



LAKE SIDE

S C H O O L

FAMILY HANDBOOK

2016 - 2017



LAKESIDE SCHOOL

MISSION

The mission of Lakeside School is to develop in intellectually capable young people the creative minds, healthy bodies, and ethical spirits needed to contribute wisdom, compassion, and leadership to a global society.

We provide a rigorous, dynamic academic program through which effective educators lead students to take responsibility for learning.

We are committed to sustaining a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

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BACKGROUND

Lakeside School is a coeducational, nonsectarian, independent day school, established as a nonprofit corporation in the State of Washington under the direction of a board of trustees. The school is accredited by the Northwest Association of Independent Schools and the Washington State Board of Education.

MISSION

The mission of Lakeside School is to develop in intellectually capable young people the creative minds, healthy bodies, and ethical spirits needed to contribute wisdom, compassion, and leadership to a global society. We provide a rigorous, dynamic academic program through which effective educators lead students to take responsibility for learning. We are committed to sustaining a school in which individuals representing diverse cultures and experiences instruct one another in the meaning and value of community and in the joy and importance of lifelong learning.

NONDISCRIMINATION POLICY

Lakeside School does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, gender identity, use of a trained guide dog or service animal by a person with a disability, or genetic information. This policy applies to all areas of student concerns (admissions, athletics, educational policies, financial aid, and other school-administered programs) as well as to all areas of personnel and employee concerns and hiring, discipline, promotion, and termination. Lakeside School is an Equal Opportunity Employer (EOE).

REPORTING REQUIREMENTS

The administration of Lakeside School shall make required reports—statistical, legal, and/or academic—to the appropriate state agencies or accrediting organizations annually or within any other time period prescribed by the agencies or organizations. Such agencies and organizations include but are not limited to the Washington State Board of Education, Washington State Office of the Superintendent of Public Instruction, Northwest Association of Independent Schools (NWAIS), and the National Association of Independent Schools.

POLICY MAKING

Lakeside School policies are established and reviewed regularly by the Board of Trustees. Practices and procedures may originate in many constituencies of the school but must be supportive of and consistent with board-established policies. Proposals for making or revising policies may be initiated by members of the school community and submitted via the head of school to the appropriate board committee for consideration. The Board of Trustees approves policy statements.

ACADEMIC PROGRAM

MIDDLE SCHOOL ACADEMICS

Please see the Middle School curriculum guide for information on the following areas. The Middle School curriculum guide can be found on the Lakeside School website at www.lakesideschool.org/academics/ms (located in the "Middle School Downloads" box).

GOALS OF A LAKESIDE MIDDLE SCHOOL EDUCATION

COURSE REQUIREMENTS

DAILY SCHEDULE

AFTER SCHOOL

FREE PERIODS/STUDY HALL

ADVISING

ACADEMIC STANDARDS/HOMEWORK

REPORTS AND GRADING

ACADEMIC PROBATION AND ACADEMIC CONCERN

UPPER SCHOOL ACADEMICS

Please see the Upper School curriculum guide for information on the following areas. The Upper School curriculum guide can be found on the Lakeside School website at www.lakesideschool.org/academics/us (located in the "Upper School Downloads" box).

REQUIREMENTS FOR GRADUATION

Course Requirements

Senior Year/Enrollment Requirements

Waivers to Graduation Requirements

COURSE PLANNING

Homework

Independent Study

Honors Courses

Placement in Mathematics Courses for Students New to the Upper School

Placement in Language Courses for Students New to the Upper School

Outside Activities

ACADEMIC PROCEDURES

Course Changes

Changing Courses: Transcript Notation

Grading

Grades and Comments

Restrictions on Dropping Small Section Classes

Academic Probation

MOVIE POLICY

Occasionally an Upper School teacher, administrator, or student-activity advisor may decide to show an R-rated film if there is a clear educational purpose; if there is a well-defined, specific tie-in with the curriculum or program goals; and if the particular film chosen is—in the estimation of the adults involved—the best educational option.

TECHNOLOGY

1:1 MOBILE DEVICE PROGRAM FOR STUDENTS

Lakeside School has a 1:1 mobile device program. Students in grades 5 and 6 have access to a school-owned tablet. Starting in grade 7, families are responsible for purchase of a laptop for each of their student(s). Families may purchase the laptop on their own, or through Lakeside (financial aid may apply to laptops purchased through the school). Families may use the interest-free payment plan with one, two, three, or ten monthly payments. The laptop should conform to the specifications listed on the order form sent to families in the spring. The school's password-protected wireless network provides internet access to all devices on campus.

ACCESSING STUDENTS' ACADEMIC INFORMATION ONLINE

Lakeside families can use our integrated online system, Veracross Academy at Lakeside, to access a wide variety of information, including students' schedules, term grades and comments, billing and payments information, and an online directory. This system is mobile-responsive, which means that you can access it from most smart phones, tablets, and computers.

The secure portal is at portals.veracross.com/lakeside. Our student billing accountant and family information manager can help parents and guardians with questions regarding billing and payment; accessing the family portal, including username and password assistance; updating family information including email and address changes; any changes to student medical information such as current medications and life-threatening allergies; and emergency contacts; contact her at billing@lakesideschool.org or call 206-440-2763.

STANDARDIZED TESTING

MIDDLE SCHOOL

Sections of the Comprehensive Testing Program IV, a standardized test published by the Educational Records Bureau (ERB), cover verbal and quantitative aptitude, vocabulary, reading comprehension, math computation, and math concepts. These sections are given in January to 6th and 8th graders. Parents/guardians receive results by mail.

UPPER SCHOOL

There are a variety of standardized tests that students take during their time at Lakeside Upper School. While Lakeside does not provide review sessions for these tests, teachers and college counselors can suggest additional materials for students who wish to practice on their own.

Preliminary SAT (PSAT): Lakeside administers the PSAT in October as an opportunity to practice for the SAT. The PSAT is the test with which juniors qualify for the National Merit Scholarship Competition. The school automatically registers all sophomores and juniors for the PSAT.

SAT, ACT, and SAT Subject Tests: While Lakeside does not administer any of these tests, the majority of Lakeside students will take one or more of these exams. To learn more about these tests, contact Lakeside's college counseling office. .

Advanced Placement (AP) exams: These subject-area exams are administered on a fixed schedule each May. With qualifying scores, some colleges will grant students credit or placement into upper-level classes. Students should discuss with their teachers and advisor which exams, if any, are appropriate for them; AP exams are not a required component of college applications.

PARENT AND GUARDIAN EVENTS

Lakeside provides opportunities throughout the school year for parents and guardians to learn more about the school's curriculum and co-curriculum. Check the website for dates of events.

BACK-TO-SCHOOL NIGHTS

These evenings early in the school year give parents/guardians a chance to walk through a typical school day based on their student's schedule. It is not a time for individual conferences with teachers; parents/guardians who would like a conference with a teacher should call for an appointment (see below).

CURRICULUM AND WELCOME NIGHTS

Upper School curriculum nights are grade-specific events in January for parents/guardians to hear from administrators about the particular options available for their student as they consider course sign-up options for the next year. In April, the Middle School holds grade-specific "Welcome" events with presentations on academic, developmental, and co-curricular aspects of each grade at the Middle School.

PARENT/GUARDIAN CONFERENCES

Parents/guardians may call for conferences about their student. The usual first point of contact is the student's advisor. It is important for the advisor to be aware of any issues affecting the student. The advisor can be helpful to the parent/guardian in arranging conferences with individual teachers or a group of teachers.

Middle School

The Middle School encourages conferences whenever the school or parents/guardians feel such communication would be useful. Parents/guardians should begin by calling the student's advisor. Requesting a conference is common; the advisor will assist in arranging a time for parents/guardians and teachers to meet. Resources for Middle School parents/guardians and students in addition to a student's advisor are individual teachers, the Middle School director, Middle School assistant director, head of Middle School student support, and the Middle School counselor.

The Middle School holds formal parent/guardian and advisor conferences each November. The Middle School will not hold classes on Veterans Day to facilitate these conversations. On back-to-school night, parents/guardians will receive information about scheduling their conference from their student's advisor.

Upper School

Advisors set up conferences for 9th-grade and new student families during October. Resources for Upper School parents/guardians and students in addition to a student's advisor are the Upper School counselors, Upper School assistant directors, Upper School director, and Upper School learning resources coordinators.

TEXTBOOKS

Textbooks for Lakeside classes can be purchased through University Book Store. Families can purchase books in person at University Book Store (in the University District) or buy books online. The bookstore's website has a dedicated portal for Lakeside students and families where they can compare prices of books from different vendors. University Book Store also handles book buyback. For textbook-related questions, contact the coordinator of books and instructional materials, at 206-440-2782.

ADMISSIONS, ENROLLMENT, FINANCIAL AID

ADMISSIONS

The scholastic ability and personal character of applicants are the primary factors considered in admissions decisions. In making decisions about admissions to Lakeside, the admissions committee considers both the school's ability to serve an applicant's educational needs and the applicant's ability to take advantage of the school's resources and to make a positive contribution to the life of the school. Lakeside seeks to enroll qualified students from a broad array of social, economic, ethnic, religious, and racial backgrounds. The admissions committee grants some preference to families who have connections to the school community, including siblings of past and current students, and the children of employees and alumni.

READMISSION

Lakeside School's administration reserves the right to allow students who have been asked to leave for any reason to apply for readmission. The readmissions process will be outlined by the head of school.

ENROLLMENT

Reenrollment for the next academic year begins in March. This process must be completed and the place-holding deposit sent to the business office by Thursday, March 16, 2017. Tuition payments must be up to date by the end of January, and students must be in academic good standing in order for families to receive their reenrollment materials.

If a family wishes to withdraw a student from Lakeside School, they must do so before the date listed in the enrollment contract in order to avoid a penalty. The Enrollment Application and Agreement states ". . . each of the undersigned agrees to pay, in full, all charges for the entire year provided by this Agreement, whether or not the student is withdrawn or withdraws, is dismissed or is absent for any cause whatsoever, or unless Lakeside School is notified of such student's withdrawal in writing received [by the withdrawal deadline] . . . no refund of any tuition or any other fees or charges will be made by Lakeside School." Information on the privately sponsored Dewars Tuition Insurance program is posted as part of the reenrollment process and is available through the admissions and financial aid office, 206-368-3605.

The first tuition payment for families on the July-through-February payment schedule is July 25 of each year. Information on various payment plans may be found on the enrollment contract.

RESIDENCE REQUIREMENT FOR ENROLLMENT

All students are expected to live with members of their immediate family in the Seattle area during the school year. The adult with whom the student lives will be considered his or her legal guardian, will be the primary contact, and will have full responsibility for all school-related issues, including but not limited to issues of academic difficulty, disciplinary situations, advisor concerns, and emergency procedures. Any exceptions to this expectation must be discussed with and accepted by the school administration.

FINANCIAL AID

Lakeside School's financial aid program draws its inspiration and context from the school's mission statement and admissions policy, both of which define the school's work with intellectually capable young people and the community in which this work takes place.

The financial aid program exists to enable the full implementation of the admissions policy, ensuring access to the most qualified students by addressing the need for financial assistance as an obstacle to admission, re-enrollment, and/or full participation in the Lakeside program.

The director of admissions and financial aid oversees financial aid in consultation with the school's financial aid programs director and the financial aid committee. Assistance is based on Lakeside's financial resources and the funds allocated annually for this purpose and on family need documented annually. The confidentiality of information provided by families is carefully maintained.

FINANCIAL AID APPLICATIONS

Financial aid applications will be posted online in November on the SSS by NAIS website (sssbynais.org). Families not currently receiving financial aid that intend to apply for the 2016 school year must contact the admissions and financial aid office at 206-440-2773. The Parents' Financial Statement (PFS) is the heart of the application. Additional materials, including signed copies of 2016 W2s, 2016 tax return and all schedules, completed Form 4506, and records of all untaxed income, should be sent directly to Lakeside. Families applying for financial aid for the first time should include a letter explaining the changes in financial circumstances that have prompted their application for aid.

The PFS deadline is Dec. 19, 2016. Supporting tax documents are due Feb. 6.

Please note: These early filing deadlines may require estimating income on the Parents' Financial Statement using year-to-date information on the most recent pay stub and guidance from the previous year's records or tax return.

GRANTS FOR BOOK, CLASS, AND ACTIVITY FEES (STUDENT AID)

Each family receiving need-based financial aid for tuition also receives a stipend to help with the cost of books, course fees, and grade-level activities. The stipend varies by grade and is based on the estimated nontuition expenses for each grade level, excluding meal and transportation costs. More specific information on the student aid stipend is sent to families before the start of school each year.

OTHER FORMS OF FINANCIAL ASSISTANCE

Financial assistance with the purchase of the laptop computer required in grades 7 through 12 is provided to each family receiving financial aid for tuition. Aid is based on the percentage of tuition aid received. Help with meal and transportation expenses is available to financial aid families with the greatest need, generally those who qualify under the eligibility scale for free and reduced-price meals used by Seattle Public Schools. Details will be sent to eligible families before the start of school. Assistance with the cost of school-recommended and approved academic tutoring is available to all financial aid families as is help with the cost of participation in Global Service Learning trips and other Lakeside-sponsored activities.

PRIVATE MUSIC LESSONS FOR FAMILIES RECEIVING FINANCIAL AID

If a student is enrolled in a music class or an ensemble and the student's family is receiving tuition aid from Lakeside, Lakeside will contribute to the cost of private lessons at a percentage commensurate with their tuition aid grant, not to exceed \$50 per one half-hour lesson a week for 30 weeks.

A student must remain enrolled in a Lakeside music class or ensemble through the entire period of Lakeside-supported private lessons.

All financial aid questions regarding private music instruction should be directed to the financial aid office.

JAMES S. STEIL DISCOVERY FUND

Each year the James S. Steil Discovery Fund offers grants ranging from \$100 to \$1,000 or more to creative and adventuresome students who wish to initiate or participate in Lakeside-sponsored activities that occur primarily off campus. Encouraging students to undertake or create projects that will build bridges in the world community and provide for individual challenge and growth is the fund's major goal. Senior projects, Quest or Canyonlands, special community service projects, and travel with a Lakeside contingent to the Model United Nations are examples of experiences that are fully consistent with this goal. Grant applications may be

submitted at any time but at least three weeks before disbursement of funds is necessary. Every effort will be made to keep some funding available throughout the school year to enable students to submit applications as opportunities arise. Further information and application forms may be obtained from the financial aid office.

SPECIAL NEED AND OPPORTUNITY FUND

This endowed fund was established by the Lakeside School Parents Association to help ensure that every student has the ability to take full advantage of life at Lakeside. This fund is administered by the admissions and financial aid office, which has the responsibility of informing potential users of the fund's availability and request process. It is available to every student whose family has applied for financial aid, whether or not support for tuition was granted by the school. Questions about this fund can be addressed to the financial aid office.

ATTENDANCE AND RECORDS

ATTENDANCE

SCHOOL HOURS

The Middle School building is open at 7:30 a.m. with the academic day running from 8:10 a.m. to 3:05 p.m. (3:10 on Thursdays). Students on MS campus between 3:40 to 6 p.m. must report to the study hall in the library. Students may not stay at school past 6 p.m. unless directly supervised by an adult such as a coach, faculty sponsor for a school activity, or instrumental music teacher. (See APPENDIX F for the Middle School schedule.)

Classes at the Upper School begin at 8:10 a.m. The Wright Community Center (WCC) is open from 7 a.m. to 6:15 p.m. and Pigott Memorial Library is open from 7:45 a.m. to 6 p.m. (4 p.m. on Fridays). Most other buildings on campus are locked at 4 p.m.

ATTENDANCE PROCEDURES

Attendance is taken at the beginning of the school day. Parents/guardians of absent students must contact the Middle School attendance office, 206-440-2877 or msattendance@lakesideschool.org, by 8:30 a.m. or the Upper School attendance office, 206-726-2047 or usattendance@lakesideschool.org, by 10 a.m.

Middle School Attendance

Students must sign in and out at the front desk when arriving late, leaving early, or leaving and returning during school hours. Students are not permitted to leave campus at any time without parent/guardian authorization. If an appointment cannot be scheduled before or after school, or if a parent/guardian-authorized activity necessitates a late arrival or early dismissal, the parent/guardian must communicate an explanation via email, phone, or written note to the MS office.

To be excused from fitness class for health reasons, the student needs to give the teacher a written excuse from a parent/guardian or physician. The note should include information about the student's condition and its expected duration.

Upper School Attendance

Attendance is taken during every class period. In addition, students with a free period at the beginning of the day are required to sign in at the attendance office upon arrival. Students who miss a class without a valid excuse are ineligible to participate in after-school activities (see ABSENCES). Any student accumulating four such attendance violations in a term will receive one session of Just Deserts. Each further violation will result in an additional session of Just Deserts and may result in the student being referred to the assistant director.

ABSENCES (SEE ALSO LEAVES OF ABSENCE)

All students in grades 5-11 are expected to be on campus for the entire school day, unless they are excused for part of the day, in which case a parent/guardian must communicate an explanation via email, phone, or written note to the divisional office. Seniors have the privilege of an open campus, as long as they sign out and in and do not miss any obligations.

APPROVED ABSENCES

In the event of an illness or an approved absence for a school-sponsored activity, students are responsible for conferring with each of their teachers, who will help them arrange to make up missed work. Students who are away from school for any reason should check their teachers' Haiku websites for homework assignments and other class information. Families should notify advisors if a student misses multiple days.

For planned absences of one full day or more, students should pick up a planned absence form at the divisional office.

See LEAVES OF ABSENCE for information about student leaves beyond one week's duration.

Religious Holidays

We make every effort not to schedule all-school events on major religious holidays. While we cannot promise that school events for a particular division, grade level, or class will not be scheduled on a religious holiday, we will try to avoid it if at all possible.

Students may miss school on major religious holidays and such absences will be considered excused absences, without consequence. It is incumbent on the student to inform his or her teachers in advance of their planned absence and to arrange to make up any work missed.

Illness

A student who is not well should be kept at home; please call the attendance office if you know your student will be staying home with an illness. If a student becomes ill during the school day, the school will call parents/guardians to pick the student up as soon as possible. If parents/guardians cannot be reached, the designated emergency contact will be called.

To protect the health of our students and community, please report any communicable diseases that your student has to the divisional main office. Specific infectious diseases such as measles, rubella, pertussis, chicken pox and mumps need to be reported to local public health authorities by health care providers; but with your assistance, we can identify and potentially prevent outbreaks of these and other infectious diseases.

UNEXCUSED ABSENCES

Any unexcused absence from a class, for whatever reason, is grounds for receiving zero credit on any test, paper, or presentation due for that class; teachers are neither expected nor required to allow the student to make up the work.

Students will not be allowed to participate in any after-school athletic programs if they have an unexcused absence during the day.

The school does not excuse students for early departures/extensions of vacation or other non-emergency reasons. Parents/guardians should understand that students will be held responsible for the material missed, and that teachers are under no obligation to give credit or coaching for missed assignments or tests or to make special accommodations or arrangements.

When a student misses 24 school days, a conference will be scheduled with parents/guardians, the division's assistant director, and the student's advisor to consider how best to support the student's attendance. If a student misses more than 32 days or classes, it is unlikely that credit can be granted.

LEAVES OF ABSENCE

Leaves of absence are intended to give students the opportunity to enhance their education through meaningful alternative experiences. Sustained educational leave (off-campus study) lasts for at least a term and up to a full school year and occurs because the student wishes to attend school in a different location during that time. Episodic leave is of multiweek duration and usually occurs when an opportunity that offers enrichment to the student through his or her participation or a family circumstance requires a student to be away from campus.

Lakeside can only sustain a limited number of students on leave in any given year. If there are more leaves requested than we are able to grant, we will make decisions based on the potential for the program to enhance the student's Lakeside experience.

Leaves are not intended for students who wish to attend a similar-to-Lakeside program such as public school or boarding school. If a student does leave Lakeside for one of these options, but decides he or she wants to

return, he or she must reapply to Lakeside through the normal admissions process with no guarantee of readmission.

We recognize that, on occasion, family circumstances may require a student be away for an extended period. In such cases, the school will do its best to grant a leave. If we are unable to grant a leave and a student decides to pursue another experience regardless, the student will be required to withdraw from Lakeside and reapply.

PROCEDURES FOR STUDENTS SEEKING LEAVE

Students must apply for a sustained educational leave (off-campus study) in January of the school year prior to the desired period of travel. Contact the director of global education for specific deadlines.

Recognizing the sometimes unforeseen nature of episodic leave, we strive to be flexible in working with families. The school should receive the leave request at least two months in advance of the anticipated absence. When a student returns from episodic leave, classroom teachers will outline clear instructions for makeup assignments. The student and family are responsible for that work and for hiring tutors as necessary.

Upper School students and parents/guardians of Middle School students initiate the leave process by submitting a leave of absence form to the admissions and financial aid office.

Requests will be reviewed by the division directors, the director of admissions and financial aid, and the director of global education. This committee will respond to the student and his or her family as soon as possible.

TUITION ACCOMMODATION

No tuition reduction will be made for requests for episodic leave.

Students who receive official approval for a sustained educational leave will receive a tuition accommodation. Term leaves receive a tuition reduction of 40 percent; yearlong leaves are required to submit a nonrefundable enrollment deposit for the year following the leave in order to hold the student's place in his/her Lakeside class.

MEDICAL LEAVE

Medical leaves can be granted if a student would be better served by taking a leave in order to manage a physical or mental health situation. This determination will be made by the student support team and school administration, in conjunction with a student's family and outside medical professionals. The length and parameters of the leave will be part of this determination.

There is no guarantee that a student will be able to receive credit for all courses in the event of a medical leave, but every avenue will be explored to see if it is possible. Medical leaves are noted on the student's Lakeside transcript, including the beginning and ending dates of the leave.

STUDENT RECORDS

Lakeside School maintains student files throughout a student's enrollment. Student permanent records containing grades and comments, transcripts, and other correspondence pertinent to the student's academic performance are kept in the registrar's office. Following the student's withdrawal or graduation, the transcript is the single remaining document of record. Student files containing disciplinary actions and other nonacademic information pertaining to the student are kept in divisional offices and are destroyed upon the student's year of graduation. All student records are considered to be the property of Lakeside School.

TRANSCRIPTS

Middle School: Transcripts, end-of-term reports, and other student records may be requested from the Middle School administrative assistant, 206-440-2775.

Upper School: Transcripts and other student records may be requested from the Upper School administrative assistant and registrar, 206-440-2795.

Transcripts and other records will be supplied only to students whose families' financial obligations to Lakeside School have been fulfilled. Families should anticipate that it could take up to two days to complete a request (one day for college applications).

STUDENT AND FAMILY SUPPORT

Student support (the monitoring of the academic, social, and emotional life of individual students) goes on continuously. Our teachers and advisors offer strong support for our students and families, but there are times when more specific expertise and support is needed. This section will discuss those various resources.

MIDDLE SCHOOL

Middle School teachers continuously review the academic, emotional, and social experience of students. The Middle School advisors, counselor, family support liaison, director, and assistant director discuss students having difficulty and often seek assistance from Lakeside's Brain & Learning Lab faculty. Middle School teachers meet regularly in grade-level teams to review student progress formally.

UPPER SCHOOL

The Upper School assistant director, counselors, director of family and student support, learning resources coordinators, and athletic trainer meet regularly throughout the year to review students experiencing difficulty. In the fall, the faculty and administration are particularly sensitive to the experience of 9th graders and other new students. Strategies used to support students range from setting up weekly meetings with a teacher to providing extra help through learning resources or peer tutors.

BEST RESOURCES AND PRACTICES FOR HELP OUTSIDE OF CLASS

Lakeside teachers are committed to providing students with instructional help in and out of the classroom. Please encourage your student to access teachers outside of class as much as possible; teachers are the experts on course material, methods, and objectives and are concerned about your student's learning needs. If you choose to access help from family members, friends, or tutors (peer or professional), be sure they understand that "less is more." Too much intervention can get in the way of a student's internalization of concepts and skills, as well as a teacher's ability to know how much of the work comes from the student and what the student needs for support. Outside resources such as tutors are best used when they provide additional questions and explanations, practice, or act as a second set of "eyes and ears," guiding a student in a "hands-off" manner. Ultimately, to master the concepts and skills fully, a student must do the work by himself or herself.

ADVISING

Each student at Lakeside has an individual advisor who is responsible for monitoring the academic experience and general growth of that student and who serves as the student's advocate in a given year. The advisor is available to students' families, as well as to students themselves, and often serves as the first line of communication between families and the school.

COLLEGE COUNSELING

The college counselors work closely with students to identify post-secondary opportunities appropriate for students' interests and abilities; assist students with building applications that will most effectively communicate the student's academic and personal narrative; and keep families informed of the evolving trends and admission policies of colleges.

BEGINNING THE COUNSELING PROCESS

College counselors begin to meet individually with students in January of junior year. Only after the student has met with the college counselor will the family be invited to schedule a meeting with the counselor. Because college counselors devote their time to seniors and second-semester juniors who are currently in the admissions process, they are unable to meet individually with students and families prior to second semester of 11th grade. However, the college counseling office hosts regular events for 9th- and 10th-grade families and

maintains in Naviance/Family Connection, our online software program, up-to-date resources that are accessible to all Lakeside families.

RESPONSIBILITIES OF PARENTS AND GUARDIANS

Parents and guardians are important partners in the college process. In order for them to effectively support their student in the college process, at least one parent/guardian of every junior must attend an introductory presentation by the college counseling office. These presentations usually occur in December; even if the parents/guardians had an older child participate in Lakeside's college process, they are still required to attend. In addition, all parents/guardians are required to complete a questionnaire about their student for the college counseling office. Only after at least one parent/guardian attends the presentation and submits the questionnaire will a college counselor meet individually with a student and his or her parents/guardians.

RELEASING SCHOOL RECORDS TO COLLEGES

Lakeside School requires students to indicate to which institutions the student is applying by adding those schools to their active college lists in Naviance/Family Connection. By adding a college to the active list in Family Connection, the student authorizes Lakeside School to release his or her transcript, school report, and recommendations to that institution.

EARLY DECISION AND EARLY ACTION POLICIES

Students are required to be familiar with and follow the application policies and procedures of every institution to which they apply. If a student applies under an Early Decision (ED) or Restrictive Early Action (REA) plan, the student is bound to the terms of the plan outlined by the college. Lakeside has additional requirements for applicants that apply ED or REA (listed below). Should a student fail to follow the application policies outlined by a college and by Lakeside, the college counseling office will inform all the colleges to which that student has applied of his or her failure to comply.

Early Decision (ED)

Students are required to withdraw applications to other institutions within one week of being admitted under an ED plan. Additionally, after a student is admitted ED and has informed that college in writing that he or she plans to attend, Lakeside will not release school reports, transcripts, and recommendations to any other colleges. If Lakeside has already submitted those materials, the college counseling office will contact the other institutions to withdraw all school reports, recommendations, and transcripts.

Restrictive Early Action (REA)

REA, offered by Harvard, Princeton, Stanford, and Yale, allows students to apply by an earlier deadline and receive a decision sooner without a commitment to enroll. However, students may apply restrictive early action only to that one institution, unless the other institutions are public universities. Because the majority of Lakeside students enroll at the REA school that admits them and because spaces at these four institutions are highly coveted, Lakeside restricts students from applying to and maintaining outstanding applications at more than one additional institution if admitted to a REA school. This allows students to explore another option while also preserving spaces at these highly selective colleges. A student admitted to a REA school is required to withdraw all other applications, with the exception of one, within one week of receiving an admissions offer.

TEST SCORES

Standardized test scores do not appear on the Lakeside transcript and are not disclosed by the school. Students decide what scores they want disclose and are responsible for having the test scores sent to the college by the appropriate testing service(s).

ATHLETIC RECRUITING

Throughout the college process, students are expected to demonstrate the respect, honesty, and consideration articulated in Lakeside's community expectations. Students are required to honor any

commitments they make throughout the college process. If a student informs Lakeside's college counseling office in writing that he or she has committed, verbally or in writing, to a college coach that he or she will enroll at that institution if admitted, Lakeside expects the student to uphold the agreement and will send a final transcript to that college only.

TEACHER RECOMMENDATIONS

Students may request a maximum of two teacher recommendations (this does not include the recommendation written by the college counselor). This meets the application requirements of all colleges and universities. Students may not view recommendations; even though all recommendations are letters of advocacy and are intended to paint students in a positive light, colleges view recommendations with greater credibility if they have not been read by students and families. Lakeside will send counselor and teacher recommendations to colleges only after students have waived their FERPA rights in writing to view them.

ENROLLING IN COLLEGE

Because Lakeside will send a final transcript to only one college or university the summer after senior year, a student may tell only that college that he or she intends to enroll. A student may not put down a deposit at more than one institution at a time or inform in writing more than one college at a time that he or she intends to enroll. If a student that has committed to one school is admitted off a waitlist after May 1 and chooses to enroll at the second school, Lakeside will send a final transcript to the second institution, but only after the student has informed the first college in writing within 24 hours that he or she is withdrawing his or her intent to enroll. If a student fails to comply with this policy, Lakeside will notify both institutions of the student's failure to comply.

REPORTING UPPER SCHOOL SUSPENSIONS TO COLLEGES

Students must report honestly and fully any suspensions to colleges when appropriate (e.g. when colleges request this information) as determined by Lakeside School. This includes suspensions from Lakeside Upper School, as well as any suspensions or probations enforced by other institutions at which a student studies during Upper School, including, but not limited to The Chewonki Semester School, The School for Ethics and Global Leadership, High Mountain Institute, Kings Academy in Jordan, The Mountain School, and School Year Abroad. There will be space in the application for the student to explain the event and what he or she learned from it. In addition, Lakeside may also share this information in writing with the colleges. If the suspension occurs after the student has submitted the applications, the student and Lakeside School will inform the colleges in writing within 10 days of the start of the student's suspension. Students and families will not have access to the written documentation that Lakeside sends to colleges. This policy on reporting suspensions is in compliance with the National Association for College Admission Counseling's Statement of Principles and Good Practice. While the college counseling office will serve as a resource to the student in communicating the suspension to colleges, the college counselors will be unable to have conversations with the student and family about reporting the suspension until the Judicial Committee process has been completed.

REPORTING EXPULSIONS TO COLLEGES

If a student is expelled prior to Lakeside submitting transcripts, school reports, or recommendations to colleges, Lakeside will not share information regarding the expulsion with colleges. If Lakeside is approached by a college for more information, Lakeside will share information about the expulsion only after receiving written consent from the student and family authorizing the school to do so. If a student is expelled after Lakeside has submitted transcripts, school reports, or recommendations to colleges, Lakeside will disclose the expulsion fully and honestly to those colleges and reserves the right to retract any recommendations already submitted to colleges.

STUDENT SUPPORT TEAM

The student support team is led by the director of family and student support in each division. Each team is made up of the director of family and student support, an assistant director, learning resource or Brain & Learning Lab faculty, counselors, family support liaisons, financial aid associates and athletic trainer (US only).

The mission of the student support team is to develop and implement a carefully considered and consistently managed co-curriculum that supports the social, emotional, and developmental needs of students and to develop and maintain effective protocols for ongoing student support in overall academic success. The co-curriculum comprises elements not naturally included in academic departments but integral to a student's experience at Lakeside (e.g., athletics, Global Service Learning and Outdoor Program trips, character education, student activities/clubs).

The student support team is the safety net that identifies students having academic or social/emotional difficulty and designs appropriate support mechanisms for them, in consultation with the student, advisor, teachers, and parents/guardians, as appropriate.

The student support team comes up with strategies and support plans that include (a) coordination with advisors to track more closely a student's progress and/or communicate more closely with teachers and parents/guardians; (b) student staffings, which most often include all teachers, the student, and his or her parent or guardian and advisor; and (c) coordination with outside professionals such as psychologists or tutors.

LEARNING RESOURCES PROGRAM

Through its faculty and its facilities (the Middle School's Brain & Learning Lab and the Upper School's study center), the learning resources program provides a wide variety of services designed to support students in their learning, academic growth, and success in Lakeside course work. These programs are offered on both campuses. Services include access to study areas, initial screening for learning difficulties, short-term skills instruction, academic counseling, tutoring referrals, and support for teachers and students in meeting the academic expectations in a particular class and of the school as a whole. Services are available to all students and may be accessed by advisors, teachers, counselors, parents/guardians, or student self-referral.

MIDDLE SCHOOL

Brain & Learning Lab faculty coordinate reasonable accommodations in classes and manage student cases and documentation. They work with students, families, advisors, teachers, and other student-support faculty to provide a range of supports that are developmentally appropriate for students in grades 5-8. They can offer initial screenings for learning difficulties and disabilities, provide referrals for educational and other professional assessments, and serve as liaisons between outside professionals and the school and between families and teachers when assessment recommendations by outside professionals have been made and/or when there are disability issues.

In addition to academic and learning support, Brain & Learning Lab faculty provide classroom instruction about metacognition, the learning process, and the brain. The lab also coordinates and administers the Comprehensive Testing Program 4 (CTP-IV) completed by 6th and 8th graders and periodically presents seminars and faculty workshops related to teaching and learning. Brain & Learning Lab faculty are available to consult with parents/guardians and students to support academic expectations. Students may drop by the lab during lunch or free periods or may schedule an appointment. Drop-in support is also available some afternoons during study hall.

UPPER SCHOOL

The Upper School study center, located in the library, provides students with structured academic support. During free periods, students can use the center to work on their own; collaborate with classmates; or get help from faculty, the learning resources coordinators, or peer tutors in specific subjects and/or general study skills. Access to assistance in specific subjects is based on staff and tutor availability during a particular period;

however, typically there are sufficient resources so that a student may find help most any period. Students may access study center services on a drop-in basis or as assigned by their advisor or teacher. Textbooks for all required subjects are available for in-center use. The study center is open during school hours.

Peer Tutoring

Supervised and consistent help from a fellow student in a specific subject is available at the Upper School and on a limited basis via the after-school study hall at the Middle School.

Contracted Professional Tutoring

The learning resources coordinators maintain a list of available independent tutors, most of whom can work during specific hours of the school day on campus. Referrals are available upon request from the Upper School learning resource coordinators and Middle School Brian and Learning Lab coordinators. The family contracts directly with the tutor of its choice and is responsible for arranging payment and contract options, as well as maintaining all communication with the tutor. Lakeside provides referrals and tutoring space only. Lakeside does not administer or supervise arrangements with contracted tutors.

Families currently receiving financial aid are eligible to receive assistance with the costs of tutoring that result from a student support team referral. Financial arrangements may be made with the associate director of financial aid.

If a student has a documented learning disability or health impairment that may require accommodations to facilitate the student's academic success, parents/guardians should contact a learning resources coordinator at the appropriate division (see ACCOMMODATIONS). Lakeside does not offer a special education program; however, we are committed to working with each family to provide its child with the opportunity to learn up to his or her potential and to enjoy academic achievement within the Lakeside program.

FAMILY SUPPORT PROGRAM

The primary responsibility of the family support program is to help ensure that all families are met with ample guidance throughout their Lakeside experience. We hope to serve as a liaison between families and the school in the areas listed below. We aim to promote inclusion, ensuring that all families can fully participate in the life of the school which leads to heightened student success. Some of the services offered through the family support program include:

Advocacy, resources, and community referrals for all Lakeside families.

Crisis support for immediate concerns/needs.

Consultation for family transitions that may impact your student (divorce, homelessness, etc.).

Transportation needs.

[Translation services](#) (繁體中文, አማርኛ, Español, Tiếng Việt , etc.).

COUNSELING

MIDDLE SCHOOL

The Middle School counselor can assist students with school transition, adjustment, and emotional concerns. Services are short term, and families can request recommendations for community-based resources if ongoing services are needed. Counseling support is available in addition to the student support provided by advisors. Students can come by room 204, leave a note in the office mailbox, or send an email to set up an appointment.

UPPER SCHOOL

The Upper School counseling center is able to provide a confidential resource for students and parents/guardians. Upper School counselors are trained mental health professionals who are able to assist students with a wide variety of developmental, social, and mental health issues and are available to consult with parents and guardians as needed.

The Upper School counselors work with students on a short-term basis and there is no fee for therapy or limits on the number of sessions a student may receive. Referrals to therapists in the community are made if it seems more appropriate for a student's needs or if a student decides he or she would prefer to be seen by someone outside of school. Our counselors are well-acquainted with a variety of mental health professionals in the community and are able to provide tailored referrals to individual students and families.

Students and parents/guardians can make an appointment by dropping in, emailing counselors, or by calling 206-440-2749.

CONFIDENTIALITY

Lakeside School counselors follow the ethical guidelines of the American School Counselor Association regarding confidentiality. Counseling sessions with students are confidential between the student and counselor, with some exceptions which are discussed below, and notes are not part of a student's educational record. In the state of Washington, children 13 years of age and older have the legal right to confidentiality, including from their parents and guardians. Counselors discuss the right to confidentiality and its exceptions at the beginning of each counseling relationship and students are given the opportunity to ask questions and raise concerns. The exceptions to confidentiality are as follows:

Counselors share information with one another regarding students for the purpose of professional consultation. Lakeside counselors may also conduct professional consultation with mental health professionals outside of Lakeside but will not share identifying information about students in this situation.

Counselors are both members of the student support team and, if they deem it necessary to best support a student, they will share pertinent information with that team. Members of the student support team are trained in issues of confidentiality.

If students miss appointment(s) with counselors and/or do not respond to emails or other communication, counselors may share relevant information with someone who can help them get in touch with those students.

Washington state law requires counselors to make a report to Child Protective Services in situations of (current or past) suspected child, elder, or other vulnerable adult abuse or neglect.

If a student indicates that he or she is at serious risk of causing grave bodily harm and/or death to him or herself or others, counselors will break confidentiality in order to ensure the safety of the student and others (see SAFETY ASSESSMENT PROTOCOL below for more information).

Counselors may release confidential information in the case of a court-ordered subpoena.

SAFETY ASSESSMENT PROTOCOL

If it is revealed, either during the course of a counseling session or through some other means, that a student may be at serious risk of causing grave bodily harm and/or death to him or herself or others, a safety assessment will be conducted by one of the counselors. If a student indicates that he or she is unable to ensure his/her ability to remain safe, the following protocol will be enacted:

A counselor will call the student's parent/guardian and the parent/guardian will need to come to campus for a meeting with the student and counselor.

During the meeting, the counselor will discuss the current risk to the safety of the student and/or others.

If the student has indicated that he or she is at serious risk for causing grave bodily harm and/or death to a specific intended victim(s), the counselor has a duty to protect the intended victim(s) and may warn the intended victim(s) and/or persons and/or agencies able to protect the intended victim(s).

The parent/guardian will bring the student to a hospital emergency department for a safety evaluation. Counselors are able to provide information about local emergency departments to parents/guardians and can let the emergency department know that the student and parent/guardian are on their way.

The counselor will inform the student support team and members of the administration that the student has been required to undergo a safety evaluation outside of school.

If the student is admitted to the hospital following the safety evaluation, the counselor will consult with the student support team and members of the administration to assemble a plan for the student's re-entry and/or continued support services at school and outside of school. The student and parent/guardian will be asked to sign a release of information for the counselor and student support team to communicate with hospital staff to prepare for the student's discharge and school re-entry.

If the student is discharged from the hospital following the safety evaluation, the parent/guardian must submit documentation of the results of the evaluation and written confirmation that the student is safe to return to school. The student will be able to return to school following a re-entry meeting.

The re-entry meeting will include, at a minimum, the student, a parent/guardian, and a counselor. When appropriate, other members of the administration, student support team, and student's advisor and teachers may also be invited. During this meeting, a release of information will be signed so that the appropriate school personnel can communicate with relevant mental health professionals. A plan of action will be created in order to help the students reintegrate back into the school community. Follow-up meetings will be planned as needed.

ACCOMMODATIONS

We recognize that learning disabilities, certain medical conditions, and mental health issues can have a significant impact on a student's experience at school. When such a condition is diagnosed, we strive to treat the student with concern, respect, consistency, professionalism, and transparency. Students with certain kinds of learning, psychiatric, and/or medical conditions may be eligible for reasonable accommodations at the Upper School and on national standardized tests administered by the Educational Testing Service, College Board, and ACT Universal Testing Service. These tests include the PSAT, SAT, SAT subject tests, ACT, and Advanced Placement exams.

PROCESS FOR REQUESTING/RECEIVING IN-SCHOOL ACCOMMODATIONS

The process for requesting in-school accommodations begins when a learning resources coordinator or counselor receives documentation from a qualified outside professional that identifies a disability or medical situation affecting a student's learning and/or test taking in a significant way. Upon receiving this information the coordinator and/or counselor will consult with the student and his or her parents/guardians. In order to seek official accommodations, the family must agree to share this information with relevant school adults.

A learning resource and/or Brain & Learning Lab coordinator and counselor, in consultation with an assistant director, will design a student profile that outlines the diagnosis, its manifestations, the student's strengths and challenges, and the accommodations. When a short-term issue exists (such as some forms of depression or hospitalization for a medical condition), the team will determine a date on which the accommodations should reasonably be reviewed, given the situation. Long-term issues (such as anxiety disorders or dyslexia) will be shared with teachers each year (and in the spring term if a new course and teacher come on board).

Prior to the meeting where the student profile is discussed, one of the learning resources coordinators in the Upper School, the head of student support in the Middle School, or a counselor will meet with the student. The purpose of this meeting is to give the student the opportunity to understand the information used in the profile, to make suggestions, to have input on the language, and to "role play" the meeting by answering questions and concerns. At the meeting, the student and the learning resources coordinator, head of MS student support, or counselor will share the accommodations. In the Middle School, students may or may not be part of the staffing.

After the meeting, the learning resources coordinator, head of MS student support, or counselor, in consultation with the assistant director, will revise the profile, keep a copy, and send a copy to the family. If

the accommodations lead to any action that will be reported in an official way on the transcript or other documents (e.g., credits instead of grades, waivers of requirements), a confidential paper copy of the profile will be provided to the college counselor and registrar. The learning resources coordinator or counselor will also send a confidential copy of the profile without the diagnosis (i.e., with the strengths, challenges, accommodations, and recommendations), unless allowed by the student and family, to each teacher. Upper School students will turn in an accommodation tracking form (available outside the Upper School office) to the Upper School office each time he or she uses an accommodation. This is the means by which we establish a record, should the student want to pursue accommodations on any national tests.

Please note that the meeting process can be modified as needed at the discretion of members of the student support team.

TESTING ACCOMMODATIONS

For those with documented disabilities, testing accommodations may be available. The student must have on file at Lakeside current documentation of the disability from a qualified outside professional. For learning and physical disabilities, "current" means that the documentation was completed within five years of the request for accommodation. For psychiatric disabilities, "current" means within the past 12 months. This documentation must include cognitive, ability and academic achievement testing that substantiate limitation to learning and test taking. Letters from physicians or other care providers are insufficient for this purpose. The student must have on file at Lakeside proof that he/she has been receiving/using the same accommodations at school for at least four school months prior to the request for accommodations. "Proof" means that completed accommodations tracking forms have been filed with a learning resources coordinator each time an accommodation is used. For details, contact an Upper School learning resources coordinator.

Special Note to Upper School Parents/Guardians and Students

The College Board, Educational Testing Service (ETS), ACT Universal Testing Service, and other national testing agencies have strict criteria regarding access to accommodations on national tests. These involve up-to-date formal evaluations and firmly established histories of disability and accommodations on file with our learning resources or counseling offices. If your student has or may have a documented health impairment or disability that will require such accommodation on these exams, please contact a learning resources coordinator for details as early as possible.

DISCIPLINE

The Statement of Community Expectations sets forth Lakeside School's philosophy of conduct and consequences that guides our actions and decision making when the expectations are violated.

Because Lakeside is a school animated by principles, not dependent on rules, each student and adult has the invaluable opportunity to reflect and act upon his or her best understanding of those principles. We strive to have consequences for violations of principle—the parameters of which are described in this section—and give equal chance for reflection and learning. Consequences for violations of the community expectations are decided upon individually, taking into account the unique circumstances of the individual as well as community norms and standards.

STATEMENT OF COMMUNITY EXPECTATIONS

Revision approved Feb. 6, 2014, by Lakeside School Board of Trustees; additional revision approved by the Board of Trustees, April 22, 2014.

Each member of the Lakeside community— students, parents/guardians, faculty, and staff—is expected to act in ways that show consideration and respect for others and that enhance an open atmosphere of trust. We deliberately keep rules to a minimum, expecting that action will spring from general principles of consideration, integrity, and inclusion. Learning, we believe, requires a willingness to be open and to contribute to an atmosphere of comfort and encouragement for all community members. Therefore, an atmosphere of support and trust is essential in order to affirm “the meaning and value of community” prescribed in our mission. Such an atmosphere must be created and recreated through individual acts each day. Just as even small acts of academic dishonesty or personal discourtesy erode the conditions that promote learning, so every action that affirms consideration, integrity, and inclusion builds the “ethical spirits” that contribute to the kind of community we seek.

Specific behavioral expectations to support and clarify the principles of consideration, integrity, and inclusion and to ensure the personal health and safety of each individual follow. In addition, students and adults (parents/guardians and employees) are expected to understand and to respect the policies contained in the family handbook and the employee policy manual.

- All members of the Lakeside community are expected to be honest in all communications. Most important, individuals are expected to be honest and forthcoming about their own actions. We also encourage members of the community to be responsive to specific inquiries about incidents or events about which they may have knowledge.
- Students in grades 5-11 are expected to be on campus at all times during the school day unless they have written permission from their parents/guardians and have signed out in the divisional office. Seniors have the privilege of leaving the school grounds when they have no academic obligations or appointments to meet. Seniors are expected to be on campus enough to take a reasonable part in the life of the school. Students in all grades are expected to attend all their scheduled classes and meet all appointments.
- Students are not permitted to sell or be involved in the sale of, possess, use, or be under the influence of alcohol, marijuana, and/or any illegal drugs on the campus or while participating in or attending off-campus school activities or trips. Students are also not to consume alcohol, marijuana, and/or any illegal drugs before attending or while traveling to and from school activities on or off campus. The consequence for violation of this rule, no matter how minor, will include at least suspension from school immediately after Upper and Middle school disciplinary processes and attendance in a program about drug use and/or community responsibilities, and may lead to expulsion.
- Tobacco use is not permitted on either campus, in any vehicle owned by Lakeside, or at any off-campus Lakeside activity.
- The school views cheating in all its forms as unacceptable behavior. Using the intellectual property (e.g., words, images, or ideas, or any other similar creation of someone else's mind and hands) of another in

one's own work without giving credit to the source is plagiarism and a violation of academic integrity equivalent, in significance, to the violation of personal integrity that results from dishonesty in any form.

- Lakeside School does not discriminate on the basis of age, color, creed, disability, marital status, national or ethnic origin, race, religion, sex, sexual orientation, gender identity, use of a trained guide dog or service animal by a person with a disability, or genetic information. Discrimination or harassment based on any of these attributes is considered a violation of the school's personal respect policy and will not be tolerated.
- No action is to be taken, and no behavior exhibited, that threatens or compromises the health and safety of any individual or that causes damage to school or personal property, whether by use without permission, theft, destruction, or defacement.
- Each member of the community must endeavor to maintain a clean, orderly, and healthy environment at Lakeside. A good learning environment and the Lakeside community's pride in its campus depend upon each individual doing his or her best to respect the spaces, property, and buildings the school provides.

Lakeside School will consider violations of these expectations on a case-by-case basis and will respond to such violations based on two fundamental principles:

- Lakeside School is an educational institution in which a high level of personal responsibility is expected of all students and adults. Every member of the community should be able to assume that he/she teaches and learns in and contributes to a community in which members share a personal commitment to abiding by this Statement of Community Expectations.
- Membership in the Lakeside community is a privilege, not a right. Unwillingness or incapacity to live by these expectations is reason to evaluate the appropriateness of one's membership in the community.

All parents/guardians with responsibility in the life of the student are asked to sign a Statement of Community Expectations and to return the signed original with enrollment or reenrollment materials. A signed statement is required for a student's matriculation at Lakeside School.

DRESS GUIDELINES (MIDDLE SCHOOL)

All students are expected to dress in a manner appropriate for an inclusive academic environment, focused on learning. In keeping with the Statement of Community Expectations, students should avoid clothing or accessories with messages (words, signs, or pictures) that might be offensive or distracting; that advocate or promote sexual activity, violence, or the use of alcohol, drugs, or tobacco; or that demean or degrade anyone because of race, sex, religion, national origin, sexual orientation, gender identity, handicap, or disability. These dress expectations are in effect throughout the entire school day, during after-school study hall, in after-school clubs and activities, and on all school trips and during school events. The following are guidelines to help students make appropriate decisions about what to wear:

Clothing should be suitable for the tasks at hand and provide coverage so when bodies are in motion they stay covered.

Torso and buttocks must be covered.

Students are expected to wear shoes at all times.

DEFINITION OF CHEATING

(Refer to Statement of Community Expectations, fifth bullet point.)

The general criterion is that cheating is taking credit for someone else's work or work one personally did not do. Academic departments have been asked to clarify, as much as possible, what the boundaries are between acceptable collaboration and academic dishonesty in their respective disciplines. Questions about cheating in the Upper School should be directed to the relevant department head or to an Upper School administrator.

DISCIPLINARY PROCESS, MIDDLE SCHOOL

The learning and growing implicit and explicit in the Statement of Community Expectations take place daily in interactions between a student and his or her teachers and advisor. Our community functions on the assumption that we are each dedicated to our own positive growth and to supporting the growth and integrity of others. Usually students respond to faculty/staff feedback by moderating their own behavior. Most disciplinary issues are handled on the spot (classroom, hallway, gym) with the advisor being informed by the teacher or staff member. An advisor will typically meet with the advisee to follow up on such a report. A pattern of inappropriate behavior or a more serious single event will result in a conference called by the advisor and will often include involved faculty or staff members.

The Middle School assistant director becomes involved when the pattern of behavior continues or a more serious single event calls for a more significant response. First conferences with the Middle School assistant director usually involve the student's advisor and a follow-up discussion with parents/guardians.

Any behavior that threatens the safety of any member of our community will be brought immediately to the Middle School director. (Refer to Statement of Community Expectations, seventh bullet point.) Possible responses to this type of behavior include, at a minimum, a parent/guardian contact but also could include suspension or expulsion. See also SUSPENSIONS and EXPULSION POLICY.

DISCIPLINARY PROCESS, UPPER SCHOOL

JUST DESERTS

For a number of kinds of infractions of the Statement of Community Expectations students may be required as a consequence to participate in the "Just Deserts" program, which involves having students work on various tasks that contribute to the betterment of the community (examples include cleaning the locker room, labeling books, or collecting recycling).

Referrals to Just Deserts may be made by faculty, the Upper School administrative assistant, the associate or assistant director, or the Judicial Committee (see below). Students and their advisors are informed that the student has been assigned to Just Deserts via email. Students who fail to show up for their assigned Just Deserts will be rescheduled with double the original amount of time assigned.

JUDICIAL COMMITTEE

Judicial Committee Charter

Purpose

Lakeside Upper School has a Judicial Committee for several reasons:

To highlight the legitimacy and accountability of the disciplinary process.

To give students and faculty shared responsibility and ownership in the Upper School disciplinary process.

To affirm Lakeside Upper School's commitment to its community expectations and consistently to interpret and respond to violations of that document.

To clarify expectations with regard to student behavior.

Members

The committee will consist of seven members, six of whom are elected. There will be one student member from each grade level, elected by his or her class, two faculty representatives elected by faculty vote, and the assistant director. The chair of the committee will be the representative from the senior class.

Student committee members will serve for one academic year. If re-elected, they may serve for more than one year. Faculty committee members serve two-year staggered terms. In rare instances, when a faculty member cannot complete his/her term, the other faculty member will serve for a third year in order to preserve continuity. At no time should there be three new adults on the committee. The assistant director is a

nonvoting member. Elections for Judicial Committee participation will be in spring preceding the school year of service. If a committee member cannot complete his/her tenure, a new member will be elected from either the student's class or the faculty.

Members of the Judicial Committee are expected to demonstrate through their conduct that they affirm and endorse the Statement of Community Expectations. A committee member who violates the expectations may be asked to leave the committee.

Issues Considered by the Committee

The committee will deal with cases referred to it by Upper School administrators. Referrals will result from possible violations of the guidelines regarding school policies. These policies are outlined in the Statement of Community Expectations and the computer-user agreement.

Incidents that potentially violate community expectations, excluding those having to do with sexual harassment (see SEXUAL HARASSMENT) and including those that may lead to expulsion, are considered by the Judicial Committee. In extremely rare cases, often cases that involve law enforcement, the Upper School director or head of school may use their discretion to allow for an incident to bypass the Judicial Committee process.

The committee will hear and adjudicate cases referred to it by administrators, then recommend to the Upper School director fitting consequences, if any are to be assigned. The director will accept the recommendations or suggest amendments to the consequences recommended by the committee. If amendments are suggested, the committee will reconvene as soon as possible to consider whether to endorse the changes or not. If the amendments are endorsed, then they are presented as the committee's decision. If not, consequences are communicated as the committee's decision with amendments by the Upper School director. The consequences will not be communicated to the student nor will any information about the case be communicated to the community at large until all these steps have been taken.

Students who have appeared before the Judicial Committee may be referred to the student support team.

Process Preceding and Following a Committee Hearing

Before disciplinary action begins, the assistant director will investigate the incident and collect all relevant information. The assistant director will meet with the student and his or her advisor at least once. If an incident is referred to a committee hearing, the student's parents/guardians will be notified. The assistant director will work with the student to write a statement of fact that is reviewed and revised by all involved parties. The final version of the statement is provided to the Judicial Committee shortly before the hearing.

After the Judicial Committee has acted and the consequences have been determined, the assistant director will inform the student and his/her parents/guardians and follow up with a letter copied to the advisor and other relevant individuals, explaining why the disciplinary action was necessary and its outcome. A copy of the letter will be kept in the assistant director's files.

Students may make a written appeal of a committee's decision to the Upper School director within one school day following notification of the consequences. Appeals submitted beyond that time will not be entertained. Appeals must include new information that was not part of the committee's original deliberations on the issue. The director may overturn or qualify the committee's decision and must inform the chair of the committee of his or her response as soon as possible. The chair, speaking for the committee, then has an opportunity to endorse or not endorse any amendments the director has made. The renewed consequences will not be communicated officially to the student until all these steps have been taken.

Confidentiality

Lakeside School believes strongly in the individual's right to have confidentiality in matters of discipline. Committee members will not be free to discuss incidents that come before them outside the confines of committee meetings, nor will discussions with individuals not part of the Judicial Committee about the specifics of a judicial proceeding be tolerated. Expulsion from the committee and possible disciplinary action may result from any committee member's breaking this confidence.

Committee Hearing

The Judicial Committee has a regularly scheduled period during the school week in which to conduct business other than hearings. Hearings take place after school, as soon as possible once the incident is ready to be heard by the committee. Hearings will proceed without interruption for up to two hours or until 5 p.m., whichever is earlier. If a hearing reaches either of these points without a decision, the committee will adjourn for the day and reconvene as soon as possible to continue deliberating. The process will continue until the committee arrives at a decision.

The full Judicial Committee should be present at each meeting. Exceptions have been made for students involved in an athletic contest, but it is expected that members will miss athletic practices and other similar commitments to participate in Judicial Committee hearings. A meeting may proceed and reach a conclusion—with a recommendation to the director—with at least five committee members present (in rare instances, this five will include the assistant director, in which case, she or he will be a voting member).

In cases where there is a concern about whether a member of the committee can be impartial, he or she may recuse him or herself or another member may suggest that the person be recused. The rest of the committee will discuss the issue and vote to determine whether the member should be recused or not. If a faculty member on the Judicial Committee is the advisor for a student coming before the committee, he or she will automatically be recused from the hearing.

Each meeting will be run by the chair of the committee. If the chair is unable to attend, the 11th-grade member of the Judicial Committee stands in as chair. The assistant director will have advisory power but will have no vote unless the committee's decision process is deadlocked or his/her vote is needed in order to reach a quorum.

Judicial Committee Hearing Protocol

The assistant director, representing Lakeside School, is responsible for bringing before the Judicial Committee students suspected of violating the principles of consideration, respect, and integrity outlined in the community expectations or any specific iterations listed in the community expectations guidelines.

Students called before the committee may bring two witnesses to the hearing. It is expected that one of these witnesses will be the summoned person's advisor. The school may also ask that other individuals relevant to the case at hand attend committee hearings, such as teachers in whose class a student has been accused of plagiarizing. Those expected to be present include:

The members of the Judicial Committee.

The individual who is bringing the issue (if he/she is different from the assistant director).

The student who has been summoned and his or her advisor(s).

Other individuals who the assistant director or student deem to be relevant to the incident.

In support of students taking responsibility for their own learning, and because a Judicial Committee hearing is a powerful venue in which students must reflect on their actions and advocate for themselves, parents/guardians are not allowed to be present in Judicial Committee hearings.

Advisor's Role

Advisors are expected to participate in Judicial Committee hearings with their advisees. Their role is best stated by words from the mission statement: they help the student "take responsibility for learning." They contribute information and perspectives that will help the committee make the most appropriate decision given the situation. Before the hearing, they talk with their advisee to help him/her understand the choices he/she made and the ramifications of those choices. They also assist the student in revising the statement of fact and writing the statement the student will read at the conclusion of the committee hearing.

Usual Procedure

The committee reviews the statement of fact.

Meeting called to order. Committee members are introduced; the chair explains the process.

The student who has been summoned speaks to the committee, telling the story in his or her own words.

Any witnesses speak to the committee.

Questions from the committee.

All witnesses and the individual bringing the issue may be excused.

The advisor and/or witness for the student speak to the committee. The individual bringing the issue (or if possible whoever brings to light the violation) and assistant director speak to the committee.

The student who has been summoned reads his/her prepared statement and gives any remaining thoughts to the committee for consideration.

The student who has been summoned and his/her advisor are excused.

The committee deliberates, using the following three questions, in order, to guide their thinking. Does this incident violate the Statement of Community Expectations? If yes, then should there be a consequence? If yes, then what should that consequence be?

The assistant director communicates the decision to the Upper School director.

Notes of all proceedings resulting in a consequence will be taken and kept in a closed file kept in the assistant director's office. Should the assistant director create any documents relevant to the issue, copies of these will also be enclosed in the file.

Communication about Consequences

The Judicial Committee informs the Upper School community on a regular basis about the issues it has dealt with and the consequences that have been given. This is to educate the Upper School community about the community expectations and the sincerity with which they are upheld, as well as to give them a sense of the range of issues and consequences that take place at school. Every effort is made to maintain the confidentiality of the particular students involved.

When there has been a hearing, a notice written by the committee will be communicated to the school which states the nature of the incident, specifies the section of the Statement of Community Expectations that has been violated, explains what the committee considered as it made its decision, and outlines the consequence. This same information is published in the weekly faculty and staff newsletter.

Evaluation of Judicial Committee's Process and Revision of Charter

The Judicial Committee will occasionally review the effectiveness of its procedures. These reviews may include the gathering of information from the Lakeside community. This information will be reviewed by the committee and the assistant director and may result in adjustments to the committee's protocols to further refine its functioning. Revisions of the charter may take place after a review or when the committee itself proposes changes; changes must be approved by the director.

For more information about the Judicial Committee, please contact the Upper School assistant director.

SUSPENSIONS

Suspension is evidence that inclusion in the Lakeside School community is a privilege and not a right. Students choose to go to school here and agree to live within the community expectations. If a student is suspended, then he or she is not allowed to participate in the activities of the school, the "life" of the community, for the time allotted by the disciplinary process. A suspended student cannot attend classes or participate in sports or other after-school activities or weekend events sponsored by the school. Teachers are not expected to spend extra time helping a student make up missed work. No work may be turned in during the suspension except major assignments or tests that reflect or depend heavily on work that took place before the suspension.

See also COLLEGE COUNSELING.

EXPULSION POLICY

GENERAL PRINCIPLES OF THE SANCTION

There can be instances in which a student's behavior clearly demonstrates either unwillingness or inability to live within the community expectations. This is most often demonstrated by repeat, cumulative incidents that lead to disciplinary action. However, there are isolated, major infractions—including but not limited to carrying a weapon to school, showing violent disregard for the personal respect policy, or anything that constitutes a material and meaningful violation of the drug and alcohol policy—that can qualify for expulsion. Because inclusion in the Lakeside community is a privilege, not a right, students in this circumstance are subject to expulsion by the school. For Middle School students, expulsion cases will typically be determined by the Middle School director and the Middle School assistant director. For Upper School students, expulsion cases will most frequently be handled by the Judicial Committee or, at the discretion of the school, by the Upper School director. The ultimate decision on expulsion will be subject to review, approval, rejection and/or modification by the head of school.

CONSEQUENCES OF EXPULSION

In general, consequences may include but are not limited to the following conditions: An expelled student is no longer a member of the Lakeside community and relinquishes the privileges of its membership. He/she will not be allowed to complete course work, attend any school-related activities on or off campus, work with Lakeside counselors or support staff, participate in ceremonies such as graduation or baccalaureate, or receive a diploma from Lakeside School.

The notation "expelled" will be entered on the student's transcript, along with the month/day/year the expulsion was finally determined. Depending on teachers' evaluations and the stage of class instruction at the time of the expulsion, a student may receive accrued credit up to the point in the semester at which the student was expelled (i.e., 1.5 credits per semester or .75 credits per quarter).

The family's contractual obligation to the school to complete payment of the year's tuition is unaffected by the timing or duration of an expulsion during the school year in which it occurs. If payment has previously been remitted in full, no refunds are applicable. (See current Lakeside School tuition agreement).

If the expelled student is a senior and is expelled prior to Lakeside submitting transcripts, school reports, or recommendations to colleges, Lakeside will not share with colleges information regarding the expulsion. If Lakeside is approached by a college for more information, Lakeside will share information about the expulsion only after receiving written consent from the student and family authorizing the school to do so. If a student is expelled after Lakeside has submitted transcripts, school reports, or recommendations to colleges, Lakeside will disclose the expulsion fully and honestly to those colleges.

REAPPLICATION FOR STUDENTS IN GRADES 5-11

In cases of expulsion of students in grades 5-11, the school reserves the right to offer reapplication and reenrollment to a student whose interval away from Lakeside, in the sole discretion of the school administration, provides clear and convincing evidence that a material change in the student's attitude, behavior, and character is such that the student qualifies for return to the Lakeside community.

STUDENT CONTACT BY LAW ENFORCEMENT OFFICIALS (OR ADULTS OTHER THAN PARENTS/GUARDIANS)

If a Lakeside employee or student is contacted by law enforcement with a request that a student be interviewed on Lakeside School's campus or while participating on a school-sponsored activity or trip, we will

act in what we judge to be the best interest of the student. When possible, at least two school officials will be involved in that decision-making.

Our practice is to have an adult in the room with the student during the interview unless the parents/guardians express a wish otherwise, or law enforcement denies the request for a school representative to be present.

CO-CURRICULAR PROGRAMS

ATHLETICS

Lakeside Athletics is guided by a vision and mission approved by the Lakeside Board of Trustees in October 2010. That vision and mission reads: Lakeside interscholastic athletics will be an integral part of the Lakeside student experience. The program will consistently display broad-based participation; strive for competitive success; and develop athletic skill, leadership, and sportsmanship in all our student athletes. In so doing, it will build enthusiastic community support and create a legacy of achievement.

Lakeside Athletics serves the mission of the school and the vision for athletics by providing our student athletes with:

A progression from participation to development to high levels of achievement.

Coaches who are highly effective and committed to engaging in the life of the school.

Facilities and equipment that attract, serve, and inspire students, coaches, and fans.

Active promotion and celebration of the program within the school community.

For information on the interscholastic athletics program, contact the director of athletics or assistant director of athletics (Upper School); or assistant director of athletics (Middle School).

MIDDLE SCHOOL ATHLETICS

Middle School athletics is focused on promoting the values of widespread participation and intentional development articulated in the vision and mission above. All sports are administered on a no-cut basis, meaning that participation opportunities are open to all students and the program will run enough teams to accommodate all student interest. Coaches work with their student athletes to foster their love for sports while developing sport-specific skills and general athletic ability. While teams do strive for competitive success, the focus at this level is on participation and development, with wins coming as a byproduct of individual and team improvement. When multiple teams are needed to satisfy student interest and those teams are competing in the same league, we seek to balance the teams as evenly as possible in terms of skill level. Teams are differentiated by skill only when there are different leagues available that are appropriate for the different levels of play.

Most Middle School teams compete in leagues sponsored by the Seattle Catholic Youth Organization (CYO), with competitions held one weekend day each week. Teams in sports not sponsored by the CYO compete in various other local leagues with slightly different competition schedules. Parents/guardians are responsible for transporting their student athletes to and from these competitions.

UPPER SCHOOL ATHLETICS

The Upper School program continues the focus on participation and development, with a stronger emphasis on competitive success. Each of the three sports seasons features one sport that is officially no cut, and we make efforts to field teams that accommodate all student interest whenever it is reasonable to do so. All sports field teams at the varsity level, with most fielding junior varsity teams and some fielding JVC, freshman, or novice teams as well. Teams are differentiated at the discretion of coaches, who take into account individual skill level, commitment, and team needs (among other factors). Student athletes participating on varsity teams can expect an increased intensity in their athletic experience in terms of time commitment, level of competition, and emphasis on winning. Those participating on subvarsity teams are guided toward future varsity participation in a developmentally appropriate fashion.

Upper School teams practice or compete every weekday, with some sports requiring attendance at practices or competitions on weekends. Most fall sports also require attendance at preseason practices one to two weeks prior to the start of school. Practices range in length from 90 to 150 minutes, with most lasting approximately two hours. We make every effort to schedule practices starting as close to 3:30 p.m. as possible on weekdays; occasionally, space limitations force us to schedule practices in later time slots. Many teams schedule optional summer activities to help athletes hone their skills in preparation for the upcoming

year. We also encourage all student athletes to participate in our strength and conditioning program, which provides participants the opportunity to train under the supervision of our certified strength and conditioning coaches, both during the school year and through the summer. Competition schedules vary widely by sport and by sport level. For more information, see the Time Commitment for Student-Athletes, Financial Commitment for Families document available from Lakeside Athletics.

REQUIRED FORMS

Prior to participating in their first practice, all Upper School and Middle School student athletes must have all required health, medical, and emergency-treatment forms completed. This includes materials that are included in enrollment and re-enrollment, as well as the permission-to-treat form and immunization form mailed in the spring of each year, and, for Upper School students, the WIAA Pre-Participation Physical Examination form (which is good for two years). Student athletes will not be eligible to begin formal practices until all required forms are processed and on file. For more information on health and physical examination requirements for participating in physical education and athletics, see HEALTH AND SAFETY.

COMMUNICATION PROTOCOLS

The bulk of communication about Lakeside Athletics will take place through email and the Lakeside Athletics webpages, where you will find general program information, program news, staff contacts, team schedules, and other materials. Individual coaches will inform student athletes and parents/guardians at the beginning of each season of the most efficient way to contact them.

When student athletes or parents/guardians need to communicate concerns to coaches, we ask that they do so with the goal of working collaboratively towards a mutually satisfactory resolution. It is helpful when a student athlete speaks directly to his or her coach if he or she has concerns. If necessary, we encourage the student athlete to seek out an independent advocate (faculty advisor, school counselor, director of athletics) for support in initiating such communication. In the event that parents/guardians need to be involved in discussions, we ask that they not approach coaches before, during, or after competitions or during practices. Better times for such communication are before or after a practice by prearranged appointment. If any of the parties need further assistance resolving the concern after these conversations have occurred, they should contact the director of athletics. If a decision in the matter is called for, the director of athletics has the discretionary authority to make such a decision.

UNIFORMS AND SPECIALTY EQUIPMENT FOR SPORTS PARTICIPATION

Lakeside provides most of the uniforms and equipment each student needs to participate in the sports program. However, there may be additional costs passed on to families when student athletes participate in certain activities; our goal is to limit these costs whenever possible, assess them in a thoughtful manner, and not allow cost to be a barrier to participation.

In general, the equipment and apparel costs we pass along to families apply to items that student athletes will keep at the end of a season. For example, some sports require a specialty shoe; others may require custom-size uniforms or safety equipment that cannot be returned for future use. Families are responsible for purchasing basic equipment (shoes, socks, generic practice apparel, etc.) on their own unless otherwise instructed by a coach. The school will purchase any necessary specialized equipment and bill families through student accounts to cover the costs. Financial assistance for the purchase of many items (basic or specialized) is available; all inquiries in this area should be directed to the associate director of admissions and financial aid.

Upper School teams often organize the purchase of team-specific apparel items (T-shirts, sweatshirts, etc.) for each student athlete. All purchases and billing are handled by the school. Purchases will be charged to student accounts at a specified time during the season, often in conjunction with other costs related to participation in that sport. No cash or checks will be collected by coaches, parents/guardians, or student athletes for the purchase of these items. Additionally, all products, colors, logos, etc., must be approved in advance by the head coach and director of athletics. Among the requirements for approval are use of official school colors or neutral colors for apparel fabric; use of official school logos or approved substitutions; limited or no personalization; and appropriateness of slogans or mottos. This approval process is in place to insure the

consistency of products and product appearance throughout the program. For the Middle School policy on team apparel, see Team and Club Attire Policy in the STUDENT CLUB section.

For more information, see the Time Commitment for Student-Athletes, Financial Commitment for Families document available from Lakeside Athletics.

DRIVER'S EDUCATION

Driver's education will be offered at Lakeside three times during the school year and be provided by an outside vendor. Behind-the-wheel sessions are scheduled directly with the instructor. Students should keep in mind that the driver's education sessions coincide with the three athletics seasons. Students must be at least 15 years old and able to obtain a learner's permit. Specific information regarding each session is available at www.lakesideschool.org/driversed, and registration materials are online at www.goswerve.com.

GLOBAL EDUCATION

Educating students to be global citizens is a key part of Lakeside's mission. The school's global programs introduce our students to the world beyond their doors, fostering cultural awareness and responsible global citizenry.

Global Service Learning (GSL) is Lakeside's leading-edge program designed to help students prepare for the challenges of the 21st century. Students can also study off campus during their junior year of high school. For more information see LEAVES OF ABSENCE.

GLOBAL SERVICE LEARNING (GSL)

The Global Service Learning program sends students abroad and throughout this region. The goals of the program are to foster local and global awareness and citizenship through values of mutual respect, cross-cultural understanding, equity, and justice; to connect with people through collaborative projects that test the knowledge and ability students already possess but may not yet have used; to inspire and empower students to be agents of change both in their local communities and in the international arena; and to develop leadership and teamwork skills.

Middle School

The Middle School GSL program includes:

A seven-day/six-night trip in October to one of six communities in the Pacific Northwest.

A pre- and post-trip curriculum integrated into students' classes.

Because the costs of the program are covered by Lakeside's endowment, there is no extra charge for students.

Upper School

At the Upper School, the GSL program includes:

A five-day pre-trip orientation directly preceding the trip.

Four-week on-site summer service learning. Recent sites have included the Dominican Republic, Ecuador, India, Nicaragua, Senegal, Tanzania, and Thailand, mostly in rural areas.

Affording Global Service Learning

All GSL trips are subsidized by the school's endowment. However, there is an additional cost for Upper School trips, amounting to about one-quarter of the actual cost. Financial assistance is available to those who need help with this fee. Questions may be addressed to the associate director of admissions and financial aid at 206-440-2773.

OUTDOOR PROGRAM

The Outdoor Program is a significant part of the Lakeside experience. All students are required to participate. Detailed information about the Middle School and Upper School Outdoor Program requirements are listed in each division's curriculum guide.

SERVICE LEARNING PROGRAM

Lakeside School's Service Learning Program seeks to develop in students the ethos of service—of giving back to their communities locally, nationally, and globally—and to ensure that, as students serve others through the program's activities, they come to appreciate the unique challenges others face and the contributions they can make to our world. More information about service learning requirements can be found in the Middle School and Upper School curriculum guides.

MIDDLE SCHOOL

Each Middle School grade level has its own service learning coordinator who works with faculty/advisors at that specific grade level to ensure that students are involved in service throughout the year. Middle School students spend four days a year doing service for the people in the greater Seattle community. Service learning coordinators report to the Middle School assistant director.

UPPER SCHOOL

Upper School students are required to complete a total of 80 hours of community service, no more than 20 of which may be on campus, through approved volunteer work. For those who enter Lakeside after 9th grade, the requirement is 20 hours for each year of attendance. The Upper School service learning coordinator helps arrange individual and group projects. Students should submit service hours and reflections during the year in which they are completed.

SUMMER PROGRAMS

Lakeside offers a variety of summer programs. Visit Lakeside's website for more information.

ACADEMIC BRIDGES TRANSITION PROGRAM

Academic Bridges provides incoming Lakeside 9th graders with foundations for success in writing, mathematics, study skills, student resources, and community life at the Upper School. A Lakeside faculty team offers two weeks of focused summer coursework in a small group setting.

LAKESIDE EDUCATIONAL ENRICHMENT PROGRAM (LEEP)

LEEP is an educational enrichment program for students entering 9th grade at local schools other than Lakeside. Since 1965 LEEP has served more than 3,600 students who have demonstrated academic potential but whose family financial situations have limited their opportunities for summer experiences. LEEP is funded entirely from private donors, which includes annual support from the Lakeside School Parents and Guardians Association.

SUMMER SCHOOL PROGRAMS

Summer School Programs at Lakeside School provide opportunities for both Lakeside and non-Lakeside students to continue learning in the summer. Lakeside families receive information about summer opportunities in January. The camps and classes begin at the end of June and run into the beginning of August.

Athletics Camps are designed for students entering grades 4-8. The camps stress fundamentals in a fun, supportive atmosphere.

Investigative Learning Camps are for students entering grades 5-8. In each two-week session, campers choose from a variety of hands-on, project-based classes in science, technology, engineering, art and math (STEAM).

High School Academic Courses for students entering grades 9-12 are offered for credit and for enrichment.

STUDENT CLUBS AND ACTIVITIES

MIDDLE SCHOOL

Faculty/staff work with Middle School students to provide a range of activities and social opportunities. All school rules and expectations apply to these school-sponsored events.

Student committees are formed each year to organize and plan activities ranging from all-division community meetings, such as the annual talent show, to 8th-grade closing exercises, to diversity education and awareness. Standing clubs, most of which meet after school for all or part of the school year, include math club at every grade level and kung fu club. Other activities include the yearbook and various short-term interest groups that have previously focused on topics such as community service efforts, social justice issues, or topics related to particular academic departments such as Go club, Spanish cooking, or song-writing club. Students can propose a new club by working with a faculty or staff member.

Team and Club Attire Policy

Lakeside Middle School fully supports school spirit, athletic pride, and good sportsmanship. Even more than this, however, we value the mission's goal of inclusion for all students and families in the community. The nuances of inclusion are felt especially strongly by young people going through crucial stages of identity development—a key element of middle-school years. In a close community like Lakeside's Middle School, anything that highlights divisions among students, that creates the impression of privileged groups, or that puts an undue financial strain on some families as compared with others is counterproductive to fostering the inclusion we seek. Therefore, it is the Middle School's policy that individual sports teams or student-activity clubs should not purchase identifying sweatshirts or T-shirts or similar articles of clothing to be worn off the court, playing field, or event venue. In the spirit of inclusion, we also ask that students not wear non-Lakeside athletic club attire (i.e. AAU or Premier League) during the school day. We welcome spirit days when all Middle School students can wear maroon and gold. Above all, we want to create an environment where teams and clubs can celebrate their success at the same time that all students and their families can feel that they truly belong at Lakeside School.

UPPER SCHOOL

In addition to opportunities in the arts and athletics, Lakeside Upper School offers student programs and clubs, each of which is approved by a different institutional body and supported by the school at different levels and through different means.

All programs and clubs in the Upper School must follow the policies regarding student activities including fundraising and chaperone policies. School resources available to programs and clubs include use of the school network, bulletin boards, classrooms and other meeting spaces, and vehicles. Student groups that are not official programs or clubs cannot expect resources or other forms of support from the school.

Programs

Programs are enduring student groups or activities that serve the academic program or the overall community in meaningful ways. If an activity is designated as a program, the school will work with students to designate advisors and provide time and space in the schedule and campus for meetings. Funding is provided for some programs, through a discretionary process based on budget and program need, for travel, advisor transportation, room and board, and other program expenses. Programs are approved and sponsored by the Upper School administration. Examples of programs are Judicial Committee, Student Government, assembly

committee, IMAGO, chess, and affinity groups Black Student Union, GLOW (Gay, Lesbian, or Whatever), LAPS (Lakeside Asian-Pacific Students), and MIXED (Multicultural Initiators Experiencing and Encouraging Diversity).

Clubs

Clubs are episodic student groups that arise out of student interest. They may change from year to year. Funding for clubs is allocated from a club fund of \$3,000, managed and overseen by Student Government. Clubs are approved and sponsored by Upper School Student Government and require an adult advisor and, where appropriate, an insurance review. Examples of clubs are Amnesty International, Fencing Club, Knowledge Bowl, Math Team, Ultimate Frisbee, and Knitting Club.

HEALTH AND SAFETY

HEALTH

REQUIRED HEALTH/MEDICAL/EMERGENCY TREATMENT FORMS

Every year, Lakeside parents/guardians will be asked to review and/or fill out a variety of forms and agreements. All parents/guardians must ensure that information, agreements, and forms are filled out appropriately and in a timely fashion. Students will be allowed to attend school and/or interscholastic sports practices only after all information has been entered into the family portal of Veracross and completed, signed forms are returned to Lakeside.

Information required during enrollment and re-enrollment include: doctors' and insurance information; life-threatening allergies/medical conditions; current and allowed medications; family and emergency contact information; pickup authorizations; Lystedt Law compliance form (regarding the management of concussion and head injury in youth sports); Sudden Cardiac Arrest (SCA) acknowledgement; and assumption and acknowledgement of risk form;

In addition to information and agreements that are part of enrollment and re-enrollment, all Lakeside parents/guardians **and their student's medical authority** must complete and return the forms described below. These forms are mailed to current families in the spring of each year. Certain health forms must be signed by a medical authority licensed to perform a physical examination—medical doctor (MD), doctor of osteopathy (DO), certified nurse practitioner (CRN), medic/physician assistant (PA), or naturopath (ND)—no more than four months before the opening of school.

In addition to these forms, parents/guardians will be asked to fill out and sign an "activity permission" form, for students going on an off-campus field trip.

Permission to Treat Form and Immunization Form

The permission to treat form allows the school to get help immediately for a student involved in an accident or suddenly taken ill. A vigorous effort will always be made to reach a parent/guardian before treatment is sought. The form must be signed and returned to the divisional office before a student will be allowed to attend school.

All faculty and staff, including coaches, are briefed on procedures to be followed in case of illness or accident. In case of emergency, the student is transferred at once to the emergency room of Northwest Hospital. For less serious illnesses, parents/guardians are generally asked to take the student home.

Current immunization information must be on file before a student's first day of enrollment. See below for more information.

Pre-Participation Physical Examination Form

All Upper School students (including students entering 9th grade) planning to turn out for the first time for high-school interscholastic athletics must have a complete physical exam and also must submit the form required by the Washington Interscholastic Athletic Association (WIAA). The form is good for two years. Students will not be able to participate in athletics practices unless a current form is on file.

MEDICATIONS AT SCHOOL

Parents and guardians have ultimate responsibility for the health of their children, including arrangements for the definitive diagnosis and treatment of health problems. While the school does not regularly participate in treatment of health-related conditions, under certain circumstances there may be need to assist in providing oral, inhaled, or injected medication. Lakeside School will not provide any medications to a student merely on the basis of his or her request. The Permission for Emergency Medical Treatment Form has places for parents/guardians to check approval for school offices to give students over-the-counter medications such as ibuprofen, acetaminophen, and loratadine. That form and the activity-permission form guide school response during outdoor education, special activities, and travel experiences.

Orders for injection of epinephrine to prevent anaphylaxis following exposure to a known allergen must include: (A) the statement that the student suffers from an allergy that may result in an anaphylactic reaction; (B) identification of the drug, mode of administration, and dose; (C) indications for administration; (D) recommendations for follow-up after administration; and (E) requirements for reporting to the physician and record-keeping recommendations.

Division directors will designate a staff member to administer the medication only after he or she has been instructed in the proper procedure by appropriate medical staff and has been given information about possible side effects from the student's physician. For students requiring epinephrine injections to prevent anaphylaxis in an emergency situation following exposure to a known allergen, a staff person will be trained to administer the injection and will take the medication and syringe when the student leaves school premises but is under the supervision of school staff.

911 will be called in an emergency situation. Parents/guardians will be notified after emergency medication is administered.

Middle School Policy

A prior written request from the parent(s) or guardian(s) and from the student's private physician or dentist must be on file for all medications that will be given at school on a regular basis, on a field trip or campout, during any extracurricular activity, or in an emergency. Medications will be stored in a locked cabinet in the Middle School's main office. Parents/guardians must pick up all medications by the end of the school year. After the last class day, all medications will be discarded.

The medication must: (A) be in a suitable container and in a quantity not to exceed one month's supply; (B) be clearly marked with the child's name, the name and strength of the medication, the time and method of administration, the physician's or dentist's contact information, and the length of time the medication is to be given (e.g., all school year, two weeks, etc.); (C) include necessary further instructions.

Staff training will be carried out on a routine basis for building staff and will include: (A) the process of administration of medications, including the requirements that (1) the identification of the student be verified by asking the student his or her name or having the student identified by a staff person who knows that student, (2) the student's name is cross checked with the name on the medication container, and (3) the dosage ordered is cross checked with the strength of the medication as noted on the label; (B) observations to be made by staff; (C) actions to be taken; and (D) the processes for reporting and recording.

Written records must be maintained for regularly administered medication. The record must show date and time given, the name of the person who gave it, and any reaction or side effects.

Upper School Policy

Upper School students may carry and self-administer their own prescription and nonprescription medications. Parents/guardians are asked to inform the school if their student is taking a prescription drug (e.g., Vicodin, antibiotics).

IMMUNIZATION REQUIREMENTS

Immunization Forms for Students New to Lakeside (See Appendix B for Required Vaccinations)

Current immunization information must be on file before a student's first day of enrollment. The Washington State Immunization Law states that every child attending a public or private school must have completed immunization forms on file to show proof of compliance with the law no later than the student's first day of attendance (no grace period) every year; families who have already submitted a form do not need to send in another, but all new families must provide an immunization record. Immunization forms are available online at www.doh.wa.gov/Portals/1/Documents/Pubs/348-013_CertificateImmunizationStatusForm.pdf. The same website also has the form to apply for a certificate of exemption from immunizations.

Washington state vaccination requirements that must be current for all Lakeside students in 2016-2017 are as follows. See also Appendix B for the “catch-up” schedule for vaccinations recommended for Lakeside School students.

Vaccine	Number of vaccine doses to be current
DTaP	5 (4 doses if 4th dose given on or after 4th birthday)
Tdap	1 if student is at least 11 years of age
IPV	4 (3 doses if 3rd dose given on or after 4th birthday)
MMR	2
Hepatitis B	3

Washington state **varicella (chickenpox) vaccination requirements** to be current in 2016-2017:

5th – 12th grade	2 doses or verification of past disease from healthcare provider
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While not a state requirement, Lakeside’s Medical Advisory Board strongly recommends that students receive Hepatitis A, Meningococcal, and HPV vaccines as well.

Vaccine	Number of vaccine doses to be current
Hepatitis A	2
Meningococcal	1 if student is 11 to 12 years of age. If student received 1st dose at 11 to 15 years of age, he or she should have a 2nd dose at 16 to 18 years of age.
HPV	3

COMMUNICABLE DISEASES/PANDEMICS

The Board of Trustees’ Medical Advisory Board serves as an emergency medical consultation team and has created response plans for medical emergencies. Members of that group will closely monitor any developments in the potential re-emergence of H1N1 (swine flu) or other potential pandemics.

HUMAN IMMUNODEFICIENCY VIRUS/SERIOUS COMMUNICABLE DISEASES

This policy is based upon current scientific knowledge about the ways in which the human immunodeficiency virus (HIV), the causative agent of acquired immune deficiency syndrome (AIDS), is transmitted. Its intent is to make the Lakeside School community aware of the fundamental principles that will govern the school’s administrative and educational activities related to HIV infection and AIDS. The same precepts, based upon pertinent scientific knowledge, will guide Lakeside’s policy on other serious communicable diseases.

Extensive medical research indicates that the HIV is not transmitted through casual person-to-person contact. Transmission of the virus requires intimate sexual contact or exposure to needles associated with intravenous drug abuse, to blood or blood products, or to other body fluids. Accordingly, legal and ethical considerations militate against the adoption of any policies or course of action that would deny ordinary privileges and rights, including that of privacy, to students, faculty, or staff members who are known or suspected to have AIDS or HIV infection.

Lakeside School shall disseminate the best available educational information on HIV and AIDS to the campus community. The school will also encourage the appropriate use of counseling and testing services and will make appropriate referrals for clinical services.

If and when other serious communicable diseases begin to circulate in the community, Lakeside will make use of expert medical and public health consultation to guide the formulation of policies that will afford protection

of its students, faculty, and staff. In all such policies, there shall be the intent to preserve, to every possible extent, the rights, including that of privacy, of individual students, faculty, and staff.

Administrative responsibility for implementing this policy is assigned to the directors of the Middle School and Upper School. The directors will be advised by the Board of Trustees' Medical Advisory Board, which may call upon other members of the Lakeside School community or appropriate experts within the larger Puget Sound region for assistance as necessary.

CONDOMS, POLICY ON AVAILABILITY OF

In view of national and local statistics that indicate that up to 50 percent of teenagers are sexually active and are consequently at risk of unintended pregnancy and of acquiring sexually transmitted diseases including HIV infection, and mindful of the fact that abstinence is the only guarantee that students will remain free of sexually transmitted disease, the following recommendations were adopted by the Lakeside School Board of Trustees:

In an effort to fulfill our responsibility as educators concerned with the health and safety of students: In the Middle School, the one professionally trained Lakeside counselor is authorized to give a Lakeside student condoms following a student-initiated consultation. In the Upper School, the two professionally trained Lakeside counselors and the certified athletic trainer are authorized to give a Lakeside student condoms. A student-initiated consultation may follow. As is true of other communications between students and counselors and between students and the certified athletic trainer, discussion about the distribution of condoms is confidential.

In addition, based on the conclusion of studies that condom availability in United States high schools increases the use of condoms and lowers the risk of HIV and other sexually transmitted diseases but does not augment sexual activity, condoms and educational pamphlets will be provided in medicine cabinets located in the bathrooms of the Lakeside Upper School's Wright Community Center.

The availability of condoms is intended to encourage open and honest communication about health issues related to sexual behavior. To acknowledge the primacy of the family in advising adolescents on a suitable decision-making process regarding sexual activity, we strongly encourage Lakeside parents/guardians to discuss appropriate behaviors and attitudes regarding sexual behaviors with their adolescents. Parents/guardians who wish to state that their student may not receive condoms from a Lakeside counselor or the certified athletic trainer may express that preference in writing, addressed to the director of the division in which the student is enrolled.

SAFETY

ACCIDENT INSURANCE

All students are covered by school-purchased accident insurance while on the school campus, going to or from school, and while participating in school-sponsored, directly supervised activities including athletics, field trips, and domestic GSL trips. This is a zero deductible, 80 percent coverage policy which is secondary to your primary medical insurance. A similar policy is in effect for summer activities but is only for the specific time of the activity.

In the event of a student accident, parents/guardians must inform the business office immediately (206-368-3610) to receive an insurance claim form.

Supplemental accident insurance, which provides 24-hour coverage while the student is at home or away on weekends, during vacations, and in the summer months is also available for an additional charge. Call the business office, 206-368-3610, for further information.

AIR QUALITY

Animals on Campus

In support of Lakeside School's efforts to take steps intended to enhance indoor air quality, and mindful of personal allergies, pets may not be kept in Lakeside buildings. If an activity involves bringing pets to campus,

they should be kept outside leashed or otherwise secured. The use of a trained guide dog or service animal by a person with a disability is permissible as an accommodation.

Asbestos

Lakeside School has complied with the requirements of the U.S. Environmental Protection Agency (EPA) with respect to asbestos and has on file a complete management plan. This file may be inspected during business hours, and questions may be addressed to the maintenance department foreman, the designated Asbestos Hazard Emergency Response Act (AHERA) person for both campuses. Lakeside School is in full compliance with certified AHERA inspections, conducted every three years.

AUTOMATED EXTERNAL DEFIBRILLATORS

Life-threatening medical emergencies at a school can involve students or adults. The American Heart Association's Infant and Child and Adult chains of survival prescribes the following steps to reduce deaths: (1) prevention of injury and other causes of cardiac arrest; (2) early (immediate) bystander CPR; (3) early activation of the emergency medical response system; and (4) early advanced care (use of automated external defibrillator or AED). Lakeside School's Medical Advisory Board has developed a protocol dealing with the response to sudden cardiac arrest in youths and adults at Lakeside School. This protocol prescribes placement of AEDs in various sites on both campuses: in the Bliss Hall main floor hallway, the Middle School main lobby, the Middle School gymnasium, the Upper School training room, the Upper School athletics center lobby, and the boathouse. Selected staff and faculty will be trained in their use on adults and on children over a specified body weight.

EMERGENCY ASSESSMENT/PREPAREDNESS (SEE ALSO SCHOOL CLOSURES)

Lakeside is committed to providing safety and care for children in the event of a natural disaster. Our work to make Lakeside safe for students is an ongoing effort, but the school already has vital equipment and procedures in place. Every year, a group of faculty and staff reviews the school's safety procedures and priorities. Earthquake, fire, and lockdown drills are held regularly on both campuses.

Emergency Equipment

In an emergency, adults will stay with students at school for the duration and make every effort to provide a safe environment, providing food, water, warmth, and shelter. Appropriate emergency equipment is stored in various locations throughout Middle/Upper school campuses.

Student Release and Transportation

If you arrive at campus to pick up a student during an emergency, expect to complete a parent check-in form and student release form before departing. Lakeside will communicate with parents/guardians regarding the location of student release stations. Parents/guardians fill out emergency contacts and pickup authorization information in Veracross as part of (re)enrollment.

Depending on the nature and severity of an emergency situation, we will decide if students should be permitted to leave campus by whatever transportation means may be available to them. Students **must** check in with the main office or an adult in charge before leaving campus during any kind of an emergency, including bad weather conditions.

Communications

Lakeside's administration will send out timely voice messages, text messages, and emails to parents and guardians in the event of an emergency. It is vital that the school has your most up-to-date contact information: see COMMUNICATIONS – EMERGENCY ALERTS about how to sign up for emergency alerts. Information may also be posted on Lakeside's website, at www.lakesideschool.org; the Upper School Lion Talk line at 206-726-2859; and the Middle School Lion Talk line at 206-726-2870. Lakeside participates in the Public Schools Emergency Communications System (PSECS), which posts reports and emergency information on its website at www.schoolreport.org and supplies information to local radio and television stations.

Medical Care

Staff at both divisions include adults with first-aid/CPR training who can help stabilize people needing first aid until further help can be obtained. In most emergencies the school will use Northwest Hospital. For injuries or emergencies during athletic/outdoor activities, all coaches/wilderness trip leaders have first-aid training.

Emergency First Aid and Illness

See MEDICATIONS AT SCHOOL above.

HARASSMENT

Conduct that violates the harassment policy is a particular form of personal disrespect that Lakeside School **will not tolerate** among students, among employees (or others working at the school), or between employees (or others working at the school) and students. Lakeside is committed to maintaining an environment that is free of discrimination, including harassment and retaliation based on any legally protected characteristic or activity including race; ancestry; creed; color; religion; national origin; pregnancy; childbirth or related medical conditions; families with children; sex; genetic information; marital status; sexual orientation; gender identity; political ideology; age; honorably discharged veteran or military status; sensory, physical, or mental impairment; or any other legally protective characteristics or activities. Faculty and staff are responsible for understanding and acting with awareness of the level of trust placed in them relative to their work with children and adolescents.

Mandatory Reporting of Abuse

Adults at Lakeside are legally required to report to Child Protective Services knowledge of or a reasonable suspicion of abuse inflicted upon a student under age 18, including instances of physical injury (including bruising); sexual abuse or crime (molestation, rape, statutory rape, exploitation); cruel or inhumane treatment; or persistent neglect. The school has established guidelines for handling the reporting process in such a way as to protect the welfare of the student involved.

SEXUAL HARASSMENT

Sexual harassment is one form of harassment prohibited by this policy. Conduct that may constitute sexual harassment under this policy includes repeated, unsolicited verbal comments, gestures, or physical conduct of a sexual nature that is unwelcome or personally offensive and that interferes with a student's education or the employment of a member of the staff or faculty. Examples of such conduct include:

Unwelcome sexual advances.

Requests for sexual favors.

Sexually motivated physical conduct.

Other verbal or physical conduct or communication of a sexual nature, when that conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education or creating an intimidating, hostile, or offensive educational environment.

Other examples of behavior that may be considered sexual harassment under this policy include without limitation:

Staring or leering that has sexual overtones.

Unwanted sexual comments.

Suggestive gestures.

Sexually demeaning jokes, statements, or comments.

Spreading sexual gossip.

Unwanted physical contact of a sexual nature, including feigned "accidental" contact as well as pinches, embraces, slaps, or pats.

Pressure for sexual activity.

Displaying pornographic or sexually explicit materials.

Offering benefits, favors, or rewards in exchange for sexual contact.

Other Types of Prohibited Harassment

These same principles apply to prohibited conduct based on an individual's legally protected status or characteristic. Examples of other types of harassment prohibited by this policy include the following.

Verbal abuse, slurs, and jokes. This includes oral or written ethnic and racial jokes and slurs and comments that stereotype individuals based on their race, color, religion, national origin, sex, sexual orientation, disability, or other legally protected status or characteristic.

Graffiti, cartoons, or other graphic materials. This includes written materials, pictures, and other depictions that are demeaning or hostile and that are based on the race, color, religion, national origin, sex, sexual orientation, disability, or other legally protected status or characteristic of an individual or group.

Threats, pranks, or vandalism. This includes intimidating comments and/or conduct directed at individuals based on their race, color, religion, national origin, sex, sexual orientation, disability, or other legally protected status or characteristic.

Complaint Procedure

Any student or employee who feels that he or she has been subjected to conduct prohibited by this policy or in violation of the general personal respect provision, should immediately report the incident to the appropriate division director (if a student) or human resources (adults). If the student or employee is not comfortable reporting the matter to the division director or human resources manager, then he or she should report the matter to another member of the administration.

The division director or human resources will initiate appropriate steps upon receipt of a complaint. Regardless of the source of the information or the avenue used to raise the issue, complaints will be promptly and appropriately investigated. At a minimum the investigation will include interviews with the person bringing the complaint and with the alleged offender.

To the highest degree possible, allowing for an appropriate investigation, the school will treat all complaints in as confidential a manner as possible and will disclose information only as necessary to investigate and act on the information.

No student or employee will suffer retaliation or intimidation as a result of bringing a complaint under the provisions of this policy or of assisting in the investigation of such a complaint.

Corrective Action (For Violation of These Policies)

If it is determined that an individual has violated the above policies, the school will take prompt, appropriate corrective action. Because we are a school, at a minimum that action will include an educational component. The nature of the corrective action will be commensurate with the nature of the offense and the frequency of the behavior, and the corrective action may include disciplinary sanctions up to and including termination of enrollment or employment.

PHYSICAL/SEXUAL ABUSE AND NEGLIGENCE (SEE ALSO HARASSMENT)

Reportable Incidents

Any school official or employee who has reasonable cause to know or suspect that a child has been subjected to physical or sexual abuse or neglect, or who has observed the child being subjected to circumstances or conditions that would reasonably result in physical or sexual abuse or neglect, are required to report knowledge of or a reasonable suspicion of abuse inflicted upon a student under age 18 including instances of:

Physical injury (including bruising).

Sexual abuse or crime (molestation, rape, statutory rape, exploitation).

Cruel/inhumane treatment.

Persistent neglect.

Mandated Reporting

Each adult employed by the school is a mandated reporter, legally required to inform Child Protective Services (CPS) if there is knowledge of or a reasonable suspicion of abuse or neglect.

Statute protects individuals from liability for making such reports to CPS.

Faculty, administrators, and staff have no privileged communications involving students; only school counselors have a legally established right to confidentiality involving student communications. However, school counselors are also mandated reporters in instances involving abuse or neglect.

A report must be filed with CPS within 48 hours by a mandated reporter following knowledge of or a reasonable suspicion of child abuse or neglect.

Members of the Lakeside community who are nonmandated reporters, including parents and students, may make a report of suspected child abuse or maltreatment by calling the CPS hotline at 1-866-363-4276.

Implementation Practices

Faculty and staff who report an incident should bring that information to the division director, director of family and student support, or school counselor. It is highly recommended that the call to CPS be made in the presence of that administrator or counselor to provide the reporting party support and counsel.

Whenever a report has been made to CPS, the division director is to be immediately notified for the purpose of apprising and documentation.

CPS on-campus interviews are permitted to provide students a safe haven for such disclosure.

Grades 5-6: Counselor or director sits in for interview.

Grades 7-8: Counselor or administrator encourages his or her presence for the interview but honors the choice of the student.

Grades 9-12: Administrator or counselor offers the choice to the student. If neither custodial parent/guardian is the reported offender, the school will notify the home that the interview has occurred. All CPS contacts will be documented in the office of the division director.

All employees will receive annual in-service training in their responsibilities as mandated reporters under this policy.

Sexual Abuse - Statutory Issues

Note: Statutes in this area change with some frequency. A school employee's role is not to verify but to report reasonable suspicions; Child Protective Services and law enforcement is charged with monitoring current law and investigating reports for substantiation.

First-degree rape of a child occurs when the victim is less than 12 years of age, is not married to the perpetrator and the perpetrator is at least 24 months older than the victim. (Example: sexual intercourse between an 11-year-old 7th grader and a 15-year-old freshman.)

Second-degree rape of a child occurs when the victim is at least 12 but less than 14 years of age and is not married to the perpetrator, and the perpetrator is at least 36 months older than the victim. (Example: Sexual intercourse involving a 13-year-old freshman and a 17-year-old senior.)

Third-degree rape of a child occurs when the victim is at least 14 but less than 16 years of age and is not married to the perpetrator, and the perpetrator is at least 48 months older than the victim. (Example: Sexual intercourse between a 15-year-old sophomore and a 19-year-old college freshman.)

First-degree child molestation occurs when the person has, or knowingly causes another person under the age of 18 to have, sexual contact with another who is less than 12 years old and not married to the perpetrator and the perpetrator is at least 36 months older than the victim.

Second-degree child molestation occurs when the victim is at least 12 but less than 14 years of age and the perpetrator is 36 months older than the victim.

Third-degree child molestation occurs when the victim is at least 14 but less than 16 years of age and the perpetrator is at least 48 months older than the victim.

TRANSGENDER AND GENDER-NONCONFORMING STUDENTS

Lakeside School is committed to ensuring the safety, comfort, and healthy development of transgender and gender-nonconforming students while maximizing each student's social integration and minimizing stigmatization.

Privacy/Confidentiality

Students and families have the right to keep certain personal information confidential. To ensure the safety and well-being of the student, school personnel should not disclose a student's transgender status to others, including the student's parents/guardians and/or other school personnel, unless (1) legally required to do so, or (2) the student has authorized such disclosure.

Names/Pronouns

Students have the right to be addressed by the name and pronoun that corresponds to the gender identity to which they identify. Students are not required to obtain a court ordered name and/or gender change as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity.

Forms/Official Records

Lakeside will change a student's official records to reflect a change in legal name or gender upon receipt of documentation, such as a court order or an amendment to a state- or federally-issued identification. To the extent that Lakeside is not legally required to use a student's legal name and gender on school records or documents, Lakeside will use the name and gender by which the student identifies. In situations where school staff or administrators are required by law to use or report a student's legal name or gender, such as for standardized testing, school staff will do what is necessary to avoid the inadvertent disclosure of such confidential information.

Locker Room Accessibility

Students who identify as transgender or gender nonconforming may request an alternate locker room or changing space, which will be considered on a case-by-case basis with the goals of maximizing the student's social integration, safety and comfort, and minimizing the stigmatization of the student.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential.

Restroom Accessibility

Students are allowed to use the restroom that corresponds to the gender with which they identify. Gender-neutral bathrooms are available on both Middle and Upper school campuses, and are available to all students. No student will be required to use an alternative restroom because they are transgender or gender nonconforming.

Overnight Activities and Off-Campus Trips

Lakeside will make every effort to ensure the safety and comfort of transgender and gender nonconforming students, maximize the student's social interaction and equal opportunity for participation, and minimize any stigmatization and isolation from the general student population. In most cases, students will be assigned to share overnight accommodations with students that share the student's gender identity asserted at school. Any student who is transgender and who has a need or desire for increased privacy will be provided with reasonable sleeping arrangements.

Classes and Gender-Segregated Activities

When gender-segregated activities are necessary, students may participate in activities in a manner consistent with their gender identity.

Interscholastic Sports

The school will work with its interscholastic associations and organizations to provide transgender students with opportunities to participate in interscholastic athletics consistent with their gender identity.

SCHOOL CLOSURES

When the Puget Sound region has snowfall, high winds, or other weather conditions that make driving conditions hazardous—particularly for student drivers—or that affect the ability of the school to provide light, heat, and food service, a decision will be made as early as possible in the day about whether or not the school will be closed. If the decision is to close the school, all classes, meetings (day time and evening), after-school activities, athletics, drama practices, evening meetings, and other events will be canceled. Announcements to this effect will be put on both Upper and Middle schools' Lion Talk phone lines and will be communicated to the Public Schools Emergency Communications System (PSECS) for posting on the PSECS website (www.schoolreport.org) and distribution to major radio and television stations. Text and/or email alerts will also be sent through Lakeside's emergency alert system. To receive a text alert, include a cell number in your emergency information. Once Lakeside has this information entered, text the letter Y to the five-digit number 68453. You should receive a confirmation from the alert system within a few minutes.

Please do NOT call the main school phone number for snow information.

If school is not closed, use your discretion in deciding whether conditions are too risky between your neighborhood and the school to attempt transportation to Lakeside. On snowy days, do not park on First Avenue Northeast; this road must remain clear for buses on their snow routes.

When snow or ice creates a travel challenge, Metro bus routes with hills will be affected; some stops may be eliminated and service will be slowed. For specific information on weather-related Metro service changes, go to the Metro weather page at metro.kingcounty.gov/alerts/adverse-weather.html or call 206-553-3000.

SECURITY ON CAMPUS

Contracted security staff circulates on both campuses 24 hours a day seven days a week. In addition to helping reduce theft of personal property and car vandalism, security officers lock buildings after school and escort people working late or attending evening events. Security can be reached at 206-730-8299.

The Upper School will provide a supervised environment after dances in case parents/guardians are not able to arrive on campus by 11 p.m. to pick up their students. The security guard will be positioned in Red Square until midnight, by which time all students should have been picked up.

INSTITUTIONAL POLICIES AND PROCEDURES

ADMINISTRATIVE ROLES AND RESPONSIBILITIES

HEAD OF SCHOOL

The head of school is appointed by and accountable to the Board of Trustees, which sets broad goals and objectives for the head in accordance with the mission of Lakeside School. The head of school is responsible for all dimensions of school operations, including leadership and management of curriculum, communications, budget, facilities, development, planning, and faculty/staff supervision. Appointments with the head may be made through the head's executive assistant. Questions or concerns related to the Board of Trustees should be directed to the head's associate/board secretary.

Main Office/Upper School Office

The main floor of Bliss Hall includes the main office for Lakeside School (head of school's office), Upper School administrators' offices, and the attendance/registrar's office. Services available through these offices include appointments with administrators, emergency messages for students, lost-and-found, sign-out sheets for early departures, planned-absence forms, trip permission slips, and all general inquiries. Visitors to Upper School campus must check-in at the main office.

DIVISION DIRECTORS

Middle School

The Middle School director is responsible for the overall management of the Middle School division, including students, faculty and staff, and curriculum issues. The Middle School assistant director is responsible for student affairs, including student conduct, the advising program, and student activities and clubs. The assistant director is also responsible for Middle School transportation and for working with the grade-level and service-learning coordinators.

Upper School

The Upper School director is responsible for the overall management of the division, including faculty, staff, and hiring. The Upper School assistant directors oversee student issues, including student support, discipline, course selection, and scheduling.

CONSERVATION-BASED SCHOOL

Lakeside School aims to be a conservation-based school, operating in ways that conserve and improve human well-being, the school's resources, and the health of the earth's systems and communities of life on which we depend.

COMMUNICATIONS

COMMUNICATING WITH FAMILIES

Accurate contact information is important for the school to run smoothly. To ensure that the school can get in touch with you, make sure that all family data is entered into the Veracross family portal, including home or work address, phone numbers, and/or emergency contacts. To review and edit your family's information, sign in to the Veracross family portal at portals.veracross.com/lakeside and click on "my family" at the top of the page.

TEXTING

Texting may be used for urgent and time-sensitive communications. Please note that not all Lakeside families and employees are available by text; for this reason, it is advisable to follow-up a text with an email.

NEWS AND ANNOUNCEMENTS

The parents and guardians webpage at www.lakesideschool.org/parentsguardians is designed to be a one-stop resource, with useful news and announcements, quick links, school resources, contacts, and more.

EMERGENCY ALERTS

Lakeside's administration will send out timely emails, texts, and voice messages to parent/guardian phones in the event of an emergency. In order to receive emergency alerts via text, make sure each individual who wishes to receive an alert has their cell phone and contact information entered in Veracross. Then, using the cell phone(s) listed, text the letter Y to the five-digit number 68453. You should receive a confirmation from the SchoolMessenger alert system within a few minutes.

Alerts will also be posted and updated on Lakeside's website. Lakeside participates in the Public Schools Emergency Communications System (PSECS), which posts emergency information on its website and supplies information to local radio and television stations.

DIRECTORY

Lakeside publishes a directory with family and employee contact information which is distributed at the beginning of the school year. Additional copies are available to Lakeside families for \$7. An online directory is available on [Veracross](#).

Free photo shoots for the directory are scheduled for late April, with make-up sessions in mid-May. Photo packets may be ordered from the photographer. Students and employees on an approved leave who are going to be returning to Lakeside School will be listed in the directory for that year.

The directory is a confidential document whose use is restricted to the Lakeside community. Neither the document nor its contents may be distributed outside the Lakeside community. The directory is not to be used for solicitation purposes.

CALENDARS

A preliminary overview calendar goes out to all families with the reenrollment mailing in late February; the final overview calendar is published on the website and in the directory. A full calendar with events is available on Lakeside's website. The online calendar is the best and most current source for information about school events and activities.

COMMUNICATION ABOUT STUDENTS WITH ADVISORS AND TEACHERS

The first line of communication for parents/guardians is almost always through the student's teacher or advisor. Teachers are the best ones to ask about issues that are specific to their classes and a student's performance in those classes. Part of an advisor's role is to help the student navigate conversations with faculty and administrators. Should parents/guardians have questions about their student's overall academic performance, social interactions, or emotional adjustment, or if they need help in initiating and managing a conversation with a teacher, please call the student's advisor. If the matter needs to be pursued further, please call the Middle School director or assistant director or Upper School assistant directors.

The expectation is that all phone calls to Lakeside teachers and administrators will be returned within 24 hours.

COMMUNICATION WITH SEPARATED OR DIVORCED PARENTS/GUARDIANS

In the case of divorce or separation, the school believes it is in the child's best academic interests to maintain communication with both original parents/guardians via regular mailing of school information; further, we recognize the legal right of both original parents/guardians to such information.

Our general practice is to mail information to individuals named as parents/guardians on the reenrollment or admissions contract. On educational grounds, the school will not deny information to any parent/guardian listed on the contract without a court order or parenting plan that is submitted and reviewed by the director of student and family support. Questions about this policy, or anything relating to parenting plans, custody documents or related issues should be directed to the director of family and student support.

MESSAGES FOR STUDENTS

Middle School

Parents/guardians calling to leave a message for a student (206-369-3630) are asked to do so as early in the day as possible and no later than 2:30 p.m. Given the volume of calls, please restrict your messages to transportation issues. Students should be urged to make a habit of checking the message board and may use the student phone on the office counter for local calls.

Upper School

For emergency messages that require getting a student out of class, please call 206-368-3600.

COMMUNICATION ABOUT PERSONNEL ISSUES

It is the policy of Lakeside School that details of personnel matters are neither shared nor discussed publicly in order to protect the interests of the person(s) involved. Such matters include but are not limited to salaries, contract terms, medical issues, performance evaluations, hiring and firing decisions, and disciplinary actions.

Because the Lakeside community emphasizes inclusion and transparency, there may be an expectation of disclosure in personnel matters; however, this policy is consistent with Lakeside's core values of respect, consideration, and integrity.

MEDIA

The communications director is the official media representative for Lakeside School. If parent/guardians, faculty, staff, or volunteers receive requests for information about Lakeside from the media, they should refer the caller to the communications director.

Media representatives are allowed on campus with prior approval from the communications director. Permission for media to be on campus is weighed against Lakeside's mission, with the goal being that the work of the school should continue at all times without disruption. Media representatives will be accompanied at all times while on campus by a member of the communications office.

If media representatives appear on the campus uninvited, they should be referred to the communications director. Media will not be allowed open access to either campus and such acts should be reported to the communications director, who will serve as the exclusive speaker for the school in this situation. Exceptions to this policy may be made by the head of school or by the crisis management team.

Media and Students

Students should refrain from communicating with media representatives through the school's email system. If approached in person on campus, through campus email, or through a call to a campus telephone, the student should refer the media representative to the communications director.

Exceptions to this policy may be made by the head of school or by the communications director (or his/her representative) in consultation with the appropriate administrator. However, as indicated in the media consent policy, the school will release information about a student to the media only after the student's parent or guardian has granted permission. The same permission would be required for the school to allow the media to talk to, write to, or interview a student while the student is on campus using campus facilities or equipment.

DEVELOPMENT AND FUNDRAISING

POLICY

In the interest of coordinated and successful fundraising programs at Lakeside School, the Board of Trustees, through its development and communications committee, assumes responsibility for authorizing all development activities (e.g., fundraising and constituent relations) conducted on behalf of Lakeside School.

All development activities conducted by students, employees, parents/guardians, and alumni on behalf of Lakeside School and its programs are to be overseen by the director of development. These activities include fundraising and constituent relations conducted on behalf of Lakeside School. Any fundraising effort that expects to raise more than \$250 or invites parents/guardians, alumni, or friends of Lakeside School to make contributions of cash, merchandise, or gifts in kind must be approved **in writing** by the director of development. Approval will be made provided that such activities complement the annual and capital fundraising priorities of Lakeside School and that they support the school's mission. Members of the school community—students, faculty and staff, coaches, administrators, or parents/guardians—should neither solicit directly nor accept contributions of cash, merchandise, or gifts in kind for particular programs or activities, except in accordance with this policy.

FUNDRAISING, STUDENT

Upper School

All student fundraising initiatives need to be approved by Student Government and selected administrators. Groups conducting fundraising of any sort should turn in a request form to Student Government (available outside the Upper School office or on the Student Government webpage).

POLICY ON INCREMENTAL FUNDRAISING FOR LAKESIDE SCHOOL PROGRAMS

From time to time, alumni and parents/guardians show interest in augmenting the school's available program funding, equipment, or staffing in particular areas through ad hoc fundraising efforts. While Lakeside is grateful for the interest shown, such solicitation can both undermine the school's established fundraising program and create inequity among and improper prioritization of the school's programs and activities.

Therefore, a potential donor may pursue the purchase and donation of equipment/supplies or the funding of desired staffing or program support provided he/she adheres to the following guidelines:

The potential donor must receive approval from the director of development prior to taking any steps toward the funding or purchase.

The resources (equipment/supplies, program support, or staffing) must already be slated for acquisition or budgeted for hiring by the school within the current or for the next fiscal year.

Purchase of equipment/supplies or funding of a program or staff position may be made by only one individual/household per particular purchase. Interested parties may not pool their resources.

Fundraising (i.e., deliberate solicitation of other prospective donors) may not be done.

The potential donor must complete the payment prior to or concurrently with the actual purchase of the items. A gift receipt will be issued when payment is completed.

Recognition for approved gifts will follow existing development office guidelines.

The director of development and/or head of school reserve the right to refuse the offer of equipment purchase, program support, or funding of staff because of potential conflicts with the school's pre-existing plans for program augmentation or donor relations.

FACILITIES

FACILITIES USE POLICY

In order to comply with federal nonprofit regulations and Washington property tax exemptions, Lakeside School facility rentals are limited to other nonprofits—usually other schools, educational entities, governmental agencies, athletics, or arts-associated groups—and to Lakeside-connected people such as employees, alumni, and current and former trustees.

Lakeside School-initiated programs and events will have first priority for the use of campus facilities. Approval of a rental request is made by the chief financial officer and the facilities director. Facility-use agreements, including waiver against claims, and certificate of insurance naming Lakeside School are required from renters.

Rental fees (set by the business office) include all utilities, access to restrooms, existing tables and chairs, and security's opening and closing the facilities. No other services are provided.

Catering on campus is restricted to Lakeside Catering.

Use of the campus or its facilities for other than school functions shall be coordinated and administered through the facilities coordinator. The school reserves the right to review promotional materials used by non-Lakeside users in which the school's name is mentioned. Further questions should be directed to the facilities coordinator at 206-440-2936.

LOCKERS

Middle School

Each student is assigned both a hall locker big enough for packs, laptops, and books, and a gym locker. Lockers have built-in locks. Personal items, laptop cases, and bags are not to be left in classrooms, hallways, or outside, especially after school.

Upper School

Lockers are available in various places on campus. Students may sign up for a locker in the Upper School office outside Bliss Hall 208. Unauthorized locks on lockers will be cut off and locker contents removed. Lockers in the gym locker rooms are also available for use during PE classes or after-school sports. Lockers must be emptied at the end of the school year.

Search and Seizure

Lockers assigned to students remain the property of the school and are therefore subject to inspection by school staff at any time. In addition, a student and his/her personal possessions brought on campus (backpack, sports bag, purse, cell phone, etc.), including any car parked on campus, are subject to reasonable search, including without limitation the use of a breathalyzer, by school officials when there is reasonable basis for believing that the search will produce evidence of a violation of school safety or conduct rules, or of federal or state law.

LOST AND FOUND

All clothing and belongings should be clearly marked. Items not retrieved from lost and found are eventually given to the school Rummage Sale.

Middle School

Middle School lost and found sites are the trunk located outside the assistant director's office and bins outside the gym locker rooms. If the item is not found, the student may ask the main office to put an announcement in the Daily.

Upper School

Upper School lost and found sites are in the Upper School attendance office, WCC, and Pigott Memorial Library. Students may also make an announcement in the daily bulletin on a space-available basis.

FOOD SERVICE

Students charge food service expenses to their accounts by using their student ID card. Students may also use cash (upon parent/guardian request to the business office, charging can be disallowed so that a student may only use cash). Students can bring food from home; a microwave is available for student use in each division. Menus for the daily specials will be published monthly on Lakeside's website.

Lakeside strives to serve food that promotes healthy eating habits and provides sound nutrition for young people. We offer vegetarian options and food is labeled to help students navigate food allergies.

Middle School

The kitchen/dining room opens on school days at 7 a.m., offering hot and cold breakfast items. It is open during 5th- and 6th-period lunches and other periods agreed upon by the Middle School faculty, administrators, and kitchen staff until 3:30 p.m. Prices range from \$4.65 a la carte to \$6.75 for the lunch special.

Upper School

The Wright Community Center/Refectory is open on school days from 7 a.m. to 6:15 p.m. Hot and cold breakfast and lunch items are available. Prices range from \$4.65 a la carte to \$7.45 for the lunch special.

RELIGION

Lakeside School is interested in and open to the exploration and discussion of ideas, beliefs, and values of all kinds. The school's fundamental expectation of consideration for others should guide all behavior related to expressions of religious belief and faith for each member of the Lakeside community.

The curriculum of the school does not include instruction in a particular religious faith, but may include nonsectarian instruction about world religions with respect, for example, to their influence on world history and literature or their importance in helping students understand the issues and questions that religion attempts to explore and answer.

The school does not sponsor or endorse sectarian religious groups, or permit the promotion of sectarian religious beliefs at school or as a part of any school-sponsored activity. Neither faculty, staff, or students may provide instruction in a particular religious faith (e.g., teaching Sunday school, running a Bible study group) to any Lakeside student, except when such instruction takes place off campus, is clearly not connected to any aspect of the school's program, and is with permission of the student's parent(s)/guardian(s).

LAKESIDE SPONSORSHIP POLICY

Lakeside School recognizes the importance of a personal, individualized approach to teaching and coaching. At the same time, Lakeside recognizes that it is essential for students as well as for the school that student-teacher relationships, which exist through and because of the school, be carefully maintained at all times within a professional context and expects that teachers, staff, and administrators will act accordingly.

It is the policy of Lakeside School that there be more than one adult to supervise or chaperone students at Lakeside-sponsored activities that occur off campus. Lakeside teachers, staff, and administrators shall ensure that this policy is adhered to. Any exceptions to this policy should only occur in unforeseen situations where the welfare of the student are at issue or where it has been approved in advance by the school. [NOTE:

Occasionally parents/guardians will be approved as additional chaperones for overnight trips involving students and faculty and/or coaches/advisors. In such cases, parents/guardians will need to have prior clearance through the Washington State Patrol background check process.]

Lakeside-sponsored activities are those that are described in Lakeside publications and about which families receive information directly from Lakeside School. Lakeside-sponsored activities include all classes, programs, social activities, and trips offered to Lakeside students as part of their Lakeside education.

A Lakeside School student's participation in an activity or event is not, in and of itself, sufficient to classify that activity or event as a Lakeside School activity. Students are encouraged to pursue retreats, workshops, competitions, and other activities of their interest. For such non-Lakeside-sanctioned events or activities, parents/guardians will be asked to sign a waiver of responsibility in case of any that requires that the school's name be used, and Lakeside will support student participation as a good-faith effort to encourage student growth and development. No Lakeside School funds may be used for participation in such activities or events. It is also important that Lakeside resources (e.g., buildings, mailboxes, email lists, and copy machines) are not be used in planning and communicating a non-school-sponsored event, and for all participants and parents/guardians to understand that Lakeside liability insurance does not cover the any non-school-sponsored activity.

Further Explanation Regarding School-Sponsored Trips

A "school-sponsored" event falls under the jurisdiction of Lakeside School. All school rules (including all expectations established by adults in charge to ensure participants' safety and well-being), rights, and privileges apply. For a trip to be school-sponsored, the following must apply:

The event must be planned in conjunction with Lakeside personnel and supported by the divisional administration. Among other things, transportation arrangements, cost to students, and impact on other aspects of the school program and calendar must all be considered.

The event must be chaperoned by appropriate Lakeside faculty and/or staff.

TRANSPORTATION

Lakeside tuition does not include transportation to and from school. Transportation options to and from school for students include (1) Metro custom bus service; (2) other Metro, Sound Transit, or Community Transit buses; (3) carpools. Students also walk, bike, and drive.

METRO CUSTOM BUS SERVICE

Lakeside School partners with University Prep and Evergreen schools and contracts with King County Metro to provide specially designed custom bus routes for our students traveling to and from school. Only students enrolled in the bus service (for the full year or a half year), may ride a custom bus. There is no program available for intermittent riders. Information about bus service, schedules, maps of routes, and general information can be found on the Lakeside transportation webpage at www.lakesideschool.org/about-us/transportation.

Families planning to use the custom bus program should register online between mid-May to mid-July. Students may sign up for a half-year pass (available for fall or for spring) or a full-school-year pass. Custom passes must be purchased through the Lakeside business office. Cash fares or ORCA passes purchased from other sources must not be used on Lakeside custom routes. The half-year pass will be billed in five equal payments to the student's account (fall: August through December; spring: January through May). The full-year pass will be billed in 10 equal payments, August through May, to the student's account.

Passes need to be returned to Lakeside at the end of the school year. An exception is that families with a full-school-year pass who renew the service for the following year may keep it during the summer at no additional cost. If a card needs to be replaced, a fee of \$50 will be charged to the student's account for each replaced pass. Questions about signing up for the custom bus should be directed to the business office. Custom bus

billing concerns should be directed to 206-440-2763. For service concerns, please call the Lakeside custom bus line, 206-440-2801.

Riding a school bus is an extension of the school day. It is the expectation that students will abide by the community expectations, behaving in ways that show integrity and consideration for others. Anything that compromises the safety of students or the driver is unacceptable; such behavior may lead to the loss of bus privileges as well as other disciplinary action at school.

When snow or ice creates a travel challenge, bus routes may be affected; some stops may be eliminated and service slowed. For information on weather-related changes, go to Metro's adverse-weather website: <http://metro.kingcounty.gov/alerts/adverse-weather.html> or call 206-553-3000 and follow the voice prompts.

For service concerns, contact Metro by phone or online at metro.kingcounty.gov/contact. Metro measures their response by the number of complaints it receives. Families may also sign up for text and email alerts to be notified of bus delays. Sign-up information is given to families requesting bus service.

PUBLIC TRANSPORTATION

Several bus routes—operated by Metro, Sound Transit, and Community Transit—serve the Lakeside School area. Families can use the online trip planners provided by these agencies' websites to find the most convenient routes for their students: tripplanner.kingcounty.gov or www.commtrans.org.

CARPOOLS

To access information about families by neighborhood for the purposes of carpooling, sign in to the Veracross family portal, click on "directory" at the top of the page (the @ symbol), choose the "nearby families" tab, and a list of families living near you will be shown.

PICKUP AND DROP-OFF

First Avenue Northeast should not be used for student pickup or drop-off. At the Middle School, please use Northeast 137th for pickup and drop-off, or the parking lot on the southwest corner of the campus (next to the field). At the Upper School, pick up and drop off students in Red Square.

PARKING

Cars parked on campus without proper identification or inappropriately parked on campus or neighboring streets will be towed. For major evening events, signs will direct attendees to available parking.

On-Campus Parking (See Appendix C for Upper School parking map)

Parents/guardians may park in any available spot in the Middle School lot (enter off Northeast 135th Street).

Student parking on the Upper School campus is on a first-come, first-served basis. Vehicle registration forms must be used to register any car that parked on either campus at any time, with the exception of visitor's vehicles. A permit will be issued to any licensed student driver who wishes to have one upon completion of the vehicle registration form, which can be obtained from the Upper School attendance office. Cars without a valid parking permit will be towed.

All visitors to campus will be asked to sign-in and register their cars in the main office of either campus.

The East parking lot, behind Pigott Memorial Library, is reserved for faculty and staff by permit only.

The Wright Center parking lot (across 4th Avenue Northeast from the Wright Community Center) and parking along 4th Avenue Northeast between Northeast 145th Street and the book depot are for faculty/staff and parents/guardians by permit only.

Parking in The Paul G. Allen Athletics Center lot is reserved for students with a valid permit; parking next to the building is reserved for faculty and staff.

The Stimson parking lot is first come, first served for students with a valid parking permit. Parking along the south fence is reserved for faculty and staff.

The parking lot along 1st Avenue, close to the softball field, has been designated a lot for seniors.

There are designated carpool spots in all student lots.

The south parking lot, between Allen-Gates Hall and 1st Avenue Northeast, has six stalls reserved for accessible parking and seven visitor spaces. Cars parked in these spaces, including student vehicles, without valid accessible parking permits or a visitor parking permit will be towed.

Street Parking

There is limited street parking in the area around Lakeside. Parking is possible along Sunnyside Avenue North fronting Stimson-Carlisle Field, on 1st Avenue Northeast between the Middle School and the Upper School, and on neighboring surface streets. Please be considerate of our neighbors; Seattle's municipal code states that there is no parking within five feet of a driveway, mailbox, or alley.

There is no parking along 1st Avenue Northeast fronting the Middle School property, and Northeast 140th Street between 1st and 4th avenues, where "no parking" signs appear. The city of Seattle regularly patrols these streets and tickets and/or tows illegally parked cars.

TRANSPORTATION FOR LAKESIDE-SPONSORED EVENTS

Lakeside prefers to transport students to and from Lakeside activities in school buses (our own or rented) or charter buses.

Upper School students may drive their own vehicles or ride with other students if their parents/guardians have given them permission to do so on the activity-permission forms sent out in advance of off-campus activities. Student drivers are expected to be in compliance with the Intermediate Driver's License law when they offer rides to other students.

In some situations, it may be necessary to have Lakeside-affiliated volunteers drive students in school vehicles or their own cars for limited purposes where other transportation options are not available. Permission slips for all programs will include a place for parents/guardians to authorize students to ride with Lakeside-affiliated volunteers in the event this becomes necessary.

All volunteer drivers are expected to have excellent driving records and must be a minimum of 25 years of age. Additionally, they must provide a copy of their driver license; have their driving records on file with the transportation coordinator; and show proof of insurance before the travel takes place. In case of an accident, the driver's car insurance is always the first coverage applied. Lakeside liability insurance is an umbrella over parent/guardian volunteers as well as employees.

Volunteers with direct contact with students, including any volunteer who will drive a student, must submit a background check form for clearance by the Washington State Patrol and be re-checked regularly and upon request by Lakeside. The form includes name, birth date, Social Security number, and driver license number. The form and check should be completed well in advance of any driving. No driver may transport a student alone in a vehicle.

TUITION ACCOUNTS AND STUDENT CHARGES

The Lakeside School business office establishes an account for each family. Parents/guardians, or the persons designated on the enrollment contract, are billed through the account for tuition, according to the billing schedule selected at enrollment.

Other charges are billed monthly and appear on statements along with all payments or other credits to the account. Examples of these charges include: books; supplies; certain class and athletics gear and fees; laptops and software; food service; certain field trips, outdoor trips, and GSL trips; Advanced Placement tests; tutoring; student-initiated fundraising; class overnights and retreats; dances; yearbooks; and T-shirts.

Parents/guardians can access their students' online billing account through the Veracross family portal. Statements are available the 10th of every month with payments due on the 25th. Payments may be made via

ACH auto-pay program (direct debit to a bank account), secure online e-checks, or by check. Questions regarding student billings and payments may be directed to billing@lakesideschool.org or call 206-440-2763.

The business office includes most final charges for seniors on the May 10 household statement, and June 10 for all other students. Food service and bookstore charges are billed through the last day of classes except those for seniors; seniors are billed through the end of May and need to use cash for Lakeside food service and bookstores charges after May 31.

Seniors' accounts must be paid in full in order to receive a diploma and transcripts.

Replacements for missing student ID cards, available in the business office, are \$5.

PARENTS AND GUARDIANS ASSOCIATION

The Lakeside School Parents and Guardians Association (PGA) is made up of parents and guardians of current Lakeside students. The PGA's mission is to support Lakeside School by promoting a sense of community through activities and programs, facilitating communication within the Lakeside community, and supporting the school through various fundraising activities. The PGA has more than 30 programs and committees and more than 100 parents and guardians on its working board.

The PGA office is on the northeast corner of the Upper School campus in a white house and is open to all.

HOW TO BECOME INVOLVED

Lakeside School welcomes parents and guardians as essential, integral members of the community. Our extraordinary program depends on the partnership between school and home. Supportive, informed parents and guardians are vital to students' success at Lakeside.

The PGA offers parents and guardians many opportunities to participate in the Lakeside School community by attending events as a participant or by volunteering to help. PGA volunteer opportunities range from big to small and from structured to loosely organized.

Stay informed and involved in the following ways:

Contact the PGA's class representatives in your student's grade. Each grade has at least four class reps who coordinate communication, social events, and Rummage operations for that class. They are eager to meet their class's parents and guardians and are a wonderful resource for information.

Read the PGA's biweekly email newsletter, PAWPRINT, to learn about PGA events and volunteer opportunities.

Fill out the "Volunteer Signup" questionnaire at the link on the Parents and Guardians Association webpage or sign up at one of the summer picnics or the Back-to-School Picnic.

Attend PGA meetings and events. There are three PGA general membership meetings per year; dates can be found on the school website.

Contact the PGA president or PGA volunteer coordinator, 206-440-2740.

PGA COMMITTEES, SPONSORED EVENTS, AND ACTIVITIES

Appreciative Parents Program to Laud Educators (APPLE)

This committee promotes appreciation for the faculty and staff by coordinating three major faculty and staff appreciation events during the year. The APPLE committee also facilitates making parent- and guardian-donated tickets to sports and cultural events available to faculty and staff.

Arts of Lakeside (AOL)

This committee supports the fine and performing arts at Lakeside, helps organize the Middle School concert clothing exchange, and sponsors several receptions at Lakeside associated with student performances.

Back-to-School Picnic

Held at the start of the school year, the Back-to-School Picnic is a fun, all-school, family celebration cosponsored by the PGA and the all-school diversity committee. Each class's students and their families gather for an informal supper potluck, music, and activities for kids.

Friends of Lakeside Athletics (FOLA)

This committee fosters effective communication among Lakeside's athletic teams, coaches, and players and coordinates parent and guardian involvement. Each athletics team has at least one FOLA rep.

Parent and Guardian Lectures

This committee brings speakers to campus two to three times per year for an evening lecture or workshop on parenting-related topics.

Peer Groups

Each class holds two or three evening meetings during the year for parents and guardians to discuss nonacademic parenting issues. Meetings are facilitated by parent and guardian volunteers and provide a great opportunity for parents and guardians to get to know and learn from one another.

Potlucks

These small, grade-level gatherings are held in parents' and guardians' homes, usually on the last weekend in January and the first weekend in February. They provide an opportunity for Lakeside parents and guardians to get to know each other better in an informal setting. In addition, the PGA supports the organization of on-campus, advisory-based potlucks for the 9th grade in the early fall. Please note that on-campus potlucks do not include alcohol.

ROAR (Raising Our Allocations Resources) event

This festive all-school party and auction takes place each fall and celebrates the Lakeside community as it raises funds to support the school. All parents and guardians are encouraged to attend, and volunteers are needed both before the event to procure auction items and assist with event preparation, as well as at the event itself.

Rummage Sale

The Lakeside Rummage Sale is one of the oldest of Lakeside's fundraising traditions. In addition to raising funds, Rummage models environmental sustainability and community service by recycling and donating many items. The Rummage Depot on the Upper School campus, located on 4th Avenue Northeast behind the PGA office, is a vibrant community hub for parents and guardians, alumni parents and guardians, faculty, staff, and students. The year-round effort culminates with a spring Rummage Sale supported by the entire Lakeside community.

School Activities

Middle School parents and guardians actively assist grade-level coordinators in planning and executing social events, organize and help with gap care (MS child care offered between school and late afternoon and evening school events), and chaperone at dances. Upper School parents and guardians coordinate three student "fizzes" (quick, informal socials) per year and provide assistance for social activities, as requested.

Service Learning

This committee offers parents and guardians the opportunity to support the school's mission of promoting community service at the Upper School.

Summer Picnics

Many grades, particularly those with many new incoming families, will host summer picnics. These picnics are opportunities to socialize with old friends and meet new families. In order to ensure these picnics are inclusive (see further guidelines below), as well as to help familiarize new families with the Lakeside campus, these picnics are generally held at Lakeside School.

T. J. Vassar Diversity and Community Committee

This committee supports the school community in its efforts to understand, embrace, and promote diversity and inclusion. The responsibilities of this committee include establishing and maintaining a safe environment for open discussion of issues, and it hosts several diversity-related events each year. Topics may include but are not limited to issues of socioeconomic status, ethnicity, religion, gender, sexual orientation, and learning differences.

Tailgates

Tailgates are all-school parties produced jointly with the interscholastic athletics program and are held at selected sporting events.

Welcome Coffees

Before school starts, on the days of student orientations, parents and guardians of Upper and Middle school students are invited to welcome coffees at each campus.

HOW TO CONTRIBUTE

Lakeside strives to create an environment in which each family may contribute in its own way. Each family's gift of time, talent, or treasure toward the PGA's fundraising efforts is appreciated, whatever it may be. The school invites each family to support and participate in the Annual Fund organized by the development office, and the PGA encourages each family to volunteer and participate in their various events and fundraisers as they are able.

The annual ROAR event and Rummage Sale have raised more than \$5 million for Lakeside since the Parents and Guardians Association began as the Lakeside Mothers Club more than 50 years ago. Each family can support ROAR and the Rummage sales by helping organize the events, volunteering during events, donating or procuring items, attending the events, or making a monetary contribution.

The PGA distributes its funds as recommended by its allocations committee, composed of the executive committee (PGA officers), two ROAR chairs, and two Rummage team chairs. PGA fundraising activities provide supplemental funds for the school's operating budget, financial aid, and LEEP; for purchasing classroom materials and equipment for academic departments, the arts, and athletics; for faculty and staff professional development; for educational enrichment opportunities for students; and for PGA programs.

MAKING LAKESIDE AN INCLUSIVE PLACE

The PGA works in partnership with the school to promote inclusion. The PGA supports inclusion by offering a variety of activities, opportunities to meet other members of the community, and ways to be involved. Most PGA events are held on campus. Selected events are hosted in homes or at centrally located, easily accessible public-access venues (public parks, coffee shops, etc.) utilizing the family-events guiding principle listed below. For instance, PGA-sponsored grade-level potlucks are usually held in family homes, and groups are formed to bring individuals together who may not yet know each other.

The PGA invites all families to be proactive in promoting inclusion and to reach out to other families in the community. Lakeside is a special place and each person can play a role in creating a community that is warm, welcoming, generous, and gracious to all of its members.

Family Events Guiding Principle and Communication

Lakeside School is a community made up of students, faculty, staff, and parents/guardians of diverse personal histories, backgrounds, and lifestyles. Lakeside School seeks to be a warm, nurturing, and honest setting in which these individuals, representing their diverse cultures and histories, appreciate one another in the meaning and value of shared experiences.

The following guidelines were developed by the Lakeside School administration and the Parents and Guardians Association to ensure that all family events are carefully and thoughtfully organized and executed. These guidelines should be followed whenever families are invited to participate in a Lakeside community event.

Events should be held at locations that are conveniently located for most families depending on situations, dates, and associated events. Most school events are held on campus; however, there are opportunities to hold events off campus in welcoming, inclusive settings, including homes. These locations will be carefully chosen to follow the guiding principle stated above. Please note that on-campus events do not include alcohol. For all events, carpooling is recommended and public transportation proximity should be considered.

All families will be invited by post, email, or telephone, especially when those events involve their students.

Event costs should be kept to a minimum and be voluntary (see below), making attendance comfortable and possible for all families. In many situations, potlucks are preferred.

The Parents and Guardians Association places a high priority on ensuring that every family can participate in the events it hosts. Confidential financial assistance is available for Parents and Guardians Association events regardless of financial aid status. If your family needs an interpreter, transportation support, or other important accommodations, contact the director of family and student support services at 206-440-2901 or the family support liaison at 206-440-2887 for confidential assistance.

Observation of these guidelines will be the shared responsibility of all organizing members involved with the events. These will include the Parents and Guardians Association executive committee, committee chairs and representatives, and volunteer coordinator, as well as Lakeside School administrators, faculty, coaches, and staff members. Primary responsibility for PGA events will be with the PGA and primary responsibility for school events will be with the school, with the understanding that most of the events are collaborative.

APPENDIX A. VACCINATIONS CATCH-UP SCHEDULE

Vaccine	Minimum # of doses	Catch-up schedule
Tdap	1	Persons aged 11 through 18 years who have not received Tdap vaccine should receive a dose followed by tetanus and diphtheria toxoids (Td) booster doses every 10 years thereafter.
IPV	4	<p>If 4 or more doses are administered before age 4 years, an additional dose should be administered at age 4 through 6 years.</p> <p>The final dose in the series should be administered on or after the fourth birthday and at least 6 months after the previous dose.</p> <p>A fourth dose is not necessary if the third dose was administered at age 4 years or older and at least 6 months after the previous dose</p>
MMR	2	The minimum interval between the 2 doses of MMR vaccine is 4 weeks.
Hepatitis A	2	Administer 2 doses at least 6 months apart to unvaccinated persons.
Hepatitis B	3	Administer the 3-dose series to those not previously vaccinated.
Varicella	2	<p>Administer 2 doses if not previously vaccinated and not had the disease, or the second dose if only 1 dose has been administered.</p> <p>For persons aged 7 through 12 years, the recommended minimum interval between doses is 3 months. However, if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid.</p> <p>For persons aged 13 years and older, the minimum interval between doses is 4 weeks.</p>
Meningococcal	1	<p>Administer MCV4 at age 11 through 12 years with a booster dose at age 16 years.</p> <p>Administer MCV4 at age 13 through 18 years if patient is not previously vaccinated.</p> <p>If the first dose is administered at age 13 through 15 years, a booster dose should be administered at age 16 through 18 years with a minimum interval of at least 8 weeks after the preceding dose.</p> <p>If the first dose is administered at age 16 years or older, a booster dose is not needed.</p>
HPV	3	Administer 3 doses on a schedule of 0, 1-2, and 6 months starting as early as 9 years of age.

APPENDIX B. COMPUTER USER AGREEMENT



COMPUTER USER AGREEMENT 2016-2017 School Year

ACCEPTABLE USE POLICIES FOR STUDENTS

Students using Lakeside's network and computer facilities are expected to behave in accordance with the Community Expectations as stated below and in the Family Handbook.

Each member of the Lakeside community is expected to act in ways that show consideration and respect for other people and that enhance an open atmosphere of trust. The same expectation applies to the use of technology at Lakeside.

GUIDING PRINCIPLE

Lakeside's technological resources are dedicated to further the school's mission and to serve the educational pursuits of the school community — its students, faculty, and staff.

NETWORK AND COMPUTER SERVICES

The use of Lakeside's network services including internet access, e-mail accounts, server accounts, and all other school-owned computer resources is a privilege, not a right.

The privilege of using Lakeside's network services and computer facilities may be revoked at any time for abusive conduct or failure to abide by the school's guidelines and policies, as well as the User Responsibilities listed below.

GENERAL EXPECTATIONS

- Lakeside provides e-mail accounts for all students, faculty, and staff with the intention that these accounts will be used primarily for school-related communication and to support academic work.
- Any user of Lakeside's network resources is expected to be courteous, respectful, and discreet in all electronic communications.
- The configuration of the operating system and software applications on school-owned computers may not be altered.
- Lakeside's electronic resources exist to support educational pursuits.
- Using the Lakeside computer network or e-mail server to exchange or store pirated software, unlawful information, or other protected material (i.e. music, multimedia) in any file format is prohibited. Such actions may result in loss of network privileges.
- Members of the Lakeside community are responsible for maintaining the integrity of their computers so as not to bring viruses or mal- or spyware to school or lose the privilege of connecting to the school network.
- Lakeside reserves the right to monitor network traffic.

INTERNET ACCESS

Lakeside filters access to the Internet based on content. However, there is no guarantee that all inappropriate content will be blocked. Therefore all members of the community – adult and student – accept the important responsibility to visit only sites on the internet that are in furtherance of academic assignments, projects, or goals. By signing this User Agreement you agree to avoid web content that promotes pornography; that contains explicit sexual content; that advocates violence, racism, religious persecution, or any forms of discrimination; and that provides access to illegal or unlicensed content. Some exceptions to this guideline may be possible in the context of an academic assignment under the supervision of a faculty member.

ELECTRONIC RESOURCES

Lakeside offers a set of resources to store your digital content (e.g. Exchange/Outlook Web Access (OWA) for email, OneDrive for cloud storage). If those resources have storage limits, Lakeside expects users to monitor their stored content and not exceed the storage limits. In cases where these limits are exceeded, the school reserves the right to require users to remove excess messages or files, even if the content is school-related.

ROUTINE USER RESPONSIBILITIES

- Check e-mail regularly, at least once each day. Respond to messages within 24 hours, if possible.

APPENDIX B. COMPUTER USER AGREEMENT

- Do not send or reply to abusive, offensive, or objectionable e-mail. Recipients of such messages should forward them to Michael Asbridge, Network Manager.
- Keep password(s) confidential.
- When sharing music libraries at school, the share name displayed on the school network should be user's last name, first initial, and access to that library should be password protected.
- As noted above, users are individually responsible for monitoring online material, and rejecting all forms of content that may be deemed inappropriate or unacceptable.
- Do not disclose any personal information about oneself or anyone else including full name (first name and last initial only are to be used and only where necessary), address, phone number, or photos.
- Do not engage in peer-to-peer file-sharing while on the Lakeside network.
- All copyrighted material – including text, graphics, and multimedia – must be fully and properly cited according to the standards specified by our librarians and your teachers in compliance with U.S. Copyright Law.
 - Material obtained without permission of copyright owner or otherwise outside of copyright is not to be downloaded to school machines or servers, and is subject to deletion.

NON-STANDARD COMPUTER USERS

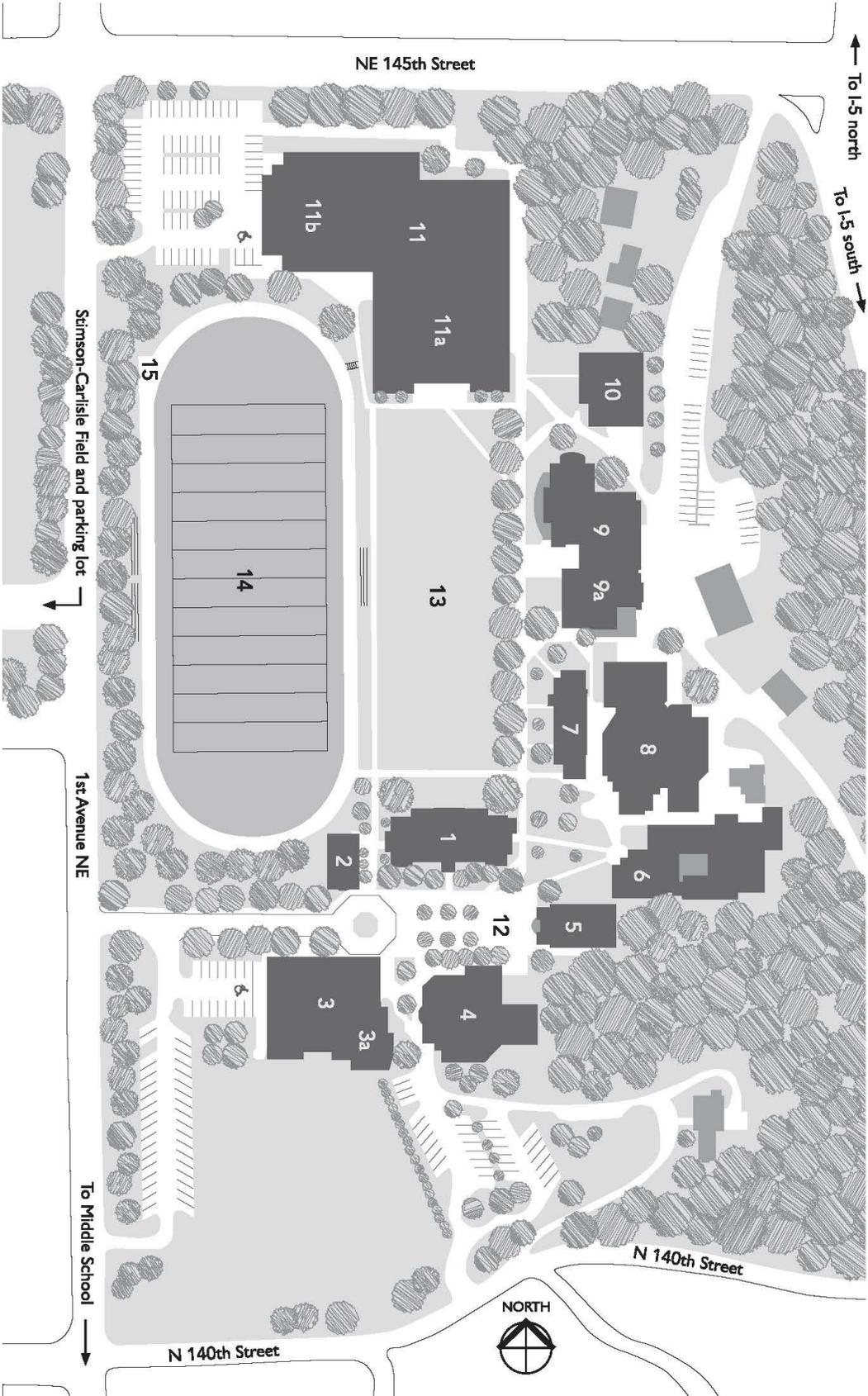
Those students using a non-standard computer (one not purchased through Lakeside) accept responsibility for maintaining its functionality and reliability including arranging for all repairs and loaners that may be needed. Non-standard laptops must meet the minimum specifications detailed in the laptop ordering information. Tablet-type devices (Galaxy, Nexus, Surface RT, iPad, etc.) may not be used in lieu of a laptop in grades 7 – 12.

APPENDIX C. UPPER SCHOOL PARKING



LAKESIDE
S C H O O L

- | | | | |
|----------------------------|---------------------------------------|--------------------------------------|------------------------|
| UPPER SCHOOL CAMPUS | 1 Bliss Hall | 6 Pigott Family Arts Center | 11a Ackerley Gymnasium |
| 2 Fix Hall | 7 Moore Hall | 8 St. Nicholas Hall | 11b Fieldhouse |
| 3 Allen-Gates Hall | 8 Wright Community Center | 9 Refectory/Fireplace Room | 12 Red Square |
| 3a Kent Evans Auditorium | 9a Refectory/Fireplace Room | 10 Parents Association/Rummage Depot | 13 The Quad |
| 4 Pigott Memorial Library | 11 The Paul G. Allen Athletics Center | | 14 Parsons Field |
| 5 McKay Chapel | | | 15 Porter Family Track |



APPENDIX D. MIDDLE SCHOOL SCHEDULE

		1 8:30-9:15	2 9:20-10:05	3 10:10-10:55	4 11:00-11:45	5 11:50-12:35	6 12:40-1:25	7 1:30-2:15	8 2:20-3:05	
Monday	Advisory 8:10 – 8:25	A	C	D	E	F	G	I	J	
Tuesday	Advisory 8:10 – 8:25	B	D	C	E	F	H	G	I	
Wednesday	Advisory 8:10 – 8:25	A	B	D	E	F	J	H	G	
Thursday	Community Meeting 8:10 – 8:40	1 8:45-9:25	2 9:30-10:10	3 10:15-10:55	4 11:00-11:40	5 11:45-12:25	6 12:15-12:55	7 1:00-1:40	8 1:45-2:25	9 2:30-3:10
		D	A	B	C	I Lunch 11:45- 12:10	I Lunch 12:30- 12:55	J	G	H
Friday	Advisory 8:10 – 8:25	A	C	B	E	F	H	I	J	

APPENDIX E. UPPER SCHOOL SCHEDULE

A		B		C	
1 (80)		2 (80)		3 (80)	
2 (45)		3 (45)		1 (45)	
X Period Activity Period 1-2 Per. Classes		Advisory (20) AM Consultation (25)		Assembly	
A Lunch	4A (80)	A Lunch	4A (45)	A Lunch	5A (45)
4B (80)	4B (45)	B Lunch	5B (45)	B Lunch	
B Lunch		7 (45)		6 (45)	
PM Consultation (25)	Break (10)	Break (10)			
5 (80)	6 (80)	7 (80)			