

# LAKEHILL PREPARATORY SCHOOL



2023 - 2024

## UPPER SCHOOL STUDENT HANDBOOK

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# INTRODUCTION

Students, welcome to the Lakehill Upper School Community, where we will teach, learn, collaborate, mentor, advise, and support you, as you successfully complete this critical segment of your college preparatory journey.

The Lakehill Upper School Student Handbook is designed to provide families with information regarding our School and Divisional policies, practices, procedures, and expectations. While the handbook is reviewed and updated annually each summer, Lakehill Preparatory School reserves the right to interpret, change, modify, add, delete, or not apply all or part of the provisions of this document at any time. If revisions are made during the academic year, upper school families will be notified of the changes through email and the School's website.

Read, review, and reflect on the content of this handbook to broaden your awareness of and re-affirm your commitment to these policies, procedures, and practices, which exemplify our mission and core principles.

**WELCOME to UPPER SCHOOL, WARRIORS!**

## 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 discovered in the science lab, on the athletic field, in math class or on the performing arts stage, every student is encouraged to embrace new and exciting abilities. Throughout a student's academic career, we build an educational program that achieves the goal of enabling our graduates to successfully 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

### Lakehill's Online Portals

FACTS (previously known as RenWeb) is the school management software Lakehill uses to provide information regarding a student's academic progress. To increase their sense of responsibility for their own educational journeys, Upper School students are expected to access FACTS regularly and independently. As such, FACTS login information is given directly to the student.

Parents can also access FACTS by following the steps listed below to create a Family Portal Account. Once the account has been created, parents can access a student's educational information including, but not limited to attendance records, daily grades, report cards, behavior reports, lesson plans, and homework assignments.

### Instructions for Creating a FACTs Family Portal Account:

- Go to [www.factsmgt.com](http://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](http://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.

In addition to using FACTS to access specific details about a student's progress, the School website also provides general information about Lakehill, including but not limited to, the academic calendar, curriculum guides, current events, School updates, etc.

### **Classes Begin**

US students should arrive or be dropped off on campus, starting at 7:35 a.m. Upper School carpool traffic enters through the Westlake entrance and proceeds down the driveway, following the flow of carpool traffic. US students should use the designated crosswalks and follow the directions of our security team members, who are on-site to direct both pedestrian and vehicular traffic.

US student drivers must use the Blanch Circle entrance to enter the main parking lot, and they must park in their assigned parking spots. Students who do not have an assigned spot are permitted to park on allotted sides of the neighborhood streets.

Students who arrive early should wait in the commons area and/or courtyard until 7:50 a.m. and then proceed to their lockers and first period classes. Students who drive themselves may also opt to wait in their cars until 7:50 a.m. before proceeding to their lockers/classes.

### **Classes End**

Following the end of last period, US carpool students have only 10 minutes to grab their materials and exit to carpool, as US Carpool begins at 3:30 p.m. and ends promptly at 3:40 p.m. Vehicles should enter through the Westlake entrance and turn left after the Sports Court. Carpool tags should be clearly visible and hanging from the rearview mirrors. The US carpool lane must be cleared by 3:40 p.m. in order for MS carpool to move safely and smoothly.

### **Upper School Carpool/Student Driver Identification Tags**

Beginning this 2023-2024 school year, all Upper School carpool students and student drivers must display the Lakehill Upper School carpool tag from their rearview mirrors when they are on Lakehill's campuses. Upper School advisors will give carpool tags to students during the first week of school. Tags will also be available in the Head of Upper School's office.

**Tardiness**

Students arriving after 8:00 a.m. are considered tardy and must check in at the reception desk to obtain a tardy slip to present to their teacher.

**Absences**

The Pre-approved Absence Form, which can be found on the school website, should be completed with ample time for a student to contact each teacher to gather all necessary makeup work before the absence occurs. If an absence occurs due to unforeseen circumstances such as illness, parents/guardians should call/email the school receptionist before 8 a.m.

**Accumulated Absences**

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

**Attendance and Participation in Extracurricular Activities**

A student who is absent for half or more than half of the school day cannot participate nor represent the School in any after-school, extracurricular activities on the day the absence occurs.

**Signing In or Out of School**

When possible, parents should schedule student appointments outside of the stated 8:00 a.m. - 3:30 p.m. Upper School academic day. However, in the event an appointment can only be scheduled during the academic day, parents are asked to select a time that causes the least amount of interruption to their student's academic schedule. In these special cases, parents/guardians should email the school receptionist and Head of Upper School prior to or on the day of the appointment and provide the purpose of the absence, the pick-up/return time, and any other pertinent information. US students must sign out/in at the reception desk and use the main entrance to exit/access the building.

**Campus Lunch**

We believe that lunch is a critical time in a student's educational experience. It is a self-managed block of time where students can come together with friends, share meals, build relationships, and relax. US lunch begins at 1:15 p.m. and ends at 1:55 p.m. and is monitored by two, assigned US faculty members. Students may bring their lunch from home, and/or they may purchase hot lunch items, sandwiches, salads, snacks, milk, and other beverages in the dining commons.

US students are expected to create a welcoming environment for all before, during, and after the lunch period. These expectations include sharing designated spaces with others, ensuring the dining commons and other meal areas, such as the courtyard and commons, are cleaned and well-kept each day. Students who choose not to meet these expectations will face disciplinary action, including, but not limited to lunch detention, loss of privileges, and/or other consequences.



As a Senior privilege, 12th graders may eat lunch in the commons and/or courtyard- as long as they maintain the cleanliness of these eating areas. All underclassmen (i.e., juniors, sophomores, and freshmen) will spend the first 15 minutes of lunch eating in the dining commons. Then, beginning at 1:30 p.m., underclassmen who have finished their lunches, disposed of their waste, and cleaned their tables/areas can opt to stay in the dining commons or move to any of the following areas until the lunch period ends at 1:55 p.m.:

- the commons;
- the courtyard;
- the library (to read and/or study quietly);
- the open field in the back;
- a teacher's classroom (if they have secured the teacher's permission).

#### **NOTES:**

- With the exception of School-sanctioned, special events, underclassmen are not permitted to eat lunch outside of the dining commons.
- Students are not permitted to leave campus for lunch (unless they have earned senior privileges later in the year).
- For campus security reasons, students are not permitted to order food from food delivery services, such as DoorDash, Grubhub, UberEats, etc.
- On green days, US students with "approved" early dismissals may leave at 1:40 p.m. through the main entrance only. Students who have "off campus athletics" must work with the Director of Athletics to apply for/secure approval; all other students should work with the Head of Upper School to apply for/secure approval. Again, students who have permission to leave prior to 3:30 p.m. must use the exit in the main lobby; no other exit doors should be used. *Any Upper School student who chooses not to adhere to this standard jeopardizes the safety and security of our entire School community and will face disciplinary consequences, which may include the loss of their early dismissal privileges.*

#### **Open Period**

Our Upper School daily schedule reserves a 30-minute block of time, called Open Period, which is set aside so students can serve our Lakehill community outside the regular classroom time. On any given day during Open Period, students may go to a club or student government session, attend a grade level class meeting, gather together for the "All Community," or "C-DAY" meeting, visit with teachers, catch up on assignments with study group partners, and/or simply pause and enjoy a relaxing moment with friends. In order to facilitate a productive Open Period, our US community adheres to the following guidelines:

- Students can gather in the courtyard, commons, or on the back practice field during Open Period;
- Students can make appointments to meet with faculty during Open Period;

- Students can set and attend club, organization, class, etc. meetings during Open Period.
- Students may bring or purchase a snack to have during Open Period, as long as they clean up their eating areas, and/or;
- Students may attend College Visits during Open Period.

NOTE:

- Students may not “hang out” in the Library during Open Period, as it is reserved for use by another division during that time.

**C-Day Meetings (during Open Period)**

- US Community Day (or C- Day) meetings are a special time set aside to bring our entire Upper School Community together in the spirit of preserving our Lakehill US community culture. During C-Day meetings, we share news, experience all-US events, make club and organizational announcements, celebrate and acknowledge accomplishments, build community, preview upcoming events, and generally speaking, work & learn together as a learning community.
- All US students and faculty attend and participate in C-Day meetings.
- All US community members should be seated in the auditorium by 9:35 a.m., in order to ensure a timely finish at 10:00 a.m. (unless otherwise noted).

**Inclement Weather**

In regard to inclement weather, the School administration will cancel school when necessary for the safety of students and faculty. 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/Guardians will also be notified by text via the school’s Parent Alert emergency messaging system.

**HEALTH AND WELLNESS**

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

**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. Students may return after being fever-free for 24 hours without fever-reducing medication or (when fever is not a symptom) when other symptoms are improving with no further episodes of vomiting.

- 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 for 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 professional evaluation, 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 (excluding 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 their Division Head, advisor, classroom teachers, Health and Wellness Director, and the Main Office.

If your child has specific food allergies or is on a special diet, please inform their Division Head, advisor, classroom teachers, 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 7 and boys in grade 8. These screenings will be conducted by the Health and Wellness Director unless a student's healthcare provider provides documentation of the screening.

## **LAKEHILL CODE OF CONDUCT AND BEHAVIORAL EXPECTATIONS**

### **Lakehill Code of Conduct**

- Show respectful and courteous behavior towards others, their property, and Lakehill.
- Follow all school policies.
- Conduct oneself at Lakehill and all Lakehill-sponsored/attended events and activities in a manner that is consistent with school policies.

### **Dress Code**

The student dress code found [here](#) is meant to promote a positive, productive educational environment where the primary, unencumbered focus of our students 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., is 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 a student's age.

The Administration of Lakehill Preparatory School reserves the exclusive right to contact the appropriate agencies to conduct routine and random checks for illegal drugs and/or substances anywhere on both of our campuses and at any Lakehill School -sponsored or -attended events. Additionally, Lakehill Preparatory School reserves the right to contact law enforcement officers as deemed appropriate.

### **Anti-Bullying/Anti-Harassment and Hazing Policy**

Lakehill is committed to providing a discrimination-free and harassment-free learning environment that facilitates belonging and inclusion for *all* its community members. We respect an individual's humanity as well as their core, cultural identifiers. Additionally, we acknowledge an individual's right to identify their other cultural identities, as we strive to be an educational community where everyone feels respected, valued, safe and secure. As such, we expect all members of the Lakehill community to treat one another with respect and dignity. Any and all types of harassment, including bullying or hazing of others based on race, religion, gender, sexual orientation, ability, appearance, political beliefs, etc., is strictly prohibited.

Lakehill students should immediately alert any Lakehill employee about anyone who makes or poses a threat and/or conducts a harmful action of any kind (physical, verbal, nonverbal, etc.) that negatively impacts a student and/or disrupts the Lakehill learning environment. Please click [here](#) to learn more about our Anti-Bullying/Anti-Harassment and Hazing Policy.

### **Electronic Devices**

Access to Lakehill Preparatory School's Internet is a privilege, not a right. This privilege may be restricted at any time for use not consistent with the educational goals and policies of the school. As a general rule of thumb, electronic devices should *not* be used or visible during the school day (8:00 a.m. to 3:30 p.m.) or at school sponsored events, activities, such as AP testing, etc. without the prior approval of the teacher who is in charge.

### **NOTE:**

Smart watches are permitted *but should only be used for timekeeping*.

### **Acceptable Use Guidelines**

Acceptable use for students of the Lakehill computer system and the Internet includes 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 (i.e., 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 Guidelines**

Unacceptable use for students of the computer system and the Internet includes, but is not limited to, the following:

- Taking pictures or recording videos, speeches, conversation, etc. of anyone at any time during school events and/or activities without the approval of the School and/or the person featured
- Using a username other than the student's own to log into the Lakehill network
- Attempting to find out someone else's login credentials, including their password
- Using an instant messenger, or other social media application other than those approved by the School

- Using impolite, inappropriate, foul, 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 nor approved by the teacher
- 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 and/or showing another student how to do commit the same or a similar infraction
- Printing personal files (i.e. flyers, advertisements) unrelated to School assignments, events, activities, programs, or functions

### **Access to Online Information**

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 part of school media centers and libraries, and many public libraries offer some type of Internet access as part of their services as well. *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. Lakehill's system operators have access to all users' accounts, including email.*

### **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 applications, 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**

The Lakehill Code of Conduct and Behavioral Expectations is designed to ensure that Lakehill is an honest and safe place to attend school. School rules apply to all students while they are under the School's jurisdiction, on campus, on a school-sponsored trip, at a school-sponsored event, and/or when being referenced digitally. Deviations from expected conduct will be addressed by faculty and/or staff members, by the Head of Upper School, and by the Head of School as needed.

### **Consequences for Inappropriate Behavior**

Students who deviate from Lakehill's Code of Conduct and Behavioral Expectations will face disciplinary action including, but not limited to, receiving demerits and possibly subsequent detentions, and/or they may be denied participation in school extracurricular activities, placed in in-school and/or out-of-school suspension, and referred to the Head of School for expulsion.

### **Minor Offenses**

When a Minor Offense occurs, the student will incur a demerit. Three demerits will result in a Lunch Detention. Should a student receive three lunch detentions, they will be placed in In-School Suspension for a time, determined by the School Administration with input from faculty when deemed necessary. Parents are notified whenever their student earns a demerit, detention, or other disciplinary consequence.

Minor Offenses include, but are not limited to, the following infractions:

- Tardies
- First and/or second offense dress code violations
- Unpreparedness for class
- Inappropriate or disruptive behavior during class
- Electronics usage violations

### **Major Offenses**

When a Major Offense occurs, parents are notified about the offense and the impending disciplinary consequence the Head of Upper School and Head of School have determined.

Major Offenses include but are not limited to the following:

- Verbal aggression towards another
- Physical aggression towards another
- Academic dishonesty
- Possession and/or use of drugs/tobacco/ alcohol, or any illegal substances on School properties and/or at any School-sponsored/attended event, activity, program, etc.

### **Head of School's Authority for Expulsion**

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

## **ACADEMICS**

### **Graduation Requirements**

Colleges and universities seek three, primary characteristics in applicants: responsibility, reliability, and initiative. Undergraduate admissions committees also look for examples of leadership, concern for others, integrity, creativity, independence, maturity, and special talents. These qualities are frequently demonstrated through students' involvement in their curricular *and* co-curricular course selections as well as in their extracurricular activities. Colleges and universities expect students to take full advantage of the available opportunities, or they expect them to take the initiative and create opportunities where they are needed.

### **Curricular and Co-curricular Requirements**

Lakehill students are required to earn a total of 26 total credits from a selection of both curricular *and* co-curricular courses in order to graduate. In regard to their core curriculum requirements, students are expected to successfully complete all of the *core* courses, as well as earn *one* physical education credit, and World Language credits. (NOTE: Beginning with the members of the Class of 2027 (this year's current freshman class and those thereafter), Lakehill students are now required to earn *three* World Languages credits, whereas students currently in Grades 10-12 must earn a minimum of *two* credits.)

### **Extracurricular Involvement**

Additionally, Lakehill Upper School employs a hybrid-A/B block schedule that is strategically designed to allow time for students to get involved with our School and the community at-large as early as possible. Our US students' extracurricular interests range from serving in student government, clubs and organizations, Honor Council and Honor Societies, Student Advisory Boards, to creating, planning, and hosting fundraisers for annual events that lift up our surrounding community members.

Overall, Lakehill students' choices of curricular, co-curricular, and extracurricular activities reflect their personal interests, passions, and talents, and we ensure students are mindful of the fact that the quality of the involvement experience outweighs the quantity. Additional details about our graduation requirements can be found on the school's website by clicking [here](#).



### **Grade Level Course Guides**

Grade Level Course Guides allow students to take responsibility for exploring and planning their upper school educational journeys. Each year, these course guides help students build their class schedules, set and assess their short- and long-term academic goals, and envision a path to their future after graduating from Lakehill. Students can access their Grade Level Course Guides, which are found on the school's website, by clicking [here](#).

### **Curriculum & Course Selection**

Surrounded by a supportive team of their peers, teachers, advisors/class sponsors, college counselor, administrators, and parents/families, Lakehill US students not only construct an educational path that meets the School's graduation requirements, but they also follow the direction most appropriate for them based on their academic strengths, interests, and aspirations. Additionally, Lakehill students work with their support team to ensure their curricular choices promote and sustain their mental, physical, and social emotional wellbeing.

### **Senior Internship Program**

Originated in 1975, the required Senior Internship Program at Lakehill provides the opportunity for all graduating seniors to spend a two-week period observing and working in an industry or sector they are interested in pursuing in college. Partnering with members of the Dallas business and professional community, seniors work two, forty-hour weeks during the internship and record a detailed account of their activities. At the conclusion of their internships, seniors must pass an oral review, administered by a committee of Lakehill faculty and administrators, in order to graduate.

### **Class Schedules**

All students must be enrolled in eight courses each semester. Four courses each semester must be core courses chosen from among English, Mathematics, Social Studies, and Science. Courses in World Language, Fine Arts, Computer Science, and those from co-curricular offerings complete the schedule.

Students utilize dedicated advisory sessions, college counseling meetings, and other opportunities to plan and submit their upcoming academic year schedules during the spring semester. The School then uses the summer months to collate the schedules and build out classes, thus creating the master schedule. After which, the master schedule is reviewed, revised (if needed) and approved, ultimately serving as a representation of the best "next steps" for our students. Once the approved master calendar is uploaded into FACTS, schedules are available to students at least two weeks prior to the first day of classes.

### **NOTE:**

Occasionally, there may be student-proposed and/or past-taught courses that do not meet the minimum enrollment requirements. In these cases, those courses will not be offered during that semester/year.

**Drop/Add Policy**

Students must maintain a load of eight classes, including at least four core classes. Students may drop or add courses within the ten school days at the beginning of each semester. After the ten-day deadline, a student may only withdraw with the permission of the instructor, advisor, and the Head of Upper School.

**Progress Reports**

Progress Reports will be sent through FACTS at the midpoint of each term for each core course.

**Report Cards**

The academic year is divided into four terms and two semesters. All students will receive a report card each term to inform both students and their parents of their academic performance. Report cards are posted on FACTS the week following the close of the term. Mid-term grades are posted in January. Additionally, during each of the grading periods, teachers keep students and their parents informed of academic difficulties students may be experiencing.

**Parent-Teacher Conferences**

Parent-teacher conferences are scheduled each semester for a total of two per year. All parents are encouraged to attend these conferences. Additionally, parents and/or teachers may request interim parent-teacher conferences at any time during the year.

**Expressing Concerns**

US students (and/or a parent) who have a concern about their academic progress or any other issues in a class should set an appointment to meet and discuss the concern with their teacher. Should a student need mentoring, advice, etc., in regard to this process, they can work with their advisor and/or their parents to accomplish this step. Because Lakehill is a college preparatory school, we strongly encourage and expect Upper School students to learn and practice their communication, conflict resolution, and relationship building skills. If the concern persists after an initial meeting or meetings, the student and/or the teacher should seek the input of the respective department chair. If further discussion is still needed, invested stakeholders will meet with the Head of Upper School, and together (with input from the Head of School), we will resolve the issue based on what the School determines is in the best interest of the student.

**Semester Exams**

Upper School semester exams are given at the end of the first semester and at the end of the second semester. Semester exams count as 20% of a student's final, semester course grade. Course letter grades, which are recorded on students' transcripts at the end of each semester, are the official grades of record for graduation credit.

### Senior Privileges

Seniors may earn privileges that allow them to exempt the final exam test, project, paper, etc. at the end of the second semester, provided the senior has done the following:

1. Earned a second semester average of 90% or above in the course they wish to exempt;
2. Maintained an exemplary disciplinary record (i.e., senior has no disciplinary infractions beyond **one** minor offense);
3. Maintained an exemplary academic integrity record (i.e., senior has no Honor Council reviews related to the course in which they wish to earn an exemption); and
4. Secured the approval of the classroom teacher and the Head of Upper School.

### Grading Scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	64-66
A-	90-93	B-	80-83	C-	70-73	D-	60-63

F Below 60 A grade below a 60 represents failure to meet minimum standards of excellence. Course credit will *not* be given, and the student will be required to repeat the course.

### High Honor Roll

An academic report with *all As* qualifies a student for the *High Honor Roll* and indicates that the student has demonstrated exemplary, intellectual command of the subject matter, independence and self-discipline in completing assigned work, cooperation and collaboration in classroom activities with frequent contributions to the class, effective application of learned concepts, and originality in oral and written expression.

### Honor Roll

An academic report with *all As and Bs* qualifies a student for the *Honor Roll* and indicates that the student has shown above-average knowledge of course content, a reasonable grasp of the course objectives, active class participation, evidence of academic effort, and the ability to express written and oral ideas coherently.

### Homework

Upper School students regularly receive assignments that must be completed outside of class as a means of reviewing and reinforcing the lessons taught during the school day. The School acknowledges and understands that the rate with which US students complete homework assignments vary because each student is unique with unique strengths and challenge areas. Lakehill aims to ensure US students understand themselves, their learning styles, modalities, and preferences as learners, so they develop the awareness, attitude, and skills needed to facilitate their success in and out of the classroom. Students who need help accomplishing this are encouraged to meet with their teachers, advisors and/or the school learning specialist or school psychologist.

### **Make-up Work (Excused Absences)**

When absent for any reason, students should first check FACTS to view missed lesson plans and homework assignments. Upper School students are responsible for working with each of their teachers to ensure all makeup work, including but not limited to, class assignments, tests, projects, papers, quizzes, etc. is turned in according to the teacher's instructions and expectations. In a college preparatory environment like Lakehill, it is incumbent on the student to ensure that they know and understand each of their teacher's expectations for completing and submitting any/all missed assignments.

### **Late Work/Missed Work (Unexcused Absences)**

All work is due at the beginning of class unless otherwise specified by the teacher. US students who do *not* submit work on time may forfeit all or partial credit for assignments turned in after the due date/time. Decisions regarding the acceptance (or not) of late and/or missed work are at the discretion of each teacher. Teachers who do accept late work may require students to complete missing assignments during Study Hall, Lunch, or during Open Period.

In the rare event a student fails to complete/submit their work on time, they are responsible for *proactively* meeting with their teachers to discuss any/all missing/late assignments and coordinate (when/if possible) plans for completing/submitting any missed assignments.

### **College Counseling**

Lakehill's Office of College Counseling assists students in finding the best college match for their interests, talents, and personality. Lakehill encourages students to stretch to their highest potential. Many Lakehill students have aspirations that will take them beyond the undergraduate level. Therefore, it is important to identify institutions that will prepare students to succeed in achieving their goals, both immediate and long-term. For more detailed information, click [here](#).

### **Academic Accommodation, Learning Lab, and Learning Support Program**

Lakehill strives to serve students who have a learning, physical, or mental health diagnosis which significantly impacts their learning and engagement. Lakehill's Learning Support Team utilizes our learning specialists, the Learning Lab and available accommodations to support students in becoming effective and independent learners. Further details and procedures can be found [here](#) in the Learning Support Program's description

### **Academic Integrity**

#### *Honor Code*

Lakehill Preparatory School is dedicated to the academic, social, and ethical development of each member of our community. The purpose of the Honor Code is to communicate the value and

importance of academic integrity to all members of the school community and articulate and support the interest of the community in maintaining the highest standards of conduct in student learning.

Lakehill Preparatory School 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.

The following details the core values underlying and reflected in the Honor Code:

- **Academic honesty** and integrity is demonstrated by students in various ways including, but not limited to, when the ideas and the writing of others are properly cited; when students submit their own work for tests and assignments without unauthorized assistance, *including that of artificial intelligence programs*; when students do not provide unauthorized assistance to others; and when students report their research or accomplishments accurately;
- **Respect** for others and the learning process is demonstrated through academic honesty;
- **Trust** in others to act with academic honesty is a positive, community-building force and as an inspiration for intellectual curiosity in the School;
- **Responsibility** is recognized and accepted by all by students' demonstration and application of their best effort to prepare and complete academic tasks;
- **Fairness and equity** are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty, and;
- **Integrity** of all members of the school community is demonstrated by a commitment to academic honesty and support of our quest for authentic learning and continuous curiosity.

Students who choose *not* to abide by the Honor Code will be subjected to the disciplinary procedures outlined in the Upper School Honor Code Policy, which can be found [here](#). All Lakehill Upper School community members are expected to abide by the Honor Code and Honor Council Policies.

## STUDENT OPPORTUNITIES

### **Texas Association of Private and Parochial Schools (TAPPS)**

Lakehill Preparatory School is a member of the Texas Association of Private and Parochial Schools (TAPPS). The purpose of TAPPS is to organize, encourage, and promote the academic, athletic, and fine arts programs in an effort to foster a spirit of fair play, good fellowship, true sportsmanship, and wholesome competition for all students. TAPPS provides competition in athletic events, academic contests, music divisions, and art categories for students in grades 9 through 12. Students have the opportunity to compete at the district level and advance to state. Students must be willing to devote outside time to each event.

## ACADEMIC ENRICHMENT

### *The American High School Mathematics Examination*

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

### *National French Exam*

The National French Exam is conducted each year by the American Association of Teachers of French. The exam measures a student's knowledge of French against a regional and national standard in order to rank them in ability on a national scale.

### *National Spanish Exam*

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

## ARTS

### *TPSMEA Regional and All-State Choir Competition*

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

### *Independent Schools of the Southwest (ISAS) Fine Arts Festival*

The ISAS Fine Arts Festival, which is officially supported by our accrediting body (ISAS), celebrates the outstanding work students in the arts contribute to our independent school communities. Held annually, this premier arts festival brings together and showcases the passion, creativity, ingenuity, and talents of more than 3000 students from independent schools located throughout Texas, Louisiana, Oklahoma, Arizona, Kansas, and New Mexico.

### *TAPPS Art Championship*

Student artists from TAPPS schools across the region have the opportunity to showcase their creative genius by participating in the annual TAPPS Art Championship. Whether students choose to submit senior portfolios, take the art history examination, or submit pieces for judgment in categories, such as short film, pottery, fashion design, drawing, and/or photography, to name a few, this annual event captures the passions and amazing talents of the next generation of renown artists.

## **ATHLETICS**

### ***Lakehill Athletic Teams***

More than 75% of all Lakehill students participate on at least one athletic team. Try-outs are not necessary, but a commitment of time for practices and games is required. Athletic participation builds sportsmanship, team spirit, and skill, while also helping students become more fit and healthy. The following Varsity sports are offered at Lakehill:

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

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

### ***Cheerleading***

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

## **HONOR SOCIETIES**

### ***National Honor Society and National Junior Honor Society***

National Honor Society (NHS) and National Junior Honor Society (NJHS) are revered organizations that promote the recognition of students who reflect exceptional accomplishments in the areas of scholarship, character, service, and leadership. Students in grades 9 who have attended Lakehill

Preparatory School for two years and who have maintained an overall grade point average of **3.3** are invited to apply for membership into NJHS.

Students in grades 10 through 12 who have attended Lakehill Preparatory School for two years and who have maintained an overall grade point average of **3.5** are invited to apply for membership in NHS. Because the evaluation and selection of members is made by a faculty council, membership is an honor bestowed upon only the most outstanding students of the school community.

### ***French Honor Society***

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

### ***International Thespian Society***

As a member of the International Thespian Society (ITS), students join a group of people who have distinguished themselves in every other field of endeavor. As a Thespian, students receive a year's subscription to the Educational Theatre Association (EdTA) publication *Dramatics*, as well as information about upcoming conferences, festivals, and auditions. Seniors planning on majoring or minoring in the communicative arts in college are also eligible to apply for scholarships sponsored by the EdTA.

### ***Mu Alpha Theta***

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

### ***Rho Kappa: National Social Studies Honor Society***

The Warrior Chapter of Rho Kappa: National Social Studies Honor Society is for students with a special interest in the field of social studies. Active members shall exhibit a genuine interest in, and enthusiasm for, social studies scholarship and topics. As active members, students will meet throughout the year and plan various community service projects. Inductions are held each spring semester. In addition to other requirements, members shall have and maintain a cumulative GPA of **3.0** in the field of social studies.

### ***National English Honor Society***

The Warrior Chapter of the National English Honor Society (NEHS) acknowledges and honors secondary students who have demonstrated an exceptional English language ability in areas, such as literary analysis, media studies, composition, linguistic study, and creative writing. Among other qualifications, NEHS student inductees must have completed at least two semesters of Upper School



English at Lakehill and earned an overall *and* English GPA of a **3.0** or higher (on a 4.0 scale) to be considered for membership.

### ***Science National Honor Society***

The Science National Honor Society (SNHS) is a national organization that was created as a way to recognize those students in grades 9-12 who have displayed outstanding interest and scholarship in the study of Science. SNHS is a prominent scientific organization that empowers a new group of young thinkers who will be the future of industry, research, and scientific exploration for America.

### ***Spanish Honor Society***

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

## **EXTRACURRICULAR OPPORTUNITIES**

Lakehill's tradition of excellence is not confined solely to the classroom. In keeping with Lakehill's desire to produce well-rounded student-citizens and college applicants, and its mission to lead with confidence and serve with compassion, Upper School students are encouraged to take advantage of the wide variety of extracurricular offerings available to them.

Below are just a few examples of the many extracurricular opportunities that allow Lakehill Upper School students to develop their leadership skills, pursue their passions, satisfy their curiosities, and serve their community:

### **Governing/Leadership Organizations**

- Student Council (StuCo)
  - Warrior Outreach Organization (WOO)
- Class Officers
- Honor Council
- Student Ambassadors
- US Head's Student Advisory Board (SAB)
  - US Policy Subcommittee
  - US Curriculars Subcommittee
  - US Communications Subcommittee
  - US Student Safety & Security Subcommittee
  - US Community Climate Subcommittee
  - US Events Subcommittee

### **Student Shared Interest Groups (SIGs) & Clubs**

- Diversity Discussion Group (DDG)
- Finance Club
- Sisteens
- French Club
- Pan American Student Forum (PSAF)
- Environmental Science Club (ESC)
- Digital Production Club
- Sports Leadership Club
- Dungeons & Dragons Club (DnD)
- Robotics Club
- PRISM

**(Note: The number and variety of SIGs offered is based on student interest.)**

### **Student Leadership Initiatives**

- LPS Leadership Speaker Series