

LAKEHILL PREPARATORY SCHOOL



2024 - 2025

MIDDLE SCHOOL STUDENT HANDBOOK

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INTRODUCTION

The Lakehill Middle 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, middle school families will be notified of the changes through email and the School's website.

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

Lakehill's Online Portals

FACTS (previously known as RenWeb) is the school management software Lakehill uses to provide information regarding student academic progress. We encourage students to access FACTS independently and regularly to increase their sense of responsibility for their education. Students have been given login information.

By following the steps listed below, parents can gain access to various information including 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
- 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.

The school's website and calendar provide more details about Lakehill.

Classes Begin

The school opens at 7:35 a.m. which is the earliest time that students may be dropped off. Vehicles should enter through the Westlake entrance and continue straight down the driveway. Students who arrive before 7:50 a.m. will wait in the cafeteria until dismissed to their lockers to get ready for their 8:00 a.m. class.

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](#) 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, guardians should call the school receptionist before 8 a.m.

Accumulated Absences

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

Make-up Work

When absent for any reason, students should check FACTS to view missed lesson plans and homework assignments. It is then the student's responsibility to arrange all makeup work including class assignments, tests, and quizzes with their teachers. Upon return, students are permitted one class day for each day of absence to complete all missing work.

Attendance and Participation in Extracurricular Activities

A student who is absent for half or more of the school day will not be permitted to represent the school in any extra-curricular activities on that day.

Signing In or Out of School

When possible, parents should schedule student appointments outside of school hours. If necessary, students arriving late or leaving early for appointments must have a note or email sent to the Division Head from their parent/guardian. The student must also sign in/out at the reception desk.

Food on Campus

Students may have special treats delivered during lunch to celebrate their birthdays if they provide enough for the entire class to share. We do not permit delivery services such as Doordash, Grubhub, etc. Guardians must leave all food at the front desk to be delivered to the cafeteria by staff.

Hot food and snacks are available for purchase during lunch. Students who forget to bring lunch will be able to purchase food from the cafeteria. Snacks may be brought from home and consumed at the picnic tables outside during Recess or Open Period. Food and drink (except for water in a spill proof bottle) are not allowed in classrooms without teacher permission.

Classes End

Carpool begins 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 mirror.

After School Care Program

The purpose of this program is to provide a safe, flexible, and well-staffed after-hours environment for students. The ASC runs from 4:00-5:30 p.m. every school day, unless otherwise noted, for a flat fee of \$20 per day. There is no After Care on Early Release/Staff Development Days. Students who remain after their scheduled participation in after school activities such as athletics, clubs, or tutoring will also be checked into the ASC if not picked up in a timely manner. If a student is picked up between 5:31 -5:40 p.m., a flat fee of \$10 will be charged. After 5:40 p.m. additional charges will incur at \$1.00 per minute. Guardians who consistently pick students up late will be required to make alternative after-school arrangements.

Monthly statements based on actual attendance will be mailed at the end of the month, payable upon receipt. Monthly statements showing a delinquent balance of \$50 or more will be charged a 3% late fee.

For more information about Lakehill's After School Care Program, please contact Kaye Hauschild, the program's coordinator, at 214-826-2931, ext. 212. During After School Care hours, please call the Lakehill After Care Number: (972) 345-8511.

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 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 the classroom teachers 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 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 and their property.
- Follow school policies.
- Conduct oneself at Lakehill and all Lakehill-sponsored activities in a manner that is consistent with school policies.

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. 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 age.

The Administration of Lakehill Preparatory School reserves the exclusive right to contact appropriate agencies to conduct routine and random checks for illegal drugs anywhere on campus and at school-sponsored events. 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. We respect individuals with diverse identities and beliefs, and strive to create an environment where everyone feels safe. We expect all members of the Lakehill community to treat one another with respect and dignity. All harassment, bullying, or hazing of others based on race, religion, gender, sexual orientation, ability, appearance, or political beliefs 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](#).

Electronic Devices

Electronic devices should not be used or visible during the school day or at school sponsored events without prior teacher approval. Smart watches are permitted but may only be used for timekeeping.

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, inappropriate, 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 (i.e. flyers, advertisements) unrelated to school assignments or functions.

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.

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

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, or when being referenced digitally. Deviations from expected conduct will be addressed by faculty or staff members, by the Head of Middle 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 be considered for disciplinary action including (but not limited to) detention, denied participation in school extracurricular activities, in-school suspension, out-of-school suspension, and referral to the Head of School for expulsion.

When a Minor Offense occurs, restorative conversations with students will occur before consequences are issued. Repeated Minor Offenses may result in escalation to consequences for major offenses.

Minor Offenses include but are not limited to the following:

- Tardies
- Dress Code Violations
- Lacking Appropriate Materials for Class
- Electronics Usage Violation

When a Major Offense occurs, guardians will be notified and the process of disciplinary action will begin, with final decisions determined by the Head of Middle School and Head of School.

Major Offenses include but are not limited to the following:

- Verbal aggression towards another
- Physical aggression towards another
- Academic dishonesty
- Possession of drugs/tobacco/ alcohol
- Damage to property of others and/or the school

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

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. 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, once per semester. All parents are encouraged to attend these conferences. Additionally, a parent or teacher may request a personal conference at any time.

Expressing Concerns

Students who have a concern about their academic progress or any other issues in a class should set an appointment to meet with their teacher. If further discussions are needed after the student-teacher meeting, parents should contact the teacher. If there are remaining concerns, the teacher will refer the situation to the appropriate department head and if needed, the division head.

Semester Exams

Students in 7th-8th grade are given mid-term and final examinations. These exams are 10% of semester grades.

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 - This represents failure to meet minimum standards of excellence. Credit will not be given and the student will be required to repeat the course

Honor Roll

An academic report with all As and Bs qualifies a student for the Honor Roll and represents that the student shows above-average knowledge of course content, reasonable grasp of the course objectives, active class participation and evidence of academic effort, and the ability to express ideas coherently. An academic report with all As qualifies a student for the High Honor Roll and represents that a student has intellectual command of subject matter, the ability to demonstrate independence and

self-discipline in completing assigned work, cooperation in classroom activities with frequent contributions to the class, effective application of presented concepts, and originality in oral and written expression.

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 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

Homework

Students receive assignments that must be completed outside of school as a means of reviewing and reinforcing the lessons taught in school. Because students work at different rates, it is not possible to specify how much time homework should take.

Late Work

All work is due at the beginning of class unless otherwise specified by the teacher. Students may be required to complete outstanding work during recess or Open Period.

- Grades 5-6 - Work turned in 1 day late will receive a 10% deduction, 2 days late will receive a 20% deduction. Past 2 days, the assignment will not be accepted and a grade of zero will be applied.
- Grades 7-8 - Work turned in 1 day late (or when the next block class meets) will receive a 25% deduction. Past 2 days, the assignment will not be accepted and a grade of zero will be earned.

Academic Honesty

LPS embodies a spirit of mutual trust, and intellectual honesty that is central to the very nature of learning represents the highest possible expression of shared values among the members of the school community. Academic dishonesty includes but is 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 copying or modifying material posted on the Internet or using material generated by artificial intelligence in place of original writing.

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 cheating, both the student who copies and the student who knowingly allows work to be copied will face disciplinary action and receive a zero on the assigned task. Further details can be found in the [Middle School Honor Code](#) which applies to students in grades 5-7. In addition, 8th grade students are expected to familiarize themselves with guidelines outlined in the Upper School Honor Code and will face further disciplinary action from the Honor Council if they engage in academic dishonesty.

STUDENT OPPORTUNITIES

Alice and Erle Nye Family Environmental Science Center

Lakehill's state-of-the-art LEED-certified ESC offers laboratories and classrooms surrounded by over 40 acres of land to explore. Students visit the ESC approximately 2-3 times per semester for a science curriculum, taught by our Director of Environmental Education; concepts introduced are built upon from one year to the next.

Students will be transported to and from the ESC in Lakehill school buses. Dress Code for the ESC mandates closed-toe shoes, long pants, and a Lakehill top.

Athletics

School-sponsored competitive teams provide opportunities to develop skills, teamwork, and sportsmanship. Although athletics are optional activities, about 90% of Lakehill's student body plays on at least one athletic team. Lakehill Athletics has a no-cut policy, but a commitment of time for practices and games is required. All questions regarding athletics should be directed to Lakehill's Athletic Director.

Community Service

Lakehill Preparatory School students are involved in community service from kindergarten through grade 12. Through community outreach, Lakehill teaches students to embrace a spirit of volunteerism in the hopes of fostering a life-long passion for service.

Student Council

The Middle School Student Council serves as a forum for student ideas and opinions as well as a planning committee for activities and events benefiting our students, school, and community. Elections are held at the beginning of each school year.

National Junior Honor Society

NJHS is an active honorary organization that recognizes students who excel in the qualities of scholarship, leadership, character, and service. Those invited to apply for membership include students in 7th-8th grade who have attended Lakehill for one full year by the time of initiation and who have maintained a 3.5 grade point average and good academic standing in core classes. Students are also required to have at least 10 hours of documented service during middle school and complete a written essay. The NJHS sponsor will conduct a teacher evaluation of candidates as the final

requirement for acceptance. As members of NJHS, students must continue to maintain a 3.5 grade point average, maintain good academic standing, and complete 12 hours of service yearly.

Clubs

Lakehill offers Middle School students a variety of clubs such as Magic the Gathering, Geography Club, and Community Connections. These clubs vary from year to year with signups occurring in the fall.

Socials and Special Days

Students in grades 5-8 are invited to attend the Fall Social, an evening of fun activities and dancing. Students in grades 7-8 are invited to attend a Valentine's Dance in February. Students in grades 5-8 are invited to participate in Game Night in the spring.

Fall Day Out and our MS End of Year Celebration are a few other annual events that allow teachers and students to attend group-bonding activities outside of the classroom.

Adventure Week

Occurring each spring (typically the week before Spring Break), these 4-day Middle School trips are a joyful tradition within the Middle School. Current travel plans include an environmental leadership program in grade 5, a trip around Texas in grade 6 to visit historical and cultural sights, a science focused trip to Palo Duro Canyon in grade 7, and a civil rights focused trip in grade 8. The cost of these trips is included in tuition.

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 trips.
- 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 fuel 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.