

LAKESIDE
S C H O O L

Family Handbook

2019-2020



The Lakeside School family handbook is designed to provide a clear statement of the school's policies, practices, and expectations for students and families. As part of their enrollment contract with the school, students and families agree to abide by the policies outlined in the family handbook and the Statement of Community Expectations.

The Lakeside School family handbook is updated annually each summer. Lakeside reserves the right to interpret, change, modify, add, delete, or not apply all or part of the provisions of this manual at any time.

BACKGROUND	7
Mission.....	7
Nondiscrimination Policy.....	7
Reporting Requirements.....	7
Policymaking.....	7
ACADEMIC PROGRAM	8
Middle School Academics	8
Upper School Academics.....	8
Textbooks	9
Movie Policy	9
Standardized Testing.....	9
Middle School.....	9
Upper School.....	9
College Counseling	10
Beginning the Counseling Process.....	10
Responsibilities of Parents and Guardians.....	11
Communication Etiquette.....	11
Releasing School Records to Colleges	11
Early Decision and Early Action Policies.....	11
Early Decision (ED).....	11
Restrictive Early Action (REA).....	11
Test Scores	12
Athletic Recruiting.....	12
Teacher Recommendations	12
Admissions Decisions.....	12
Enrolling in College.....	12
Reporting Upper School Suspensions to Colleges.....	12
Reporting Withdrawals to Colleges	13
Reporting Expulsions to Colleges.....	13
Parent and Guardian Events	13
Back-to-School Nights.....	13
Curriculum and Welcome Nights	13
8th to 9th Grade Nights.....	13
Parent/Guardian Breakfasts, Coffees, and Q&A	14
Parent/Guardian Conferences.....	14
ADMISSIONS, RE-ENROLLMENT, FINANCIAL AID	15
Admissions	15
Residence Requirement for Enrollment.....	15
Re-Admission.....	15
Re-Enrollment	15

Financial Aid	16
FiNancial Aid Applications.....	16
Grants for Books, Laptop, and Other Fees (Student Aid)	16
Private Music Lessons for Families Receiving Financial Aid.....	17
James S. Steil Discovery Fund.....	17
Special Need and Opportunity Fund	17
ATTENDANCE AND RECORDS	18
Attendance.....	18
School Hours.....	18
Attendance Procedures	18
Absences (see also Leaves of Absence)	19
Approved Absences	19
Unexcused Absences.....	19
Leaves of Absence	20
Procedures for Students Seeking Leave.....	21
Tuition Accommodation.....	21
Medical Leave.....	21
Student Records.....	21
Transcripts	21
STUDENT AND FAMILY SUPPORT	23
Middle School.....	23
Upper School.....	23
Best Resources and Practices for Help Outside of Class.....	23
Advising.....	23
Student Support Team	24
Learning Resources Program	24
Middle School.....	24
Upper School.....	25
Peer Tutoring	25
Contracted Professional Tutoring.....	25
Family Support Program	26
Counseling	26
Middle School.....	26
Upper School.....	26
Confidentiality	26
Safety Assessment Protocol	27
Transgender and Gender-Nonconforming Students	28
Privacy/Confidentiality.....	28
Names/Pronouns	28
Forms/Official Records.....	28

Locker Room Accessibility.....	28
Restroom Accessibility.....	29
Overnight Activities and Off-Campus Trips.....	29
Classes and Gender-Segregated Activities.....	29
Interscholastic Sports.....	29
Accommodations.....	29
Process for Requesting/Receiving In-School Accomodations.....	29
Testing Accomodations.....	30
DISCIPLINE.....	32
Statement of Community Expectations.....	32
Dress Guidelines (Middle School).....	34
Definition of Cheating.....	34
Disciplinary Process, Middle School.....	34
Discipline Council.....	35
Disciplinary Process, Upper School.....	36
Just Deserts.....	36
Judicial Committee.....	36
Suspensions.....	40
Expulsion Policy.....	40
General Principles of the Sanction.....	40
Consequences of Expulsion.....	41
Re-Application for Students in Grades 5-11.....	41
Student Contact by Law Enforcement (Or Adults Other Than Parents/Guardians).....	41
CO-CURRICULAR PROGRAMS.....	42
Athletics.....	42
Middle School Athletics.....	42
Upper School Athletics.....	42
Required Forms.....	43
Communication Protocols.....	43
Uniforms and Specialty Equipment for Sports Participation.....	44
Driver's Education.....	44
Global Education.....	44
Global Service Learning (GSL).....	44
Outdoor Program.....	45
Service Learning Program.....	46
Summer Programs.....	46
Academic Bridges Transition Program.....	46
Lakeside Educational Enrichment Program (LEEP).....	46
Summer School Programs.....	47
Student Clubs and Activities.....	47

Middle School.....	47
Upper School.....	47
HEALTH, SAFETY, AND HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT	
.....	49
Health.....	49
Required Health/Medical/Emergency Treatment Forms.....	49
Pre-Participation Physical Examination Form.....	50
Medications at School.....	50
Immunization Requirements.....	51
Communicable Diseases/Pandemics.....	52
Condoms, Policy on Availability of.....	52
Safety.....	53
Accident Insurance.....	53
Animals on Campus.....	53
Asbestos.....	53
Automated External Defibrillators.....	54
Concussions.....	54
Emergency Assessment/Preparedness (See also School Closures).....	54
Firearms and Weapons.....	55
Food Allergies.....	55
School Closures.....	56
Security on Campus.....	56
Harassment, Discrimination, and Sexual Misconduct.....	57
Introduction.....	57
Prohibited Conduct.....	57
Complaint Procedure.....	60
Reporting.....	61
Resolution Process.....	62
Chart: Response to Abuse, Harassment, and Sexual Misconduct, Lakeside Upper School.....	64
INSTITUTIONAL POLICIES AND PROCEDURES.....	65
Administrative Roles and Responsibilities.....	65
Head of School.....	65
Division Directors.....	65
Conservation Based School.....	65
Communications.....	66
Communicating with Families.....	66
News and Announcements.....	66
Emergency Alerts.....	66
Texting.....	66
Directory.....	66

Calendars.....	66
Communication about Students with Advisors and Teachers	67
Communication Etiquette	67
Communication with Separated or Divorced Parents/Guardians.....	67
Messages for Students.....	67
Communication about Personnel Issues.....	67
Media	68
Development and Fundraising.....	68
Policy	68
Fundraising, Student.....	69
Policy on Incremental Fundraising for Lakeside School Programs	69
Facilities	70
Facilities Use Policy.....	70
Lockers.....	70
Lost and Found.....	70
Food Service.....	71
Overnight Activities and Off Campus Trips	71
Religion	72
Lakeside Sponsorship Policy	72
Technology	73
1:1 Laptop Program for Students.....	73
Accessing Students' Academic Information Online.....	74
Computer User Agreement.....	74
COPPA Compliance.....	75
Transportation	75
Metro Custom Bus Service.....	76
Public Transportation.....	77
Carpools	77
Pickup and Drop-off.....	77
Parking.....	77
Transportation for Lakeside Sponsored Events.....	78
Tuition Accounts and Student Charges.....	78
PARENTS AND GUARDIANS ASSOCIATION.....	80
How to Become Involved.....	80
PGA Committees, Sponsored Events, and Activities.....	80
How to Contribute.....	82
Making Lakeside an Inclusive Place.....	82
APPENDIX A: 2019-2020 VACCINE CATCH-UP SCHEDULE	84

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 (NWAIS) an accrediting body recognized by the Washington State Board of Education and is a member in good standing of the National Association of Independent Schools (NAIS).

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, gender expression, 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 employee concerns and hiring, discipline, promotion, and termination. Lakeside School is an Equal Opportunity Employer.

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, and the National Association of Independent Schools.

POLICYMAKING

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. Members of the school community should submit proposals for making or revising policies to the head of school for consideration by the appropriate board committee. 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 multiple places on the Lakeside School website, including under “Handbooks/Guides” on the parents and guardians webpage (lakesideschool.org/parentsguardians).

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

UPPER SCHOOL ACADEMICS

Please see the Upper School curriculum guide for information on the following areas. The Upper School curriculum guide can be found multiple places on the Lakeside School website, including under “Handbooks/Guides” on the parents and guardians webpage (lakesideschool.org/parentsguardians).

Requirements for Graduation

Course Planning

- Homework
- Independent Study
- Honors Courses
- Placement in Math Courses for Students New to the Upper School
- Placement in Language Courses for Students New to the Upper School
- NCAA Eligibility
- Outside Activities

Academic Procedures

- Course Changes
- Changing Courses: Transcript Notation
- Grading
- Grades and Comments
- Restrictions on Dropping Small Section Classes
- Academic Probation

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 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 or books@lakesideschool.org.

MOVIE POLICY

Occasionally a teacher, administrator, or student-activity advisor may decide to show a PG-13 (in the Middle School) or R-rated film (in the Upper School) 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.

STANDARDIZED TESTING

MIDDLE SCHOOL

Sections of the Comprehensive Testing Program 5 (CTP-V), 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 or February to 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.
- Mock ACT: Lakeside offers an on-campus mock ACT every fall to sophomores and juniors as an opportunity to practice for the ACT.
- 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, including which classes prepare students for SAT Subject Tests, review the college counseling office's [standardized testing FAQ on the school's website](#).
- Advanced Placement (AP) exams: While Lakeside School does not follow an AP curriculum, many students choose to take 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. While some of Lakeside's courses prepare students fully for an exam, others only cover some or none of

the test material in a particular subject. Lakeside administers only the AP tests for which our curriculum substantially prepares students. If students wish to take additional tests, they can arrange these tests on their own through other local schools; Lakeside will excuse the absence. 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 in the United States.

For exams on Lakeside's campus, Lakeside School sets the timeline and policies. Those policies include but are not limited to:

- All students are required to attend a pre-administration session prior to the start of exams. If a student fails to attend, their exam registration(s) will be cancelled and there will be no registration fee refund.
- For students with documented accommodations, Lakeside requires at least one-week notice if they choose to forgo accommodations.
- There are strict requirements to qualify for late testing. Students who believe they meet the requirements must make a request to Lakeside's AP coordinator for late testing at least two weeks before the first scheduled AP .
- Students must arrive promptly at the time specified by Lakeside. If a student arrives after the arrival time, they may not be allowed in the testing room and they will not be able to make up the exam.

While Lakeside will cover the cost of one AP exam for students on financial aid, some students opt to take more. Those students should speak with the associate director of admissions/financial aid programs director to see if additional funds may be available.

Please note that the AP registration form requires a parent/guardian signature. Failure to obtain a parent/guardian signature will result in the cancellation of registered exams.

COLLEGE COUNSELING

Lakeside's 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 students' 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 with second-semester sophomores in groups, and individually with students in January of junior year. Only after the junior 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 all Lakeside families can access up-to-date college counseling resources on Lakeside's website. Ninth- and 10th-grade students who are being actively recruited by Division I athletics programs, or who will be on leave from Lakeside for all or part of junior year, are encouraged to contact the college counseling office to determine if an earlier meeting is appropriate.

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 students and their parents/guardians.

COMMUNICATION ETIQUETTE

The college counseling office values respectful communication with parents and guardians. Disagreement and constructive feedback are welcome, but only when approached respectfully. College counselors reserve the right to disregard communications -- including, but not limited to phone messages and emails -- from parents and guardians that fail to meet the Statement of Community Expectations.

RELEASING SCHOOL RECORDS TO COLLEGES

Lakeside School requires students to indicate the institutions to which they are applying by adding those schools to their "Colleges I'm Applying to" lists in Naviance or SCOIR. By adding a college to this list, a student authorizes Lakeside School to release their Lakeside transcript, school report, and recommendations to that institution, as well as other transcript(s) reflecting credits counted toward the student's graduation requirement from Lakeside (e.g. transcripts from School Year Abroad, The Mountain School, High Mountain Institute, The Chewonki Semester School, and The School for Ethics and Global Leadership, and from any other secondary schools attended in grades 9-11).

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 may inform all the colleges to which that student has applied of their 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 they plan 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 offers students an opportunity to apply to Harvard, Princeton, Stanford, or Yale by an earlier deadline and receive a decision sooner without a commitment to enroll. Students can not apply early action or early decision to other private universities; they can apply early action to public universities. Because the majority of Lakeside students admitted to a REA school enroll there, Lakeside restricts students from applying to and maintaining

outstanding applications at more than one additional private institution. 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 to private institutions, with the exception of one, within one week of receiving an admissions offer from an REA school.

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 colleges by the appropriate testing service(s).

ATHLETIC RECRUITING

Students are required to honor any commitments they make throughout the college process. If a student informs Lakeside in writing that they have committed, verbally or in writing, to a college coach that they 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. See also Beginning the Counseling Process.

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, 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 signed a waiver to their rights in this regard under the Family Educational Rights and Privacy Act (FERPA).

ADMISSIONS DECISIONS

Students are required to share admissions decisions with the college counseling office within one week of notification for every institution they added to their lists in Naviance or SCOIR. Failure to do so will result in the withholding of college counseling services and a student's final transcript.

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 they intend 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 they intend 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 they are withdrawing their 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 they 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 WITHDRAWALS TO COLLEGES

If a student withdraws after Lakeside has submitted transcripts, school reports, or recommendations to colleges, Lakeside will notify those colleges of the withdrawal. If the withdrawal occurs prior to disciplinary proceedings (e.g. Judicial Committee), Lakeside will disclose honestly and fully the potential violations of the community expectations or other school policies. Students and families will not have access to the written documentation that Lakeside sends to colleges. In all cases of withdrawals, Lakeside reserves the right to retract any recommendations already submitted to colleges and to notify or share disciplinary information with a school or college at which a student seeks to enroll.

REPORTING EXPULSIONS TO COLLEGES

Lakeside School reserves the right to notify or share disciplinary information with a school or college at which a student seeks to enroll. Students and families will not have access to the written documentation that Lakeside sends to colleges.

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 [Lakeside's website](#) for event details, and for a fuller listing 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 contact them 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 options available for students as they consider course sign-up options for the next year.

In the spring, the Middle School holds grade-specific "Welcome" events with presentations on academic, developmental, and co-curricular aspects of each grade at the Middle School.

8TH TO 9TH GRADE NIGHTS

There are several spring events for incoming 9th-grade students and families.

At the 9th-grade curriculum night for current 8th grade families, Upper School administrators provide an introduction to the Upper School curriculum and an overview of the decisions rising 9th graders are making when choosing courses for next year. This event is only for parents and guardians of current 8th-grade Lakeside students; students receive information during the school day.

The Upper School new student curriculum and course signup night covers similar content and is intended for students and parents and guardians who are new to Lakeside. In addition to the curriculum overview, the event involves language and math placement and taking photos for the directory.

The 8th- to 9th-grade transition night is an adults-only event for parents and guardians of all rising Lakeside 9th graders. It focuses on the developmental and social-emotional changes that families can expect to see in their student as they transition from a middle-schooler to high-schooler. Upper School administrators will talk about what parents and guardians can expect at home, suggestions for supporting students, and the resources available at Lakeside Upper School (for students and their families).

PARENT/GUARDIAN BREAKFASTS, COFFEES, AND Q&A

These informal optional gatherings are a chance for administrators to talk with parents and guardians about what is happening at the school, including upcoming events and trends in the student body. They are not meant to be a time to discuss individual teachers or issues that pertain only to individual students. Generally, administrators provide a brief update and then answer questions from parents and guardians.

PARENT/GUARDIAN CONFERENCES

Parents/guardians may call or email 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. See also Communication About Students with Advisors and 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 contacting 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. 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, the director of student and family support, and Upper School learning resources coordinators.

ADMISSIONS, RE-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.

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 their 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.

RE-ADMISSION

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

RE-ENROLLMENT

Re-enrollment 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 19, 2020. Tuition payments must be up to date by the end of January, and students must be in academic good standing for families to receive their re-enrollment 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 agreement states "...if for any reason (whether voluntary or involuntary) a student does not attend, withdraws, is absent, arrives late or leaves the school early (including separation, suspension, or expulsion), Lakeside will not refund any tuition or other charges and parent(s)/guardian(s) remain(s) responsible for the entire school year tuition, and any other charges or fees accumulated on the student's account (whether identified in this agreement or otherwise). The only exception is if parent(s)/guardian(s) notify Lakeside of the student's withdrawal, in writing, received by Lakeside on or before

June 12, 2020." Information on the privately sponsored Dewars Tuition Insurance program is posted as part of the re-enrollment process and is available through the business office, 206-440-2763.

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.

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 committee. Assistance is based on Lakeside's financial resources, allocated funds, and documented family need, which are reassessed annually. The confidentiality of information provided by families is carefully maintained.

FINANCIAL AID APPLICATIONS

Financial aid applications will be posted online in October on the School and Student Services website (solutionsbyss.com). Families not currently receiving financial aid that intend to apply for the 2019-2020 school year must contact the admissions and financial aid office at financialaid@lakesideschool.org. The Parents' Financial Statement (PFS) is the heart of the application. Additional materials, including signed copies of 2019 W2s, 2019 tax return and all schedules, completed Form 4506, and records of all untaxed income, are also required. Current 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. 20, 2019. Supporting tax documents are due Feb. 6, 2020.

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 BOOKS, LAPTOP, AND OTHER FEES (STUDENT AID)

Each family receiving need-based financial aid for tuition also receives help with the cost of books, transportation, athletics, and grade-level activities. Financial assistance with the purchase of the laptop computer required in grades 7 through 12 is available to new students in the 7th grade and Upper School and returning students who have not purchased a laptop in three years. Help with meal expenses is available to families with the greatest need, generally those who qualify under the eligibility scale for free and reduced-price meals used by Seattle Public Schools. Assistance with the cost of school-recommended and approved academic tutoring is available to all families as is help with the cost of participation in Global Service Learning trips and other Lakeside-sponsored activities. More specific information on student aid is sent to families before the start of school each year.

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 the full cost of one half-hour lesson a week for 30 weeks. 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. The fund's major goal is to encourage students to undertake or create projects that will build bridges in the world community and provide for individual challenge and growth. Senior projects, Quest or Canyonlands, and special community service projects are examples of experiences that are fully consistent with this goal. Further information may be obtained from the financial aid office.

SPECIAL NEED AND OPPORTUNITY FUND

This endowed fund was established by the Lakeside School Parents and Guardians Association to help ensure that every student has the ability to take full advantage of life at Lakeside. It helps cover material and travel costs for experiences not covered by other financial aid budgets. The fund is administered by the admissions and financial aid office, which has the responsibility of informing potential users of the fund's availability. 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 school day running from 8:10 a.m. to 3:10 p.m. 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, or in the case of gap care for a school-sponsored event.

At the Upper School, the school day officially begins at 8:10 a.m. and ends at 3:05 p.m. The Wright Community Center (WCC) is open from 7 a.m. to 6:15 p.m.; Pigott Memorial Library is open from 7:45 a.m. to 6 p.m. (4 p.m. on Fridays); and The Paul G. Allen Athletics Center is open from 6:45 a.m. to 6 p.m. as well. 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 by 8:30 a.m. (206-440-2877 or msattendance@lakesideschool.org), or the Upper School attendance office by 10 a.m. (206-726-2047 or usattendance@lakesideschool.org).

Middle School Attendance

All Middle School students are expected to be on campus for the entire school day. 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 Middle School office. Students must sign in and out at the front desk when arriving late, leaving early, or leaving and returning during school hours.

To be excused from PE for health reasons, the student needs to give the teacher a written note from a parent/guardian or physician explaining the circumstances. The note should include information about the student's condition and its expected duration. A student who does not participate in PE because of health reasons will not be eligible to participate in athletics that day.

Upper School Attendance

Attendance is taken during every class period. Upper School students in grades 9-11 may come to school late on mornings they do not have a first-period class and may leave early once they are done with classes during the day, if a parent/guardian gives them written permission to do so; that permission may be granted for the entire year, semester, or daily. They may not come and go during the middle of the day.

Seniors must sign in by 9:50 a.m. each day; they otherwise have the privilege of an open campus, if they sign out and in and do not miss any obligations.

Students must sign in and out at the attendance desk in the Wright Community Center when arriving late, leaving early, or leaving and returning during school hours. Students who miss a class without a valid excuse are ineligible

to participate in after-school activities and may receive Just Deserts. A student who does not participate in PE because of health reasons (explained in a note from a parent/guardian or physician) will not be eligible to participate in athletics that day. (See ABSENCES).

ABSENCES (SEE ALSO LEAVES OF ABSENCE)

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' class websites for homework assignments and other class information. Middle School families are encouraged to contact a student's advisor if a student misses a day; Upper School 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 Middle School main office; the Upper School registrar's office; or online on the [parents and guardians webpage](#).

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. Students must go through the excused absence process above. It is incumbent on students to inform their 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 or email 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. (See also Health.)

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. (See also Communicable Diseases/Pandemics.)

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.

The school does not excuse students for early departures/extensions of vacation or other nonemergency 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.

For students to be able to participate in athletics practices and competitions, they must attend all classes and be present at all required school meetings (advisory, assembly, class meetings, etc.). If students miss a class or required meeting because they skip, they lose track of time, they are tardy more than 15 minutes, they are ill, or they are sleeping, they are ineligible to participate that day. If students miss a class or required meeting due to an appointment that is excused by the Upper School office, then they can participate; however, please note that students who miss a class or required meeting because they sleep in/get extra rest in the morning will not be eligible for participation in athletics that day, even if the student's parent/guardian excuses the absence. For more information, see the Lakeside Athletics, Time Commitment for Upper School Athletes and Financial Commitment for Families document on the [parents and guardians webpage](#).

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 within a given school year, it is unlikely that credit can be granted. If absences occur at the beginning of the school year, student may not miss more than 15 days or classes before credit is compromised.

LEAVES OF ABSENCE

Lakeside students can study off campus during their junior year of high school. 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 students through their participation or a family circumstance requires students to be away from campus. Contact the director of experiential education for a list of junior year pre-approved off-campus programs.

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 they want to return, they must reapply to Lakeside through the normal admissions process with no guarantee of re-admission.

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 experiential 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 director of experiential education.

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 their family in late January.

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 students' place in their 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, including transcripts of off-campus programs, 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: End-of-term reports, and other student records may be requested from the Middle School administrative registrar, 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 and advisors continuously review the academic, emotional, and social experience of students. The Middle School student support team – including the Middle School assistant director, counselor, learning resource specialists, director of family and student support, associate director of admissions/financial aid programs director, family support liaison, and head of Middle School student support – meet regularly to review students experiencing difficulty. Strategies used to support students range from setting up weekly meetings, sending home weekly check-ins, or providing space to study in the Brain and Learning Lab. Middle School teachers and advisors meet regularly in grade-level teams to review student progress formally.

UPPER SCHOOL

The Upper School student support team – including Upper School assistant directors, counselors, director of family and student support, learning resources coordinators, associate director of admissions/financial aid programs director, assistant family support liaison, head of Upper School student support, 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 on their own.

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.

STUDENT SUPPORT TEAM

The student support team is led by the director of family and student support in each division, who works with the head of Middle School student support and the head of Upper School student support. Each team is made up of the director of family and student support, the head of Middle School student support or the head of Upper School student support, an assistant director, learning resource coordinators, counselors, family support liaisons, financial aid associates, and the 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, 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 their 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 and 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

Learning specialists 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, learning specialists provide classroom instruction about metacognition, the learning process, and the brain. They also coordinate and administer the Comprehensive Testing Program 5 (CTP-V) completed by 8th graders and periodically present seminars and faculty workshops related to teaching and learning. Learning specialists are available to consult with parents/guardians and students to support academic expectations. Students may drop by the Brain and Learning 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

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 learning specialists. Lakeside provides referrals and tutoring space only. Lakeside does not administer or supervise arrangements with contracted tutors.

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. Billing for professional tutoring taking place on Lakeside's campus is billed through Veracross; the business office will place all tutoring charges on the household statement on a monthly basis in Veracross.

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 admissions/financial aid programs director.

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 their child with the opportunity to learn up to their 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 they 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 to the counseling office in Saint Nicholas Hall, 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 they are at serious risk of causing grave bodily harm and/or death to themselves 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 themselves or others, a safety assessment will be conducted by one of the counselors. If a student indicates that they are unable to ensure their 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 they are 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.

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. The student or family should contact a member of the student support team to initiate the change. 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 their 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, with the goals of maximizing students' social interaction and equal opportunity for participation and minimizing any stigmatization and isolation from the general student population. In most cases, students will be assigned to share overnight accommodations with students that share a student's gender identity asserted at school. Any student who is transgender or gender nonconforming and who has a need or desire for increased privacy will be provided with reasonable sleeping arrangements. (See also Overnight Activities and Off-Campus Trips in Institutional Policies and Practices.)

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.

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 ACCOMODATIONS

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 their 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 and Learning Lab coordinator and counselor, in consultation with an assistant director, will design a student support plan 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 student support plan, 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 Upper School learning resources coordinator, head of Middle School 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 Middle School student support, or counselor, in consultation with the assistant director, will revise the profile, keep a copy, and send a copy to the family. The learning resources coordinator or counselor will also send a confidential copy of the student support plan to the advisor(s), current teachers, and college counselor (once assigned at the Upper School). Upper School students will be responsible for recording each time they use 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 ACCOMODATIONS

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 they have been receiving/using the same accommodations at school for at least four school months prior to the request for accommodations. "Proof" means that the student has recorded each time an accommodation is used. For details, contact an Upper School learning resources coordinator.

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, and the granting of accommodations rests solely with the testing services and other institutions and cannot be guaranteed by Lakeside. These criteria involve up-to-date formal evaluations and firmly established histories of disability and accommodation provided by the family to be on file with our learning resources or counseling offices. Lakeside School will assist families with the process of submitting documentation to outside agencies but is limited in the services that it is able to provide. If your student has or may have a documented health impairment or disability

that would require such accommodations on these exams, please contact a learning resources coordinator or counselor 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 their 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; Sept. 29, 2016; Feb. 1, 2018.

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 (under state and/or federal law) 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, typically 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. Violation of this expectation may lead to expulsion.
- Students are not permitted to possess or use tobacco products (including forms of nicotine inhalation such as e-cigarettes and vaping) on either campus, in any vehicle owned by Lakeside, or at any off-campus Lakeside activity.
- Employees 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 (under state and/or federal law) drugs on the campus, while representing Lakeside in the community, or when supervising students while participating in or attending off-campus school activities or trips or while traveling to and from school activities on or off campus. (The sole exception is made for moderate consumption of alcohol at a school-sponsored adult or employee family event.) The consequence for violation of this rule, no matter how minor, will entail disciplinary action up to and possibly including termination.
- Employees are not permitted to use tobacco products or smoke (including forms of nicotine inhalation such as e-cigarettes and vaping) 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, gender expression, 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 all individuals doing their 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. All members of the community should be able to assume that they teach and

learn in and contribute 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 acknowledge a Statement of Community Expectations as part of enrollment or re-enrollment materials. A statement of acknowledgment is required for a student's enrollment 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, gender expression, handicap, or disability. These dress guidelines 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.
- Shirts and tops must have sleeves and/or straps and torso and buttocks must be covered.
- Students are expected to wear shoes at all times.

DEFINITION OF CHEATING

(Refer to Statement of Community Expectations, sixth 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 their 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.

Incidents that may violate the Statement of Community Expectations will be discussed by the Middle School Discipline Council, a small group of faculty determining a course of action for the student. See also Discipline Council.

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.) 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.

DISCIPLINE COUNCIL

Purpose and Aims

Lakeside Middle School has a Discipline Council in order to:

- Affirm Lakeside Middle School's commitment to its community expectations and to respond to violations of that document.
- Highlight the legitimacy and accountability of the disciplinary process.
- Provide multiple voices in the disciplinary process.
- Clarify expectations with regard to student behavior.

Structure

The council is composed of the grade level coordinators, representing grades 5 to 8. When appropriate, the student equity programs coordinator is consulted if issues regarding equity and inclusion arise. The council will meet once a week as part of the regularly scheduled grade level coordinator meetings. Due to the regularly scheduled meetings and the need to respond to issues of student conduct in an efficient manner, there will be times when the council will be required to meet outside of regularly scheduled meetings. The expectation is to gather the entire council for these meetings. Members of the Discipline Council are expected to demonstrate the highest level of professionalism and confidentiality.

Issues Considered by the Council

The council will address issues and incidents that violate the Statement of Community Expectations or the Basic Community Regulations in some significant way.

Protocol

- After an incident occurs, the Middle School assistant director gathers information, interviews people involved, and creates a written "statement of fact."
- The Middle School assistant director convenes the Discipline Council and discusses the incident.
- The Discipline Council asks clarifying questions of the assistant director.
- The Discipline Council discusses and makes a decision about the following three question, in this order.
 - Does the incident violate the Statement of Community Expectations?
 - If so, does it merit a consequence?
 - If so, what should that consequence be?
- The Middle School assistant director writes a summary of decision.
- Immediately following the Discipline Council meeting, the Middle School assistant director consults with the Middle School director.

- The Middle School director can approve, disapprove, or send back a Discipline Council decision for reconsideration.
- The Middle School assistant director communicates the consequence to the student, parents/guardians, and advisor.

Communication

The Middle School assistant director handles all communication regarding discipline situations. This includes:

- All communication with student, parent/guardians, relevant teachers, and advisors before, during, and following the Discipline Council meetings.
- Written monthly reports to about discipline in The Daily (names withheld for confidentiality).
- Grade level coordinators communicate Discipline Council decisions to grade level teams so that the teams can respond to trends and proactively intervene in student behavior.

DISCIPLINARY PROCESS, UPPER SCHOOL

JUST DESERTS

For certain types 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 and staff, the Upper School administrative assistant, the assistant directors, 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

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 their class, two faculty representatives elected by faculty vote, and an assistant director. The assistant director is a nonvoting member. 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 a 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. Elections for Judicial Committee participation will be in spring preceding the school year of service. If a committee member cannot complete their tenure, a new member will be elected from either the student's class or the faculty. Former student and faculty members are asked to serve as alternates.

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 (see also Technology).

Incidents that potentially violate community expectations, excluding those having to do with sexual misconduct (see also Harassment, Discrimination, and Sexual Misconduct) 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 their 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 the student's 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 their 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, they will be a voting member).

In cases where there is a concern about whether a member of the committee can be impartial, the committee member may recuse themselves 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 teacher who is involved or the advisor for a student coming before the committee, they 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 assistant director's vote is needed in order to reach a quorum.

Judicial Committee Hearing Protocol

The assistant director, representing Lakeside School's commitment to the Statement of Community Expectations, 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 that person is different from the assistant director).
- The student who has been summoned and their 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 the advisee understand the choices they 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 their 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 a prepared statement and gives any remaining thoughts to the committee for consideration.
- The student who has been summoned and the advisor(s) 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.

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 indication 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 they are 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 most frequently be handled by the Middle School discipline

council or at the discretion of the Middle School director and head of school. 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. They will not be allowed to complete coursework, attend any school-related activities on or off campus (including athletics events), 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 and/or in the student’s comments, 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).

Lakeside School reserves the right to notify or share disciplinary information with a school or college to which an expelled student seeks to enroll.

RE-APPLICATION 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 re-enrollment 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 (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; 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. Over 85 percent of Lakeside Middle School students participate in at least one sport, and most sports at the Middle School are no cut. With the exception of sculling (rowing), which has limited spaces in boats, any student who wants to participate on a team is able to do so. 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 at least 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 beginning in mid-August. 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 expect 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 and posted on the [parents and guardians webpage](#).

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 and, for Upper School students, the WIAA Pre-Participation Physical Examination form (which is good for two years) and physical update form. 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

General information about Lakeside Athletics can be found [on the school's website](#). Schedules, outcomes from competitions, and news about teams and athletes are updated regularly. When a student joins a team, families can expect to receive emails throughout the year from the program head and head coach. Families who have questions about specific teams are encouraged to speak directly with the program head for that sport. All general questions should be directed to the athletics offices.

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. We find that the best outcomes occur when the student athlete and coach work through the issue. If the student athlete does not feel comfortable approaching the coach on their own, we encourage the student athlete to seek out an independent advocate (faculty advisor, school counselor, director of athletics) for support in initiating such communication. If a parent/guardian wants to have a direct conversation with a coach about any concern or issue, we ask that they not approach coaches before, during, or after competitions or during practices. Out of respect for the work the coach needs to do with the team, parents/guardians are asked to email the coach with a request to meet. 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 and not allow cost to be a barrier to participation.

All purchases and billing are handled by the school. 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 director of athletics. Purchases may only be made by the director of athletics. For the Middle School policy on team apparel, see Team and Club Attire Policy in the STUDENT CLUB section.

For detailed information about equipment and sport-specific clothing, shoes, and equipment, see the [Time Commitment for Student-Athletes, Financial Commitment for Families](#) document available from Lakeside Athletics and posted on the [parents and guardians webpage](#).

DRIVER'S EDUCATION

Driver's education is offered at Lakeside three times during the school year and is 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 by the first day of class and able to obtain a learner's permit. More detailed information is emailed to families at the end of each school year. For more information, see the bulletin board outside Bliss 208 or email usattendance@lakesideschool.org.

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 the Pacific Northwest. The goals of the program are to foster local and global awareness through values of mutual respect, cross-cultural understanding, equity, and justice; inspire and empower students to be engaged both in their local communities and globally; establish reciprocal relationships with local people and communities by collaborating on community projects; and develop students' intercultural competence. For more on the philosophy and program, visit the [GSL webpages on Lakeside's website](#).

Middle School

The Middle School GSL program includes:

- A seven-day/six-night trip in the early fall 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 summer program includes:

- A four-day pre-trip orientation directly preceding the trip.
- Four-week on-site summer service learning. Recent sites have included the China, Columbia, Fiji, French Polynesia, Rwanda, and Thailand, mostly in rural areas.

The program also offers school-year courses with a GSL component (see the curriculum guide for more information).

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/financial aid programs director at 206-440-2773 and financialaid@lakesideschool.org.

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 philosophy and requirements are listed in each division's curriculum guide.

Middle School

A major goal of the Middle School Outdoor Program is to give students a deeper understanding of and appreciation for the Pacific Northwest. Students gain firsthand knowledge of Washington state's geography, ecology, and natural beauty. Group bonding activities and discussions are paired with quiet reflection and journaling.

Students in grades 5 through 7 participate in grade-level outdoor trips every spring, with the length of the trips increasing over time. Trips are led by Lakeside faculty and staff, along with experienced outdoor educators. The 5-12 Outdoor Program coordinator works with families to ensure that all students are able to take part in the program.

Upper School

Through the Upper School Outdoor Program, students learn new skills, gain self-confidence, reflect on their responsibility to the natural world, and build meaningful relationships in a way rarely possible in a traditional classroom setting.

Students have a wide range of trips from which to choose, including backpacking, cross-country skiing, whitewater rafting, canoeing, sea kayaking, and mountaineering. The majority of trips take place within driving distance of Seattle, providing students with a deeper understanding of and appreciation for the Pacific Northwest. Lakeside also sends students to notable locations in the West, including the Grand Canyon in Arizona, and Grand Gulch and the Green River in Utah. Groups of 10 students are led by Lakeside faculty and experienced outdoor educators, and typically include students from multiple grades.

Trips typically take place during school vacations and last one week or longer. All Upper School students must complete an outdoor trip to graduate. The cost of most trips is included in tuition; trips that involve flight and hotels do involve additional costs. Financial aid is available.

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 students spend four days a year doing service for the people in the greater Seattle community.

Upper School students are required to complete a total of 80 hours of service learning, 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 students find and arrange individual and group projects. Students are required to submit service hours and journal entries during the school year in which they are completed.

SUMMER PROGRAMS

Lakeside offers a variety of summer programs. Visit Lakeside's website (lakesideschool.org/summer) for more information.

ACADEMIC BRIDGES TRANSITION PROGRAM

Academic Bridges provides structured support for rising Lakeside 9th graders transitioning to high school. The one-week program is designed to help students prepare for coursework and student life at the Lakeside Upper School.

LAKESIDE EDUCATIONAL ENRICHMENT PROGRAM (LEEP)

LEEP is an educational enrichment program for students at local public schools serving rising 6th and 9th graders. 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. 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 5-9. The camps stress fundamentals in a fun, supportive atmosphere.

Investigative Learning Camp is 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. The Middle School offers an array of clubs. Clubs typically meet once a week either during lunch periods or after school. For each club there is a Lakeside employee who serves as the advisor or sponsor of the club. If a club is not offered, but there is student interest, students should contact the Middle School assistant director to create a club proposal. Clubs run for either the whole year or a single semester.

Team and Club Attire Policy

Lakeside Middle School fully supports school spirit, athletic pride, and good sportsmanship. Even more than this, 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. 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 IMAGO, chess, Ultimate Frisbee, and affinity and alliance groups including 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 Acabellas, Robotics, Gaming, Acts of Kindness, and Ethics Bowl.

HEALTH, SAFETY, AND HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

HEALTH

The Medical Advisory Board, composed of trustees, medical professionals, administrators, faculty, and staff, operates as a committee of the Board of Trustees and meets annually to review and revise policies related to health and safety.

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.

The permission to treat authorization allows the school to get help immediately for a student involved in an accident or suddenly taken ill. 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 or the nearest alternative if the student is participating in an off-campus school activity. A vigorous effort will always be made to reach a parent/guardian before treatment is sought. For less serious illnesses, parents/guardians are generally asked to accompany the student home.

Information required during enrollment and re-enrollment include: health care provider 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 Not acknowledgement of risk form; permission to treat authorization; and over-the-counter medications and Epinephrine authorization.

In addition to information and agreements that are part of enrollment and re-enrollment, Lakeside parents/guardians must complete and return the forms described below, if applicable.

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.

PRE-PARTICIPATION PHYSICAL EXAMINATION FORM

All Upper School students participating in a sport sponsored by Lakeside (including Ultimate Frisbee) must have a physical examination completed by a doctor every two years. The examination must be documented with the WIAA Preparticipation Physical Evaluation Form and submitted to the athletics office. The WIAA Preparticipation Physical Evaluation Form is valid for two years from the date of the physical examination. When the physical examination date documented on the WIAA Preparticipation Evaluation Form is over one year old, the Physical Update Form is required for continued participation in athletics at Lakeside. The Physical Update Form requires a doctor's signature, but not a physical examination.

If a student is planning on participating in athletics for the upcoming school year, their WIAA Preparticipation Physical Evaluation Form must be valid through the end of the athletics season. If the date of the physical exam document on a student's WIAA Preparticipation Evaluation Form on file is older than one year, the Physical Update Form is required before the first day of practice.

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 students merely on the basis of their request. Parents and guardians must provide authorization during the enrollment/re-enrollment process for Lakeside staff to administer over-the-counter medications including but not limited to acetaminophen, ibuprofen, Benadryl, Tums, anti-diarrheal, hydrocortisone anti-itch cream, and cold and flu medications. That authorization and the activity-permission form guide the school's 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 staff members to administer the medication only after they have been instructed in the proper procedure by appropriate medical staff. 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 any 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 health care provider 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; (B) be clearly marked with the child’s name, the name and strength of the medication, the time and method of administration, the health care provider’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 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 their 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, particularly if there is a condition that may affect school performance.

IMMUNIZATION REQUIREMENTS

Immunization Forms for Students New to Lakeside

Current immunization information must be on file before a student’s first day of school. 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 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. Please deliver, mail, or email immunization forms to 14050 1st Avenue NE, Seattle, WA 98125, billing@lakesideschool.org, or fax to 206-368-3638.

Washington state vaccination requirements that must be current for all Lakeside students in 2019-2020 are as follows. See Appendix A for the 2019-2020 Vaccine Catch-Up Schedule.

Vaccine	Number of vaccine doses to be current
DTaP	5 doses within the correct timeframes
Tdap	1 if student is at least 11 years of age, within the correct timeframes
IPV or OPV	4 doses within the correct timeframes
MMR	2 doses within the correct timeframes

Hepatitis B	3 doses within the correct timeframes
Varicella (chickenpox)	2 doses within the correct timeframes or verification of past disease from healthcare provider

While not a state requirement, Lakeside's Medical Advisory Board strongly recommends that students receive Hepatitis A, Meningococcal, and HPV vaccines as well as a flu shot.

Vaccine	Number of vaccine doses to be current
Hepatitis A	2
Meningococcal	2
HPV	3 (2 if 6 months apart and first dose given before 15 years age)
Flu	1 (yearly)

COMMUNICABLE DISEASES/PANDEMICS

When 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 serves as an emergency medical consultation. Members of that group will closely monitor any developments in the potential emergence of new strains of influenza or other potential pandemics and 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, 100 percent coverage policy which is secondary to your primary medical insurance. This insurance is provided to fill-in the gaps that may exist in other insurance programs and to provide coverage where no other insurance exists. When an accident occurs, therefore, the bills for any necessary medical care must first be submitted to any other applicable insurance company, medical service plan, or pre-payment program. Any unpaid balance should be submitted, along with a copy of the other company's explanation of benefits, for processing under this insurance.

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

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. Animals are not allowed on the turf fields or the track. 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 Middle School main lobby; the Middle School gymnasium; St. Nicholas Hall lobby; Bliss Hall main floor hallway; The Paul G. Allen Athletics Center upstairs lobby, training room, and outside the PE office; and the boathouse. Selected staff and faculty will be trained in their use on adults and on children over a specified body weight.

CONCUSSIONS

While Lakeside School employees will exercise reasonable care to protect students, head injuries may still occur. Physical education teachers, coaches, and athletic trainers receive training to recognize the signs, symptoms, and behaviors consistent with a concussion. Any student exhibiting signs, symptoms, or behaviors associated with a possible concussion while participating in a school-sponsored class, cocurricular activity, or interscholastic athletic activity will be removed from the game or activity and be evaluated as soon as possible by an appropriate healthcare professional. Students will not be able to continue participation in any activity until they are cleared by a medical professional.

Lakeside's head athletics trainer, in consultation with the Middle School learning resource coordinator, manages the school's protocols for concussion. In the Upper School, the head athletics trainer will notify the student's parents or guardians and recommend appropriate monitoring. In the Middle School, the main office personnel notify the learning resources coordinator and the parents/guardians.

If a student sustains a concussion at a non-school affiliated time, the school expects the parent or guardian to report the condition to the head athletics trainer (Upper School) or the learning resources coordinator (Middle School) so that Lakeside can support the appropriate management of the condition. There will be an initial meeting for the student and head athletics trainer/learning resources coordinator for an academic assessment and the process will continue with required steps for returning to class and returning to activity. For more information, contact the head athletics trainer or the learning resources coordinator.

All accommodations in the Middle School are handled by the learning resources coordinator.

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 employees 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 both campuses.

Student Release and Transportation

Parents/guardians arriving at campus to pick up a student during an emergency, will need to complete a parent/guardian 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, the emergency response team 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 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 flashalert.net/regions/seattle-western-washington and supplies information to local radio and television stations.

Medical Care

Employees 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, or the nearest alternative if the student is participating in an off-campus school activity. For injuries or emergencies during athletic/outdoor activities, all coaches/wilderness trip leaders have first aid, CPR, and AED training.

Emergency First Aid and Illness

See Medications at School.

FIREARMS AND WEAPONS

Firearms and any other dangerous weapons as defined in Washington state [RCW 9.41.280](#) are not permitted in buildings, on the grounds, or in vehicles on either campus; in any vehicle owned by Lakeside; or at any off-campus Lakeside activity.

FOOD ALLERGIES

While the school endeavors to assist in dietary matters, it is the responsibility of parents/guardians, not of the school, to ensure that students conform to any dietary restrictions and avoid any foods to which they may be allergic. Nuts are used consistently in our kitchen and elsewhere on campus. The school expects students

with nut and other food allergies to monitor their own food choices. Parents and guardians must provide the school with accurate and timely information about students' food allergies each year when they register their students. Staff are informed of students' food allergies as needed to provide appropriate care and guidance. Students possessing Epi-Pens prescribed by a doctor are required to have a duplicate pen at school or on their person. The school also has generic Epi-Pens available in various locations. However, these Epi-Pens are not intended to replace Epi-Pens prescribed by a doctor.

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 (daytime and evening), after-school activities, athletics, drama practices, evening meetings, and other events will be canceled.

Announcements to this effect will be put on the Lion Talk phone lines (Middle School: 206-726-2870; Upper School: 206-726-2859) and will be communicated to the Public Schools Emergency Communications System (PSECS) for posting on the PSECS website (flashalert.net/regions/seattle-western-washington) 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. Absences for these reasons will be excused. 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.

SECURITY ON CAMPUS

Contracted security staff circulate 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.

HARASSMENT, DISCRIMINATION, AND SEXUAL MISCONDUCT

INTRODUCTION

Lakeside School does not discriminate on the basis of 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; gender expression; political ideology; age; honorably discharged veteran or military status; sensory, physical, or mental impairment; use of a trained guide dog or service animal by a person with a disability; genetic information; or any other legally protected characteristics or activities.

Lakeside School is committed to providing an educational environment as well as access to other benefits, programs, and activities that are free from harassment, discrimination, and retaliation. To ensure compliance with federal and state laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its educational enterprise, Lakeside School has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of harassment, discrimination, or sexual misconduct on the bases of the above listed protected classes or retaliation related to those actions. A goal of this policy is to support victims/survivors as they navigate the investigative process.

The core purpose of this policy is the prohibition of all forms of harassment, discrimination, or sexual misconduct. Sometimes discrimination takes the form of exclusion from benefits or activities and sometimes it takes the form of harassment, or, in the case of sex-based discrimination, encompasses sexual behaviors that are non-consensual or by force. These actions may take place on or off the premises of Lakeside School. However, if they impact students at the school regarding their safety or ability to obtain their education, Lakeside School reserves the right to address conduct that not only occurs on school premises or at school sponsored or affiliated activities, but also when they occur off campus and impact a Lakeside student in the pursuit of their education, or represent a health or safety issue to the school or members of the school community.

For the purposes of this policy, **consent** is defined as knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

PROHIBITED CONDUCT

Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Lakeside School's identified protected class categories. Discriminatory harassment is defined as unwelcome conduct by any member or group of the Lakeside School community on the basis of actual or perceived membership in a protected class as identified by the Lakeside School policy.

Lakeside School does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Lakeside School will act to remedy all forms of discriminatory harassment when reported, whether or not

the harassment rises to the level of creating a hostile environment, including imposing appropriate sanctions on the alleged perpetrator of the discriminatory 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. This policy applies to harassment in any context: in person, in writing, via phone or other device, online, and in any other format. 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.

Examples of prohibited harassment:

- 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.

Sexual Harassment

Sexual harassment is a specific form of discriminatory harassment, as an unlawful discriminatory practice. Lakeside School has adopted the following definition of sexual harassment in order to address the special environment of an academic community.

Sexual harassment is:

- Unwelcome.
- Sexual, sex-based, and/or gender-based.
- Verbal, written, online, and/or physical conduct.

Hostile environment sexual harassment is:

- Severe and/or
- Persistent and/or
- Pervasive, AND
- Objectively offensive, such that it unreasonably interferes with, denies, or limits the ability to participate in or benefit from Lakeside School's educational or employment opportunities or other benefits or activities.

Quid Pro Quo Sexual Harassment is:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another when submission to such

conduct is made either explicitly or implicitly a term or condition of an individual's work or educational development or performance.

Non-Consensual Sexual Contact

Any intentional sexual touching, however slight, with any object by one person upon another person that is without consent or done by force.

Non-Consensual Sexual Intercourse

Any sexual intercourse, however slight, with any object by a person upon another person that is without consent or done by force.

- **Sexual intercourse includes** genital penetration by a penis, tongue, finger, or mouth to genital contact.
- **If consent is not clearly provided** prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.
- **For consent to be valid**, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.
- **Consent can also be withdrawn** once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.
- **Incapacitation.** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious for any reason, including by alcohol or other drugs. A person violates this policy if they engage in sexual activity with someone they know to be, or should know to be, physically or mentally incapacitated.

Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another person for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism, such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person being observed.
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity by all parties involved in the activities.
- Disseminating sexual pictures without the photographed person's consent, even if that person originally provided the sexual picture to a single individual.
- Administering alcohol or drugs to another person without their knowledge or consent.
- Exposing one's genitals in non-consensual circumstances, including unwelcome sexting.

Stalking

Repetitive and menacing pursuit, following another, harassing and/or interfering with the peace and/or safety of another.

Retaliation

Retaliation is any materially adverse action taken against a person because of that person's participation in a protected activity such as reporting an alleged violation of this policy, or participating as a witness or assisting in providing information relevant to an investigation.

Physical/Sexual Abuse and Negligence

Physical/sexual abuse and negligence include physical injury (including bruising); sexual abuse or crimes (molestation, rape, statutory rape, exploitation); cruel/inhumane treatment; and persistent neglect.

Sexual Abuse - Statutory Issues

Statutes in this area change with some frequency. A school's role is not to verify but to report reasonable suspicions; Child Protective Services and law enforcement are 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 a person has, or knowingly causes a person under age 18 to have, sexual contact with another who is under age 12 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.

COMPLAINT PROCEDURE

Any student or employee who feels that they have 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 assistant director (if a student) or human resources (adults). If the student or employee is not comfortable reporting the matter to the division assistant director or human resources, they should report the matter to another member of the administration.

The appropriate division assistant 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.

REPORTING

The appropriate division director provides the oversight of the implementation of this policy and has the primary responsibility for coordinating Lakeside School's efforts related to the investigation, resolution, and implementation of corrective measures and the ongoing monitoring to stop, remediate and prevent harassment, discrimination and retaliation under this policy. The appropriate division director acts with independence and represents the integrity of the process and oversees all investigations under this policy.

Reporting Allegations of Potential Violations of this Policy

Allegations of potential violations of this policy or inquiries regarding this policy and the accompanying procedures may be made to:

- Upper School Assistant Director Betty Benson. Bliss 216. USstudentexp@lakesideschool.org. 206-440-2968.
- Middle School Assistant Director Robert Blackwell. Room 160. MSassistantdirector@lakesideschool.org. 206-440-2856.

Mandated Reporting to Child Protective Services (CPS)

Each adult employed by the school is a mandated reporter. Any school official or employee who has reasonable cause to know or suspect that a child under age 18 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, is legally required to inform Child Protective Services (CPS). 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.

CPS Reporting Protocol

Once a school official has been put on notice of an allegation of a violation of this policy the school official should:

- Take notes of the information the student is sharing.
- Let the student know that the information they shared with you has activated your duty as a mandatory reporter and you will be taking the following actions: notifying a counselor; and notifying the appropriate division assistant director.

CPS Reporting Implementation Practices

Employees should report any incident to the appropriate division assistant 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 appropriate division director is to be immediately notified.

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

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 director of student and family support.

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

RESOLUTION PROCESS

Behavioral issues that fall under this policy will be addressed in the following manner.

When Lakeside School is put on notice by a student, an employee, or by a third party of an allegation of a violation of this policy by another member of the Lakeside community, the appropriate division assistant director will immediately commence a preliminary investigation. This preliminary investigation is to determine the level of potential harm to the recipient of the unwelcome or unwanted conduct as well as to other members of the Lakeside School community.

The division assistant director will take immediate and appropriate action to stop the reported behavior if there is a risk of it continuing, and to provide assistance and support to the individual alleged to have been harmed. These interim actions may include implementation of a no-contact order; referral to counseling or medical support; academic assistance; necessary safety measures; and may involve an interim suspension of the employee or student from the school grounds. Employees will be paid during any administrative leave imposed and students will be provided with off-premises academic resources to enable the student to maintain academic progress while away from school premises.

Students placed on an interim suspension, based upon the severity of the allegation or the risk posed by the student's continued presence during the investigation, will be sent classwork to continue their learning during the interim suspension. The student may complete course work during the period of the investigation and interim suspension but may not attend school events on or off campus; may not participate in athletics practices or arts productions; and may not participate in outdoor or Global Service Learning trips. The appropriate division assistant director will be the point of contact for the student and the student's parents/guardians during the period of the interim suspension.

Following the preliminary review of the facts presented, the division assistant director will determine if the allegations would fall under this policy. If not, the matter will be referred to the Upper School Judicial

Committee or the Middle School Discipline Council for appropriate action. If the allegations do fall under this policy, the division assistant director will either engage in an informal/education-based resolution between the parties or refer the case to an investigator.

The assigned investigator will conduct a thorough, reliable, prompt, fair, and impartial investigation of the allegations; make a recommendation for a finding; and develop a report detailing the evidence and the analysis of the evidence. The investigator will present this report to division assistant director, division director, and head of school, who may accept or modify the recommendation of the investigator.

If it is determined that an individual has violated the above policies, the school will take prompt and 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.

In addition to educational components, sanctions for violation of this policy may include:

- Written warning.
- Probation for a specific period of time. Probation will have conditions placed as a part of the probation that may include specific no-contact directives; limitation on attendance at school events; limitations on participation in school athletics, social or other school-sponsored activities; restitution; letter of apology.
- Suspension for a specified period of time.
- Expulsion. (See also Expulsion Policy).

Students who withdraw from Lakeside School during an investigation of allegations of this policy will have a notation placed on their academic transcript that they withdrew from the school pending resolution of allegation of a violation of Lakeside School's harassment, discrimination, and sexual misconduct policy. This notation will remain until there is a resolution of the allegations. If the student fails to continue to participate in the investigation process following their withdrawal, the investigator will gather all relevant evidence and will make a recommendation for a finding based on the evidence available. Lakeside School will make a final determination regarding if this policy has been violated and that decision will be noted in the student's records.

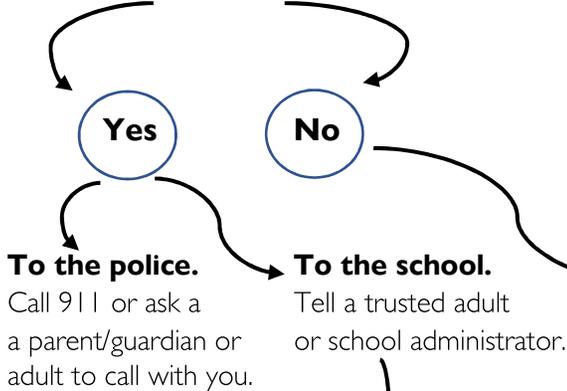
Once a disciplinary matter has been referred to an investigator the allegation will be fully investigated to a final conclusion, even if the student has withdrawn during the investigation. A withdrawal during this time will be considered a "withdrawal not in good standing." Additionally, the school will notify other schools that a student withdrew during an investigation.

RESPONSE TO ABUSE, HARASSMENT & SEXUAL MISCONDUCT

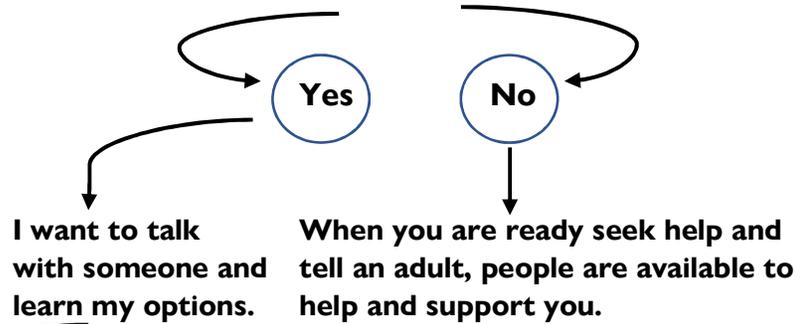
LAKESIDE UPPER SCHOOL

I am being harassed, stalked, have experienced relationship violence, was touched in a way I did not want, was sexually abused or assaulted, and...

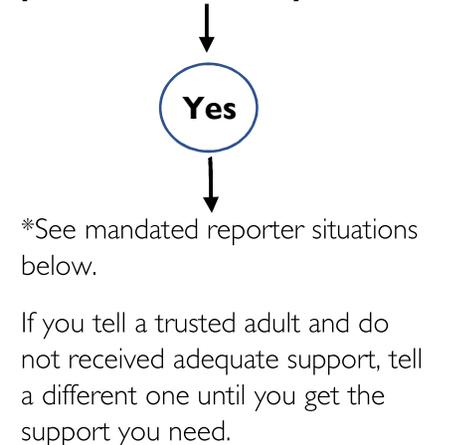
... I want to report the incident.



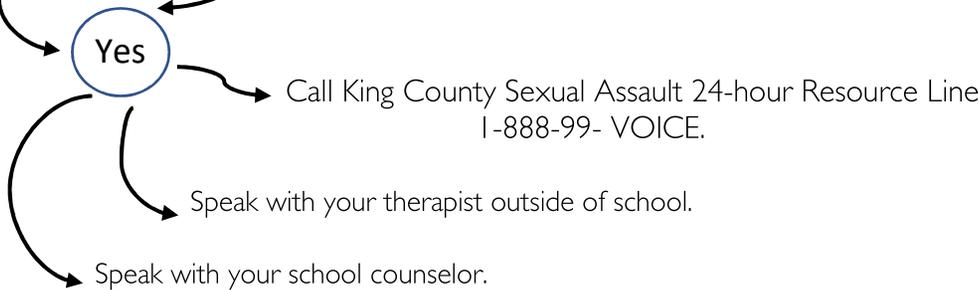
... I am not sure what I want to do but I would like to talk to someone.



... the abuse was by a parent, household member, relative, teacher, caregiver, or adult in position of authority.



Regardless of whether you report to Lakeside or directly to police, an investigation may be initiated by the school or by the police. Parents/guardians or caregivers will likely be involved during the process.



Sexual assault and sexual abuse include any type of sexual behavior that occurs without your explicit consent. It includes unwanted sexual activity using force or threats; taking advantage of someone unable to give consent because of age or mental capacity; and allowing or encouraging a child to engage in pornography.

***Mandated Reporter Situations & Exceptions to Confidentiality:** Washington state law requires that any school official or employee who has reasonable cause to know or suspect that a student has been subjected to physical or sexual abuse or neglect, or who has observed the student being subjected to circumstances or conditions that would reasonably result in physical or sexual abuse or neglect, is required to report knowledge of or a reasonable suspicion of abuse inflicted upon a student. If you or someone else are at serious risk of harm, a counselor or otherwise confidential listener will be required to break confidence to keep you or others safe. Your identity will be kept private whenever possible.

Important Phone Numbers

Local Police: 911
King County Sexual Assault Resource Line: 1-88-99-VOICE (888-998-6423)

Washington Child Protective Services: 1-866-ENDHARM (866-363-4276)
Lakeside School counselor: 206-440-2928 and 206-440-2749

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 aspects 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.

DIVISION DIRECTORS

The Middle School director is responsible for the overall management of the Middle School division, including faculty, staff, hiring, and curriculum. The Middle School assistant director oversees student issues, including student support, discipline, student activities and clubs, service learning and grade-level coordinators.

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.

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 registrar's office. Services available through these offices include appointments with administrators, emergency messages for students, lost and found, trip permission slips, and all general inquiries. Visitors to Upper School campus must check in and out at the main office.

Middle School Main Office

The main office of the Middle School is located at the east end of the building. Services available include general reception, attendance, appointments with administrators, first aid, illness, messages for students, trip permission slips, and all general inquiries. Visitors to the Middle School campus must check in and out at the main office.

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.

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 "update family information" at the right of the page.

NEWS AND ANNOUNCEMENTS

The parents and guardians webpage at 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 will send 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.

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.

DIRECTORY

The password protected Veracross online directory is the best place to find up-to-date and accurate information about members of the Lakeside community, including students, families, faculty, and staff. Additionally, Lakeside publishes a directory with family and employee contact information which is distributed at the beginning of the school year.

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

The online calendar on Lakeside's website (lakesideschool.org/calendar) is the best and most current source for information about school events and activities. A preliminary overview calendar is available to families starting in the spring of each year; the final overview calendar is published in the summer.

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 contact the student's advisor. If the matter needs to be pursued further, please contact the Middle School director or assistant director or Upper School assistant directors.

The expectation is that communications to Lakeside teachers and administrators will be responded to within 24 hours, during the school year and workweek.

COMMUNICATION ETIQUETTE

Lakeside School values respectful communication with parents and guardians. Disagreement and constructive feedback are welcome, but only when approached respectfully. All communications from parents and guardians should meet the Statement of Community Expectations.

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 re-enrollment 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. Students 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 or someone designated by the communications director.

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 their 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

All Upper School student fundraising initiatives need to be approved by Student Government, the faculty or staff member most closely associated with the student initiative, and the director of development. 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). No student fundraising is allowed in the Middle School.

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, potential donors may pursue the purchase and donation of equipment/supplies or the funding of desired staffing or program support provided they adhere 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.
- Parents/guardians may not solicit funds from other parents/guardians in order to procure a ROAR auction event or experience.
- 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, budget planning, 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, and the rental policy is implemented by the facilities assistant. 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 and requires a separate catering contract.

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.

Upper School

Lockers are available in various places on campus; students may sign up for one on the clipboard 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 the student's 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 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 lost and found sites are in the Upper School attendance office, Wright Community Center, The Paul G. Allen Athletics Center, 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). Food charges (minus applicable financial aid) are invoiced to the Veracross household statement on a monthly basis. Failure to pay these charges within two weeks of the due date will result in the food account being turned off, requiring all future food charges to be made with 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 the parents and guardians webpage of Lakeside's website (lakesideschool.org/parentsguardians).

Lakeside strives to serve food that promotes healthy eating habits and provides sound nutrition for young people. We are not a nut-free campus. We offer vegetarian options and food is labeled to help students navigate food allergies. (See also Food Allergies under Safety.)

Middle School

The kitchen/dining room opens on school days at 7:30 a.m., offering hot and cold breakfast items. It is open during both lunch periods and after school until 3:30 p.m.

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.

OVERNIGHT ACTIVITIES AND OFF CAMPUS TRIPS

On overnight trips where students are sleeping in groups in tents, hotel rooms, cabins, homestays, etc. students will be separated by gender, to the extent possible. Any students known to be romantically involved, regardless of their gender, may not share accommodations.

Lakeside will make every effort to ensure the safety and comfort of transgender and gender nonconforming students, with the goals of maximizing the student's social interaction and equal opportunity for participation and minimizing 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 or gender nonconforming and who has a need or desire

for increased privacy will be provided with reasonable sleeping arrangements. To the extent possible, students are asked to work to arrange sleeping arrangements in advance with the administrator overseeing the program.

Students may also request accommodations for religious observations.

RELIGION

Lakeside School is interested in and open to the exploration and discussion of ideas, beliefs, and values that are in keeping with the school's mission and Statement of Community Expectations. The school does not endorse any particular religious faith but respects equally its community of students and adults who observe any of the world's religious traditions, as well as those who do not observe. The school's fundamental expectation of respect and 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 any religious faith but may include non-sectarian 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 any outside sectarian religious groups or permit the promotion of sectarian religious beliefs as part of any school-sponsored activities; but it does allow sectarian student groups to meet on school grounds, including during the school day, to discuss their religious beliefs and the application of those beliefs in their lives. These groups can take the form of a club (Middle School) or an affinity group (Upper School) and, like all student groups, will be advised by an adult employee on campus.

LAKESIDE SPONSORSHIP POLICY

Activities and events sponsorship

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 "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.

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, coaches, and administrators will act accordingly.

Taking students off campus for a Lakeside-sponsored activity

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 occur only in unforeseen situations where the welfare of the student is 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, faculty, coaches, and/or advisors. In such cases parents/guardians will need to have prior clearance through the Washington State Patrol background-check process. The employee inviting the parent/guardian is responsible for contacting human resources so the background-check process can be initiated well in advance of the trip or event.

Events and activities not sponsored by Lakeside

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 events or activities not sanctioned by Lakeside, parents/guardians will receive an email (families not using email, a letter) reminding them not to use the school name and informing them that Lakeside liability insurance does not cover any non-school-sponsored activity.

No Lakeside School funds or resources (buildings, mailboxes, email lists, and copy machines) are to be used in planning and communicating about events not sponsored by Lakeside. Lakeside liability insurance does not cover any event or activity not sponsored by the school.

TECHNOLOGY

Lakeside's technological resources are dedicated to further the school's mission and to serve the educational pursuits of its students. Students using Lakeside's technology services are expected to behave in accordance with the Statement of Community Expectations. Students are expected to act in ways that show consideration and respect for other people and enhance an open atmosphere of trust, both offline and online.

1:1 LAPTOP PROGRAM FOR STUDENTS

Lakeside School has a 1:1 laptop program. Students in grades 5 and 6 have access to a school-owned tablet PC. 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 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. Families who choose not to purchase through Lakeside are required to have virus protection software installed on the student laptop(s).

ACCESSING STUDENTS' ACADEMIC INFORMATION ONLINE

Lakeside families can use our integrated online system, Veracross, 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.

COMPUTER USER AGREEMENT

The use of Lakeside's technology services – tech support, network access, email accounts, storage services, software subscriptions and all other school-owned computer resources – is a privilege, not a right. This privilege may be revoked at any time for abusive conduct, or failure to abide by the school's expectations and/or responsible usage listed below.

General Expectations

- Technology services supports Lakeside email accounts, software and services, and onsite network access primarily for school-related work.
- Any user of Lakeside's electronic communications resources is expected to respect the person and privacy of others.
- The configuration of school-issued computers (operating system, security settings and software applications) may not be altered.
- Using the Lakeside computer network to exchange or store pirated software, unlawful information, or other unauthorized copyright-protected material (i.e. music, multimedia) in any file format is strictly prohibited.
- Students are expected to maintain the integrity of their computing devices so as not to bring viruses, malware or spyware to school. Unprotected and infected devices are forbidden to connect to the school network and, when detected, will be disconnected from the network until resolved.
- The Lakeside network is a private, secured network. Lakeside reserves the right to monitor all network traffic.

Routine User Responsibilities

- Check email and online coursework regularly, preferably once each school day. Respond to messages within 24 hours, if possible.
- Create strong passwords, keep them confidential, and change annually. The required password complexity standard for Lakeside devices and services is: 11 character minimum, and 3 out of 4 of the following – lower case letter, upper case letter, number and symbol (e.g.@ # \$ % ^)

- Restart computing devices daily to allow for updates of operating systems and anti-virus, spyware and malware detection software and services.
- Search responsibly. Lakeside filters access to the Internet based on content. However, there is no guarantee that all inappropriate content will be blocked. Therefore, students accept the important responsibility to visit only sites on the internet that are in furtherance of academic assignments, projects, or goals while at school.
- Agree to avoid, download, or share digital content that promotes pornography; that contains explicit sexual content; that advocates violence, racism, religious persecution, or any forms of discrimination; that provides access to illegal or unlicensed content or activities; or that is explicitly designed to circumvent Lakeside network filtering services (e.g. peer-to-peer and virtual private networks). Some exceptions to this responsibility may be possible in the context of an academic assignment under the supervision of a faculty member.

Personal Computer Users

Students using a personal computer (not purchased through Lakeside) accept responsibility for maintaining its functionality and reliability including arranging for all repairs and loaners, as needed, and for maintaining a current anti-virus and malware protection service. Laptops or tablet PCs must meet the minimum specifications detailed in the laptop ordering information form provided by the business office.

COPPA COMPLIANCE

In the course of their studies and research, students at Lakeside School use an array of web-based services. Many of these sites are separate entities and not operated by the school. Some examples include: Code Academy; Code.org; Google Drive; OneNote; PowerSchool; Quizlet; Scratch; WeVideo.

In order to comply with the Children's Online Privacy Protection Act (COPPA), Lakeside school-sanctioned websites must provide parental notification and obtain parental consent before collecting personal information from young people. You can find more information on COPPA here:

<http://www.business.ftc.gov/documents/0493-Complying-with-COPPA-Frequently-Asked-Questions>

While the most restrictive COPPA regulations apply to children 13 years old and younger, we are strongly interested in protecting the privacy of all of our students.

The law permits schools to consent to the collection of personal information on behalf of all of its students, eliminating the need for individual parent/guardians to log in to each school-sanctioned website used by your student to give your consent and create accounts on behalf of your child.

TRANSPORTATION

Lakeside tuition does not include transportation to and from school. Transportation options to and from school for students include Lakeside's Metro custom bus program; other public transportation options; and carpools. Students also walk, bike, and drive. More information can be found on the Lakeside transportation webpage at lakesideschool.org/about-us/transportation.

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 that our students can use traveling to and from school.

The Metro custom bus program is designed for students who use the bus getting to and from school on a regular basis. Lakeside school does not offer a program for occasional riders. Passes are nontransferable and non-refundable.

The custom bus routes are commuter-style, running on major arterials with occasional stops and serving the greatest number of families in the shortest amount of time. Families generally drive or carpool to the bus stops.

Bus service options include the full year or a half year (September-January or January-June). Families may sign up for up to three routes from eight morning routes, seven afternoon routes and two evening activity buses. Available routes and stops can change from year to year.

In August, students enrolled in the program for the full-year or fall receive their special ORCA card, loaded with an ORCA Passport pass, along with additional information about taking the bus. Cards for students enrolled for spring service only are sent to families in late December.

Families can choose to pay the full amount (billed in August) or be billed monthly, beginning in August or January. Cards are nontransferable and nonrefundable. 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.

Contact the business office, 206-368-3610, to report a lost pass, request a replacement and for any questions about signing up for the Metro custom bus program. A lost card fee of \$50 will be charged to the student's account for each replaced pass. Custom bus billing concerns should be directed to 206-440-2763 and the Lakeside custom bus line 206-440-2801 is available for questions about bus service, routes and schedules.

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: 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 kingcounty.gov/depts/transportation/metro/contact-us.aspx. Metro measures their response by the number of complaints it receives. Families are automatically signed up to receive text alerts about known bus delays as part of the custom bus registration process. Families can also sign up for Metro Alerts at kingcounty.gov/depts/transportation/metro/alerts-updates/signup.aspx

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 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

Do not use 1st Avenue Northeast or other adjacent streets for student pickup or drop-off. At the Middle School, please use the loop located off Northeast 137th for pickup and drop-off, or the loop located at the end of the parking lot on the southwest corner of the campus (off of 135th). 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

- 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 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: laptops and software; food service; custom bus program; private

music lessons; certain field trips, outdoor trips, and GSL trips; Advanced Placement tests; tutoring; student-initiated fundraising; 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.

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 20 programs and committees and over 80 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 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 email newsletter, Pawprint, to learn about PGA events, resources, and volunteer opportunities.
- Click on the "Get involved" button on the Parents and Guardians Association webpage (lakesideschool.org/parentsguardians/pga) to find current volunteer opportunities.
- 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 two 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, gap care, and sponsors receptions at Music in the City and Arts Fest.

All-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.

Parents and Guardians Education Committee

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

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.

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.

Roundtable Discussions

Each class holds at least one evening meeting 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.

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. It 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 snacks on service learning days, and volunteer at dances. Upper School parents and guardians coordinate two student "fizzes" (quick, informal socials) per year and provide assistance for social activities, as requested.

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 (ROAR auction and Rummage Sale) 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 Sale by helping organize the events, volunteering during events, donating or procuring items, attending the events, or making a monetary contribution. (See Fundraising policies above.)

The PGA distributes its funds as recommended by its allocations committee, composed of the executive committee (PGA officers), a ROAR chair, and a Rummage chair. 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: 2019-2020 VACCINE CATCH-UP SCHEDULE

Vaccine	Minimum number 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 (2)	Administer the 3-dose series to those not previously vaccinated. (If adult formulation Recombivax HB used between 11-15 years, 2 doses 4 months apart.)
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> <ul style="list-style-type: none"> Administer MCV4 at age 13 through 18 years if patient is not previously vaccinated. 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>If the first dose is administered at age 16 years or older, a booster dose is not needed.</p>
HPV	2-3	Administer 2 doses on a schedule of 0 and 6 months starting as early as 9 years of age if the first dose is given before 15 years, OR 3 doses on a schedule of 0, 1-2, and 6 months if not started until 15 years or older