

LAKEHILL PREPARATORY SCHOOL



2023 - 2024

LOWER SCHOOL STUDENT HANDBOOK

TABLE OF CONTENTS

GENERAL INFORMATION	3
Accessing Information on FACTS	3
School and Classroom Hours	3
General Attendance and Absence Policy	4
Tardiness	4
Signing In or Out of School	4
Make-up Work	4
Food on Campus	4
Inclement Weather	5
Lakehill After School Care Program	5
HEALTH AND WELLNESS	5
Inclement Weather	5
In Case of Illness at School	5
Medication and Special Diets	6
Hearing, Vision, Scoliosis, and Acanthosis Nigricans Screening	7
LAKEHILL CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS	8
General Philosophy	8
Triangle Rules	8
Dress Code	8
Drugs and Alcohol	8
Anti-Bullying/Harassment and Hazing	8
Digital Devices	9
Cyber-kindness Policy	10
Consequences for Inappropriate Behavior	11
Head of School's Authority for Expulsion	11
ACADEMICS	12
Grading Scales in Lower School	12
Friday Folder	12
Progress Reports	12
Report Cards	13
Parent-Teacher Conferences	13
Expressing Parental Concerns	13
Academic Responsibilities	13
Academic Accommodation, Learning Lab, and Learning Support Program	13

	1
Homework	13
Papers and Projects	14
Late Work	14
Providing Tutorial Help	14
Academic Honesty	14
STUDENT OPPORTUNITIES	15
Alice and Erle Nye Family Environmental Science Center	15
Lower School ESCape to Nature	15
Clubs and Activities	15
Field Trips	15
Field Trip Shirts	16
FOCUS Program	16
Third and Fourth Grade Study Hall	17

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** provides avenues for student-athletes to achieve a well-rounded athletic experience that will help develop favorable habits and attitudes. Emphasis on loyalty, dedication, self-discipline, teamwork, and accountability help to shape our "Team First" mentality.

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.

Non-discrimination Policy

Lakehill Preparatory School does not discriminate on the basis of race, color, religion, gender, orientation, or national or ethnic origin in its admissions, administration of its educational policies, financial aid programs, athletics, or other school-administered programs.

GENERAL INFORMATION

Accessing Information on FACTS

FACTS (also known as 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 (4th grade only), report cards, lesson plans, homework assignments, and the calendar of school events.

Instructions for Creating a FACTs Family Portal Account:

- Go to www.factsmgt.com
- Select **Family Log In** from the menu bar in the top right corner.
- Select **FACTs Family Portal** from the drop-down menu.
- Enter **LPS-TX** into the District Code field.
- Please select **Create New Account**.
- Enter your email address in the email field as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTs Customer Support containing a link that will allow you to create your username and password.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided or create a new username.
- **Save Username and/or Password.**
- Account is now created.

To access FACTs Family Portal:

- Please go to www.factsmgt.com
- Select **Family Log In** from the menu bar in the top right corner.
- Select **FACTs Family Portal** from the drop-down menu.
- Enter **LPS-TX** into the District Code field.
- Type in your username and password. If you have forgotten your username or password, please click on the link provided.

School and Classroom Hours

The building is open at 7:35 a.m. The Main Office opens at 7:35 a.m. Classes begin at 8:15 a.m. and end at 3:00 p.m. Students who arrive before 8:00 a.m. will meet in the cafeteria until dismissed to their classrooms. 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 5:30 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 signed into After School Care.

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.

Performances are required for all students in performing arts classes and constitute a portion of the student's grade. If agreed upon in advance, a student who is unable to attend a performance may be asked to do a project instead of the performance. Students who are absent due to illness the day of a performance should not perform.

Tardiness

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. Students who are tardy should check in at the Main Entrance for a tardy slip to take to their teacher.

Signing In or Out of School

Students arriving late or leaving campus during the school day must submit a note from their parent or guardian and sign in or out at the reception desk.

Make-up Work

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

Food on Campus

- Students may buy or bring their lunch to school each day. [Student lunch accounts can be set up directly through the vendor.](#)
- Sack lunches should include all necessary utensils. Microwaves are not available in Lower School. Some grade levels may have a designated snack time during the day. Snacks should be easy for students to open independently, not sticky or messy, and of an appropriate size and ease for continued participation in class activities while snacking.
- Each child will have a chance to provide snacks for his or her class during a specially scheduled FOCUS week celebrating your child. Snacks should be individually wrapped and easy to serve. Your child's homeroom teacher will let you know of any allergies in your child's homeroom. These opportunities allow each child to share a treat with his or her classmates regardless of their birth month.
- We do not permit food delivery services such as DoorDash or GrubHub to deliver lunches to Lower Schoolers, but parents can drop off lunches for special occasions (such as birthdays or FOCUS weeks) at the front desk.

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. Parents will also be notified by text via the school's Parent Alert emergency messaging system.

Lakehill After School Care Program

The After School Care Program (ASC) is a supervised time for children 3:45 and 5:30 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. Children in grades K – 8 who remain on campus after 3:45 p.m. are automatically checked into ASC. Students participating in athletics, clubs, or activities, or working with a teacher, must leave campus at the end of that activity or they, too, will be checked into ASC. Parents will be notified in advance in the rare circumstance that ASC is not available on a given certain school day.

The fee for ASC is \$16.00 per day for each day. The charge will not be prorated; once a child is signed into ASC, the full fee will be assessed. Monthly statements based on actual attendance will be mailed at the end of the month, payable upon receipt.

If a student is picked up between 5:30 -5:40 p.m., a late fee of \$10 will be charged. After 5:40 p.m. additional charges will incur at \$1.00 per minute. Parents who continue to be late will be required to move their child to an alternative program.

HEALTH AND WELLNESS

No rules are more important or taken more seriously than those having to do with a student's health and well-being. The Health and Wellness Policy outlines Lakehill's procedures regarding medications, illness, health screenings, etc. to ensure the safety and well-being of students.

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. Parents will also be notified by text via the school's Parent Alert emergency messaging system.

In Case of Illness at School

A student who becomes ill at school will be referred to the Health and Wellness Director for evaluation and parents will be notified.

- Any child with fever of 100.4F, vomiting, diarrhea, or recognizable symptoms of common communicable diseases (strep throat, flu, etc.) will be sent home after being examined by the Health and Wellness Director. The student may return once fever-free for 24 hours without

fever-reducing medication or if he/she/they have not had any further episodes of vomiting for a full 24 hours and symptoms are improving.

- An evaluation by a healthcare provider with an accompanying note clearing the student's return to school may be requested at the discretion of the Health and Wellness Director in cases such as during peak illness seasons or if there have been grade-specific trends of certain communicable illnesses.

Medication and Special Diets

Texas law now grants immunity from civil liability to school districts and their employees for damages or injuries resulting from the administration of medication to a student if the student's parent or legal guardian gives the district written permission to administer the medication, if the medication appears to be properly labeled, and if the medication is in the original container when the medication is administered. (L979 Texas Laws Ch. 502).

- Parents should take all medicines to the Health and Wellness Director. The school will not administer medication of any type unless the parent/guardian(s) have given their written permission. All medications from home, 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 a parent/guardian and medical provider (prescription medication only).
- School personnel other than the Health and Wellness Director may not dispense any medication on an "as needed" basis unless delegated by the Health and Wellness Director (Texas Education Code, Chapter 22, Section 22.052).
- The OTC medication available in the Health and Wellness Clinic will only be dispensed by the Health and Wellness Director after an evaluation by the Health and Wellness Director, a discussion with the parent/guardian, and verification of verbal/written permission by the parent/guardian (same-day email or prior consent given at time of enrollment as documented in FACTS). 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 15 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 Health and Wellness Clinic.
- If your child is taking a medication that causes drowsiness, poor appetite, etc. please inform the classroom teacher and the office.

If your child has specific food allergies or is on a special diet, please inform the Division Head, classroom teacher, the Health and Wellness Director, 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, and 7. All new entrants are also required to have hearing, vision and Acanthosis Nigricans screenings. A scoliosis screening is required for girls in grades 5 and 7th, and boys in 8th. These screening will be done by the Health and Wellness Director if documentation is not received from the student's healthcare provider.

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.

Dress Code

The [student dress code](#) is meant to promote a positive, professional learning environment where the focus is on learning with curiosity, leading with confidence, and serving with compassion.

Drugs and Alcohol

Possession or use of alcoholic beverages, tobacco, e-cigarettes, or the possession or use of drugs, barbiturates, hallucinogens, etc. are prohibited anywhere on the school campus, during school-sponsored activities, or while traveling to or from any school-sponsored activity. This rule applies regardless of age. All medications (including cough drops and other over-the-counter remedies that contain active ingredients) must be stored and distributed by the School and may not be kept or administered by students themselves.

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.

Anti-Bullying/Harassment and Hazing

Lakehill is committed to providing a school environment that encourages kindness and is free of discrimination and harassment. As a community, we embrace diverse perspectives including, but not limited to, race, religion, gender, sexual orientation, and/or political beliefs. We strongly believe that all members of the community should be safe within Lakehill. It is expected that all members of the

Lakehill community treat each other with respect and dignity. All harassment, bullying, or hazing of others is prohibited.

Incidents should be reported to the Head of Middle School. Full guidelines can be found in our [Anti-Bullying/Harassment and Hazing Policy](#).

Digital Devices

Digital devices that are capable of sending and receiving messages, taking photos, or playing games, such as cellphones, laptops, tablets, gaming consoles, and smart watches, are not permitted at any point during the school day. Students who need such devices for after-school activities may keep them in their backpacks until after school hours.

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

- Logging in with the student's own username and password
- Keeping passwords private or requesting a new one if the current password has been compromised
- 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 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 the student's own to log into 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 instructed to by the teacher
- 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 personal files is not permitted (i.e. flyers, advertisements)

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.

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, 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.

DISCIPLINE POLICY

The Lakehill Code of Conduct and Behavioral Expectations are 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. Deviations from expected conduct will be addressed by faculty or staff members, by the Head of Lower School and the Head of School, as needed. Each student will be held personally accountable for his/her actions and consequences will be appropriate for a student's age and the misbehavior.

Consequences for Inappropriate Behavior

Students who deviate from Lakehill's Code of Conduct and Behavioral Expectations will be considered for disciplinary action including (but not limited to) denied participation in school extracurricular activities, detention, in-school suspension, out-of-school suspension, and referral to the Head of School for expulsion.

Head of School's Authority for Expulsion

Expulsion is separation from the school at the discretion of the Head of School. Expulsion for behavior that negatively affects the school community may be for the remainder of the academic year or permanent.

ACADEMICS

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
- 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

Friday Folder

Students and parents will receive a Friday Folder on the last day of each school week with graded work, a copy of the Friday Letter, and any official announcements. This is the best way for parents to keep track of their children's progress on a weekly basis.

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 FACTS. The goal of a progress report is to inform parents and the student of the progress being made in the class.

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. Report cards are posted on FACTS the week following the close of the term. Additionally, during each of the grading periods, teachers will keep students and their parents informed of impending academic difficulties.

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 and will be notified in advance about conference dates and times. Additionally, a parent or teacher may request a personal conference at any time. Conferences are an excellent means of communicating concerns and building partnerships between the home and school.

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 Lower School. If the problem is not resolved, parents are encouraged to make an appointment with the Head of School.

Academic Responsibilities

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.

[Academic Accommodation, Learning Lab, and Learning Support Program](#)

Lakehill strives to serve students who have a learning, physical, or mental health diagnosis which significantly interferes with their learning and engagement. Lakehill's Learning Support Team utilizes the Learning Lab and available accommodations to support students in becoming effective and independent learners. Further details and procedures can be found in the program's description.

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.

Papers and Projects

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

Late Work

Completing and handing in assignments in a timely manner is key to the development of good work habits and is instrumental to student success in all grade levels. Work that is handed in late without prior permission from the teacher (such as for absence or pre-planned family obligations) will incur a late penalty appropriate to each grade level, up to and including receiving a zero for the assignment.

Providing Tutorial Help

All Lakehill teachers, whether full or part time, may arrange to provide extra help for their students. This help is available between 7:35 a.m. and 3:45 p.m.

Academic Honesty

LPS embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community. Students are taught at a young age to value doing their own best work, and to have a growth mindset regarding their individual progress, abilities, and mistakes. Submitting work that is not a child's own constitutes academic dishonesty, including but not limited to:

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

On some occasions, students will collaborate with others 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 academic dishonesty, both the student who copies and the student who knowingly allows work to be copied will face disciplinary action appropriate to their grade and experience. Students in second grade or higher will receive a zero on the assigned task.

STUDENT OPPORTUNITIES

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. 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.

Clubs and Activities

A variety of clubs and activities are offered at the start of each semester. Some clubs and activities are free while others are offered for a materials fee.

Field Trips

Field trips are planned by each grade level to enrich the lives of and curriculum for our students. Chaperones (if needed) will be subject to the Field Trip Chaperone Guidelines:

- The field trip coordinator (usually the room parent or the teacher) will assign chaperones
- Only pre-approved legal guardians may be assigned as chaperones (nannies, babysitters, aunts, uncles, grandparents, etc. are not eligible to be chaperones)
- Only the assigned chaperones may join the class on field trips and will usually drive separately to the venue
- No siblings of any age may accompany chaperones on field trips
- Chaperones should not purchase or give away any food, drinks, treats, or gifts to any students, nor take students to the gift shop without permission from the teachers. If students are bringing a sack lunch to the venue, the chaperone and chaperone's child should do likewise
- Chaperones should not leave the field trip without the consent of the teacher

- Some field trips require chaperones to be drivers as well. Drivers must have a current background check on file in the office (one that has been processed within the current school year). Background checks may require up to 7 business days to process
- Drivers must provide to the front office a copy of their current auto insurance and driver's license
- Convertibles and other open-topped vehicles are not an appropriate forms of transportation on field trip
- If students are of the age or size that require booster seats, each child must have a booster seat. All students must wear a seatbelt
- Drivers must have adequate gas to drive the entire trip so that no stops are necessary
- Chaperones are responsible for the care of the assigned group for the entire field trip, including 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 vehicle
- Drivers should wait with the class if they arrive back at school before the teacher

Field Trip Shirts

All Lower School students are provided with a official Lakehill Field Trip T-Shirt each fall. 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 by contacting the Head of Lower School.

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 facts about themselves.

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.

In **second grade**, students create a poster with the help of family members that emphasizes “firsts” such as “first loose tooth” or “first time riding a bike”, along with photos of family and friends. Students present their posters to the class and answer questions about the pictures included.

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.

Finally, the **fourth grade** students use their Special Weeks to highlight academic, athletic, and personal growth they have experienced as they have grown in Lower School. 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.

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.