics	Denise Palmer, B.S., M.Ed.
Mathematics	Kristin Rutherford, B.A., M.S.
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.....	Carolina Alvarez, B.A.
French.....	Tamra Badgett, B.A., B.A.
Drama.....	Mark Guerra, B.A., M.Ed.
Physical Education	Jairus Mitchell, B.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 help faculty and parents with any issue that requires assistance.

Head of Middle School

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

Head 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 works 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. This Council 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 vacation days at Thanksgiving, the holiday season, Winter Break, and Spring Break. The school calendar is created 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 Office opens at 7:30 a.m. Classes begin at 8:15 a.m. and carpool begins at 3:00 p.m. After the school day, students who remain on campus will be escorted to the After School Care program. Please note that students arriving excessively early will be unsupervised. Students who arrive early should sit outside their classroom door.

Lower School Schedule

Classes Begin	8:15 a.m.
Kindergarten - Second Grade Lunch/Recess	11:30 a.m. - 12:30 p.m.
Third - Fourth Grade Lunch/Recess	12:30 p.m. - 1:30 p.m.
Dismissal	3:00 p.m.

Early Dismissal

To better facilitate Faculty and Staff Development, school will be dismissed at 11:30 a.m. on the following dates. Please mark your calendars.

October 25 January 31

On these days, After School Care will NOT be provided.

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 Lakehill website.

Extended Care Hours

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

K - 8 th Grades	3:45 - 6:00 p.m.
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General Attendance and Absence Policy

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

Classes Begin at 8:15 a.m.

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

Tardiness

Arriving late to school disrupts a student's day. To ensure that your child starts the day successfully, please have him/her to school on time. A student arriving after 8:15 a.m. must sign in at the Reception Desk and bring the tardy slip to his/her teacher.

Absences Due to Illness

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

Absences for Trips or Special Occasions

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

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

Leaving School during the Day

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

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

In the Case of Illness at School

A student who becomes ill at school is sent to the Main Office and a member of the school staff will call the child's parent. Please notify the Main Office if your child is taking any medication that might affect his or her alertness or participation in the learning process.

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 the 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 **\$16.00 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 \$16.00. There are no exceptions. Monthly statements showing a delinquent balance of \$50.00 or more will be charged a 3% late fee.

Early Dismissal

After School Care will NOT be provided on early dismissal days.

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

Lakehill Code of Conduct and Behavioral Expectations

General Philosophy

Providing a safe, secure environment where students can grow emotionally as well as intellectually is a primary goal of Lakehill’s Lower School. To create this safe, nurturing environment, the school has established three simple guidelines, Triangle Rules, to foster acceptance, responsibility, and an attitude of mutual respect. Students who consistently follow established rules are likely to be happier children who feel safe because they know that there are established guidelines to direct their behaviors.

Triangle Rules

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

- The Respect Rule
Students are expected to respect themselves, their classmates, their teachers, and property.
- The Safety Rule
Students are expected to act in such a way that they do not endanger themselves or others.

- **The Welcome Rule**
Students are expected to include one another in classroom and playground activities.

Individual Accountability for Behavior

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

Consequences for Inappropriate Behavior

Minor Infractions

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

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 make consistent choices that meet expectations.

Serious Behavior Problems

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

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

Disciplinary Probation

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

Headmaster's Authority for Expulsion

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

Due Process

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

LAKEHILL PREPARATORY SCHOOL DRESS CODE

The Lakehill Preparatory School Dress Code 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"> • Lakehill • College-themed • Solid colored (not white) • Striped or patterned 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"> • Cotton, polyester, rayon or blend • denim (not blue) 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.

ACADEMICS

Communication about Progress

Lakehill's Lower School values communication between parents and teachers. The weekly Friday Folder contains newsletters and important updates as well as recent graded work with encouraging comments to congratulate students on work well done and to guide them, as needed, toward continued growth. Parents receive reports on their children's progress midway through each term, and a report card at the end of each term. These reports detail each child's progress in academic and non-academic areas.

Report Cards

The academic year is divided into four terms. All students will receive a report card each term to inform parents of their child'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.

Progress Reports

Progress reports will be sent at the mid-point of each term. Students will receive a progress report in all courses along with comments. These reports are sent by email through RenWeb. The goal of a progress report is to inform parents and the student of the progress being made in the class.

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

Grading Scales in Lower School

Lower School grading emphasizes the growth and progress a child is making academically and in other areas. Kindergarten through Third grade use the following academic grading scale on progress reports and report cards:

- E Excellent Progress
- G Good Progress
- S Satisfactory Progress
- N Progress Needs Improvement
- U Unsatisfactory Progress
- N/A Not Applicable

Fourth Grade uses the grading standards established for Lakehill's Middle and Upper Schools, and is the first grade level to earn Honor Roll recognition at the end of each school year. Fourth Grade uses the following academic scale on progress reports and report cards:

- A Progress merits High Honors recognition
- B Progress merits Honors recognition
- C Average Progress

- D Passing Progress
- F Progress fails to meet standards

All Lower School grades receive marks on the progress report and report card for behavior and work habits using the following scale:

- A Almost always meets goal
- S Sometimes meets goal
- R Rarely meets goal

Academic Enrichment

Alice and Erle Nye Family Environmental Science Center

Lower School students will visit the Alice and Erle Nye Environmental Science Center once each month. A comprehensive science curriculum has been developed for each grade and concepts introduced in a given year 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. The science curriculum will be taught by the Director of Environmental Education. Lower School students will participate in science activities in the morning and may remain at the Environmental Science Center during their lunch period. Dress Code for the ESC mandates closed-toe shoes, long pants, and official Field Trip T-Shirts.

Lower School ESCape to Nature

ESCape to Nature is a fun time for students and their parents to work and play together at the ESC. On various scheduled days, a different Lower School grade level will go to the ESC. The grade will arrive at the ESC at about 10:30 a.m. and return to the main campus at about 1:00 p.m. The time together will be spent on a short curricular activity, hikes/walks around the grounds, digging in the fossil rocks, planting in the garden, eating lunch, and enjoying time together as an entire grade. Parents are invited to put on their jeans and hiking shoes and join their children at the ESC for this exciting day.

Field Trips

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

FOCUS Program

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

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

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

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

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

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

Academic Responsibilities

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

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

Good Standing

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

Homework

Teacher instruction takes place during the school day and homework is done mainly at home. It is very important for students to develop good homework habits in their formative school years. In grades one through three, parents may help a child with his/her homework by marking wrong answers or encouraging the student in whatever way the parent feels appropriate. In some homes, an independent/hands-off policy works best with a child. Parents should feel comfortable helping their child with homework as much or as little as appropriate for the child. Homework will be checked by the teacher or the student and teacher together.

At the fourth grade level, but not before, teachers may designate homework assignments to be graded and included as part of the student's academic average. The goal for fourth grade is to encourage students to move toward self-reliance in their home study.

Third and Fourth Grade Study Hall

Because life can be so hectic and the responsibilities of third and fourth grade are so much more comprehensive, we offer third and fourth grade students the opportunity to attend a Study Hall on Mondays, Tuesdays, and Thursdays from 3:00 – 3:40 p.m.

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

Interested parents will be required to complete a form to be given to their child's teacher. Study Hall will start at 3:00 p.m. and will end promptly at 3:40 p.m. Children may be picked up from the Study Hall room promptly at 3:40 p.m. using your carpool number. Please understand that after 3:45 p.m. the children will be escorted to After School Care where the After School Care fee will apply. There is no fee for Study Hall.

Performing Arts Requirement

Performances are required for all students in kindergarten through fourth grade 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 term 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.

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 hours of 7:50 a.m. – 3:45 p.m. To do so constitutes a conflict with school responsibilities.

Parent Conferences

Parent-Teacher Conferences

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

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

Expressing Parental Concerns

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

School Policies Regarding Communication via Emails

Digital devices have made communicating via email and text a given. While this is a handy method of communicating, it also has a way of taking over our lives. It is not the School's intention for faculty members be on call continuously. Nor is it our intention that students be on call continuously. It is easy to forget that not everyone has a smart phone or even constant access to internet.

To provide better clarification regarding expectations for electronic communications between students, parents, and teachers, please review the following guidelines.

- It is reasonable for teachers to respond to emails within a 24-hour window.
- If a teacher receives an email after 4:00 p.m. on a school night, a response is not required until the next afternoon.
- If a teacher receives an email after 4:00 p.m. on a Friday, a response is not required until Monday afternoon.
- Changes in homework assignments for the next day may not be made after 4:00 p.m. via RenWeb, text, or email.

- New assignments or extra-credit opportunities may not be created and communicated to students and parents over the weekend after 4:00 p.m. on Friday.
- Regular communication from teachers to students should not take place after 6:00 p.m. This includes reminders.

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

Computer and Internet Usage Policy

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

Acceptable Use

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

Unacceptable Use

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

- Using an instant messenger application other than those approved by Administration
- Using impolite or abusive language
- Changing any computer files that do not belong to the user
- Downloading or using any programs or executable files unless asked to do so by your instructor
- Using a USB drive to run programs or keep files that are not consistent with the school's Code of Conduct
- Storing programs and inappropriate files on the server such as, but not limited to, executable files and music

- Using the system for commercial use
- Using the system for selling or buying products or services (shopping, ebay.com)
- Creating and/or knowingly distributing a computer virus, worm, or spam over the Internet
- Using the system to illegally transfer software or files, otherwise known as pirating
- Revealing personal addresses or telephone numbers of students or staff
- Using the Internet in a way that would disrupt the use of the Internet by others
- Causing damage deliberately or willfully to computer equipment or data or assisting others in doing the same
- Accessing or attempting to access sites that interfere with or disable school software or security
- Accessing or attempting to access materials that are inconsistent with the school's Code of Conduct and educational goals or showing another student how to do the same

Cyber-kindness 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.

POLICIES AND PROCEDURES

General Policies

Bicycles

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

Business Office

All financial arrangements are made through the business office.

Lost and Found

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

Lunchroom

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

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

Parent Faculty Club

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

Room Parents

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

Yearly Class Parties

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

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 procedure is available in the Main Office.

Field Trips

Purpose

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

Guidelines for Field Trip Drivers/Chaperones

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

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

Seating Requirements

Booster Seats

Seating for younger children must meet the Texas state law requirement. Currently, that requires after age four and 40+ pounds, children can ride in a booster seat with the adult lap and shoulder belt until the adult safety belt will fit them properly (usually when the child is 4'9" tall). A car **MUST** have a lap/shoulder belt to use a booster seat.

Adult Safety Belt

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

Field Trip Shirts

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

Campus Traffic Flow, Parking, and Carpool

Carpool Procedures

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 enter the carpool line via Hillside through the entrance just north of the Practice Field. Please follow the traffic flow and drop your Lower School child off at the North Entrance of the school near the flag pole. Exit the carpool line by turning left towards Blanch Circle.
- Please have your child ready to exit the car as soon as you pull up to the North Entrance. Stopping, even for short periods of time, creates an unsafe situation for cars and the people walking into the building. If you must stop to help your child out of the car or help gather things from the trunk, please park in one of the many Visitor parking spaces and then help your child out of the line of traffic.
- If you have children in multiple divisions, you may drop your children off at the drop-off spot of your choice.
- Students, who arrive after 8:15 a.m., must enter the school through the Main Entrance and check in at the Reception Desk to get a tardy slip. After 8:15 a.m., enter the parking lot from Hillside, park in one of the many Visitor parking spaces near the Main Entrance and walk your child into the school building.
- Afternoon carpool for Lower School students will be organized in the gym. At the beginning of the school year, all Lower School parents will be issued a carpool number to hold up to the teachers on duty. The carpool number will be used for parents who enter the carpool line and for parents who walk their children home.
- At 2:55 p.m., the children will be escorted to the gym. Parents will line-up on Westlake from the east, enter the fire lane, and drive toward the gym. It is important that all cars enter the fire lane from the east-moving-west direction to avoid cross traffic. After collecting your child from the carpool line, please continue along the fire lane and exit by turning right toward Blanch Circle.
- Promptly at 3:20 p.m., the children who have not been picked up will be escorted to the Lower Library where they will remain until After School Care begins at 3:45 p.m. If you arrive after 3:20 p.m., please park in the parking lot and come in the North Entrance to get your child in the Lower Library. Please have your carpool number handy.
- Parents choosing not to go through the carpool line must walk across the playground to the gym door on the northeast corner of the gym where the teacher on duty will help you. Please do not go through the gym.
- When your child needs to ride with someone else, please write a note for your child to give to the teacher on duty at carpool. Additionally, please call the office if a change needs to take place so that the teachers will be notified.
- 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.

