

LAKEHILL PREPARATORY SCHOOL



2026–2027

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

Middle School prepares students to transition into the independent thinkers and leaders they will become in high school. To support this growth, students practice managing their academic progress and daily responsibilities. FACTS is the school management software Lakehill uses to provide information regarding student academic progress including grades, homework assignments, and information about class from their teachers. Students have been given login information and are expected to access FACTS independently and regularly, further encouraging students to take ownership of their learning.

By following the steps listed below, parents/guardians 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.**
- The 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 8:10 a.m. will wait in the cafeteria until dismissed to their lockers to get ready for their 8:20 a.m. class.

Tardiness

Students arriving after 8:20 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-planned 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. This pertains to students who will be absent for any pre-planned reason, including Lakehill sponsored events such as athletic games and field trips. Work is due on the date designated by each teacher on the pre-planned absence form - generally the day before the absence or on the day of the student's return to school. If an absence occurs due to unforeseen circumstances such as illness, parents/guardians should call the school receptionist before 8 a.m. and if possible, check FACTS to view missed lesson plans/homework assignments and email teachers to arrange necessary makeup work. For unexpected absences, students are permitted one class day for each day of absence to complete missing work.

Accumulated Absences

Deep learning and community building only happen within a school; therefore, students must be present at school. There is extensive research proving that chronic absenteeism is a detriment to a

student's ability to learn. Therefore, students may not regularly miss days or leave school early for non-Lakehill activities. If a student accumulates 8 or more absences of any kind in a given course in a semester, a meeting will be scheduled with the student and their parents/guardians and the Division Head to discuss concerns regarding the number of absences. A 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 must attend at least two full academic block periods to be permitted to represent the school in an after-school extracurricular activity on that day. This does not include school-related absences.

Signing In or Out of School

When possible, parents/guardians 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 front desk. If a student misses 20 minutes or more of a class, the student will be considered absent from that class.

Food on Campus

MS lunch begins at 12:00 p.m. and ends at 12:35 p.m. and is monitored by two, assigned MS faculty members. Students may bring their lunch from home, and/or they may purchase lunch items and beverages in the cafeteria. Hot food and snacks are available for purchase during lunch.

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

Classes End

Carpool begins at 4:00 p.m. Vehicles should enter through the Westlake entrance and turn left after the Sports Court. Coaches may require students to stay past 4:00 pm for extra practice time. 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 4:00-5:45 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. Parents/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 Jen Dickerson, the program's coordinator, at 214-826-2931, ext. 100. 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/guardians will also be notified by text via the school's Parent Alert emergency messaging system. Students will receive communication from their teachers if they need to complete any assignments.

HEALTH AND WELLNESS

The school is committed to supporting the health, safety, and well-being of all students. Lakehill maintains a range of health policies and procedures, including illness protocols, medication administration, and health screenings. Additional health and wellness policies are available upon request. Parents or guardians who wish to review any other health-related policies may contact the Director of Health and Wellness.

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/guardians will be notified.

- Any child with fever of 100.4°F, vomiting, diarrhea (3 or more episodes of loose stool during the school day), 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, if he/she/they have not had any further episodes of vomiting for a full 24 hours, have regularly formed stools 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/guardians 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 a student 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 a student is taking medication that causes drowsiness, poor appetite, etc., please inform the classroom teachers and the Director of Health and Wellness.

If a student 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.

Concussions

A student suspected of having a concussion must be evaluated by and remain under the care of a licensed healthcare provider trained in concussion assessment and management throughout the recovery process. Medical documentation, including the diagnosis and any recommended academic or activity restrictions, must be provided before returning to school. Upon returning to school, the student must meet with the Division Head, Director of Health and Wellness, Learning Specialist, and Counselor to establish an academic plan and accommodations. Additional information can be found

in the [Lakehill Athletic Handbook](#).

Medical Leave

A student who requires significant physical and/or mental health treatment may request a medical leave to provide the student with the opportunity to regain health and function consistently, productively, and safely at school. In such cases, the student and their parent/guardian are required to meet with the Division Head, Director of Health and Wellness, and Counselor. Any request for medical leave must be accompanied by sufficient supporting documentation from the student's treating medical professionals. While on medical leave, a student must be actively seeking treatment from a licensed healthcare professional who maintains contact with the school. The school will give the student permission to complete academic work in consultation with the student's provider(s). While on medical leave, students are not permitted to be on campus or participate in school-sponsored activities so they focus on recovery. Exceptions may be considered only when recommended by the student's treating healthcare provider(s) and approved in advance by the Division Head. Prior to their return, the student and their parents/guardians will meet with the Division Head, Director of Health and Wellness, and Counselor for a re-entry meeting.

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, compassionate, 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. Students are expected to adhere to the dress code and wear properly. On a given day, if a student does not adhere to the dress code, the student may be asked to replace with a dress code appropriate item.

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. Possession or use of alcoholic beverages, tobacco, e-cigarettes, or the possession or use of drugs, barbiturates, hallucinogens are subject to disciplinary action, including but not limited to dismissal from Lakehill.

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, including smartwatches, may not be used or visible during the school day (including morning carpool in the cafeteria) or at school sponsored events without prior teacher approval. Devices should be turned off and kept in a student's locker during the school day. If a student uses any electronic device during the school day without the express permission of a teacher or administrator, the teacher or administrator will take up the device, and the student will need to pick up at the front desk before leaving for carpool.

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 and/or use 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, gambling).
- 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, is expressly forbidden, and may result in dismissal from the school.

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.

Minor Offenses

For minor offenses (e.g: dress code, tardies, inappropriate language, etc.), restorative conversations with students will be issued before minor consequences of detentions before or after school or during lunch are issued. Repeated minor infractions may result in escalation to consequences for major infractions.

Major Offenses

Major infractions generally involve harm to other people or property. Major infractions include, but are not limited to, abusive language, harassment of others, damage to property of others and/or the school, excessive physicality toward others, and 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.. When major infractions occur, the discipline council of appointed teachers and elected students may convene to hear from the student and to make a recommendation to the Head of Middle School on next steps, including but not limited to further conversation, counseling, suspension or dismissal.

For issues of severe infractions, including major violations of school rules, the Head of Middle School and Head of School will determine the appropriate path forward for the student and 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.

Parent Expectations

As outlined in the school's enrollment agreement, Lakehill believes that a positive and constructive working relationship between Lakehill, each student, and the student's parent is essential to the accomplishment of Lakehill's education mission and responsibilities to its students. Accordingly, if, in the sole judgment and discretion of Lakehill, the students, the parents, other family members, or other adults associated with the student's behavior, actions, communications, or interactions, on or off campus (including during school-sponsored events and non-school related conduct), is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with Lakehill's policies, methods of instruction, mission, or discipline, or otherwise interferes with Lakehill's procedures, responsibilities, or accomplishment of its educational purpose or program in any way, Lakehill reserves the right to dismiss the student and any sibling of the student from the community without regard to circumstances of why, when and where such conduct occurs. In addition, Lakehill reserves the right to place restrictions on the student's, parent's or other family member's involvement or activity at school, presence on school property or at school-related events, and/or communication with and/or to Lakehill or any Lakehill employee, agent, Board of Directors, or Board member if the student, parent, or other family member engages in behavior or has a status (such as a criminal conviction or arrest) that would, in the sole discretion of Lakehill, reasonably suggest that such restrictions may be appropriate for the community.

Moreover, as stated in the enrollment agreement, parents understand and agree that the administration of Lakehill and the teachers serving under them shall have full discretion in the administration of appropriate discipline, instruction, and/or other requirements of the student, including withdrawal of the student. Lakehill reserves the right to discipline students for, among other things, neglect of schoolwork, failure to meet academic standards of achievement, poor student citizenship, or any conduct, in the sole discretion of Lakehill, is found to be a violation of the rules, policies, procedures and/or regulations of Lakehill, both on and off campus, and without regard to

circumstances of why, when and where such conduct occurs. Lakehill also has the right to suspend or terminate the attendance of any student for reasons set forth in the Student/Parent Handbook (or other published document), for reasons that Lakehill's administration considers detrimental to the Lakehill community, student, or to other students of Lakehill, for the parent's failure to pay all or any part of the financial obligations for the student's attendance, or for the actions of the parent or other family member that is detrimental to the Lakehill community, the student, or to other students of Lakehill both on or off campus. Parents also understand the importance of Lakehill's enforcement of its discipline code, rules, policies, and practices and parents agree to support Lakehill's administration and staff in using their judgment in making sure the student obeys Lakehill's code, rules, policies and procedures with the right attitude. Parents understand and agree that attending Lakehill is a privilege, not a right, and that Lakehill will administer discipline to the student, if needed.

The handbook does not and cannot define all types and aspects of student behavior; however, the administration has the responsibility to set forth general policies, rules, and regulations to help each student function well at Lakehill. In addition, teachers and coaches within the classroom or pertinent activity may establish additional rules and regulations that are consistent with those established by the administration. However, interpreting terms, investigation of misconduct, determining credibility of evidence of misconduct, and issuing discipline are the responsibilities of the administration. Administrators have the authority to determine consequences for any offense regardless of the specific offense levels, consequence, or guidance listed herein. Serious, excessive and/or continued violations and/or disregard for consequences of any level of offense, consequence, or guideline may result in additional or different consequences, including expulsion, at the sole discretion of Lakehill.

ACADEMICS

Report Cards

The academic year is divided into four terms. All students will receive a report card each term to inform parents/guardians 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/guardians informed of impending academic difficulties.

Parent-Teacher Conferences

Two parent-teacher conferences are scheduled each year, once per semester. All parents/guardians are expected to attend these conferences with their student. Additionally, a parent/guardian 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 begin by setting an appointment to meet with their teacher. If further discussions are needed after the student-teacher meeting, parents/guardians should then 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.

Eligibility

Please reference the [Athletic Handbook](#) for information on eligibility.

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. A student who fails a class may be required to repeat the course. Failing more than one class in a given year may result in dismissal from Lakehill.

Honor Roll

An academic report with all As and Bs for each term 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 for each term 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. The expectation is that homework is completed solely

by the student.

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 Open Period.

- 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.
- If a student plans to be absent (including sporting events), a pre-planned absence form must be brought to teachers at least 2 days before the absence occurs. All work must be turned in on or before the due date designated by the teacher on the form.

Honor Code

Lakehill 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.

The core values underlying and reflected in the Honor Code are:

- **Academic honesty** is demonstrated by students when the ideas and the writing of others are properly cited; students submit their own work for tests and assignments without unauthorized assistance, *including that of artificial intelligence programs*; students do not provide unauthorized assistance to others; and students report their research or accomplishments accurately,
- **Respect** for others and the learning process to demonstrate academic honesty,
- **Trust** in others to act with academic honesty as a positive community-building force and inspire intellectual curiosity in the school,
- **Responsibility** is recognized by all to demonstrate 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 as demonstrated by a commitment to academic honesty and support of our quest for authentic learning and continued curiosity.

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.

If a student is found to be in violation of Lakehill's Honor Code, the student may receive a reduced grade and possibly a zero on the assignment. The assignment that received a reduced grade due to academic dishonesty may not be excluded from the student's average.

Further details can be found in the [Middle School Honor Code](#).

Artificial Intelligence Responsible Use Policy

Lakehill acknowledges that technology is ever-changing and has a tremendous impact on our global society, local community, and classrooms. Artificial intelligence (AI), including generative forms of AI, is becoming more a part of our everyday lives. It is our responsibility to educate and train students to utilize AI in an ethical and educational way. For all academic work assigned at Lakehill, the permitted use of artificial intelligence will be determined by the teacher for each assignment based on Lakehill's [Generative AI Acceptable Use Menu](#). Any use of AI beyond the scope of these instructions may be treated as academic dishonesty and in violation of Lakehill's Honor Code. In addition, each student will need to be aware of the limitations and guidelines of its usage:

- Lakehill Preparatory School student email accounts and chromebook access to specific open AI software, such as ChatGPT, are blocked due to data and security concerns. Any misuse of AI tools and applications, such as hacking or altering data, is strictly prohibited.
 - Teachers may allow the use of AI for curriculum purposes. Access to specific websites will be granted on an as needed basis, adhering to specific data and privacy guidelines regarding age restrictions and usage.
 - College Board and Dual Enrollment college and university classes may have additional restrictions and limitations regarding the use of Artificial Intelligence.
- Students who use AI software with a personal device and/or personal credentials should do so at their own risk - acknowledging that each platform is collecting various forms of data.
- Students must acknowledge the use of AI in any capacity related to their school work: text, image, multimedia, etc.
 - The use of AI could be subject to the Lakehill Honor Code.
- Students should acknowledge that AI is not always factually accurate, nor seen as a credible source, and should be able to provide evidence to support its claims. All users must also be aware of the potential for bias and discrimination in AI tools and applications.

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 and must be followed for student safety.

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 each spring to apply for membership into the Golden Arrow Chapter include students in 7th-8th grade who have attended Lakehill for 2 school years and have maintained a grade point average of 3.5 or above in all core classes. In addition, students are required to have at least 10 hours of documented service during middle school and must complete the application. The NJHS sponsors conduct teacher evaluations of candidates as the final requirement for acceptance. As members of NJHS, students must attend meetings, pay dues, complete a total of 12 service hours yearly, and continue to maintain a grade point average of 3.5 or above in core subjects while remaining in good academic and behavioral standing.

Clubs

Lakehill offers Middle School students a variety of clubs such as Chess Club, Science Club, and Community Connections. These clubs vary from year to year with signups occurring in the fall and meeting throughout the school year..

Socials and Special Days

Students in grades 6-8 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.

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.

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 parents/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.
- 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/guardians of the children in their vehicle.
- Drivers should wait with the class if they arrive back at school before the teacher.