

The Lakeside School



“Home of the Chiefs”

Parent–Student Handbook
2024-2025

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

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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

Amy Rasberry, President
Ed Giles, First Vice-President
Sarah Hall, Secretary
Shane Seaborn
West Martin
Cory Culpepper
Marshall Speake
Christopher Herring
Heather Eriksen
Blakely Stephenson
Jeff Robinson
Samantha Fuller

Board of Trustees

The Board of Trustees meets at 5:30 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

1020 Lake Drive
Eufaula, Alabama 36027
(334) 687-5748
(334) 687-6306 (fax)

www.lakesidechiefs.net

2024-2025 Academic Calendar

2024-2025 School Calendar

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
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September 2024						
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December 2024						
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January 2025						
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The Lakeside School	
1020 Lake Drive	
334-687-5748	
Eufaula, AL 36027	

Jul 30	New Teacher Orientation
Jul 31	New Student Meet and Greet
Aug 5-7	Professional Development Days
Aug 6	Open House
Aug 8	First Day of School for Students
Sep 2	Labor Day
Oct 10	12:00 Student Dismissal/Teacher PD
Oct 11	Parent Conference Day
Oct 14	Fall Break
Nov 4	Professional Development Day
Nov 25-29	Thanksgiving Break
Dec 23-Jan 3	Christmas Break
Jan 6	Teacher Workday
Jan 7	Students Return
Jan 20	Martin Luther King, Jr. Day
Feb 14	12:00 Student Dismissal/Teacher PD
Feb 17	Presidents' Day
Mar 24-28	Spring Break
Apr 18	Good Friday Holiday
Apr 21	Parent Conference Day
May 15	Students' Last Day
May 16	Graduation
May 16	Teacher Workday

Important Parent Dates	
Jul 31	New Student Meet and Greet
Aug 6	K-5 Open House 5:00 PM
Aug 6	6-12 Open House 6:00 PM
Oct 11	Parent Conference Day PK-12
Apr 21	Parent Conference Day PK-12

February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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29	30					

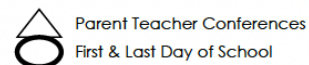
July 2025						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 Weeks Dates	
1st 9 Weeks	8/8-10/10
2nd 9 Weeks	10/11-12/20
3rd 9 Weeks	1/7-3/10
4th 9 Weeks	3/11-5/15

Report Card/Progress Reports Go Home	
Progress Reports	9/11, 11/20, 2/12, 4/21
Report Cards	10/16, 1/8, 3/12, 5/15

Testing Dates	
Thrive Testing Grades K-8	
Aug 26-29, Jan 13-17, May 5-9	
Pre-ACT	TBD
ACT	TBD

	School Closed
	Teacher Professional Dev.
	Summer Office Hours
	Employee Planning (no school for students)
	12:00 Dismissal
	Report Cards/Progress Reports



Faculty & Staff

Holly Mitchell	Head of School
Ashley Washington	Dean of Students, ACT Prep, College and Career, Dual Enrollment, Co-Op
Sherri McClendon	Registrar, Director of Student Services
Amy Watson	Business Manager
Susan Cox	Office Manager
Michelle Helms	Assistant Business Manager, Financial Algebra, Varsity Cheer
Tom Clements	Athletic Director, Varsity Football
Callie Strickland	Director of Admissions and Marketing, Upper School English
Kelly Mattox	Preschool Director, K4
Lauren Carter	K2
Jenny Brooks	K2, JV Cheer
Katie Moore	K3
Tammy Hicks	K3
Nancy Shirley	K4
Dana Pate	K4
Taylor McCardle	K4
Allison Peavy	Preschool Auxiliary Teacher
Cindy Sanders	Preschool Auxiliary Teacher
Anita Green	Preschool Extended Day
Blakely King	Kindergarten
Brooke Helms	Kindergarten
Mary Kathryn Hisel	First Grade
Brooke Mitchell	First Grade
Alison Gilmore	Second Grade
Victoria Smith	Third Grade
Denise Corcoran	Fourth Grade
Courtney Gray	Fifth Grade, PeeWee Cheer
Janice Adams	K-5 Music
Theresa Fisher	K-5 Art
Alice Kaye Shoemaker	Librarian
Teresa Manning	Middle School Math
Ashley Martin	Middle School Social Studies, Dual Enrollment History
Tuffy Taylor	Middle School English, 9th Grade English
Amanda Ates	Middle School Reading
Lee Kirk	7th and 8th Grade Science, Upper School Science
Allison Kelly	Middle School Computer/IT Specialist
Hannah Tapley	6th Grade Science, Upper School Math

Trenise Hamilton	Upper School Science, PE, Health, College and Career
Caroline Goff	Upper School History
Catherine Thomas	French, Humanities
Tony Rasmus	Online Course Facilitator, Head Baseball Coach, PE
Paula Leverette	PE, Volleyball, Girls Basketball, Softball
Chris Wilson	PE, Track
Joe Glover	Maintenance
Loretta Nelson	Custodian
Kathy Cullifer	Lunchroom
Lisa Price	Lunchroom Manager
Kayson Mobley	Lower School Aide, Lunchroom, Extended Day

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 for self and others, service to the 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 the goal of preparing all students for college, 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 should not be limited to academic pursuits but include a goal of producing individuals with a balanced perspective of intellectual, physical, and moral concepts in helping 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.
- A commitment to continuous improvement is imperative if our school is to enable students to become confident, self-directed, lifelong 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 of 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 increases individual student performance.

Coat of Arms



The upper-right quadrant of the Coat of Arms contains a red St. Andrews Cross, the state flag of Alabama.

The lower-right quadrant of the Coat of Arms contains a red battlement over a blue wavy bar upon a green field. The green symbolizes the fields and forests around Eufaula. The wavy bar represents the Chattahoochee River. The red battlement upon the river signifies the City of Eufaula overlooking the river. The battlement is in red to represent the original Indian town, and contains four merlons which stand for the English, Scots, Irish, and Welsh peoples by whom Eufaula was primarily settled. The three embrasures represent the Spanish, French, and British sovereignty which preceded the United States.

The lower-left quadrant of the Coat of Arms contains the crest of the Barbour family of Virginia and symbolizes our country. The cross further reminds us of our Christian heritage while the red and white bar, a symbol of the baronage of England, emphasizes our historic connection with our mother country.

The upper-left quadrant of the Coat of Arms contains thirteen white stars on a blue field and symbolizes the United States of America and recalls the original colonies and states.

The Coat of Arms of The Lakeside School is divided into quarters symbolizing the four levels of government in the United States—city, country, state, and federal—to which the citizen looks for the protection of his liberty and to which he owes the duty of loyalty.

The flames above the shield represent the destruction of the War Between the States, out of which rises the arm of a Confederate soldier holding aloft the torch of learning. From the torch rises three tongues of fire representing sacred learning based on faith, academic learning based on thought, and practical learning based on experience. Rays of light surround the tongues of fire, symbolizing the light of knowledge that flows from Godly learning.

The motto states the two main concepts that the school seeks to teach: a love of liberty and a sense of duty.

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 operates as a Non-Profit Entity. We depend primarily on the tuition of our students to pay all expenditures, including our faculty and staff salaries. 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 the 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. Should any payment be in arrears, **a \$50 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.** Participation in summer extracurricular activities will not be allowed until registration is complete and all financial obligations are paid in full.

If those tuition payments are not received in a timely manner, we cannot pay the allocated expenditures for that month. To ensure that tuition payments are made in a timely manner, The Lakeside School has adopted the following policy and procedure for handling late payments.

- Tuition is due on the 1st of each month and is late after the 10th of each month. The only exception to this rule is if you chose the 2-payment plan, then you have the entire month to pay those payments in July and February. A late fee will be assessed after the 1st of the following month if not paid.
- If tuition is not received by the 10th of the month, a \$50 late fee will be assessed to your account. If the 10th falls on a weekend or holiday, you have until the following school day to pay before a late fee is assessed.
- If a tuition payment becomes 30 days past due (which means it is not paid by the 1st of the following month), you will receive an email from the Business Office as a reminder to pay.
- If a tuition payment becomes 60 days past due (which means it is not paid by the 1st of the 2nd month following its due date), you will receive a phone call from the Head of School and your child(ren) will not be allowed to return to school until the balance is current. These absences will not be excused, and your child(ren) will receive zeros on all work missed.
- If a tuition payment becomes 90 days past due, your child(ren) will be dismissed from The Lakeside School and your account will be turned over to Small Claims Court.

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 their 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.

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.

Class Dues

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

Pre-School \$25	Kindergarten to Fifth Grades \$25	Sixth to Eighth Grades \$30	Ninth to Twelfth Grades \$35
Mill Jam \$10	Mill Jam \$10	Mill Jam \$10	Mill Jam \$10
Fall Festival \$10	Fall Festival \$10	Fall Festival \$10	Fall Festival \$10
Christmas Activity \$5	Christmas Activity \$5	Homecoming Costs \$10 (supplies)	Homecoming Costs \$15 (supplies & food)

General Information

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 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 and 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 7:30AM-8:00AM AND 2:30PM-3:30PM. DO NOT PARK IN THE BUS PARKING LOT.

Extended Day

Students in Preschool through 6th grade who remain on campus after 3:15 will be taken to Extended Day. Extended day cost is \$150 per month/\$37.50 per week/\$10 per day. Students must be picked up no later than 5:30 PM.

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 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 Registrar, the Head of School, and the parent(s).

Withdrawing or Adding Classes (Upper School Students Only)

Students have 3 weeks to drop or add a class. Honors classes cannot be added after the initial two-week period. Any course dropped after the drop/add period may result in an academic corrected notation on the student's transcript. Any change in a secondary student's schedule must have a written request from a parent/guardian and be approved by the Head of School, registrar, and teacher involved. All determinations are based on the current master schedule.

Lockers

Lockers will be provided to students. If they desire, each student must provide a lock for his/her locker. All lockers are subject to inspection and search by school officials. Students are expected to keep lockers tidy at all times. All items must be in the locker, not on top of the lockers. Items on top are subject to being thrown away.

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 throughout 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 over the intercom to all students during homeroom or first period. Announcements are emailed daily to students in grades 6-12. Students will be responsible for all information read.

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, FACTS Family Portal, 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 \$6.00. 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. The cost of lunch is subject to change due to rising food costs. If your child orders a lunch and they do not pick up it up, students will still be charged.

As a rule, we do not allow families to charge or carry a balance greater than \$25 at any given time in our Lunchroom. FACTS sends an email every Sunday night if your child(ren) has a negative balance on their account. If you receive an email, you should add funds to your child(ren's) lunch account immediately through FACTS or by sending a payment to the Office on the following school day.

Beginning with the 2024/2025 school year, if your child(ren's) lunch balance becomes greater than \$50.00, your child(ren) will not be allowed to charge during lunch or break. This means that you will need to send a lunch and snack with your child until their account has funds in it. It is your responsibility to monitor the balance on your child(ren's) lunch account and add funds as necessary. We do not have the ability to contact each family once they reach the \$50 limit and inform them that their child will not be allowed to charge.

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 the approval of the Head of School, each class/club may have fund-raising projects if the event is coordinated and approved for the fundraising calendar.

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. A parent is chosen to be president and she/he acquires other parents for committee positions. Each classroom has a Room Mom (parent with a child in the class) to help assist the teacher with class activities and fundraisers. PTO plans events and fundraisers for the school. 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 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 and have all athletic paperwork submitted 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).**

It is the policy of The Lakeside School that good sportsmanship and ethical behavior be displayed at all athletic events in which school teams participate. If an athletic coach causes a fine to be levied against his or her school by the Alabama Independent School Association due to the actions or behavior of the coach, the amount of the fine will be deducted from the coaching supplement included in the coach's annual salary. If a student/parent causes a fine to be levied against his or her school by the Alabama Independent School Association due to their actions or behavior, the full amount of the fine will be paid by the student's family.

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 the 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.

Student Recognitions

Homecoming Queen

The Homecoming Queen is determined by popular vote of students in grades 6th-12th. 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 and be free of any probationary restraints.

Homecoming Court Attendants

These individuals are to be determined by class vote, may not have been on the court the prior year, and must have attended Lakeside for 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 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 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.

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 by 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 over-the-counter medicine to a student if needed.

Health Records

For the school to comply with the state health regulations, all students must have on file with the school an up-to-date certificate of immunization issued by a private doctor or county health department.

Academic Policies

In keeping with our mission statement, The Lakeside School strives to provide a superior K -12 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 by completing homework and assignments, studying material, and turning in assignments and homework on time.

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 when 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 teacher for a conference.
2. Assistant Head, Dean of Students, or School/Registrar
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 the policy. If you have a concern with policy, please submit your concern to the Head of School in writing for board consideration.

Reports To Parents

Communication between parents, teachers, students, and the school is crucial to maintaining student success. The following guidelines ensure that parents are 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.

Kindergarten

- Progress reports will be sent home at the mid-point of each nine weeks.
- Report cards will be sent home at the end of each nine weeks.
- Progress reports and report cards must be signed and returned to the teacher.

Grades 1st-5th

- Report cards will be printed at the end of each nine weeks grading period. Printed report cards must be signed and returned to the teacher.
- Student work is sent home on Monday and the teacher will indicate the process for signing/returning these papers.
- Progress reports will be sent home at the mid-nine weeks grading period. Progress reports must be signed and returned to the teacher. Students' grades are updated weekly and can be seen in the FACTS 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 and printed at the end of each nine weeks grading period. Printed report cards must be signed and returned to their homeroom teacher.
- 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 be sent home at the mid-nine weeks grading period. Progress reports must be signed and returned to the homeroom teacher. Students' grades are updated weekly and can be seen in the FACTS 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 students and parents access to grades and other pertinent information related to assignments and class activities. We urge parents to use *FACTS* information to encourage their 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 appropriate for age, grade, and subject. 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.
 - Helps students retain knowledge and practice skills.
 - Allows access to resources not available in the 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 the amount can and will vary, teachers will follow the following guidelines for the amount of homework per grade per night. Teachers should consider after-school events when assigning homework. The amount is also determined by the student's abilities and effort during the school day.

Kindergarten: generally, none

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

3rd-5th: average about 30-45 minutes/night

6th-8th: average about 45-60 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 and on time. Homework is subject to change from what is posted in FACTS due to the needs of the class. Any work not finished in class may be assigned as homework and may increase the amount of time spent working at home.

Academic Testing Program

The Lakeside School will administer a variety of standardized assessments for students in various grade levels. Results from all standardized assessments will be shared with students, parents, teachers, and administrators.

Thrive will be administered to all students in Grades 1-8. Teachers may choose to assess Upper School students in specific areas using Thrive to determine mastery of standards and overall readiness for specific courses. The cost of this test is covered the student's tuition.

The PreACT will be administered to students in grade 9. The cost of this test is covered in the student's tuition.

The ACT will be administered to all students in grade 11. One administration of this test is covered in the student's tuition.

Students in grades 10-12 may take the ACT additional times. The cost of additional ACT testing will be assessed to students who register for testing.

Grading System Policy

Kindergarten

S=Satisfactory

N=Needs Improvement

U=Unsatisfactory

1st-12th Grade

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 individual extra credit assignments are given, unless approved by the teacher.

Nine Weeks Tests/Semester Exams

Grade's 6th, 7th and 8th will take nine weeks tests. Grades 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 with 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.

- Students must have a combined A average in the course.
- Averages of 89.5 or higher will be rounded up for exemption.
- Students may not have more than 4 unexcused absences and 4 unexcused tardies per class in the semester of the exemption.
- If a student has an A average in a class that is only 1 semester, they are eligible to be exempt from their exam.
- Students always have the option of taking the final exam.
- Exempted students are expected to participate in any classroom discussion and reviews in preparation for the semester exam.
- Pre-arranged absences for family trips will not be considered for nine weeks tests and semester exams except in extreme circumstances. A student who misses a nine-week 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-week test or semester exam only have the remaining time to complete the exam unless there are extenuating circumstances.
- The teacher will provide a study guide for study purposes and to help prepare students for the nine-week tests and semester exams.

Calculation of 9 Weeks Grades/Semester Averages

Grades 1st-5th will calculate 9 weeks averages using the following formula:

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

Grades 6th-12th will calculate 9 weeks averages using the following formula:

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

****Middle School Nine-week tests will be included in the 60% but count as 1 test.**

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.

GPA Point System

Regular Classes/Career Tech Dual Enrollment Classes

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F = no credit/no points awarded

Advanced Classes/Dual Enrollment Classes

- A = 5 points
- B = 4 points
- C = 3 points
- D = 2 point
- F = no credit/no points awarded

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.

Rank in Class

This will be determined by the weighted cumulative GPA in core subjects plus foreign language. If there is a tie, the numerical GPA to the fourth decimal place will be used.

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 Academic Eligibility

- Seventh-grade students must have passed the sixth grade the previous academic year and been promoted to the seventh grade.
- Eighth-grade students must have passed the seventh grade the previous academic year and have been promoted to the eighth grade.
- Ninth-grade students must have passed the eighth grade the previous academic year and been promoted to the ninth grade.
- Seventh and eighth-grade students must pass five (5) subjects in the first semester to be eligible for the second semester.
- Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester.
- A minimum of four (4) core curriculum credits must be included in this requirement.
- Ninth through twelfth-grade students may earn and/or retain second-semester eligibility by passing 3 new credits during the first semester of the current year.
- A minimum of (1½) core curricular credits must be included in this requirement.
- If students do not meet AISA grade requirements at the end of the 1st semester, they may regain their eligibility for the 2nd semester if all member school/AISA approved coursework is completed and in compliance with AISA grade requirements. (A minimum of a four-week course is required for eligibility purposes.)

Graduation Requirements

The Lakeside School offers three diplomas: Advanced with Honors, Honors, 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 weighted 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 weighted 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.

*Students transferring to The Lakeside School their 12th grade year with no foreign language credits, are exempt from the 2 required foreign language credits.

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/Humanities – 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/Humanities – 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/Humanities – ½ units
Computer – ½ unit
Electives – 3 ½ units

Any student who has not met the full graduation requirements 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 the requirements outlined on the credit checklist reviewed annually by the Registrar and/or the Head of School.
- 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 Reading or Math will be reviewed by the Leadership Team to determine whether The Lakeside School is the appropriate educational setting for the student.
- In grades 6th-8th, if a student fails any subject, they will be under review by the Leadership Team before promotion to determine if The Lakeside School is the appropriate educational setting for the student. With the approval of the Head of School, retained students have the opportunity to earn promotion by satisfactorily completing credit recovery and/or attending summer school.
- 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. Courses must be approved by AISA and the Head of School. 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 Leadership Team to determine if the student should remain at The Lakeside School.

Dual Enrollment Criteria

The following defines the criteria for students participating in dual enrollment classes, including online and college campus courses.

1. Students must be in the 10th, 11th, or 12th grade.
2. Students must meet the college/university entrance requirements.
3. Students must meet the ACT requirement of the university or community college.
4. Students must pass the required placement test if required by the university or community college regardless of ACT score.
5. Dual Enrollment coursework must be equal in timeframe to the Lakeside Upper School semester (mini terms would be equal to 2 terms per semester). When taking mini terms, the student's Lakeside transcript grade will be based on the average from the two college terms.
6. GPA semester quality points will be based on this numerical average when applicable.
7. Students must have prior approval from the Head of School or Registrar prior to dropping a Dual Enrollment class.
8. Dual Enrollment grades will be verified by the participating school and the Dean of Students and placed on the student's transcript.
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. If a student does not pass either term of a Dual Enrollment course that satisfies the Alabama Graduation Requirement, the student would be required to retake the class and obtain a passing grade.
11. Students are allowed to take classes during the summer; however, these classes will not count toward graduation credits and will not be calculated in the student's GPA, numeric average, or RIC average. These classes will be listed at 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 semester). If more than two classes per semester are requested, approval must be granted from the Head of School.
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, if possible. If the dual enrollment period falls during the first period or last period, students may work at home. However, they must complete a weekly check-in with the Dual Enrollment Coordinator.
14. Students participating in Dual Enrollment must have written approval from their parent and the Dual Enrollment Coordinator.
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. Any CTE Dual Enrollment course will be weighted according to the regular GPA scale.

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 of 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. Parents must act to ensure the attendance of their student(s). When a child is sick, the parents are expected to call to notify the school.

According to the State of Alabama, excused absences include the following:

- a) Pupil too ill to attend school.
- b) Inclement weather, which would be dangerous to the life or health of the child if he/she attended school.
- c) Legal quarantine
- d) Death in the immediate family.
- e) Emergency condition as determined by the Head of School.
- f) The pupil is absent from school with the permission of the Head of School and the consent of the parent.

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 for 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. The 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 help them see that the child must attend school to be successful in the classroom. Students should bring a written note, explaining the reason for the absence on the first day after the absence. Note: Parent permission to leave school does not automatically qualify as an excused absence. (Ex. checking out of school to go get lunch, etc.)

Pre-Planned Absences

Any preplanned absence must be approved by the Head of School at least one week prior to the absence. The student should complete the Pre-Approved Absence form from the office and turn in to the Head of School.

Returning to School After an Absence

Upon returning to school after an absence, each student should bring a written note stating the date of the absence, reason for the absence, and the parent/guardian signature. 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.

Unexcused Absence Policy

If a note is not presented within 3 days, the absence will be coded as an 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 school days of returning. Classwork/homework (minor work) will not be able to be made up and will receive zeros. If a student has 4 unexcused tardies and/or unexcused absences per class, they are not exempt from Final Exams. **It is the student's responsibility to see the teacher and make arrangements to make up the missed test(s) or project(s).**

Excused Absence Policy

When a student is absent (excused), he/she is given 3 school days for each day they were absent to complete any missed work. Missed tests must be made up within a 3-school-day period. Make-up work for absences of longer periods will be decided by the Head of School and teachers. If a student checks out due to illness, she/he must obtain assignments the day she/he returns to campus.

Tardy Slips

Tardy slips will be given to students in the office upon check-in. Students are late to school after 7:55am and must report to the office for a re-admit and tardy slips. Students who are late for school should bring a note from their parents stating the reason for the tardy. Three tardies constitute excessive tardies and will result in 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 Assistant Head of School/Registrar for parent contact.

Tardy Policy for Grades K-5

It is essential for students to be on time for school each day. After the third unexcused tardy, parents will meet with the Head of School to determine an appropriate plan of action for arriving to school on time.

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, Saturday School, and parent conference

Additional tardies will result in a parent conference to determine a course of action to solve the problem.

Subsequent tardies may result in further disciplinary action. For Middle and Upper School, three unexcused tardies in a class will count as one unexcused absence. Tardies are calculated per nine 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 the Final Exam.

Checking Out/Students Leaving School

Students may not leave campus for any reason during school hours without parental permission. Students leaving early must have their parent's permission in writing or by phone in cases of emergency only. 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 considered skipping and disciplined according to The Lakeside School Discipline Policy.

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.

College Visitation

Students who plan to visit a potential college or university should complete a pre-approval form with the Head of School, Dean of Students, or Registrar.

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 and entered into FACTS. Completion of the standard disciplinary report form shall be filed for reference for each disciplinary action taken.

Parent Responsibilities

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. There will be times when your children make mistakes, fail, or violate rules in our handbook; the consequences of 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.

Student Responsibilities

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, lunchroom, assemblies, athletic events, fine arts classes, buses, study hall, and field trips are synonymous with in-class behavior.
- Students are to comply with the teacher's classroom rules and procedures.
- Food and drinks are not permitted in the classroom without teacher permission.
- Gum is not allowed at school.

Library

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

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 and documented in FACTS. 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 Leadership Team.

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, National Honor Society, 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.

Academic Honesty Guidelines in reference to AI

- Proper Citation: Students must appropriately attribute all sources used in their work, whether it be traditional sources or AI-generated content.
- Originality: Students should strive for originality in their work and avoid using AI-generated content as a substitute for their own ideas and effort.
- Collaboration Guidelines: Collaboration on assignments or projects should only occur with the explicit permission of the teacher. Students must clearly acknowledge any collaborative work and individual

contributions.

- Detection and Prevention Measures:
 - Technology Tools: The school may employ plagiarism detection software or AI-powered tools to assist in identifying instances of plagiarism or cheating.
 - Monitoring and Vigilance: Teachers and staff members shall remain vigilant in detecting signs of cheating or plagiarism, including suspicious patterns, inconsistencies, or the use of AI-generated content.

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 the 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 that 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, 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), texts, and any form of social media.
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 and Electronic Device Discipline Policy

Guidelines

The Lakeside School acknowledges the reality and uses of electronic devices in today's world, and we understand that there are valid uses of these devices for educational and personal use. Such devices include iPads, iPods, Chromebooks, cell phones, and wearable technology (smart watches, earbuds, etc). While these devices are useful and convenient, it is the school's position that use should be limited while at school in order to maintain a quality educational environment without unnecessary distractions.

Lakeside students must adhere to the following policies concerning the use of electronic devices during the school day:

- Students in grades K-5 should not bring cell phones to school.
- All electronic devices must be turned off before students enter the building to begin the school day.
- All electronic devices must remain off until the bell rings to dismiss school. Exception: Students in grades 9-12 may use their phones at break and lunch only.
- All students in grades 6-8 will be required to store cell phones in the provided location in the office. All 9-12 students will be required to store cell phones or other electronic devices in a specific place provided by the teacher.

The exceptions to this policy are as follows:

- Teachers are permitted to allow the use of electronic devices in their classrooms for educational uses as long as the student adheres to the **Acceptable Use Policy (AUP)**.
- As a senior privilege, seniors will be allowed to use their devices during break and lunch.
- Any student that requires the use of an electronic device for medical purposes (i.e. diabetic blood sugar check). Physician documentation will be required.

Inappropriate use would include, but is not limited to, the following:

- Using a device during class time (including PE) without teacher permission.
- Using a device outside of the classroom during the school day to include hallways, bathrooms, cafeteria, gyms, and outside on campus.
- Wearing earbuds, headphones, etc., without teacher permission.
- Recording or taking pictures without permission from the teacher or permission from others in the class.
- Using a device after being specifically instructed not to or using the device in a manner not consistent with the **AUP**.

Electronic Device Penalties

- **First Offense** - The device will be taken and sent to the office and returned to the student at the end of the day.
- **Second Offense** - The device will be taken and sent to the office. The device must be picked up by a parent during normal school hours. The student will serve break detention.
- **Third Offense** - The device will be taken and sent to the office. The device must be picked up by a parent during normal school hours. The student will not be allowed to bring the device back to school for the remainder of the school year, In addition, the student will serve after-school detention for one hour.

*Parents will be notified when students receive an offense for violating the electronic devices policy.

****Any use of cell phones that results in academic dishonesty will follow the policies under Cheating.**

Additional Information

- Students bring electronic devices at their own risk. The Lakeside School is not responsible for lost, stolen, or damaged electronic devices.
- Parents and students should understand that confiscated devices are subject to search by school officials.
- Confiscated devices may also be turned over to law enforcement when deemed necessary.
- Any device in the possession of a student during testing may result in a grade of zero on the test and the student may be subject to further disciplinary actions.

Alcohol/Tobacco/Vaping 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 or tobacco products 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: 2-day suspension, 1 week suspension from all school activities (including athletics) and 5 hours of campus clean up

2nd offense: 5-day suspension, 2 week suspension from all school activities (including athletics) and 20 hours of campus clean up

3rd offense: Expulsion

Any combination of on-campus and school function violation of the Alcohol/Tobacco/Vaping 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.

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.

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.

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 Leadership Team 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 Registrar 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 and parent notification
- 2nd Offense: Break detention, parent notification and 30-minute after-school detention (3:10-3:40)
- 3rd Offense: Break detention, parent notification and 1 hour after school detention (3:10-4:10)
- 4th Offense: Break detention, parent notification, and Saturday School; the student is referred to the Leadership Team for review.
- 5th 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 a student's behavior is severe, the student will be referred to the Registrar and/or Head of School. Student consequences may result in the removal of the student from the classroom, 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. In addition:

- Suspensions will be served consecutive days.
- Students will complete daily assignments and receive credit for those assignments.
- Students may make up missed assessments upon returning to school.
- 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.

Expulsion Policy

1. When a student's behavior subjects him to expulsion, the Head of School will hold a hearing with all persons involved to determine if a recommendation for expulsion is warranted.
2. If expulsion is recommended, then a written statement of the charges and evidence against the student must be given and a hearing scheduled before the Executive Committee of the Board within five days. The student may be suspended during the time pending the hearing date.
3. The student must be given notice of the date and time of the hearing and informed of his/her right to face the accusers and ask them questions. The student may be represented by an attorney if they so desire.
4. After hearing all of the evidence, the Board will deliberate in closed session.
5. The student and the parent will be notified in writing of the decision of the Board within 24 hours.

Forms of Discipline

Forms of discipline may include but are not limited to isolation, reprimand, removal of privileges, work assignments, parent contact, counseling, detention, suspension and expulsion.

Behavior Review

The administration will review student discipline records at the end of the grading period. Parents will be notified by phone and 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

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 a 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.

Scope of the Drug Testing Program

The administration reserves the right to implement both mandatory and random drug testing of all students in grades 9th-12th 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.

Testing Method (if all students are tested)

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.

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.

Testing Method (if done by random sample)

If the method of drug testing is chosen by administration, students will submit a urine sample at a certified testing site. Students will be selected by a random generation of names.

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.

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.

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 test 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 Head of School 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 the 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 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.

General Dress Code Policy

In order to maintain the high standards of The Lakeside School, the policies below provide general information about the dress code. **These policies cover uniform days, non-uniform days, field trips, etc.**

- 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, and tobacco products or displays sexually inappropriate wording or pictures.
- Shoes must be worn at all times.
- All shorts, skirts, skorts, and dresses must be fingertip length.
- If leggings are worn, they must be black, white, royal blue, or gray and worn under skirts, skorts, or dresses.
T-shirts over leggings are not appropriate.
- Tops must have straps that are 2 inches or wider. Halter tops are not acceptable.
- All tops must cover the midriff as well as the lower back.
- No jerseys are allowed.

- Pants must be on hips and not expose undergarments.
- Sweatpants, joggers, and other athletic wear are inappropriate for class and may only be worn for PE.
- Jeans with holes are not allowed.
- Sunglasses are not to be worn in the school building.
- Caps or headwear of any type are not allowed at school. If worn to school, they will be taken to the office and returned at the end of the day. If a cap is taken more than 3 times, it will be returned at the end of the school year.
- No belly button rings or face piercings are allowed.
- Hairstyle and hair color must be styled conservatively. Extreme hair colors are not permitted.
- Camo of any kind is not allowed unless it is worn for a school dress-up/theme day.
- Headphones are not permitted unless specified by the teacher.
- Hoods on hoodies may not cover the head in class.
- House shoes are not permitted.

Grades K-5th

- Students wear uniforms Monday-Thursday.
- Friday attire can be the student's choice of Lakeside attire. (Lakeside t-shirts, class t-shirts, homecoming t-shirts, etc.) The "General Dress Code Policy" still applies on Friday. Jeans without holes can be worn on Fridays.
- Shirts are to be tucked in (when applicable), and brown/black belts 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.** These can be long or short-sleeved. Color options are white, royal blue, and black. All polo-style shirts must have the crest logo.
 - The exclusive vendors for logo items are:
 - Lands' End
 - Marley's Monogramming, Cara Hutto
(334) 619-1087
 - Doug's Design, Doug Blackmon
(334) 695-9880
 - Azure Creations, LLC, Regina Wade
(334) 695-0643
- 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.
- Girls may wear royal blue or black polo dresses with the crest logo. No khaki jumpers are allowed.
- Shorts, skirts, skorts, and jumpers shall be no shorter than fingertip length for both boys and girls.
- Girls may wear leggings under uniform skirts and jumpers that are black, white, royal blue, or gray.
- LSC hoodies and sweatshirts may be worn with a uniform polo shirt underneath.
- Students may wear a solid color light-weight jacket.
- For extreme weather, students may wear a solid-color heavy coat of their choice.
- Students wear tennis shoes with black, white, or gray socks.

Grades 6th-12th

- Students wear uniforms Monday-Thursday.
- Friday attire can be the student's choice of Lakeside attire. (Lakeside t-shirts, class t-shirts, homecoming t-shirts, etc.) The "General Dress Code Policy" still applies on Friday. Jeans without holes can be worn on Fridays.
- Shirts are to be tucked in (when applicable), and brown/black belts worn if bottoms have belt loops.

- **Lands' End or similar style polo style shirts are required.** These can be long or short-sleeved. Color options are white, royal blue, and black. All polo-style shirts must have the crest logo.
 - The exclusive vendors for logo items are:
 - Lands' End
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- 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.
- Shorts, skirts, skorts, and jumpers shall be no shorter than fingertip length for both boys and girls.
- Girls may wear leggings under uniform skirts and jumpers that are black, white, royal blue or gray.
- LSC hoodies and sweatshirts may be worn with a uniform polo shirt underneath.
- Students may wear a solid color light-weight jacket.
- For extreme weather, students may wear a solid-color heavy coat of their choice.
- Students can wear their choice of shoes; however, house shoes are not allowed.

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.
 - Students not in compliance are subject to dress code infractions and will be asked to shave at school.

SENIORS

Senior Privileges:

- Seniors may eat off campus one day per week (TBA). They must return by the designated time. Departure and return times 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 college visitation days. 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 Registrar 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, Registrar 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. The cost of Winterm is the students/parent's responsibility and is not included in tuition.

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 Registrar and the Head of School at the progress report period of the fourth nine weeks. All 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 weighted 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. All classes will be counted in the weighted GPA for this award.

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, 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 have the opportunity to give input 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, and cooperativeness.
- 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 may seek the advice of the upper school faculty for nominations. The Head of School award is given to the Senior who most exemplifies the mission, vision, and spirit of The Lakeside School.

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-5th. 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'Brien Youth) Leadership Candidate

1. Participation Requirements: HOBY Leadership Candidates must be rising juniors.
2. Candidate Selection Criteria: Candidates are selected on the following 100-point scale.
 - a. Essay (topic related to leadership/heroes) 15 points
 - b. Leadership 20 points
(Holds or has held an office or participated in leadership programs)
 - c. Faculty/Head of School Evaluation 20 points

- | | |
|---|-----------|
| d. Scholarship (overall unweighted GPA) | |
| 3.7-4.0 GPA | 25 points |
| 3.3-3.6 GPA | 20 points |
| 3.0-3.2 GPA | 15 points |
| e. Community Service | 20 points |
| (documented volunteer work outside of school) | |

Boys'/Girls' State

1. Participation Requirements: Participation in Boys and Girls State is limited to rising seniors recommended by the Head of School. Students should have exhibited an interest in government and be involved in student government.
2. Candidate Selection Criteria: Candidates are selected on the following 100-point scale.
 - a. Interest in Government (Social Studies GPA in grades 9-11)

3.5 - 4.0 GPA	15 points
3.0 – 3.4 GPA	10 points
 - b. Leadership

(Holds or has held an office or participated in leadership programs)	20 points
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 - c. Faculty/Head of School Evaluation

	20 points
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 - d. Scholarship (overall unweighted GPA)

3.7-4.0 GPA	25 points
3.3-3.6 GPA	20 points
3.0-3.2 GPA	15 points
 - e. Community Service

(documented volunteer work outside of school)	20 points
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3. Tie Selection: In the event of a point total tie, each candidate must submit an essay.

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

Students in grades 9th-12th will be voted on by the entire upper school.

- No student may receive this honor for two consecutive years.
- 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.

Class Favorite

- 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 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 Office Manager. Teachers park on the first two rows. Seniors park in their assigned space on the remaining rows. All other students will park in the lot behind the preschool.

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 of this decision in advance.

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 with the coach's approval. First, the parent must give the coach or teacher a written note requesting that 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. Written permission must be obtained to ride home with a non-family member. **We ask that students or student-athletes return to 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 the 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 the 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 will be able to participate in extracurricular 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 graduation requirement, all Upper School students must complete a minimum of 20 hours of community service 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 their 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.
- Community service hours completed during the summer must be turned in by October 1st.
- 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 by the parent 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 \$3000.00 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 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 disadvantages of finding material that does not meet 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.

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.

General Guidelines: Device Care

The Lakeside School may provide access to school issued devices. Students should follow the guidelines below to make sure that devices are handled appropriately.

- Do not loan your device or charger and cords.
- Do not leave the device in a vehicle.
- Do not leave your device unattended.
- Do not eat or drink while using the device or have food or drinks in close proximity to the device.
- Do not place the device on the floor or in sitting areas such as couches or chairs.
- Do not leave the device near a table or desk edges.
- Do not stack objects on top of your device.

The Lakeside School will, at times, perform maintenance on the devices. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

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 the deadline, sophomores may run for President.
- Must be in grades 9th-11th to run for other offices.
- Students be pre-registered for the school year for which they are seeking election if the elections are held in the spring.

The membership of SGA shall be comprised of the following:

- elected officers are voted on in the spring
- Seven officers (4 elected and 3 appointed)
- The Executive Council shall consist of the President, Vice President, Secretary, and Treasurer. These positions are elected positions. Sub officers shall consist of the positions of Publicity, Historian and Chaplain and shall be appointed by the SGA Sponsor and the SGA President.
- SGA ambassadors in grades 6th-12th appointed by SGA Sponsor and SGA President.
- Class representatives in grades 6th-12th will be elected by each respective class at the beginning of the school year.

The National Honor Society

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

- **Scholarship**
Per The Lakeside School National Honor Society Charter, students must have a cumulative GPA of 3.75 weighted GPA to be eligible for membership.
 - **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.
- Students must be enrolled for one full semester to be eligible for membership.

The National Beta Club

- Eligible students must have an 89.5 weighted numeric average in their core classes plus foreign language in accordance with national guidelines.

- Senior Beta members must be in grades 9th-12th
- Junior Beta members must be in grades 6th-8th.

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. Upper School FCS meets on Wednesdays in Mrs. Goff's room, and Middle School FCS meets on Wednesdays in the atrium. FCS meets for devotions, prayer, and fellowship. Everyone is welcome to join!

Pages must be completed and returned to your student's homeroom teacher by Friday, August 16, 2024.
Student Name: _____ Grade: _____

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

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

SOCIAL MEDIA RELEASE

_____ 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 Social Media 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 Social Media pages during the school year.

Parent/Guardian Signature

Date

STUDENT INFORMATION FOR 2024-2025

Students Full Name: _____

Preferred Name: _____ Grade: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Parent/Guardian Information

Parent/Guardian Name: _____

Cell #: _____ Home #: _____ Work #: _____

Email Address: _____

Parent/Guardian Name: _____

Cell #: _____ Home #: _____ Work #: _____

Email Address: _____

Emergency Contact Information

Name: _____ Relationship: _____

Cell #: _____ Home #: _____ Work #: _____

Name: _____ Relationship: _____

Cell #: _____ Home #: _____ Work #: _____

Parent/Guardian Signature

Date

HEALTH ASSESSMENT RECORD FOR 2024-2025

STUDENT NAME:

GRADE:

YES	NO	KNOWN HEALTH PROBLEMS If NO , go directly to the bottom of the page and provide parent/guardian signature. If YES , and diagnosed by a physician , answer each question below.
YES	NO	ADD/ADHD Requires Medication: _____ At Home _____ At School
YES	NO	Allergies: Food: _____ Environmental: _____ Insects: _____ Medications: _____
YES	NO	Asthma _____ Uses an inhaler at school _____ Uses an inhaler at home
YES	NO	Blood/Bleeding Problems: _____ Hemophilia _____ Frequent Nose Bleeds _____ Other (please explain): _____
YES	NO	Diabetes: _____ Type 1 _____ Type 2 _____ _____ Monitors blood sugars at home _____ Managed with diet _____ _____ Requires Insulin at school _____ Insulin Pump _____ Glucagon order _____ Other (please explain): _____
YES	NO	Emotional/Behavioral Problems: <i>Please explain.</i>
YES	NO	Gastrointestinal/Stomach Problems: <i>Please explain.</i>
YES	NO	Genetic/Rare Disorders: <i>Please explain.</i>
YES	NO	Frequent Headaches: <i>Please explain.</i>
YES	NO	Hearing Problems: <i>Please explain.</i>
YES	NO	Heart Conditions: <i>Please explain.</i>
YES	NO	Hypertension: <i>Please explain.</i>
YES	NO	Kidney/Bladder/Urinary Problems: <i>Please explain.</i>
YES	NO	Seizures/Convulsions: <i>Please explain.</i>

Continued on the next page.

YES	NO	Seizures/Convulsions: <i>Please explain.</i>
YES	NO	Special Diet: <i>Please explain.</i>
YES	NO	Other Medical Conditions: <i>Please explain.</i>
Medications taken at home:		

INSURANCE INFORMATION

Medical Insurance Company: _____

Name of Insured: _____

Contract/Policy Number: _____ Group Number: _____

MEDICATION CONSENT

I give permission to a Lakeside Administrator or Office Staff to give my child the following medication as needed.

_____ Acetaminophen _____ Ibuprofen _____ Pepto Bismol _____ Tums
 _____ Benadryl _____ Allegra _____ Zyrtec _____ Claritin

I understand that all prescription medications that are to be taken during the school day require a SCHOOL MEDICATION PRESCRIBER/PARENT AUTHORIZATION form, and these medications must be kept in the front office.

Parent/Guardian Signature

Date

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 a 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 my child's treatment 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 therefrom.

Parent/Guardian Signature

Date