

The Lakeside School



“Home of the Chiefs”

Parent – Student Guide/Handbook
2021-2022

The Rights and Responsibilities of the Student Body of
The Lakeside School

Forward

The purpose of this handbook is to acquaint you with the organization and activities, policies and obligations, academic offerings and requirements, as well as the standing rules and regulations of The Lakeside School. It is the responsibility of each parent and student to become familiar with the information in this handbook, and it is imperative that each person associated with The Lakeside School fully understands and abides by these standards.

Accreditation

The Lakeside School is an accredited member of:
Alabama Independent School Association (AISA)
Cognia Global Commission

School Colors

Royal Blue and White

School Mascot

Chiefs

Alma Mater

Loyal to our school we pledge ourselves, we hold our banner dear. In our lives and our hearts, through the years, we are The Lakeside School. Hold high our founders' high ideals, faithful to God we'll be. Striving to be our best in all we do, we are The Lakeside School. Hail to the Chiefs the Lakeside Chiefs, we hold our colors high. Blue and white, blue and white, proud and bold, we are The Lakeside Chiefs.

Yearbook

The Chieftain

Nondiscriminatory Policy

The Lakeside School admits students of any race, color or national origin. It does not discriminate on the basis of race, color, sexual orientation, national or ethnic origin in administration of its educational policies, admissions policies, athletic and other school administered programs.

Board of Trustees

Jennifer Abbott
Ed Giles
Trip Horne
West Martin
Traci Murph
Sadie Neville
Kelli Perryman
Amy Rasberry
Adam Reeves
Joel Smith
Marshall Speake
Barrett Stephenson

Board of Trustees

The Board of Trustees meets at 5:00 p.m. on the fourth Monday of each month unless otherwise specified. The Head of School actively participates in meetings of the Board and presents matters for consideration and discussion. Board meetings are not open to the public, but parents are welcome to contact the Head of School about particular points of interest or concerns they may have. If you would like an issue or concern presented to the Board, please see the Head of School by 4:00 p.m. on Wednesday before the meeting so the Head of School can present it to the Board during the Head of School's report. The Board encourages parents' interest and active support through committees of involvement and believes all parents should share in the continued progress of The Lakeside School. If you would like to serve on a committee, please see the Head of School to inquire about available committee positions. *The Lakeside School Board of Trustees reserves the right to alter, amend, or change the policies in this handbook as necessary.*

Contact Information:

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9-11
Teacher In-Service

AUGUST '21						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

12
First Day of School

FEBRUARY '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21
President's Day Holiday

6
Labor Day Holiday

SEPTEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9
End of 3rd 9 Weeks

March 28 – April 1
Spring Break

8
End of 1st 9 Weeks

OCTOBER '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1
Eufaula Pilgrimage

15
Good Friday

29
Fall Break

1
Student Holiday
AISA In-Service

22-26
Thanksgiving Holidays

NOVEMBER '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY '22						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19
All Students Dismissed at Noon
Last Day for Students

20
Teacher In-Service
Graduation

17
All Students Dismissed at Noon

Dec 20 – Jan 1
Christmas Holidays

DECEMBER '21						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

½ Day
Teacher Work Day
School Holiday
First Day of School
2 nd Semester Begins

3
Teacher In-Service

4
Classes Resume
2nd Semester Begins

17
M.L. King Jr. Holiday

JANUARY '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st 9 Weeks – August 12 – October 8 (40 days)
2nd 9 Weeks – October 11 – December 16 (39 days)
3rd 9 Weeks – January 4 – March 9 (45 days)
4th 9 Weeks – March 10 – May 19 (45 days)

1st Semester = 84 days
2nd Semester = 89 days

Total Days = 173

Faculty and Staff

Janice Adams	Music Teacher
Leisa Beam	Kindergarten/Art Teacher
Kim Beaty	9th English Teacher/MS English Teacher/Prom Sponsor/JV Cheer
Kamry Bell	Preschool Aide K-4/Varsity Cheer
Jenny Brooks	Lower School Aide/Pee Wee Cheer
Jenni Clark	Middle School History Teacher
Tom Clements	Athletic Director/Head Coach Varsity/JV Football/Head Coach Varsity Girl's Basketball
Allison Coates	Head Volleyball Coach/PE/Middle School Science Teacher
Denise Corcoran	4th Grade Teacher/Spelling Bee Coordinator
Kathy Cullifer	Lunchroom Assistant
Joe Glover	Facilities Director
Caroline Goff	US History Teacher/SGA Sponsor/Oratorical/US Scholars Bowl
Antwanique Haigler	Preschool Extended Day
Michelle Helms	Assistant Business Manager
Devon Jinks	Preschool Teacher (K-2)
Allison Kelly	IT Coordinator/Computer Teacher
Ryan Langford	Head Coach Varsity/JV Boys Basketball/Assistant Football Coach/Science/PE
Teresa Manning	Middle School Math Teacher
Sherri McClendon	Registrar
John Mehaffey	Head of School
Katie Moore	Assistant Preschool Director/K-3 Teacher
Loretta Nelson	Janitorial
Carla Packard	2 nd Grade Teacher
Dana Pate	Preschool Aide (K-3)
Allison Peavy	Preschool Aide
Lisa Price	Lunchroom Manager
Fran Raines	Director of Development and Alumni Relations
Sharon Redding	5 th Grade Teacher
Kelly Robinson	1 st Grade Teacher
Cindy Sanders	Preschool Director/K-4 Teacher
John Savage	Upper School Science and Calculus Teacher
Alice Kay Shoemaker	Library/AR
Caleb Smith	Dean of Students/Assistant Coach Basketball/PE/ACT Prep
Shea Speake	Upper School Science Teacher
Callie Strickland	Director of Admissions/English/PR/Senior Sponsor
Hannah Tapley	Upper School Math Teacher
Suzann Tibbs	3rd Grade Teacher/Lower School Lead Teacher
Amy Watson	Business Office Manager
Jessica Webb	Preschool K-2 Teacher
Chris Wilson	PE/Assistant Football Coach
Cassie Young	Office Manager
Susan Young	4th Grade Teacher
Lee Zorn	DE English 101/102 and Research and Writing Teacher

Mission Statement

The Lakeside School is committed to excellence in education in a wholesome, non-threatening environment for students of average or above average intelligence and/or abilities. Through a variety of learning activities and experiences, we actively support each student in fulfilling his/her full potential and individual growth. Lakeside seeks to instill in each student a sense of responsibility, integrity, respect of self and others, service to school, community and nation, and high moral standards. Through this preparation and education of the whole student, every student can be equipped for college and for life.

Philosophy

The Lakeside School is a coeducational independent school for preschool through grade 12. Realizing that intellectual excellence, not mediocrity, sets the tone in our world of today and tomorrow, Lakeside strives to help its students achieve the highest standards in thought and performance. With a goal of college preparation for all students, the objective of The Lakeside School is individual academic excellence. Standards are sufficient to challenge the most gifted student to reach and maintain this high level, with minimum standards to encourage and challenge all students who cooperate to reach the highest academic record possible. Inherent within this philosophy is the belief that student endeavors not be limited to academic pursuits, but to include a goal of producing individuals with a balanced perspective of intellectual, physical, and moral concepts in helping with a new generation of leaders based on our American heritage. The Lakeside School is a non-denominational school, however, there is a strong emphasis placed on moral values.

Beliefs

- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, and the community share the responsibility for advancing the school's missions.
- Students learn best when they are actively engaged in the learning process.
- Student learning is the chief priority for the school.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Students need to apply their learning in meaningful contexts.
- Challenging expectations increase individual student performance.

Admission Statement

The Lakeside School seeks students from all ethnic, cultural, racial, religious and socio-economic backgrounds who can benefit from a challenging academic program and make positive contributions to the school community. Students are considered for admission based on, but not limited to, achievement, academic testing, attendance, teacher/administrator evaluations and citizenship. Other factors that are considered include interests, talents, classroom scheduling capabilities, and space availability.

As an educational institution concerned with the development of the whole student, The Lakeside School seeks to enroll students who are capable of achieving success inside the framework of a college preparatory curriculum. All students must meet the enrollment criteria outlined in the *Academic Checklist for New Applicants*.

Financial Obligations

The Lakeside School has only one regular source of income, which is tuition. Tuition must be paid on time per enrollment contract so that monthly financial obligations of the school can be met. As per the enrollment contract, the obligation to pay tuition fees for the full academic year, or a portion of the year after the date of enrollment, is unconditional unless the child/children are withdrawn according to date specified in the enrollment contract. If the child/children withdraw after the deadline specified in the enrollment contract, all tuition/fees are immediately due and payable on the date of withdrawal. Tuition/fees are due and payable after the deadline specified in the enrollment contract for the child/children should he/she/they be dismissed from The Lakeside School for any reason.

By signing the enrollment contract, an obligation is made for the entire amount specified on the contract. Tuition paid monthly is due by the first of each month and must be received no later than the tenth of each month. Semi-annual payments are due July 1 and February 1 and must be received no later than the tenth of each month, respectively. Annual payments are due July 1 and must be received before July 10th. Should any payment be in arrears: **a \$25 late fee will be levied each month thereafter; grades/report cards will not be issued; access to *FACTS Student Information System* will be suspended; transcripts or records will not be released; participation in extracurricular activities will not be allowed; and child/children will not be accepted or renewed to the following school term. Seniors may not participate in commencement or receive a diploma until all obligations have been cleared.** Any tuition accounts that reach 60 days in arrearage may result in dismissal of the child/children or legal action. Participation in summer extracurricular activities will not be allowed until registration is complete and all financial obligations are paid in full.

A returned check fee, set by the Board of Trustees, within the maximum amount allowable by law, will be charged on all checks that are returned to The Lakeside School for insufficient funds. Report cards and transcripts will not be furnished to another institution for any student whose parents have not satisfied all financial obligations to The Lakeside School. Any parent responsible for fines assessed by the AISA will be required to reimburse the school for the fine.

Class Dues: Class dues are collected to help offset expenses for school events throughout the year. Examples are Fall Festival, Polar Express, Homecoming, etc. Class dues range from \$30.00 to \$65.00 and are collected above tuition and fees.

School Day: The school day will be 7:55am until 3:09pm. Students may begin reporting to homeroom at 7:30am. The school day will begin at 7:55am with the pledge, a devotion and school announcements. Throughout the day, the bell will determine the school schedule (including tardies), but students will be dismissed by the teacher. Teachers will be on campus from 7:30am to 3:30pm each day. Office staff will be available on a rotation basis from 7:30am to 4:00pm, Monday through Thursday and Friday until 3:30pm.

Lower and Middle School Dismissal: Lower and Middle School parents should pick up students from the circle area. It is very important that we keep traffic moving and load vehicles as quickly as possible. Teachers will load several cars at a time. Please go to the designated stop. If for any reason you need to stop and wait, please clear the circle and drive area, proceed to the grassy area to park. All students/parents must use crosswalks going to and from the parking lot. **ALSO, PLEASE DO NOT PARK DIRECTLY IN THE CIRCLE OR IN FRONT OF THE UPPER SCHOOL BUILDING BETWEEN 2:30P.M. AND 3:30P.M. DO NOT PARK IN THE BUS PARKING LOT.**

Class Schedules: Students returning to The Lakeside School for the following school year are encouraged to pre-register in the spring. Parents are encouraged to work with their children and school officials in the scheduling process. The Dean of Students, Registrar and/or the Head of School must approve all schedules. Students will be issued a schedule and must report to classes as assigned. If a student requests a schedule

change that will affect the student's diploma choice, the change must be approved by the Dean of Students, Registrar, the Head of School and the parent.

Lockers: Lockers will be provided to students. It will be the responsibility of each student to keep a lock on his/her locker at all times, if they desire. All lockers are subject to inspection and search by school officials. Students are expected to keep lockers tidy at all times.

Bookbag Policy: For Lower School students, bookbags are to be put in their assigned cubbies during homeroom. Middle School and Upper school students can bring their bookbags to class or hang them on the hooks provided by the school before homeroom.

Emergency Procedures: Emergency procedures are posted in each room through all buildings. Teachers are responsible for teaching emergency procedures at the beginning of each school year. These procedures will be practiced and evaluated during the school year.

Daily Announcements: The morning announcements will be read to all students during homeroom or first period. Students will be responsible for all information read. Teachers may submit announcements to the main office as part of the daily report. To make sure parents are aware of daily activities, announcements will be sent to them each morning by email.

Parent Custody Policy: The Lakeside School will not get involved in custody cases and teachers/staff may not sign documents related to a case. If subpoenaed, Lakeside teachers/staff will respond and state the truth as required.

Visitors: Parents, guests, and visitors must check in at the main office when they are on campus to receive a visitor's pass. Unauthorized visitors are not allowed on campus. Students are NOT TO INVITE visitors to school without obtaining prior permission from the office. Official business by outsiders must be authorized by the Head of School's office.

Calendar of Events: A calendar of activities is kept in the office and the school website. Teachers, students, school personnel and the Board should schedule all major activities through the Head of School to avoid conflicting dates.

Cafeteria: The school cafeteria provides a hot lunch option for students each day. The cost of lunch is \$5.00. A la Carte items are also available for purchase. Students may bring their lunch from home and microwaves are provided as needed. The school requests that lunches not be dropped off during the school day.

Deliveries to school: Any deliveries such as flowers, stuffed animals, etc. will be held in the office until the end of the school day. These can be a distraction for students and teachers while in class and cumbersome for them as they go to and from their classes.

Lost and Found: All articles found (books, jewelry, clothing, etc.) should be turned into the main office. Students who have lost items should notify the office at once.

School Telephone: The school phone must be used for emergencies only. Students must receive permission from the office or a teacher before using the telephone.

Fund Raising: All projects involving the collecting of money at school or using the school's name must be approved by the Head of School and/or the Board of Trustees. With approval of the Head of School, each class/clubs may have fund-raising projects if the event is coordinated and approved for the fundraising calendar.

Children in elementary grades are prohibited from door-to-door fund raising activities sponsored by the school or by a school-related organization.

Posters and Announcements: Students must have permission from the administration before placing posters and announcements in the school.

PTO: The PTO (Parent Teacher Organization) exists to facilitate a spirit of cooperation between parents and teachers. Meeting times and program agendas will be announced throughout the year. All families and teachers are a part of this program and should recognize its importance.

Athletic Department

All athletes and cheerleaders will abide by all school rules. In addition, the Athletic Director/Head Coach will have rules over and above the school handbook. All Lakeside School students must be pre-registered for the next school term before they can tryout or participate in any Lakeside School or AISA function during the summer (this includes cheerleaders and players participating in summer workouts/camps).

Chiefs Club: The Chiefs Club (Athletic Booster Club) is a vital organization that works closely with the Athletic Committee of the Board, the Head of School and Athletic Director to maintain a quality sports program. All families are a part of the Chiefs Club and should take responsibility/pride in athletic activities to support our students.

Homecoming Queen: Popular vote of grades 6-12 – the 3 senior girls with the largest number of votes will be on the court and the senior girl with the largest number of votes will be the queen. If the senior class has 5 or fewer girls, all girls will be on the court. The queen must have one year's previous enrollment, attend all Homecoming activities and be free of any probationary restraints.

Homecoming Court Attendants: These individuals are to be determined by class vote, may not have been on court the prior year and must have attended Lakeside 1 full academic year. These students are required to attend all Homecoming activities and participate in the halftime program.

Yearbook Editor/Staff: Appointment of the editor is determined each year by the sponsor based on experience with priority given to a senior. Some years, co-editors may be selected by the sponsor. The Yearbook sponsor will select two staff members to attend the annual yearbook conference with the editor. Semester credit is awarded for participation in The Chieftain.

Student Records

The Dean of School and Registrar maintains all student records. Copies of school transcripts, official or unofficial, may be requested by a student's parent, the student, or by a signed authorization from another institution. All transcripts may be signed and distributed by the Dean of Students, Registrar or Head of School. *The office will need 48 hours notice to prepare transcripts.* Items of information usually described, as "directory information" will be released unless the party concerned requests that it not be released. Directory information may include all or some of the following: name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and awards received, and the most recent previous institution attended. The school does not make its directory available to sales representatives or list compilers.

Health Records: In order for the school to comply with the state health regulations, all students must have on file with the school a certificate of immunization issued by a private doctor or county health department.

Medication

A parent should administer prescription or nonprescription medications required by a student at home or by the student's medical provider. Parents should use every effort to have medication times set for periods other than school hours. When this is not possible, The Lakeside School staff may assist in the administration of medication during school hours, subject to the following rules.

- Only the school office personnel are authorized to administer prescription medication to students.
- The parent or legal guardian must complete the Medicine Permission Form and have it on file in the main office upon delivering the prescription medication to school.
- In extenuating circumstances, students may have to keep medication with them. In this case, the student shall comply with the following guidelines: carry a copy of the written permission from the parent indicating the name and dosage of the medication plus dates and times to be given as well as keep the medication in the prescription container with the pharmacy label. Any medication carried on the person must be authorized by the Head of School.

Medicine Check-in Procedure: The office personnel/Head of School shall record the date medication is brought in, ensure that the required authorization is on file, and record the amount of medication delivered in the presence of the person who deposited it. With parental permission, the school may dispense Advil and /or Tylenol to a student if needed.

Withdrawal Procedures: Students who leave during the school year should pick up a withdrawal form from the office at the beginning of his/her last day. Upon withdrawal, all books and materials must be returned. All obligations (lost books, fees, dues, fines, volunteer hours) are due on the day of withdrawal and must be cleared before the student's records can be forwarded to another school.

Academic Policies

Curriculum: In keeping with our mission statement, The Lakeside School strives to provide a superior K through 12th learning environment to prepare each student academically. The administrators and faculty make every effort to provide a supportive environment for learning while teaching students independence and fostering personal growth. However, The Lakeside School does not guarantee a student's academic achievement. Each student must accept responsibility for and be committed to realizing their academic potential.

Academic Progress: All students participating in grades 1st –12th is expected to maintain at least an overall "C" (70) average for each subject. At the end of each grading period, each student's academic performance will be evaluated to ensure that satisfactory progress is being made, to recognize excellence, and to assist any student who is at risk of failure. Parents of any student making marginally satisfactory progress for a nine week grading period, will be invited to a parent/teacher conference. If the problem continues for another grading period, parents will be requested to confer with the Administrative Council to determine an appropriate course of action. If a student's academic problem is not solved within the next grading period, the headmaster will meet with the parents to determine if another learning environment would be a better fit for their child.

Reports To Parents: Communication between the parent, teacher, student, and school is most important to maintain student success. The following guidelines are used to ensure parents are made aware of their child's academic progress.

Preschool: Due to the age and needs of preschool children, daily communication takes place. Phone calls, notes, emails, and conferences are used to address successes or concerns.

Grades 1st-5th:

- Report cards will be emailed at the end of each nine weeks grading period.
- Student work is sent home each week and the teacher will indicate the process for signing/returning these papers.
- Progress reports will not be sent home because student's grades are updated weekly and can be seen in the Family Portal.
- Parent-teacher conferences are encouraged and can be arranged by contacting the teacher.
- Check *FACTS Student Information System* for weekly grade updates.

Grades 6th-12th:

- Report cards will be emailed at the end of each nine weeks grading period.
- Student work is returned to the student. Each teacher will provide information to the student regarding their progress and whether the papers need to be signed and returned.
- Progress reports will not be sent home because student's grades are updated weekly and can be seen in the Family Portal.
- Parent-teacher conferences are encouraged and can be arranged by contacting the teacher.
- Check *FACTS Student Information System* for weekly grade updates.

FACTS: The purpose of *FACTS* is to provide access for students and parents to view grades and other pertinent information related to assignments and class activities. We urge parents to use *FACTS* information to encourage your student's work habits. Students need to learn responsibility and independence with their work and grades and your help in this growth is invaluable. Each teacher will post grades once each week. Your child, of course, can communicate with you about grades as they find out scores. We feel *FACTS* is a useful tool if used in the proper manner. Questions regarding the use of *FACTS* should be directed to the Registrar.

Homework Policy: Homework is to be assigned in each class grades 1st-12th and should be specifically connected to the learning goals for the specific unit being studied at the time of the homework. The degree and amount should be age, grade and subject appropriate. Some homework assignments may be extended over time to accomplish long-term goals; however, the teacher must provide daily checks or reminders. Teachers are encouraged to not give homework during school breaks such as Thanksgiving, Christmas and Spring Break. Assigned homework should be acknowledged, discussed (in varying degrees), graded and/or used in some format. Teachers should adhere to the following guidelines when assigning homework:

PURPOSE: Homework should always be clearly connected to the learning goals of the class. Teachers should be explicit in communicating with students about why a particular homework assignment is given. Homework promotes three important keys for student success: academic learning, character development, and family involvement.

1) To further academic learning, homework:

- *Helps students retain knowledge and practice skills
- *Stimulates creativity, communication, and thinking skills
- *Allows access to resources not available in classroom
- *Motivates or prepares students for later assignments.

2) Homework also provides the opportunity for students to develop:

- *Efficient management of time and materials
- *Concentration and task-oriented behavior
- *A sense of responsibility

3) Finally, homework involves parents by:

- *Communicating classroom activities
- *Providing positive family learning experiences

AMOUNT: While amount can and will vary, teachers will attend to the following guidelines for amount of homework per grade per night. Teachers should take into consideration after-school events when assigning

homework. The amount also is determined by the student's abilities and effort given during the school day.

Kindergarten: generally none

1st-2nd: average of about 20 minutes/night

3rd-5th: average about 30 minutes/night

6th-8th: average about 45 minutes/night

9th-12th: average about 2 hours/night

COMMUNICATION ABOUT HOMEWORK: In addition to announcing and posting homework assignments in class, teachers post proposed homework assignments every week on *FACTS Student Information System* (along with information about when each assignment is due and any specific expectations for the assignment). Ultimately, it is the student's responsibility to record homework assignments and return assignments to school completed.

Academic Testing Program: The AISA recommended standardized assessment is required for all students in grades 2-8. The fees for the cost of the test materials and scores are included in the students' tuition. A copy of available test results will be sent home. Students in grades 9 and 10 will take the practice ACT and students in grade 11 will take the school day ACT. The cost of the test is covered in the Student Activity Fee. The 10th grade will also take the PSAT/NMSQT during school. All juniors are required to take the ACT test before the start of their senior year unless arrangements have been made for transferring students.

When You Have A Question Or Concern: To assist in the quick resolution of concerns or to answer your questions, it is the policy of The Lakeside School for these to be addressed as close to their origin as possible. Parents are advised to follow the process in addressing concerns or posing questions. To resolve a problem related to instruction, discipline, learning materials, or any classroom question you may have, please discuss it with our staff in the following order:

1. Teacher – please contact the office for a conference.
2. Dean of Students
3. Head of School

Most questions and concerns can be resolved by first contact with the appropriate personnel. Should you feel you need to continue to follow the process after your initial meetings, please continue to meet with personnel in the order outlined above. The Board of Trustees approves policy. If you have a concern with policy, please submit your concern to the Head of School in writing.

Grading System Policy: Used for grades 1st – 12th:

A (Excellent)	=	100 – 90
B (Good)	=	89 – 80
C (Average)	=	79 – 70
D (Poor)	=	69 – 60
F (Failure)	=	Below 60

- All nine weeks grades will be numerical grades for grades 1st-12th.
- No extra credit assignments are given, unless approved by the teacher.

GPA Point System: The classes listed will follow a 4.0 point scale: English I, II, III and IV, Physical Science, Biology, Anatomy, Environmental Science, World History, U S History I, & II, Government, Economics, 9th Algebra I, 11th/12th Algebra 2, 10th Geometry, ACT Prep, Health, Computer, Spanish 1 & 2, and Electives.

A = 4 points
B = 3 points
C = 2 points

D = 1 point

F = no credit/no points awarded

Advanced classes listed will be denoted as honors classes and will follow a 5.0 point scale: Physics, Chemistry, Physical Science, Research and Writing, 8th Algebra I, 9th Geometry, 10th Algebra II w/Trigonometry, Pre-Calculus, Calculus, or Dual Enrollment)

A = 5 points

B = 4 points

C = 3 points

D = 1 point

F = no credit/no points awarded

- **Quality points for all classes are under yearly review by the Education Committee.**

A student's grade point average will include all subjects taken beginning with the first semester of the 9th grade, except for students who are taking Algebra I in the 8th grade. As points are earned, they will carry forward from one year to the next through the second semester of the twelfth grade.

Rank in Class: This will be determined by the cumulative GPA in core subjects.

Nine Weeks Tests/Semester Exams: Grade's 6th, 7th and 8th will take nine weeks tests. Grade's 9th-12th will take semester exams at the end of the second and fourth nine weeks. Nine weeks tests and semester exams are intended to:

1. provide students an opportunity to organize and review material covered in each class.
2. improve instruction by faculty evaluation of results.
3. give students experience in test taking.
4. establish the student's mastery of the subject matter to provide a basis for academic grades.

Pre-arranged absences for family trips will not be considered for nine weeks tests and semester exams except for extreme circumstances (refer to Absentee Policy). A student who misses a nine weeks test or semester exam for an acceptable reason such as personal illness, death in the family, or an emergency, must complete a make-up test in accordance with the school's attendance policy. Students who are late for a nine weeks test or semester exam have only the remaining time to complete the exam unless there are extenuating circumstances. For study purposes and to help prepare students for nine weeks tests and semester exams, the teacher will provide a "study guide".

Students who have a combined "A" average first semester and second semester going into final exams may exempt the semester exam second semester. Semester classes are not included in the exemption policy. Averages of 89.5 or higher will be rounded up for the student to be exempted. The student must have an "A" average both semesters to be exempted. Students must also meet the attendance policy to exempt their exam. If a student has an "A" average in a class that is only 1 semester, they are eligible to be exempt from taking their exam. Students always have the option of taking the final exam.

**Exempted students will be expected to participate in any classroom discussion and reviews in preparation for the semester exam.

Calculation of 9 Weeks Grades/Semester Averages: Grade's 1st-5th will calculate 9 weeks averages using the following formula:

- Test/major projects – 60%
- Classwork/quizzes and homework – 40%

Grade's 6th-12th will calculate 9 weeks averages using the following formula:

- Tests/major projects – 60%
- Classwork/quizzes – 30%
- Homework – 10%

**Nine week tests will be included in the 60% but count as 2 tests.

Semester Averages will be calculated for grades 9th-12th as follows:

- First 9 Weeks = 40%
- Second 9 Weeks = 40%
- Semester Exam = 20%

*Elective classes may calculate grade for participation only at 100%

Calculation of Grade Point Average: A student's grade point average will be calculated using the point system described below. Points will be assigned for each class the student has completed. Points will be assigned by semesters as the credits are earned. Therefore, a GPA will be calculated twice a year-at the end of the first semester and the end of the school year. Grade point averages are calculated to the fourth decimal place.

Academic Eligibility and Standing

Homeroom Classifications: Students must be on track with their earned units to be eligible to represent their class in any elected capacity.

9th Grade – 0 Units

10th Grade – 6 Units

11th Grade – 12 Units

12th Grade – 18 Units

AISA Eligibility: Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester. Ninth through twelfth grade students must have passed six (6) Carnegie units during the previous academic year to be eligible for the first semester (as stated by the AISA Constitution and By-Laws, pg. 11-12).

Graduation Requirements: The Lakeside School offers three diplomas: Advanced with Honors, Advanced, and Standard. All three diplomas choices are considered college preparatory. The requirements for these diplomas are listed below. All students are encouraged to take challenging courses to meet or surpass their intellectual abilities.

Advanced with Honors: For a student to be eligible for this diploma, he or she must pass the graduation required courses including two years of foreign language, advanced science and advanced math including Calculus, while maintaining an overall numeric average of 85. This diploma option also requires 80 hours of community service.

Honors: For a student to be eligible for this diploma, he or she must pass the graduation required courses including two years of foreign language, advanced science and advanced math including Pre-Calculus while maintaining an overall numeric average of 85. This diploma option also requires 80 hours of community service.

College Prep: For a student to be eligible for this diploma, he or she must pass all graduation required courses. This diploma option also requires 80 hours of community service.

Advanced with Honors Diploma

Algebra 1 Honors
Geometry
Algebra 2 Honors
Pre-Calculus Honors
Calculus Honors
Physical Science Honors
Biology
Chemistry Honors
Physics Honors
English – 4 units
Social Studies – 4 units
Foreign Language – 2 units
PE – 1 unit
Health – ½ unit
Fine Arts – ½ unit
Computer – ½ unit
Electives – 3 ½ units

Honors Diploma

Algebra 1 Honors
Geometry
Algebra 2 Honors
Pre-Calculus Honors
Physical Science Honors
Biology
Chemistry Honors
Physics Honors
English – 4 units
Social Studies – 4 units
Foreign Language – 2 units
PE – 1 unit
Health – ½ unit
Fine Arts – ½ unit
Computer – ½ unit
Electives – 3 ½ units

College Prep Diploma

English – 4 units
Social Studies – 4 units
Mathematics – 4 units
Science – 4 units
PE – 1 unit
Foreign Language – 2 units
Health – ½ unit
Fine Arts – ½ unit
Computer – ½ unit
Electives – 3 ½ units

Any student who has not met full requirements for graduation will not be allowed to participate in any graduation exercises. It is the responsibility of every student to make sure he/she is “on track” to receive the appropriate diploma.

- Subjects taken before ninth grade cannot be counted as units for graduation. (Exception: Algebra I taken in eighth grade.)
- Students must meet requirements outlined on the credit’s checklist reviewed annually by the Dean of Students and/or the Head of School.
- Valedictorian, Salutatorian and Honor Graduates MUST RECEIVE an Advanced with Honors.
- To participate in all graduation functions, a student’s grades must be evaluated and approval given by the Head of School. All correspondence courses and dual enrollment courses must be completed prior to graduation to be considered.

Promotion, Retention, and Failure:

Every effort is made to help students reach their potential and be successful. Unfortunately, failure is a factor with some students. This usually occurs when students have not been consistent with work habits, study skills, or attendance.

- In grades K-5, a student who fails two or more core courses will be subject to review by the Administrative Council to determine if The Lakeside School is the appropriate educational setting for the student or if there is need for retention.
- In grades 6th-8th, if a student fails any subject, they will be under review by the Administrative Council before promotion to determine if The Lakeside School is the appropriate educational setting for the student.
- In grades 9th-12th, students must pass at least five academic courses for the semester. Anyone who fails a class may attend an approved (accredited) summer school to make up the missing credit. Correspondence courses must be AISA and Head of School approved. Private tutoring used as summer school must be submitted to the Head of School and approved by the AISA. **No Lakeside student will be allowed to earn more than four(4) units through summer school/correspondence during his/her high school career to fulfill graduation requirements.**

The Lakeside School is not equipped to handle some students with special needs, behavioral problems, or severe learning disabilities. In the event it becomes apparent that the student cannot perform to meet the school's academic or behavioral standards, one or more teachers may recommend the student to the Administrative Council to determine if the student should remain at The Lakeside School.

Dual Enrollment Criteria: The following define the criteria for students participating in dual enrollment classes including on-line and college campus courses.

1. Student must be in the 11th or 12th grade.
2. Student must meet the entrance requirements of the college/university.
3. Student must meet the ACT requirement of the university or community college.
4. Student must pass the required placement test if required by the university or community college regardless of ACT score.
5. Dual Enrollment coursework must equal in timeframe to The Lakeside Upper school semester (mini terms would equal 2 terms per semester). The student's Lakeside transcript grade will be based on the average from the two college terms when taking mini terms.
6. GPA semester quality points will be based on this numerical average, when applicable.
7. Student must have prior approval from the Head of School or Dean of Students prior to dropping a Dual Enrollment class.
8. Student must print a numerical grade from the student's computer program to validate the letter grade provided by the Dual Enrollment school.
9. Lakeside will record on the student's transcript all Dual Enrollment grades taken during the regular school year. In addition, the student's grade will be recorded on the university or community college transcript as college credit.
10. Students that do not pass either term of Dual Enrollment coursework may not qualify to graduate. The student would be required to retake the class failed and make a passing grade to graduate.
11. Students are allowed to take classes during the summer; however, the class will not count toward graduation credits. These classes, upon approval, can be put on the bottom of the transcript.
12. Students will be allowed to take no more than two college classes per semester (totaling 4 mini terms per semesters).
13. Dual Enrollment class will be placed on the master school schedule and a class period will be provided at Lakeside during the school day.
14. Students participating in Dual Enrollment must have written approval from their parent, the Dean of Students and the Head of School.
15. Remedial courses at the college level shall not qualify as Dual Enrollment credit.
16. Parents are responsible for all tuition and fees associated with the Dual Enrollment course in addition to regular Lakeside tuition and fees.
17. Lakeside core courses cannot be online course except for Economics (if a professor is not available to teach on campus) and Government which will be taught on campus.
18. Any dual enrollment course that does not have an honors equivalent will receive 4 quality points.

School Attendance Policies

School Attendance: Regular attendance is imperative and required. When a student attends, he/she gets the full benefit of the classroom instruction. It allows the teacher to assess the performance of the class as a whole. Absences deny the student instruction, can be disruptive to other students, and make it more difficult for the teacher to meet the needs of all students. When a student is absent one day, he/she loses, as a rule, two days work - the recitation of the day of absence and preparation for the day of his/her return. Moreover, irregular attendance may indicate disinterest in academics. A lawful absence is any excused absence permitted by the policies and regulations of the Board of Trustees, which are in accordance with authority granted by compulsory school attendance and the State Board of Education. Compulsory school attendance is mandatory

according to Alabama Code § 16-28-3 (1975). Parents must act to insure attendance of their student(s). When a child is sick the parents are expected to call to notify the school.

If a student is not at school, extracurricular activities must be approved by the Head of School.

Attendance Policy: Any student missing more than ten (10) unexcused days in a semester will not receive credit for the semester. This may be appealed to the Administration in cases of hardship or special circumstances. A student must be in class a minimum of 30 minutes to receive credit per class for that day. A coding system is in place and all absences will be assigned one of the following codes. Notes will be coded by an Administrator or designee in order to ensure consistency. Coding system will be as follows:

- E – Excused Absence
- OSS – Out of School/In School Suspension
- TE – Tardy Excused
- TU – Tardy Unexcused
- U – Unexcused Absence

School generated letters will be sent to parents after the 5th, 7th and 9th absences that count in order to inform parents of the seriousness of the situation and to encourage them to see that the child attend school. Students should bring a written note, with the reason for the absence explained, on the first day back following the absence. If a note is not presented within 3 days, the absence will be coded unexcused absence. Students who miss work and have an absence that is unexcused may make up tests or projects that are counted as major grades, within 3 days of returning. Classwork/homework, (minor work) will not be able to be made up. It is the student's responsibility to see the teacher and make arrangements to make up the missed work.

Tardy Policy for Grades 6th-12th: A tardy is defined as being late to school or class. Tardies will be assigned excused or unexcused by the office when the student checks into school. Unexcused tardies will not be tolerated. The following procedure will be in place to deal with and discourage tardiness:

- 3rd unexcused tardy – break detention with parent notification
- 4th unexcused tardy – 1 hour of detention after school and break detention
- 5th unexcused tardy – 1 hour of detention after school, break detention and parent conference
- 6th unexcused tardy – 1 hour of detention after school, break detention and parent conference
- 7th unexcused tardy – 1 hour of detention after school, break detention and ISS.

Additional tardies will result in a parent conference to try to determine a course of action to solve the problem. Subsequent tardies may result in further disciplinary action. Tardies are calculated per 9 weeks.

If a student checks out for a school related activity (academic competition, athletics, arts, etc.), she/he must obtain his/her assignments before checking out. These assignments are due the next class session. When a student is absent (excused) he/she is given 3 days to complete any missed work per day. Tests that are missed must be made up within a 3 day period. Make up work for absences of longer periods will be decided by the Head of School and teachers. Unexcused absences will receive zeros. If a student checks out due to illness, she/he must obtain assignments the day she/he returns to campus. If a student has 4 unexcused tardies and/or unexcused absences, they are not exempt from Final Exam.

Returning to School After an Absence: Upon returning to school after an absence, each student must report to the office to determine if the absence as excused or unexcused. The absence will be documented in the school attendance program (*FACTS Student Information System*). Should such an excuse not be given to the school within 3 days, the absence will remain unexcused. Make up work will be pending for only three days after the absence before resulting in a zero for unexcused absences.

Tardy Slips: Tardy slips will be given to students in the office upon check-in. Students are late to school after homeroom and must report to the office for a re-admit and tardy slips. Students who are late for school should bring a note from parents stating the reason for the tardy. Three tardies constitutes excessive tardies and will result in a break detention for 6th-12th grades. This includes tardiness to school or class. Students in grades K-5th who are tardy three times will be referred to the Dean of Students for parent contact.

Checking Out/Students Leaving School: Students may not leave campus for any reason during school hours without parental permission. Students leaving early must have parent's permission in writing or a phone call in cases of emergency only. Email is discouraged. Students must be signed out in the office. All spaces on the sign-in/out sheet must be completed, and initialed by the office staff. A student leaving campus who has not followed the above-mentioned procedures will be disciplined under the major offense's guidelines.

Attendance for Extracurricular Activities: Students must attend at least three (3) academic classes during a day to be allowed to participate in an extra-curricular activity occurring on the same day (unless approved in advance by the Head of School or unless travel time to the extra-curricular activity does not permit attendance). If a student is not in school, extracurricular activities must be approved by the Head of School.

Perfect Attendance: To receive a perfect attendance certificate, a student may not miss any part of the school day unless it is a school activity. If a student is tardy, he/she will not receive a perfect attendance certificate.

Behavior Policies

Discipline of Students

- The maintenance of good order in the school is a necessity; therefore, it shall be the responsibility of teachers and administrators to maintain good discipline and to educate the students in The Lakeside School in an orderly environment. Punishment for misbehavior or infraction of rules shall be in compliance with the policies of the Board of Trustees.
- The Head of School shall be ultimately responsible for the discipline of students in the school.
- Disposition of cases of discipline shall be at the Head of School's discretion.
- Students shall be subject to the disciplinary procedures prescribed by the school and approved by the Board during attendance at school, while on school grounds or buses, and while attending any school related or school sponsored activity on or off campus.
- A record of all disciplinary actions shall be kept on file in the Head of School's office. Completion of the standard disciplinary report form shall be filed for reference for each disciplinary action taken.

Parents: The Lakeside School hires professionally trained faculty, staff, and administrators to work with students. There is a level of expectation for our employees to treat parents and their children with courtesy, dignity, and respect. Likewise, parents are expected to do the same thing with school personnel. Raising children is a difficult task and we recognize the anxieties and challenges that come with parenting. There will be times when your children make mistakes, fails, or violate rules in our handbook. The consequences for these actions are opportunities for learning and growth. The Lakeside School will not tolerate rude or violent behavior from parents. Conversations during conferences or at any other time will cease should parents exhibit such behavior.

Students: The Lakeside School prepares students for success in college. Much of this success rests upon each student's readiness to assume responsibility for his/her own life and to meet the demands of a collegiate environment. The standards of conduct and behavior of The Lakeside School have a role in advancing the development of this level of responsibility as well as assuring a productive educational environment for our students. Lakeside students are responsible for compliance with school standards and accept the consequences of their misconduct.

Academic Code of Behavior

- Students are not to disrupt class.
- Students are to be polite and mannerly while showing respect to teachers, staff and fellow students.
- Students will arrive promptly and be prepared for class.
- Students are expected to pay attention, ask questions, respond to questions and study to the best of their ability in class.
- Conduct and behavior in the school halls, snack bar, assemblies, athletic events, fine arts classes, buses, study hall, and field trips are synonymous with in-class behavior.
- Students are to comply with teacher's classroom rules and procedures.
- Food and drinks are not permitted in the classroom.
- Gum is not allowed at school.

Library: While the Code of Behavior for the classrooms is the same for the library, special emphasis of those rules should be noted because the library encompasses a different learning environment that should be quiet and studious.

Cheating: Cheating is defined as any willful attempt to obtain or assist in obtaining answers or information on graded work. Test procedures will be explained by the teachers in their respective classrooms. Violations will result in the student receiving a "0" on the test or assignment. Continuous cheating will be referred to the administration for further discipline. Cheating will not be tolerated. It could result in failing a class. Cheating on tests, reports, notebooks, etc., will receive the following:

1st Offense: zero on assignment and parents will be contacted.

2nd Offense: zero on assignment and One (1) day suspension. Student will be referred to the Administrative Council.

3rd Offense: zero on assignment

Two (2) days suspension. Student will be removed from Beta Club, SGA or Class Office and will not be eligible for any academic awards or exam exemptions for the remainder of their time at The Lakeside School (STAR student, Honor Graduate, etc.).

4th Offense: Student will be expelled for the remainder of the year.

Plagiarism: Plagiarism is the conscious or unconscious borrowing of words and ideas that are not your own. It is important to realize that even the ideas one may borrow from others must be properly documented. Failure to acknowledge the source of borrowed material is not research and is considered a serious academic offense. Plagiarism is considered cheating and the cheating policy above will be applied in grades 6th-12th.

Harassment Policy: The Lakeside School is proud of its professional and congenial academic environment and will take all necessary steps to ensure that the academic environment remains pleasant for all who attend school or work here. All students, parents and employees must treat each other with courtesy, consideration, and professionalism. The Lakeside School will not tolerate harassment of any student or employee by any other student, parent, or employee for any reason. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, age or religion is prohibited by state and federal laws, which may subject The Lakeside School and/or the individual harasser to liability for any such unlawful conduct. With this policy, The Lakeside School prohibits not only unlawful harassment, but also other unprofessional and discourteous actions. The Lakeside School strictly forbids all inappropriate remarks, slurs, jokes, innuendoes, comments, or other remarks, as well as production and/or dissemination of any improper materials, documents or writings concerning sex, gender, national origin, religion, age, disability, race or veteran status.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors or any other visual, verbal, or physical conduct of a sexual nature when:

The harassment has the purpose or effect of unreasonably interfering with the individual's academic performance or creating an environment which is intimidating, hostile or offensive to the individual; or Submission to the conduct is made either implicitly or explicitly a condition of the individual's academic status, or progress or employment; or Submission to or rejection of the conduct is used as a basis for an academic decision or employment decision affecting the harassed individual.

Each individual must exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment. Forms of harassment include, but are not limited to:

1. Verbal, i.e. repeated sexual innuendoes, racial or sexual epithets, derogatory slurs, off-color jokes, propositions, threats or suggestive or insulting sounds.
2. Visual/Non-verbal, i.e. derogatory posters, cartoons or drawings; suggestive objects or pictures; graphic commentaries; leering; obscene gestures; or derogatory, suggestive, graphic or obscene electronic mail (e-mail);
3. Physical, i.e. unwanted physical contact including touching, interference with an individual's normal movement or assault; and
4. Other, i.e. making or threatening reprisals as a result of a negative response to harassment. Same sex harassment is also in violation of this policy.
5. The use of social media for harassment (cyberbullying) will not be tolerated.

Any individual who believes that he/she is or may be subjected to objectionable or offensive conduct must report it immediately to the Head of School, or if any individual believes it would be inappropriate or uncomfortable to discuss the matter with the Head of School, he/she must report it immediately to the Board Chair.

- Any employee who engages in objectionable conduct is subject to discipline up to and including termination.
- Any student who engages in objectionable conduct is subject to discipline up to and including expulsion.
- Any parent who engages in objectionable conduct is subject to being banned from campus and school functions.

Electronic Devices: Cell phones, ipads, cameras, e-readers and other handheld electronic devices are a distraction to the instructional process. These items are to have limited use during the school day. Students may not use their electronic device to access any social networking site or transmit information that is unethical. The use of electronic devices does fall under the school's Technology Use Policy and misuse will be treated as a major offense. Students in grades 6th-12th will have the privilege of having their cell phone on campus. Cell phones may only be used between classes, at break and at lunch during the school day. Failure to abide with this policy will result in loss of this privilege. Students are to keep their cell phone locked in their locker or place their cell phone in the classroom designated location. Phones are to be silenced throughout the school day as to not disrupt others. Phones that remain with the student during class time and are seen/heard will be confiscated by the faculty member, turned in to the Office Manager and released to the student at the end of the school day. Once a student's phone has been confiscated 3 times, the student is required to turn their phone in to the Office Manager before homeroom and picked it up at the end of the school day. At the end of each 9 weeks, this process will start over. While on class trips and field trips, teachers have the authority to determine appropriate times for cell phone use. Students may bring electronic devices to school at their own risk. The Lakeside School will not be responsible for lost or damage devices.

Representation of The Lakeside School in the Community: The school attempts to instill in each student a sense of integrity, good citizenship, and understanding of his or her responsibilities as a citizen of The Lakeside School and the community, including but not limited to, the responsibility to comply with all civil and criminal laws. The Lakeside School expects each student to be cognizant of his or her conduct and decorum away from the school campus as well as on the school campus. A student's behavior should promote the general welfare

and reputation of the school and must not reflect poorly on the school, its name or the community in general. On or off campus behavior or conduct that is illegal, illicit, immoral, and/or conduct that adversely reflects poorly on The Lakeside School is subject to the Disciplinary Program. The Lakeside School reserves the right to take disciplinary action at the discretion of the administration if, in the opinion of the administration, a student's conduct on or off campus affects the general welfare and reputation of the school.

Alcohol Policy: The Lakeside School will not tolerate the use of, evidence of the use of, possession of, being under the influence of, or the ownership of alcohol while on The Lakeside School campus, while under the supervision of school personnel, or while participating in any school activity on or off campus. The administration of The Lakeside School will cooperate fully with all law enforcement agencies regarding activities of an illegal nature.

1st Offense: 5-day suspension, parent conference and student placed on probation by The Lakeside School. *Student must go through an approved drug treatment program.

2nd Offense: 10-day suspension and meet with Board of Trustees.

3rd Offense: The student will be expelled from The Lakeside School.

Any combination of on-campus and school function violation of the Alcohol Policy will be treated as the next offense. Students who have two alcohol offenses at The Lakeside School cannot be considered for special honors, i.e. Homecoming Queen or Homecoming Court, Mr. and Miss Lakeside, Good Citizenship Award, etc. Furthermore, clubs, organizations and/or teams may have discipline/rules that may dismiss a student after the first offense of the alcohol policy.

Tobacco policy: The possession and or use of any tobacco product is prohibited on the school campus or any school activity. This policy includes the use and/or possession of any type of device, electronic or otherwise, which simulates tobacco/nicotine use.

Searches: The Lakeside School endeavors to provide a safe and secure environment for all students. The Board authorizes reasonable searches of students directed to that end by authorized school officials. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner, which ensures that students are not arbitrarily stripped of personal privacy.

The Head of School or his/her authorized representative possesses the authority to conduct reasonable interrogations of students and inspection of students' school lockers, automobiles parked on campus, or articles carried upon their person. Such searches shall be based on a reasonable suspicion of the presence of deleterious items. Examples of deleterious items shall include, but are not limited to, secret noisemakers, water guns, contraband drugs, alcoholic beverages, tobacco products, handguns or other dangerous weapons. In the event that a search of a student's person, his/her personal possessions, or his/her locker reveals that the student is concealing material possession, which is prohibited by federal state or local law, local law enforcement authorities may take appropriate action. Parents will be contacted immediately.

The Disciplinary Program

All disciplinary actions will be within the guidelines of the policies of The Lakeside School Board of Trustees. Those students who do not abide by the rules and regulations of the school will be treated in a fair, firm and consistent manner. Students are the responsibility of the school from the time they enter the campus until they leave the campus. All school rules and regulations apply to students while on campus and/or on school activities away from campus. The rules and regulations and the appropriate actions are listed below. Students may be referred to the Administrative Council based on excessive disciplinary behaviors. **The Head of School reserves the right to regulate the disciplinary actions needed to maintain a sound academic atmosphere for all students.**

MINOR OFFENSES GRADES K-5th: The teacher will make students and parents aware of their specific classroom expectations at the beginning of the year. The classroom teacher handles minor disciplinary infractions based on his/her classroom management procedures. Options in response to student misbehavior include time out, loss of school privileges, loss of special classroom activities, etc. If disciplinary problems continue, the student will be referred to the Dean of Students for additional consequences (ie. Detention, Suspension, Expulsion, etc).

MINOR OFFENSES GRADES 6th-12th: Classroom teachers will conduct their classroom with effective classroom management. Students who display minor misbehaviors such as chewing gum, not prepared for class, horseplay, excessive talking, excessive tardies, dress code violation, littering, or disruption in class will receive detention. If students receive detention, he/she will serve this time as listed below through the nine week grading period. The accumulation of detention consequences will clear at the end of each nine weeks.

Detention System for Minor Offenses:

- 1st Offense: Break detention
- 2nd Offense: Break detention and parent notification
- 3rd Offense: Break detention, parent notification and 30 minute after school detention (3:00-3:30)
- 4th Offense: Break detention, parent notification and 1 hour after school detention (3:00-4:00)
- 5th Offense: Break detention, parent notification and two 1 hour after school detentions and student is referred to the Administrative Council for review.
- 6th Offense: one day suspension

*If the student is late to detention he/she will be allowed to serve the detention; however, one additional detention will be issued. A detention may be issued for types of misbehavior not specifically covered under another discipline policy. *Changes for detention will not be made to accommodate students missing after school extra-curricular activities. Coaches reserve the right to issue an additional consequence for students who miss practice due to detention.* Students who choose not to show up for detention will be suspended.

GRADES K-12th MAJOR OFFENSES: When student's behavior is severe, the student will be referred to the Dean of Students and/or Head of School. Student consequences may result in removal of the student, loss of privileges, suspension, or expulsion. Major offenses may include, but are not limited to, the following:

- Excessive disruptive behavior
- Blatant disrespectful behavior
- Inappropriate public displays of affection/physical contact
- Fighting
- Forging a parental signature
- Skipping part or all of class
- Leaving campus without permission
- Cheating
- Using profanity or pornographic statements
- Bomb threats
- Gambling
- Failure to abide by automobile rules
- Damaging or defacing property
- Theft of others' property
- Harassment or bullying of others, including cyber bullying
- Making negative racial, ethnic, religious, or other inappropriate comments
- Fighting and/or any behavior which brings harm to another student

- Inappropriate use of electronic devices and technology during the school day or while participating in school events.
- Possession or use of prohibited items while on school ground or at school-sponsored events. Prohibited items include knives or any other types of weapons, lighters, fireworks, alcohol, tobacco or illegal drugs.

Suspension Policy: All suspensions, in or out of school, will be consecutive days and will be administered as soon as possible. Students must realize the severity of suspension, which can have a drastic effect on their grades and puts their retention for the current and following school year in jeopardy. In addition:

- The student will receive a zero (0) for classwork, homework, and quizzes assigned or due during a suspension. Students are expected to complete the assignments in order to keep up in each class but will not receive credit.
- If a student is suspended during a quiz, test or semester exam, he/she must take the assessment on the day he/she returns.
- The student can turn in reports, term papers, book reports, etc., before (not during or after) suspension begins.
- The student is allowed to get homework assignments from classmates during suspension in order to keep up.
- Students who are suspended or expelled from school are not allowed to attend school functions and should come on campus only when requested by proper personnel.
- Upon returning to school from being suspended, the student must see the Head of School before reporting back to class.
- The Athletic Director or coaches reserve the right to implement additional consequences for student-athletes if deemed necessary and approved by the Head of School.

Behavior Review: Student discipline records will be reviewed at the end of grading period by the Administration. Parents will be notified by phone and by letter when their student is at risk of no longer being eligible to return to Lakeside for behavioral reasons or has been placed on probation for behavioral reasons.

Married or Pregnant Students:

Lakeside School students who are pregnant, (includes father if applicable) married or have become a parent shall be dismissed from school when he or she is determined to be in one of the aforementioned categories. If a pregnancy is in question, the school reserves the right to request a test for verification.

Mandatory and Random Drug Testing Policy and Procedures

I. PURPOSE OF A DRUG TESTING PROGRAM

The Lakeside School is dedicated to academic excellence and to the personal growth and well-being of its students. This mission requires a school environment that is safe and drug free in order to maximize the learning potential of its students. The Lakeside School is demonstrating its leadership and commitment to the community by instituting an innovative drug-testing program for students and employees. The drug-testing program is designed to be preventative rather than punitive and to help students resist drug use. It is based on principles and a structure that assists youth, rather than punishing students on the first offense. It is intended to empower parents with valuable information for active participation in this assistance.

II. SCOPE OF THE DRUG TESTING PROGRAM

The administration reserves the right to implement both mandatory and random drug testing of all students in grades 9-12 at some point during the school year. The testing schedule is as follows:

- A. **RANDOM:** Students will be randomly tested throughout the school year.
- B. **FOLLOW-UP TESTING:** Any student-testing positive on the random test will be retested or any student that is suspected by the Head of School of drug use will be tested.
- C. **COST:** The cost of random testing is included in tuition. The cost of re-testing due to a positive test result will be borne by the parent(s)/guardian(s) at the prevailing rate.

III. TESTING METHOD

Hair analysis has been selected as the method of testing. A licensed clinical laboratory will perform the analysis of all hair samples. Drug Free Schools uses a patented sensitive technology (radioimmunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography/mass spectrometry. Each hair sample will be analyzed for eight drugs: cocaine, opiates, marijuana, methamphetamine, PCP, OxyContin, MDEA (Eve or intellect), and MDMA (ecstasy).

Hair testing provides detection for illicit drug use for the 90 days prior to the hair collection. Every 1/2 inch of hair represents approximately 30 days of drug use history.

- A. **Hair Collection Procedures:**
 1. The student will select a unique identification number. Trained staff will perform the hair collections using full chain-of-custody procedures. The Head of School or a designated Lakeside employee will be the only people privy to the identification number. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.
 2. A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected such as arm, leg, or underarm hair. The sample will be sealed by the designated Lakeside employee collector and initialed by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be mailed to the Drug Free Schools laboratory. Results will be available to the Head of School or a designated Lakeside employee only via secure means within one week of receipt of the tests.
 3. Appropriate disciplinary action will be taken if a student deliberately tries to avoid the collection process.

B. Contesting a Positive Result

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography/Mass Spectrometry. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a student who tests positive wishes to contest the result, he/she may do so within ten (10) days. He/she will be re-tested at his/her own expense.

IV. CONFIDENTIALITY AND DISSEMINATION OF RESULTS

- A. The unique individually coded number identifies all hair collections and results. No names are recorded on the collection bag or the paperwork sent to Drug Free Schools. There are no names on the test results that the school receives from the company.
- B. Drug Free Schools will confidentially provide test results of students to the Head of School or other person(s) designated by the Lakeside Board. The school will submit positive test results to the parent(s)/guardian(s) within 10 days of the receipt of the same. All test results of students will remain strictly confidential between the student, the parent(s)/guardian(s), and Head of School and/or such person(s) designated by the Lakeside Board, and any confidential counseling program agreed upon by the parent(s)/guardian(s) and Head of School and/or Board designee.

- C. No test results of a student will be disclosed to any person or agency beyond the persons identified above (B) without signed consent by their parent(s)/guardian(s). Release of test results of students may be requested by the Head of School or designated Lakeside employee for purposes of professional evaluation and possible treatment recommendations.

V. CONSEQUENCES OF POSITIVE RESULTS

- A. School personnel will not initiate criminal charges or other legal action against a student based solely on a positive drug test.
- B. On the first occasion where a student tests positive for drugs, his/her parent(s)/guardian(s) shall be notified and a conference shall be set up with the student, his/her parent(s)/guardian(s), and the Lakeside Head of School to discuss the positive results. It shall be the parent(s)/guardian(s)' sole responsibility thereafter to address their child's positive drug test.

After a student tests positive for drugs a second time, the Head of School or designee shall refer the student who tests positive and the parent(s)/guardian(s) for a substance abuse evaluation through a Lakeside Board approved counselor or community agency. The parent(s)/guardian(s) of said student shall be provided said Board approved list of counselors and community agencies to choose from. This counselor or community agency will provide recommendations to the family on the type of additional services that are required. The student and parent(s)/guardian(s) shall seek this evaluation and cooperate with said counselor/community agency. The counselor's progress reports must be submitted to the Headmaster or designee on a regular basis in order to determine that the student is in an assistance program. All costs for this will be the responsibility of the parent(s)/guardian(s). If a student or parent(s)/guardian(s) refuse professional assistance, the student will be dismissed from school at that time. A student who has tested positive and is in a substance abuse program approved by The Lakeside School will continue all normal school activities unless directed otherwise by the parent(s)/guardian(s) and/or counselor.

- C. Students who test positive more than two times during their enrollment at Lakeside will be dismissed from school.
- D. The Head of School of The Lakeside School or an authorized person has the right and responsibility to:
- Search for drugs and/or alcohol on a student, in vehicles, lockers, or personal effects at any time on the school campus or off the school campus when attending a school function;
 - Have trained dogs brought on campus to search for narcotics at unannounced times; and
 - If necessary, ask parents to have their child tested by a doctor using blood or urine samples to make a definite determination of presence of drugs in the child's system.

It is understood that students may be required to withdraw from school because of disregard for major rules and regulations, violations of the law, personal maladjustments, prolonged academic deficiencies, or any evidence of lack of parental cooperation.

Dress Code

To establish an academically focused environment, The Lakeside School will not permit any student to wear any article of clothing that is distracting, overly suggestive, or so extreme or inappropriate to the school setting that it disrupts the educational process. Overseeing of dress is a parental responsibility and Lakeside expects decisions about dress to reflect the high standards of Lakeside parents and students. There are times when special events may warrant special attire. Teachers, administrators, and coaches may direct students regarding what to wear for special events. Parents are expected to cooperate with the school in the observance of the following guidelines, and students in grades 6th-12th will receive break detention for dress code violations.

Grades K-5th: School uniforms are required for lower school grades. Uniform guidelines are as follows:

- Students wear uniforms Monday - Thursday.
- Shirts are to be tucked in (when applicable) and brown/black belt worn if bottoms have belt loops. Kindergarten and 1st grade are exempt from the belt requirement.
- Lands End or similar style Polo style shirts are required. Color options will be white, royal blue and black.
- All polo style shirts must have the crest logo. Lands' End and Sew Lovely Embroidery and More are the exclusive vendors for logo items.
- Lands' End is the exclusive vendor for all school plaid items.
- Parents may use any source for khaki bottoms (pants, shorts, capris, skorts, etc.) with no cargo or fishing net style bottoms. No khaki jumpers.
- Bottom of shorts, skorts and jumpers shall be no shorter than 3 inches above the knee. Length applies to both boys and girls.
- Colors for girls' tights or leggings are black, white or gray.
- Student's wear tennis shoes with either black, white or gray socks.
- Cool weather outerwear (light jacket) is to be the blue fleece from Lands' End with crest logo OR gray cardigan for girls. Also, the crewneck sweatshirts in royal blue or grey from Lands' End with the crest may be worn. For more extreme winter outerwear, students may wear a royal blue, black, heather gray, or white heavy coat of their choice.
- Items purchased from other vendors must mirror the item styles available from Lands' End to keep the look of the uniforms consistent.
- **Note: Heather gray polo style shirts are being phased out at the beginning of the 2021-2022 academic year.**
- **Note: Navy blue items have been phased out of the uniform selection.**
- **Note: The LSC monogram is being phased out at the beginning of the 2021-2022 academic year.**

Friday attire will be student choice Lakeside attire (Lakeside t-shirts, class t-shirts, homecoming t-shirts, etc.). See "Friday Dress Code".

Grades 6th-11th: School Uniforms are required for grades 6th-11th.

- Students wear uniforms Monday –Thursday.
- Boys wear non-cargo/non-fishing-net style khaki pants or shorts with polo style shirts. Shorts shall be no shorter than 3 inches above the knee.
- Shirts are to be tucked in (when applicable) and brown/black belt worn if bottoms have belt loops.
- Lands End or similar style Polo style shirts are required. Color options will be white, royal blue and black.
- All polo style shirts must have the crest logo. Lands' End and Sew Lovely Embroidery and More are the exclusive vendors for logo items.
 - Students may wear long or short sleeves in any of these shirt styles.
- Girls wear khaki shorts, skirts, skorts, khaki pants, or Lands' End plaid skirts that are no shorter than 3 inches above the knee with polo style shirts.
 - Polo color options will be white, royal blue, black.
 - Students may wear long or short sleeves in any of these shirt styles.
- Students wear royal blue, black, or light gray jackets of their choice for cold days. Also, the crewneck sweatshirts in royal blue or grey from Lands' End with the crest may be worn. Camouflage jackets are not allowed.
- Camo is not allowed unless it is for a school dress-up/theme day.
- Students wear shoes of their choice.

- The Lakeside School has contracted with Lands' End to provide custom uniform options; however, most items for middle/upper school students may be purchased from any vendor. Lands' End is the exclusive vendor for plaid skirts. Items purchased from other vendors must mirror the item styles available from Lands' End to keep the look of the uniforms consistent.
- **Note: Heather gray polo style shirts are being phased out at the beginning of the 2021-2022 academic year.**

Friday attire will be student choice Lakeside attire (Lakeside t-shirts, class t-shirts, homecoming t-shirts, field trip t-shirts, etc.). See "Friday Dress Code".

12th Grade: School uniforms are optional for students in 12th grade for the 2021-2022 school year. Students choosing to wear uniforms should follow the guidelines for middle /upper school uniform attire. Mandatory upper school uniform implementation will begin with the ninth grade in the 2019-2020 school year and progress with one grade each year thereafter until full implementation is complete. The school faculty, staff and administration reserve the right to determine what is appropriate dress or accessory while students are in school. A student who wears inappropriate clothing must call his/her parents for a proper change of clothes. Parents must bring the change of clothes; students will not be permitted to leave campus. **Seniors will be required to follow "General Dress Code Policy" below.**

Friday Dress Code Policy K-12th:

- The "General Dress Code Policy" still applies on Friday.
- Friday attire will be student choice Lakeside attire (Lakeside t-shirts, class t-shirts, homecoming t-shirts, etc.).
- Students are to be dressed in age-appropriate attire.
- Students may not wear camouflage shirts, pants, shorts, jackets, or shoes.
- No athletic shorts or sweatpants are allowed unless these items are part of a team uniform for an event that day.
- Jeans are allowed.
- The length of shorts and skorts must reach the end of the child's fingertips when arms are straight by the side.

General Dress Code Policy for Grades 6th-12th:

- Shoes must be worn at all times.
- The required length of shorts, skirts or dresses is no more than 3 inches above the top of the knee.
- If leggings are worn, they must be worn under skirts or skorts only and must be black, white or gray. T-shirts over leggings is not acceptable.
- Tops must have straps that are 2 inches or wider. Halter tops are not acceptable.
- Tops must be modestly buttoned and must cover midriff as well as lower back.
- No jerseys are allowed.
- Pants must be on hips and not expose undergarments.
- No camouflage shirts, pants, shorts, jackets or shoes are allowed, unless it is worn for a school dress-up/theme day.
- Students may not wear any vulgar, obscene or otherwise inappropriate symbols, language or wording on clothing at school or school-sponsored events. This includes clothing that advertises drugs, alcohol, tobacco products or displays sexually inappropriate wording or pictures.
- Athletic shorts or pants with a drawstring are inappropriate for class and may only be worn for PE or as part of a team uniform.
- Sweatpants, joggers and other athletic wear are inappropriate for class and may only be worn for PE.
- Jeans may not have holes in them.

- Sunglasses are not to be worn in the school building.
- Caps or headwear of any type are not allowed at school.
- No belly button rings or face piercings, and male students are not allowed to wear earrings.
- Hair style and hair color must be styled conservatively. Non-natural hair color is not permitted.

For Boys (K-12th): Boys should be clean-shaven and must have hair neatly trimmed, combed, and tapered so that eyebrows, earlobes and collars are exposed. Sideburns must be kept neat, trimmed, and stop at the lower earlobe. There will be no mustaches, goatees or beards. Earrings are not permitted for male students.

SENIORS

Senior Privileges:

- Seniors may eat off campus one day per week (TBA). They must return by the designated time. Departure and return time will be announced annually. Parental permission for this off-campus driving privilege must be on file with the Head of School. This off-campus time is for lunching purposes only. Other schools, homes or any other visitation places are off limits. Special lunch arrangements must be approved by the Head of School. Any driving violations or misconduct will immediately terminate this privilege for the offender.
- Seniors will be permitted senior days. These are allowed for college visitation. These days must be coordinated between the student and the Head of School. Parental permission is required for this privilege. Students must coordinate the senior days 2 to 5 days in advance. The Head of School and/or Assistant Head of School will notify the teachers of the senior's absence. Unauthorized senior days will result in an unexcused absence. Assignments during this absence must be completed and handed in on the day the student returns to school (no 2-day grace period).

All Senior privileges are monitored by the sponsor, Head of School, Dean of Students and Athletic Director. Violations may result in loss of privileges. A violation of any of these privileges, either within the spirit of the rule or the letter of the rule, will result in forfeiture of that privilege..

Winterm: Lakeside's Winterm for seniors is scheduled during the second semester. The topic of Winterm will vary from year to year. The Winterm is an integral part of the school's academic program. All rules of the school apply to each day's activity either on or off campus. Teachers may be asked to participate in the Winterm in various capacities.

Valedictorian and Salutatorian Selection: To encourage academic excellence and achievement on the part of seniors at The Lakeside School, the honors of Valedictorian and Salutatorian will be awarded to graduating seniors who have completed the requirements for an Advanced with Honors or Honors diploma. *He or she must also have the highest and second highest grade point average in the core classes from the 9-12th grade years. This will include Math, Science, History, English, and Foreign Language as well as points earned from 8th grade Algebra I.* This calculation will be completed by the Dean of Students, Registrar and the Head of School. Starting 2021-2022 school year, 8th grade students must take Calculus their senior year to be considered for Valedictorian or Salutatorian.

The Valedictorian and Salutatorian must have attended The Lakeside School their entire junior and senior years. Candidates must have completed 4 core classes each year. If 4 core classes are not taken each year, the student is not eligible for the honor.

In case of a tie, the following tie breaker will be applied to those students tied for the honor. *A numeric average (calculated by adding semester grades) including only the four core academic classes and two foreign language classes will be used to break a tie. The numerical average will be used and carried out to the 4th decimal place.*

Honor Graduates: Honor graduates must have a cumulative numeric average of 85 in grades 9th-12th (calculated at the progress report period of the fourth nine weeks as stated above) and have been at The Lakeside School their entire senior year. These students will have to complete the Honors or Advanced with Honors diploma.

Cum Laude, Magna Cum Laude, and Summa Cum Laude: A graduation honor determined by a specific grade point average defined as 3.4000, 3.6000 and 3.8000, respectively. The GPA will not be rounded.

Honors and Awards

Students in K-12th will be honored for academic achievements at the Honors Convocation and Awards Day each year. Specific honors may vary each year and teachers will be advised accordingly. Awards will include High Honor and Honor rolls, Scholastic Achievements, and Awards in each subject in grades 6th-12th. A Master Award and an A“Chief”Ment award, which recognizes exceptional effort or achievement, and will be given in each discipline in grades 4th-12th. In addition to academic awards, students may be honored for citizenship and perfect attendance. Some awards may be granted at regular school assemblies. Awards determined by grade averages will be determined numerically in grades 1st-12th. The cumulative grade point average for yearly academic awards will be calculated using academic averages from first nine weeks through the fourth nine weeks progress report period (4 ½ weeks into the last grading period).

Honor Roll:

Nine-weeks High Honor Roll – All A’s (not an average)

Nine-weeks Honor Roll – All A’s and B’s (not an average)

Class Academic Leader: This honor is awarded in grades 4th-11th to the one student with the highest average for the current school year in the classes of Math, Science, History, English, Reading (when applicable) and Foreign Language (when applicable). *Numerical average will be used for grades 4th-8th and quality points average (GPA) will be used for grades 9th-11th.* In the case of a tie in GPA, the numerical average will be used and carried out to the 4th decimal place. The calculation will include grades earned at The Lakeside School from the first 9 weeks through the fourth 9 weeks progress report period.

Mr. & Miss Lakeside: The process of the selection of Mr. & Miss Lakeside is as follows:

- The entire faculty will meet and discuss qualified seniors for this honor. All seniors will be recommended by the faculty to the high school students, grades 9th-12th, unless determined otherwise by the faculty. Students will vote on one girl and one boy for the honor.
- Qualifications for nominations are as follows:
 - The student must be a senior.
 - The student must have a cumulative grade average of 80 or above (including PE) in grades 9th-11th.
 - Characteristics to be considered are integrity, school spirit, cooperativeness, personal appearance.
- The above qualifications are the same criteria for the students to consider when voting on their choice for the honor. Voting will be by paper ballot during homeroom on a designated day.

Head of School’s Award: While the recipient of the Head of School’s Award is determined by the Head of School, he or she seeks the advice of the upper school faculty for nominations.

Friendship Cup: This award is determined solely by students in grades 6th-11th and is presented to the senior who is voted as the best friend.

Activities Award: The Activities Award is designed to recognize the Senior who has contributed the most time, effort, and talent to various extra-curricular activities of the school throughout his/her high school career. The recipient of this award is determined exclusively by the upper school faculty.

AR and Reading Awards: For students in grades 1st-8th. Goals are set by individual teachers.

A'Chief'Ment Award: Recognition of exceptional class effort and is not grade based for students in grades K – 12th.

HOBY: Hugh O'Brian Leadership Seminar – Annually recognizes outstanding sophomore leadership. One student will be determined by upper school faculty votes.

Boys'/Girls' State: Summer programs of state government study. A junior boy and junior girl who meets the program requirement will be selected by upper school faculty votes.

DAR: The DAR Good Citizen program recognizes a senior for their qualities as a good citizen (dependability, service, leadership and patriotism). One student will be determined by upper school faculty votes.

Beau and Beauty: Annual yearbook recognition of a boy and girl from each class in grades 9th-12th, for displaying not only physical attractiveness, but also beauty of the heart. Students in grades 9th-12th will be voted on by the entire upper school. No student may receive this honor for two consecutive years.

Class Favorites:

- A student must have attended Lakeside the previous school year to be elected a Class Favorite.
- A student must be in good disciplinary standing.
- A student must be in good academic standing.
- The voting is to be by secret ballot and is not to be announced beforehand. There is to be no politics involved.
- The results of the election of Class Favorites are to be announced before the Student Body after the Head of School has approved winners.

Senior Who's Who:

- Most School Spirited – the two students who show the most energy and support for school activities and functions, pro-Lakeside, not necessarily a cheerleader.
- Most Likely to Succeed – the two students who you think will be the most successful in life, business, civic affairs, etc.
- Best Dressed
- Biggest Flirt
- Most Mischievous
- Most Intellectual – the two students who show the most capacity for rational or intelligent thinking beyond the classroom.
- Most Athletic – the two students who are the most vigorous and active in sports and are well rounded athletes.
- Friendliest – the two students who are the most congenial and who take the time to befriend the student body.
- Most Popular – the two students who are most liked and relate well to the whole student body.
- Wittiest – the two students who display a good sense of humor or express amusing insights not necessarily through wisecracks or jokes.
- Best Looking – the students who have the most attractive physical appearance.

- Best All Around – the two students who display most or all of the characteristics in the above categories.

Note: Categories may be modified at the discretion of the senior class and equal distribution is encouraged.

Automobile/Bus Policies

School Bus Rules: Students who do not comply with the school bus rules will lose the privilege of riding the bus.

- Passengers must be seated when the bus is in motion.
- Objects are not to be thrown inside the bus.
- No arms or legs should ever be extended from the bus windows.
- Only the driver will operate door controls.
- Nothing is to be thrown from the windows of a moving bus.
- The driver’s vision should never be obstructed.

Automobiles on Campus: Students operating motorized vehicles on campus must have a valid driver’s license. Permission to drive on campus may be revoked at any time by the administration for violation of school traffic policies. The speed limit on campus is 5 mph and will be strictly enforced. Reckless driving will not be tolerated and will result in loss of driving privileges or suspension. Riding on the outside of automobiles is not allowed. Automobiles are to be parked in the designated areas and operated in accordance with state and local laws, common rules of courtesy, and consideration for others. Loud, blaring radios and racing car engines will not be tolerated and driving privileges will be suspended. Students are not allowed to sit on parked cars, nor congregate in the parking area or around cars and motorcycles.

Student Parking: Once a student drives on campus, he/she cannot leave without permission (this includes before school). The parking area is off-limits during the school day. Students may return to their vehicle only if they have a pass from their teacher or the Head of School. Teachers park on the first two rows, seniors park on the third row and all other rows are first come first serve.

School Travel Policy

While on a school sponsored trip, students are expected to abide by the school rules. Excessive rule violations may result in the loss of privilege of attending a school sponsored trip. The teacher responsible for coordinating and chaperoning the trip will recommend to the Head of School that a student not be allowed to participate in the school-sponsored trip. Parents will be notified in advance of this decision.

Whenever one or more students attend a meeting, sports event, or other function as representatives of The Lakeside School, they must be accompanied by a teacher, coach, sponsor, or other designated adult. When transportation in a motorized vehicle is required, the student group must be accompanied by a parent driver in that vehicle.

All trips off campus and all athletic games will be traveled in a school bus, school-approved vehicles or vehicle accompanied by a parent/guardian/sibling 21 years or older. A student will be allowed to ride home with his/her parent after a game or activity. First the parent must give the coach or teacher a written note requesting the student ride home with them or with someone else. The parent/adult must be present before the bus departs to pick their child up. We ask that students or student athletes return on school transportation unless family plans dictate otherwise.

Field Trips: Field Trips are an integral part of the school’s curriculum. The program ranges from a normal classroom period to a full day’s excursion to a full week trip. In the Lower School, each class will attempt to schedule field trips, if and when, schedule permits. This can be in conjunction with any topic or subject currently under study. Middle School and Upper School field trips will be scheduled to avoid conflicts and redundancies. Teachers will determine appropriate dress for each field trip based on the nature and purpose of

the trip. When field trips are planned, teachers are to send the Parent Permission Slip (obtained from the back of the Faculty Handbook) home for parents to sign. It must be in the office prior to departure, or a student will not be permitted to go. The type of class must be noted, along with any other specific requests or needs (such as lunch money, sack lunch, etc.)

The key to the success of any trip, whether it is a class period, day, or an entire week is student preparation prior to departure. The subject or place to be visited or seen must be thoroughly studied in class. Students are highly encouraged to go on field trips. Students who do not go will do all trip research and attend regular classes and would be able to participate in extra curricular activities while others are on the trip. If a student does not go on the field trip and does not come to school, they will be marked as absent and will not be able to participate in extracurricular activities.

Parents driving on field trips will be assigned students to supervise and will be considered chaperones. Parents must submit a copy of their driver's license and insurance card to the office prior to leaving for the trip. The administration reserves the right to limit the number of chaperones attending the trip. It is the responsibility of the chaperone to travel with the class, remain with the group at the function, supervise the assigned group of students, travel back to school with the class and assist the teacher as directed. If a chaperone is unable to participate for the entire trip or is unable to supervise the assigned students, the teacher must be made aware immediately. Siblings are not allowed to attend school sponsored field trips.

COMMUNITY SERVICE/PARENT VOLUNTEER REQUIREMENTS

Upper School Community Service Requirement: As a requirement for graduation all Upper School students will complete a minimum of 20 hours of community service during each year and a total of at least 80 hours of community service prior to graduation.

- Community service may be completed during the summer beginning with the summer prior to freshman year. Hours earned in the summer will be counted towards the upcoming school year.
- Students who complete the service requirement prior to graduation are still required to do an additional 20 hours of service each year. For example, if a student has completed 80 service hours at the end of his/her junior year, they must still perform 20 hours of service during their senior year.
- Students transferring to Lakeside after the freshman year will be required to complete 20 hours for each year, they attend Lakeside.
- To receive credit for service performed, the student must complete and turn in their service verification forms to the Registrar.
- A list of suggested organizations to contact for community service will be available for students; however, alternative organizations may be used.
- Students are encouraged to contact the school about doing their community service hours at Lakeside over the summer. Numerous projects need to be completed and help is always welcome.
- Seniors must turn in required hours by May 1st.
- Forms must be submitted within two weeks of completing community service.

Parent Volunteer Hours Requirement: The Lakeside School volunteer program has been created to stimulate and increase participation and involvement by all families. Each family is asked to work a minimum of 10 volunteer hours in service to the school. Volunteer assistance with school improvement and other activities will keep outsourced costs to a minimum helping our budget go further. Opportunities for volunteering will be sent via email and posted on our Facebook page. Forms must be filled out and submitted within 2 weeks of completing parent volunteer hours. Families who do not wish to participate in the Volunteer Program will be assessed up to \$250.00 per school year.

Technology Use

Technology Use Policy: Computers and the Internet offer opportunities for expanded learning experiences for today's students. With this opportunity comes the responsibility for students to use the available technology appropriately. Therefore, we ask that you read this document carefully before signing the agreement or permission forms.

Communications on the network are often public in nature; therefore, good behavior on the school's computer network is expected of all students. School rules for appropriate language and behavior will apply to the use of the computers. Network storage areas may be treated like lockers. Administrators may monitor files and communications to ensure that users are using the system responsibly and to maintain system integrity. Users should never expect that files stored on the server would be private.

The Lakeside School recognizes the Internet as an electronic communications network that provides an enormous array of resources that no individual or organization controls. There are sites that contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Although programs do exist that can block certain types of information from being accessed, they also by their design limit access to beneficial information. Even with controls in place, it is impossible to control all materials. Any user finding offensive material on any website should report that finding to a teacher so that steps may be taken to restrict use of those sites. The policy of this school is that the advantages provided by the Internet are far greater than the disadvantage of finding material that is not with the educational goals of The Lakeside School.

During school, teachers of younger students will monitor and guide them to appropriate sites. Students in grades 6th–12th will have more independent access to the Internet, but no unlimited access. The system administrator can monitor activity online for all users at any time and a log of sites visited by each user is kept on the system administrator's computer. Outside the school, parents or guardians are responsible for the materials accessed by their students.

Upon submission of permission forms by parents and agreement forms by students, independent student use of the Internet will be permitted. Use of the Internet and The Lakeside School network is not a right, but a privilege. That privilege will be revoked for inappropriate conduct. The system administrator at the request of the administrator, faculty, or staff can deny short-term access at any time. As the parent or legal guardian of a Lakeside School student, I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my student's responsibility for abiding by the policy. I am therefore abiding by this policy and agree to indemnify and hold harmless the school and the Data Acquisition Site that provides the opportunity to the school for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my student's use of his or her access to such networks or his or her violation of the foregoing policy. Further, I accept full responsibility for supervision of my student's use of his or her access account when such access is not in the school setting.

Inappropriate Conduct:

- Damaging computers, systems, or networks
- Loading software without the system administrator's permission
- Intentionally wasting limited storage space on the hard drive or server
- Violating copyright laws by using unauthorized copies of commercial software
- Using the network for financial gain
- Using the login name or password of another person
- Trespassing in the folders, work, or files of other users
- Harming or destroying another user's data – this includes uploading or creating computer viruses
- Sending or playing offensive messages or pictures

- Using obscene language or profanity
- Harassing, insulting, or attacking others including cyberbullying
- Using racial, gender, ethnic, or other slurs
- Promoting violence
- Receiving or sending information about dangerous or illicit instruments (bomb, automatic weapons, etc.)
- Using the Internet for non-school related activities
- Transmitting personal information without written parental permission
- Accessing social networking sites, chat services or other chat-simulating websites
- Purchasing or subscribing to any service for which a fee is charged – the school will seek reimbursement and full restitution from students, their parents, or guardians for any such fees

Misuse of The Lakeside School’s network or the Internet will be treated as a major offense. The administration may impose additional disciplinary action even to the point of expulsion for severe violation. If applicable, law enforcement may be involved.

Clubs and Organizations

Student Government Association (SGA):

Officers are selected by student vote in grades 6th-11th.

Candidates must meet the following eligibility requirements:

- Must have an 80 composite average
- Must have at least one teacher recommendation
- Must have an acceptable disciplinary record. Must have been a Lakeside student the entire election year.
- Must be a current junior to run for President - if no junior qualifies by deadline, sophomores may run for President.
- Must be in grades 8th-11th to run for other offices.
- Must be pre-registered for the school year for which they are seeking election if the elections are held in the spring.

The Student Government shall be composed of the following:

- elected officers- elections occur in the spring
- a representative chosen from each class in grades 6th-11th by the newly elected SGA officers at the end of the school year to serve on summer planning board as well as the following school term.
- a chaplain, publicity director, and historian appointed by the newly elected SGA officers
- a representative elected at the beginning of the school year from each class in grades 6th-12th.

The National Honor Society:

Students in grades 10th–12th who meet these requirements are eligible to be invited for membership:

- **Scholarship**
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record.

The National Beta Club:

Eligible students must have an 89.5 in accordance with national guidelines.

Senior Beta members must be in grades 9th-12th

Junior Beta members must be in grades 6th-8th

Mu Alpha Theta:

Overall 3.5 in Math subjects

Interact Club:

Interact clubs bring together young people in grades 6th-12th to develop leadership skills while discovering the power of Service Above Self. Interact clubs organize at least two projects every year, one that helps their school or community and one that promotes international understanding. Rotary club sponsors mentor and guide Interactors as they carry out projects and develop leadership skills.

Fellowship of Christian Students (FCS):

FCS is open to all students. Fellowship of Christian Students is a group designed to equip, empower, and encourage students to make a difference for Christ. This group meets monthly for devotions, prayer, and fellowship. Everyone is welcome to join!

Pages must be completed and returned to your student's homeroom teacher by Tuesday, August 31, 2021.

HANDBOOK ACKNOWLEDGEMENT AND COMPLIANCE

This is to certify that I have read a copy of The Lakeside School handbook. I fully understand and agree to abide by all policies and regulations (discipline, harassment, alcohol and drug, technology acceptable use and internet safety) mentioned in the handbook.

I give my consent for The Lakeside School officials to perform those acts mentioned in this handbook that are considered necessary or appropriate to conduct the school safely and efficiently and to carry out the mission of The Lakeside School. I am aware that The Lakeside Board of Trustees reserves the right to alter, amend, or change the policies in this handbook as necessary. **Parents of students in Preschool – 12th grade are responsible for explaining this handbook to their children.**

Parent/Guardian Signature:	Date:
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TRANSPORTATION PERMIT

I give my child permission to be transported from athletic and school related functions of The Lakeside School. I will not hold the designated driver or The Lakeside School responsible for any accidents that might occur. Further, I hereby release The Lakeside School, its agents, servants, and employees from all claims and liability of any kind for personal injury or property damage due to participation in such athletic or school related functions.

Parent/Guardian Signature:	Date:
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- I give The Lakeside School permission to use my child's artwork, class assignments, homework, projects, work samples and or picture in a positive manner to promote The Lakeside School on the school's website: www.lakesidechiefs.net and on the school's Facebook fan page during the school year.
- I do not wish for my child's work or picture to appear on The Lakeside School website or Facebook page during the school year.

Parent/Guardian Signature:	Date:
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STUDENT INFORMATION FOR 2021-2022

Last:	Middle:	First:
Grade:	Gender:	
Date of Birth:	Social Security Number:	
Mailing Address:		
City:	State:	Zip Code:
Cell#:	Email Address:	
Names of siblings at Lakeside:		

Parent/Guardian Information:

Parent/Guardian:	Place of Employment:
Cell #:	Home #: Work #:
Email Address:	

Parent/Guardian:	Place of Employment:
Cell #:	Home #: Work #:
Email Address:	

Student lives with (circle one):	Both Parents	Mother	Father	Guardian
Mailing address if different from student's:				

Emergency Contact Information (other than parent/guardian):

Name:	Relationship to Student:
Cell #:	Home #: Work #:

Name:	Relationship to Student:
Cell #:	Home #: Work #:

Parent/Guardian Signature:	Date:
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**MEDICAL INFORMATION AND CONSENT TO MEDICAL
TREATMENT OF MINOR CHILDREN**

Student Name:	Date of Birth:
Parents/Legal Guardians:	

MEDICAL INFORMATION

Date of last tetanus shot:	
List any known allergies to medications:	
List any chronic medical problems or pertinent medical history:	

INSURANCE INFORMATION

Medical Insurance Company:		
Name of Insured:		
Contract/Policy Number:		Group Number:

MEDICINE CONSENT

My child may be given the following medicine as prescribed by our physician:		
Name of Medicine:	Dosage:	Time to be given:
Physician:	Physician Phone #:	

In the event that your student may need a non-prescription medication, you must provide the medication with instructions. The medication must be given to the school office personnel. The medicine will be dispensed from the main office as prescribed by the directions. I give permission to a Lakeside Administrator or Office Staff to give my child Tylenol and/or Advil as needed.

Parent/Guardian Signature:	Date:
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CONSENT TO MEDICAL TREATMENT BY A PHYSICIAN

I, _____, the parent/guardian of _____, a minor, hereby authorize and consent to any necessary x-ray, examination, anesthetic, medical or surgical diagnosis or treatment, and emergency hospital care to be rendered to my child under the general or special supervision and on the advice of licensed physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under their supervision. This consent is for treatment of any illness or injury suffered by my child during any school event, whether on or off campus and whether occurring pre-season, post- season or during the school year, and is valid if a parent or guardian of my child cannot be immediately reached. However, in the event emergency treatment is necessary, I authorize and consent to treatment of my child without any requirement that efforts be made to contact a parent/guardian prior to treatment. I further agree to be responsible for the cost incurred regarding any of the foregoing medical services and agree to hold The Lakeside School, its agents, servants, or employees harmless there from.

Parent/Guardian Signature:	Date:
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