

# LAKE HIGHLAND PREPARATORY SCHOOL

2025-26

Middle & Upper School Student Handbook



Central Florida's School of Opportunity

## 2025-26 Middle & Upper School Student Handbook

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### MISSION STATEMENT

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

### HONOR CODE

Each Highlander is a unique child of God, whose actions are based upon these fundamental beliefs:

A Highlander's word is the truth.

A Highlander's work is completely his or her own.

A Highlander respects the rights, feelings, and property of others.

### BIBLE VERSE FOR 2025-26 SCHOOL YEAR

I can do all things through Him who gives me strength. Philippians 4:13

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### ACCREDITED BY

Florida Council of Independent Schools  
Southern Association of Independent Schools  
Cognia

### MEMBER OF

National Association of Independent Schools

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### QUESTIONS?

For questions about any guidelines in this handbook, please contact your child's Division Dean of Students.

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## LAKE HIGHLAND PREPARATORY SCHOOL

### Covenant with the Community

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- |   |                |
|---|----------------|
| <input checked="" type="checkbox"/> Mission Statement and Honor Code                              | _____ Initials |
| <input checked="" type="checkbox"/> Partnership with Parents to Cultivate Intellect and Character | _____ Initials |
| <input checked="" type="checkbox"/> Student Handbook  | _____ Initials |
- 

#### Student Pledge:

I, \_\_\_\_\_, have read and pledge to abide by the following  
Lake Highland Preparatory School policies:

_____	_____	_____	_____
Grade	Student's Printed Name	Student's Signature	Date

#### Parent Pledge:

I have also read the policies and handbook and pledge my family's support.

_____	_____	_____
Parent's Printed Name	Parent's Signature	Date

## Mission Statement

Within an atmosphere of love, concern, and mutual respect, Lake Highland Preparatory School is committed to instilling Christian values, inspiring patriotism, developing leaders, and preparing students for college and lifelong learning through academically challenging programs and affirming competitive experiences.

## Highlander Honor Code

Each Highlander is a unique child of God  
whose actions are based upon these fundamental beliefs:

A Highlander's word is the truth.

A Highlander's work is completely his or her own.

A Highlander respects the rights, feelings and property of others.

## Partnership with Parents to Cultivate Intellect and Character

### WHAT YOU CAN EXPECT FROM LAKE HIGHLAND:

- To fulfill the school's mission
- To recognize that parents are motivated by the purest of motives: Love for their child
- To communicate honestly and frequently
- To hold each student to high standards of behavior on and off campus
- To be good stewards of the school's financial resources

### WHAT LAKE HIGHLAND EXPECTS FROM YOU:

- To support the school's mission and Honor Code.
- To understand the school's employees love for each student
- To communicate first with the teacher, coach, or staff member involved when an issue arises
- To support the school in disciplinary decisions and implementation.
- To support the school by giving time, talent, and contributions as you are able.

# Academics

## Grading

At Lake Highland Preparatory School, grades are reported electronically each nine weeks. A student's high school transcript reflects semester grades only. Grades are not weighted in the Middle School unless a student is enrolled in a high-school level course. Parents and students are encouraged to review grades. They are available on Canvas at all times.

## Progress Reports

Parents/guardians can access their child's grades at regular intervals throughout the grading period via Canvas. Keep in mind when reviewing the grades that only semester grades are reported on transcripts. Final quarter and semester grades can be seen on Canvas or PowerSchool.

## Upper School Semester Grades

Upper School semester grades in core academic classes will be computed using the following calculation:

Quarter 1 grade = 40%

Quarter 2 grade = 40%

Quarter 3 grade = 40%

Quarter 4 grade = 40%

Semester 1 Exam grade = 20%

Semester 2 Exam grade = 20%

Only semester grades appear on the high school transcript. Classes without a semester exam will have a semester grade weighted equally between the two academic quarters (i.e., Quarter 1 grade = 50%, Quarter 2 grade = 50% OR Quarter 3 grade = 50%, Quarter 4 grade = 50%).

## Middle School Semester Grades

Middle School semester grades in core academic classes will be computed using the following calculation:

\*High School credit courses are calculated using the Upper School grade calculations instead of the Middle School grade calculations.

Quarter 1 grade = 45%

Quarter 2 grade = 45%

Quarter 3 grade = 45%

Quarter 4 grade = 45%

Semester 1 Exam grade = 10%

Semester 2 Exam grade = 10%

Only semester grades appear on Middle School grade reports and the high school transcript (for high school credit courses only).

## Academic Probation

Students in grades 6-12 who earn a grade of D or F in a course or do not meet the minimum GPA expectation of 2.5 at the end of a semester will be placed on Academic Probation. Students on Academic Probation are in danger of being asked to withdraw from Lake Highland Preparatory School and are not in good standing for acceptance into a four-year college.

### Requirements During Academic Probation

Students on Academic Probation will be required to:

- Attend a meeting with the parent and counselor at the beginning of the Academic Probation term.
- Meet with LHPS counselor regularly to review grades, discuss current academic standing, and develop an academic plan for improvement.
- Follow a plan that may include a strategic scaling-back of the student's involvement in co-curricular activities. The counselor will collaborate with activity leaders to determine what is most appropriate for the student.
- The student and their parent(s) will seek regular academic support, either at or outside of LHPS. This support may include help from teachers, the Edison Learning Specialist, tutoring through the ALL, or a hired tutor contracted by the family.

### Criteria for Removal from Academic Probation

Students may be removed from Academic Probation once they meet or exceed a 2.5 GPA and have no D or F grades at the end of a semester. Final determination will be made in consultation with the LHPS counselor and divisional administration.

### Conditions for Withdrawal

If a student fails to meet the terms of their Academic Probation for **two consecutive semesters** or for a **total of three semesters** at any point during their enrollment, the student may be **asked to withdraw** from Lake Highland Preparatory School. This determination will be made by the divisional administration in consultation with the counselor and other appropriate school personnel.

## Grading Scale

Lake Highland does not rank students numerically. Honors and Advanced Placement courses are weighted .5 and 1 point respectively when a grade of C- or better is achieved.

### Grading Scale:

A+ = 97 – 100	A = 93 – 96	A- = 90 – 92
B+ = 87 – 89	B = 83 – 86	B- = 80 – 82
C+ = 77 – 79	C = 73 – 76	C- = 70 – 72
D = 65 – 69	F = Below 65	
P = Pass	0 = No Numeric Grade Given	
WP = Withdraw Pass		
WF = Withdraw Fail		
NC = No Credit		

## GPA Minimums

A high school GPA below 2.5 weighted is not considered adequate for college preparation. A cumulative GPA of 2.5 is required for graduation from LHPS.

## Middle School/Upper School Grading Policy

- Teachers will explain their grading procedure at the beginning of each school year or semester course.
- Classwork, homework, projects, and test dates are posted on Canvas.
  - Major Papers and Projects

<u>Turned In</u>	<u>Percentage deducted from Assignment</u>
One school day late	10%
Two school days late	20%
Three school days late	30%
Four school days late	40%
Five school days late	50%
More than five school days late	No credit given

- NOTE:** In Upper School, a day is defined as a school day, not a day that a specific class meets.
- NOTE:** In circumstances of prolonged absences, an individual plan for submitting assignments will be made and the policy can be adjusted accordingly.

- Daily Homework or Classwork: Teachers are not expected to provide credit for late homework or classwork assignments. Students are expected to adhere to each teacher's individual grading policies.

- Grading shall normally include tests, quizzes, papers, projects, classwork, and homework.



4. Quarter grades, semester grades, and semester exam grades cannot exceed 100%.
5. Extra Credit – At times students will ask for extra credit assignments when grades are low in order to improve their grades. Extra work is not permitted for the purpose of improving grades. A teacher may decide to allow students to repeat an assignment in a different format. A teacher may also individualize a previous assignment in order to improve skills and/or to replace a low grade. However, this will not be used as a last-minute effort to salvage a low grade.
6. Middle School Extra Credit Policy:

Extra Credit will be provided at the teacher's discretion. Each course will offer the same opportunity for students, in all sections, to earn additional credit. Extra credit opportunities will follow the parameters listed:

- Points awarded will not exceed 5% of the total points in that quarter.
- Opportunities must pertain to the specific content/skills within the curriculum.
- Students must have completed all assigned work prior to submitting an extra credit opportunity.
- When offered, extra credit opportunities must be submitted by the due date set by the teacher.

### **Middle School/Upper School Homework Policy**

At Lake Highland Preparatory School, homework is designed to help our students achieve at the high academic level necessary for college preparation. Schoolwork done at home provides training in study habits, skills, and discipline; it increases background knowledge and conceptual understandings, and it provides experiences in problem solving and self-monitoring. A respectful balance between family and community obligations and homework is desired while achieving the overall goal of college preparation.

As students grow and mature, their capacity to reap benefits from homework increases; therefore, each of our LHPS school divisions has graduating expectations with regard to student responsibilities for homework. Concurrently, as student responsibility and awareness of learning needs increase, parent involvement in homework should decrease.

- Upper School Students should plan on approximately 30 minutes per course, per night for core courses with occasional work in non-core courses.
- Middle School Students should plan on approximately 20 minutes per course, per night for core courses with occasional work in non-core courses.
- Students should work independently of parents and rely on parents only for minor advice, direction, or study skills acquisition if necessary. It is important that students are given the latitude to “learn how they learn” before going off to college.
- Students heavily involved in co-curricular activities are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give an extension, but daily contests and practice must be planned for ahead of time.
- Students in Honors and Advanced Placement (AP) courses should expect a greater amount of outside reading and study as some of these courses are college-level courses with college-level writing and reading demands.

## Middle School/Upper School Testing Policy

1. Homework, reading assignments, class assignments, handouts, and notes constitute adequate material for test preparation. Whether or not a test review is given is left to the discretion of the classroom teacher. **It is the student's responsibility to acquire any material missed and to maintain this material for test preparation.**
2. Students **are not excused from a scheduled test** if they should happen to miss a review or the day prior to a previously announced test unless approved by the Dean of Students with a pre-arranged absence.
3. When a student is unexpectedly absent on the day of a scheduled test, the student is expected to email the teacher to set a date and time to make up the test. If the student is only absent on the test day, the student is expected to make up the test on the first day of their return. Upper School students should expect to make up tests during AM/PM PRIME Time, during a free period, or during Lunch/Study. A 10% per day late penalty may apply to students not adhering to this policy.
4. Whenever possible, students with pre-arranged absences should plan to take scheduled tests prior to their absence.

## Semester Examinations

Upper and Middle School students take semester examinations in all core academic subjects, including AP courses. These exams are summative in nature and comprehensively cover all the facts, skills, and concepts covered during the semester. Students **must** take exams during the appointed test period. Family vacations should be planned to begin after exams have finished. **Students are not permitted to rearrange their exam schedule.**

Second semester AP students may exempt their second semester course examination with an 80% or above average in both the third and fourth quarter. Seniors in second semester AP courses may exempt their second semester LHPS exam with a 70% or above average in both the third and fourth quarter. All AP students are expected to take their AP College Board exam.

## Senior Examinations: Second Semester

All seniors are provisionally exempted from second semester Lake Highland exams, including second semester exams in AP classes (not including the College Board AP exam). Only those seniors who earn grades of D or F for the third or fourth quarter will be required to take the semester exam in those classes. **The exams will be administered at the same time as underclassman exams, even if exams are administered after graduation.** Diplomas and final transcripts will be held until the semester exam has been successfully completed.

**Note to AP students:** The above exam exemption pertains to the LHPS course exam, not the required College Board Advanced Placement exam. Students in AP classes are required to take the AP exam. The cost of the exam will be billed to the student's account.

## Grade Forgiveness Policy

Students who receive a semester grade of D or F in an LHPs class may retake the class to improve their grade. When both the original course and the course retake are taken at Lake Highland, the new grade will replace the previous grade on the transcript. The grade earned originally will appear as an "R" for "Replacement," and the new grade will be displayed separately. Only the new grade will count towards a student's cumulative GPA. Students seeking to replace a D or F must retake the semester within one year of receiving the original grade.

This policy only applies to grades D or F and only applies to classes taken at LHPs. For courses taken outside of LHPs, including, but not limited to, FLVS and UF Dual Enrollment classes, the initial grade cannot be removed from the transcript.

Course retakes must be approved by LHPs administration and must be taken at Lake Highland.

Students who receive a D or below in Algebra I are required to retake the course.

## GPA Computations

Students at Lake Highland Preparatory School are graded on an alpha/numerical 4.0 scale. With the exception of KILTs, Student Assistant, Leadership, and Athletics, any student in any course may earn the full range of grades from A through F. Students' grade point averages are computed according to the following scale:

A	4 Quality Points
B	3 Quality Points
C	2 Quality Points
D	1 Quality Point
F	0 Quality Points

For earned grades C- and above, Honors classes receive an additional half point of weight, and AP courses receive an additional full point of weight. For example, earning an A in an AP course would equate to a 5.0, earning an A in an Honors course would equate to a 4.5, and earning an A in a Non-Honors course would equate to a 4.0.

## Course Selection & Registration

## Academic & Graduation Requirements

Please refer to the Middle School and Upper School Curriculum Guides located on the Lake Highland website. The Curriculum Guides include academic and graduation requirements.

## Scheduling Classes

All students in grades nine through twelve are expected to be enrolled in a minimum of five courses each semester (six is typical). All students in seventh and eighth grade are expected to enroll in a minimum of seven academic classes each semester. Be aware that the master schedule may vary from year to year; course availability is subject to student need and teacher availability. There are inevitable schedule conflicts, and a student may have to make choices between elective courses. Every effort is made to assure that each student will have the opportunity to take the desired courses as well as those required.

## Drop/Add

A student may be allowed, for academic purposes, to drop or add courses provided space is available. Students who drop a course during the Drop/Add period do so without the penalty of the grade transferring.

- If a student drops a course during the Drop/Add period, the grade does not transfer, but the student is responsible for the content in the new class.
  - The dates for the Drop/Add period for a semester course and for a yearlong course are posted on the Canvas Student Hub each year.
- Courses dropped after the Drop/Add period should be very few and require much consideration.
  - The student/counselor/parent/administrator must all be involved in this decision.
    - A Drop/Add form must be signed by the student and parent.
  - For a level drop, the grade transfers as a % based on the total number of all points available in the new class.
  - The student must understand that he/she will still be held responsible for all the content because it will show up on future tests and the semester exam. However, make-up work/assessments will not be counted towards the grades in the new course.
  - The teacher will not be responsible for re-teaching material to a student who enters after the Drop/Add period. It is recommended that extra help is secured by the family until the student is caught up.
- Courses dropped after the Drop/Add period and prior to the quarter's end are not recorded on the transcript.

## Course Withdrawal Policy

Courses dropped after the end of the academic quarter will be recorded on the student's transcript as **Withdrawal Passing (WP)** or **Withdrawal Failing (WF)**, depending on the student's performance in the course at the time of withdrawal. This policy **applies only to courses that are fully dropped and not replaced with another course.**

**Note:** This policy may not apply to level changes (e.g., from an Honors to a College Prep section of the same course), as those changes are governed by the school's **Transfer Grade Policy**, and in such cases, no WP or WF designation may appear on the transcript.

## Advanced Placement

All students enrolled in AP classes are pre-registered for the national AP exams. Exams are billed to each student's LHPs account during the first semester of the school year. Students can access AP exam results via the College Board website during the summer. Students must take each exam on the day and time set by College Board. Any unusual circumstances conflicting with AP exams that would require an alternate test date must be pre-arranged through the AP Coordinator. Questions regarding AP exams can be answered by your AP teacher or Angela Camacho, Upper School Testing Coordinator (ext. 3235). Visit [this link](#) to the College Board's website for exam dates.

## **Middle School Class Placement**

Students in the Middle School at Lake Highland are offered two levels of academic study: College Prep (CP) and Honors for select courses. Course placement is carefully considered for each of our students. To determine placement for each student for the upcoming school year, three aspects of performance are considered:

- 1) Prior year CTP or ISEE test scores
- 2) Prior year grade in the respective subject and recommendation from current teacher
- 3) Subject-specific diagnostic appeals test

A placement committee will begin reviewing all criteria in mid-May to determine appropriate course enrollment for each student. These placement decisions will then be sent out to families by the end of May. Once placements have been communicated, families will be given the opportunity to contest a placement by submitting an online Google Form to choose which diagnostic test they will take (Math, English). Through a diagnostic test administered and graded by the MS faculty, coupled with the above mentioned placement parameters, appeals will be decided on or before June 30th. Appeal decisions by the placement committee are final.

## **Upper School Appeals Process**

Accurate course placement is critical to student success. Course placement is based upon several factors including student performance, work ethic, test scores, and successful completion of prerequisite requirements. We greatly value the recommendations of our teachers; they have personal knowledge of their students and the curriculum in their departments as well as a strong understanding of what will be required of students in each of the courses. Teachers use this information to recommend the next course for which the student is best prepared to succeed. If a student wishes to pursue a higher-level course than what was recommended by the teacher, there is a detailed appeals process that takes place during course registration. In order for a student's appeal to be considered, the student must complete an online appeal form, which will be open during the course registration process each year. Students should fill out their own appeal forms. Appeal decisions are made by a committee consisting of teachers, counselors, and administrators. Students will receive specific details about this process prior to course registration each school year.

## **Teacher Conferences**

Conferences may be requested by the school or by the home. Conferences involving more than one teacher can be arranged by contacting the student's counselor. To reach an individual teacher, please call or email the teacher directly.

## **Tutoring through the Academic Learning Lab (ALL)**

Students will sometimes need additional support in some subjects. The first place to turn for help is the teacher of the course. Teachers are willing to give extra time to their students who are conscientiously trying to improve. This time is usually during morning or afternoon PRIME Time, during a planning period, or during Lunch/Study. Occasionally, a student may be paired with peers for additional support. For some students, an outside tutor may be needed. If this is the case, the supervisor of the CNL Academic Learning Lab (ext. 3232) may be able to provide names of qualified tutors. For best results, any tutor should confer with the teacher of the class in order to coordinate objectives and methods.

## Field Trips

Education is not limited to the four walls of the classroom. Teachers may choose to take their classes to on-site locations for firsthand experiences. In order to participate in a field trip, a student must have a signed parent permission slip. Additionally, a student must demonstrate that he or she has the maturity to follow the rules and regulations that are necessary to have a safe and successful trip. The school reserves the right to prohibit field trip participation of students who have not demonstrated the necessary self-discipline. Disciplinary actions resulting from misbehavior on school-sponsored trips will be consistent with our discipline policy.

## Academic Awards & Achievements

**NOTE:** All awards, honors, and selections described below are made at the discretion of the Administration and all decisions are final. Award recipients are chosen based on the totality of the circumstances and a holistic review of the student's time at LHPS.

### Honor Roll and President's List

Grades 9–12 students' averages are based on all courses in which they earn credit. The Honor Roll requirements are as follows: (all grades are weighted)

9 weeks Honor Roll	3.5–3.999
9 weeks High Honors	4.0–4.499
9 weeks Highest Honors	4.5+
President's List	High or Highest Honors for the grading period (4.0–4.5+).

To qualify for these honors, a student must not have any grade of D or F.

Grades 7–8 students' averages are based on all courses in which they earn credit. The Honor Roll requirements for each semester are as follows:

Honor Roll	3.5–3.999
High Honors	4.0

### 8th Grade Awards

Many award opportunities are available in Middle School. Each award is evaluated, and those students meeting the criteria are considered for selection. All decisions regarding membership in honor societies, awards and recognitions are made at the discretion of the Administration and all decisions are final.

- The Highlander Fruit of the Spirit Award
- Chip Layson Highlander Award
- Rachel Labensky LHPS Memorial Award
- President's Plaque- given to 8th Graders who have maintained a 4.0 GPA all 4 quarters of 7th grade and the first 3 quarters of 8th grade)
- Goodfinder Award
- All Highlander Team Recognition

## **National Junior Honor Society (Middle School Students)**

The 8th graders who qualify for membership in the National Junior Honor Society will be recognized at the 8th grade end of the year ceremony. Eligibility for selection is based on the following national criteria/selection categories:

Scholarship- per national guidelines, at a minimum, students must have a semester GPA of 3.7 on a 4.0 scale or equivalent standard of excellence. **The decimal is not rounded.**

Service- this involves 30 hours of voluntary contributions made by a student to the school or community, done without compensation. These hours need to be completed during the student's 8th grade year.

Leadership- student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

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

Citizenship- the student who demonstrates citizenship understands the importance of civic engagement; has a high regard for freedom and justice; respects democracy; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

## **Awards for Grades 9 through 12**

- Honor Roll
- President's List
- President's List Plaque—is based on the first seven semesters – (given to seniors who have been on President's List every nine weeks and in attendance at LHPS in 9th through 12th Grade)
- Leadership Awards such as Hugh O'Brien Foundation, Principal's Leadership, Society of Women Engineers, Walt Disney Dreamer and Doer
- President's Volunteer Service Award
- National Merit Scholarship Awards and Commended Students (based on PSAT score for 11th Graders) AP Scholar Awards

## **Merit Studies Program**

The Lake Highland Merit Studies Program is designed for students who complete a challenging academic program at Lake Highland. Upon completion of the Merit Studies Program, each participant will be prepared to successfully attend the most competitive colleges and universities in the United States and abroad. The Merit Studies designation is awarded to students at the end of their senior year.

Students will be selected who have:

- a minimum cumulative weighted GPA of 3.7 (unrounded), which is calculated based on the first seven semesters of high school.
- not earned a D, F, or WF (Withdrawal - Fail) in any of their courses.

- completed a minimum of four AP-level classes in grades 9-12
- earned three consecutive World Language credits (in the same language) in grades 8-12
- earned 100 community service hours

### **National Honor Society**

Being elected to the National Honor Society (NHS) is one of the highest honors that an Upper School student can achieve. The regular attainment of the honor roll does not automatically guarantee a student election to NHS. NHS students are academically high achievers with a 3.7 weighted GPA (unrounded), but they have also distinguished themselves in the areas of leadership and service to the school and community. By their exemplary behavior, they have consistently displayed high character. The students who are selected for membership in NHS will be tapped in the early fall (for the October Induction) or early spring (for the March induction). Eligibility for selection is based on the following criteria/selection procedure:

1. The student must have at least a 3.7 cumulative weighted GPA. The decimal is not rounded.
2. Only those students who are juniors or seniors and have completed one full semester at Lake Highland Preparatory School may be considered for membership.
3. To fulfill the service requirement, a minimum cumulative number of community service hours is required of each grade level as follows: Juniors – 30 hours; Seniors – 50 hours.
4. Students who have been suspended, have been disciplined for academic dishonesty, or have demonstrated a pattern of misconduct during the previous year will not be inducted into the society. Students should refer to any official letters or documentation received from the Dean of Students for eligibility specifics.
5. After a student's eligibility with regard to GPA, community service, and behavior has been verified, the student will receive a letter inviting them to submit an application.
6. A faculty committee consisting of six teachers appointed by the Upper School Director will review the students' application and discipline record to determine selection.

Note: All requirements must be met by the end of the school year preceding the fall induction. However, volunteer hours earned during the summer may be turned in at the beginning of the school year to count toward the required total.

Members of the National Honor Society must maintain a 3.7 cumulative weighted GPA and participate in all NHS service projects to remain in good standing. Failure to meet these requirements will result in probation and could lead to dismissal from the organization.

### **World Language Honor Society (Spanish, French, Chinese, Latin)**

Eligibility:

1. Students must be enrolled in the specified language class and maintain a 3.5 overall GPA (cumulative).



2. Students must have taken at least three consecutive semesters in Upper School in specified language and maintained an "A" each semester.
3. Students may not have been suspended, disciplined for academic dishonesty, or displayed poor work ethic or a pattern of misconduct in the previous year.
4. **For Spanish, French, and Chinese:** Students must write an essay of five paragraphs (200 words minimum) in the target language addressing the following topic: "What are the advantages of learning a second language?" The essay, accompanying application, and associated dues MUST be submitted by the deadline date assigned by the teacher.  
**For Latin:** Students are required to be members of the National Junior Classical League organization for eligibility.
5. Students must have shown throughout the school year their interest in the specified language and culture.

**Senior Awards and Designations (All senior awards are determined after the completion of seven semesters of work with assumed completion of semester two senior classes.)**

- AP Capstone: Designated at graduation by a blue and white cord.
  - AP Capstone is an innovative program from the College Board that equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by colleges. AP Capstone is built on the foundation of two AP courses — AP Seminar and AP Research — and is designed to complement and enhance the in-depth, discipline-specific study experienced in other AP courses.
- Charter Class Member: Designated at graduation by a red cord.
  - The student has attended and completed each semester at Lake Highland from pre-kindergarten or kindergarten through grade twelve with no breaks in attendance.
- Fruit of the Spirit Award – nominated by faculty, chosen by administration, awarded to student(s) who most exemplifies the qualities and characteristics which Lake Highland seeks to develop in its graduates.
- Grand Marshal: An administrative committee selects the Grand Marshal from among the honor graduates to represent and lead the class in graduation ceremonies. The selection is based on a number of criteria including overall GPA, charter member status, volunteer hours, athletic and club participation, and awards and honors earned in high school.
- Grit & Grace Award – nominated by faculty, chosen by administration, awarded to a student showing great fortitude in the face of adversity.
- Highlander Award – nominated by faculty, chosen by administration, awarded to student(s) who best exemplifies the attributes of dedication and service to school, community, and humankind.
- Honor Graduate: Designated at graduation by a gold cord.
  - The student has earned a cumulative weighted GPA of 3.7 or higher (unrounded) for each of the seven semesters with no D's or F's.
- Latin Honors Graduate (class of 2023 and beyond):
  - Latin Honors Graduation Designation – Designated at graduation by a medallion, graduation honors will consist of three designations: Cum Laude, Magna Cum Laude, and Summa Cum Laude. Only students who have attended Lake Highland for all eight semesters of Upper School, are members of the LHPS Merit Studies program, and have completed all requirements for graduation are eligible. Two graduation speakers will be

selected from amongst these three honors designations. Selection will be determined by a vote of all the Cum Laude scholars and the Upper School faculty. Designations will be based upon Lake Highland weighted GPAs for the first seven semesters of high school, designated as such:

Summa Cum Laude	4.600 +
Magna Cum Laude	4.500 – 4.599
Cum Laude	4.400 – 4.499

- Merit Studies Program: Designated at graduation by a red/gold cord.
  - The student has earned a cumulative weighted GPA of 3.7 or higher (unrounded) with no D's, F's, or WF's. The cumulative weighted GPA is calculated based on the first seven semesters of high school. The student has completed a minimum of twelve Honors or Advanced Placement® courses with at least four of those courses being at the Advanced Placement® level, all of which must be completed in the Upper School. These students have also completed a minimum of three consecutive years in the same world language, with at least two of those in the Upper School. Students have completed a minimum of 100 hours of community service.
- Michael Pirie Performing & Visual Artists of the Year
- National Honor Society: Designated at graduation by a blue stole.
  - The student earned a cumulative weighted GPA of 3.7 or higher (unrounded) and upheld the ideals of scholarship, leadership, service, and character.
- STEM Scholar Award: Designated at graduation by a red/white/black cord.
  - The student has successfully completed, with at least a B average each semester, a minimum of five STEM Advanced Placement® courses including one in each of the following subjects: Biology, Chemistry, Physics, Math, and Computer Science.

**All decisions regarding honors, honor societies, awards, and recognitions will be made at the sole discretion of the LHPS Administration.**

## Technology Policies

### Technology Acceptable Use Policy

Access to technology is readily available to all students and faculty at Lake Highland Preparatory School. It is the goal of Lake Highland Preparatory School to provide students and staff with ubiquitous, uninterrupted access to current and reliable technologies to support our ongoing commitment to elevating the learning experience.

Lake Highland Preparatory School provides students with school-issued devices as well as access to email (grades 4-12th), and the Internet. To use school-issued devices, students must agree to be accountable for their care and commit to being responsible and ethical users of technology.

#### 1:1 School Issued Device & Student Responsibility

##### Grades PK-3rd Student Responsibility

- Primary Students do not take their iPads to and from school. Students will keep their iPads, and headphones in school and will treat them with care and respect when in use. iPads that are damaged or lost will be replaced by technology department and the families will be notified and charged according to the chart below,

- The policies reflected below regarding use and damages also apply to devices issued to PK-3rd grade students.

### Grades 4-12th Student Responsibility

- Students are required to bring their fully-charged, school-issued devices to school each day. Failure to do so will result in the use of a loaner Chromebook to use at school for the day.
- Students in grades 6-12 also need to bring their AC adapter every day in case the device needs to be charged. There are areas on campus where students can charge their devices. Spare chargers will not be provided by the LHP Tech Team.
- Students must only use their school-issued device for school each day. You may not use your personal device. Failure to do so will result in disciplinary action.
- Students may NOT remove the school-issued protective case from the device.
- Students may NOT write on the device or case. Students in grades 7-12 may put school-appropriate stickers on the Macbook case as long as they do NOT cover the asset tag.
- Students may NOT turn Bluetooth off during the school day. Doing so disrupts the use of Apple Classroom and can result in disciplinary action.

### General Care

- Cords and cables must be inserted and removed carefully to prevent undue wear and damage.
- Care should be taken to prevent the school-issued device, cable, and or accessory from getting wet. This includes accidental food and beverage spills, excess humidity, and precipitation.
- Avoid exposure to long-term temperature extremes.
- The screens of both the iPad and MacBook can be damaged if not properly cared for. Do not close items in the laptops like pencils, pens, papers with staples, etc.. Do not place heavy items on top of the iPad or MacBook. These actions can damage/crack the screen very easily.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- When placing your school-issued device in a backpack, take care that it is placed flat against other items so that it does not receive extreme or uneven pressure.

### Loaner Devices

If your school-issued device is forgotten at home, you will be provided with a school-issued Chromebook. Personal devices may NOT be used at school. You will treat the loaner device as if it were your own registered school-issued device and be responsible for it while it is in your care. Loaner devices do not leave campus and will be returned to the LHP Student Tech Help office by the end of the day.

### Student Printing

Student-issued MacBooks will have the ability to print at home and on campus. On-campus printers will be installed on your device. If you need assistance, you can email [techhelp@lhprep.org](mailto:techhelp@lhprep.org). Students will use their LHP ID for printer credentials.

### Security and Identification

- School-issued devices are highly portable and subject to theft. Students must take care to keep their school-issued devices secure at all times and take precautions to prevent "crimes of opportunity."

- School-issued devices must be secured in the student's backpack when not in use during the school day. Students in grades 4-12 should take their devices home each night.
- School-issued devices should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- Under no circumstances should a student attempt to log into another student's school-issued device.
- If a school-issued device is found and unclaimed, it will be taken to the LHP Technology Office and the student's parents will be notified.

## Incident and Protection Policy

### Insurance/Protection

Any damage, malfunction, or loss of the MacBook or iPad needs to be immediately reported to the LHP Technology Department by submitting a ticket as soon as possible. In the case of a burglary or theft, a police report must be filed in order to process any insurance claim.

### Repairs

LHP manages the entire repair process of the school-issued iPads and accessories. In the event of a needed repair, families will immediately report the damage to the LHP Technology Department by submitting a tech ticket or bringing the damaged device to one of the on-campus Technology Offices. Our LHP Help Desk Technician will assess the damage and send the device out for repair. Students will be issued a replacement if their current device needs to go out for repair. Our LHP Help Desk Technicians will contact you to discuss the next steps.

*Parents/students/families are not allowed to repair the devices themselves. All repairs must go through the LHP Technology Department.*

### iPads

- Parents/guardians will be liable for a \$75 deductible per incident for up to two incidents per year of accidental damage due to handling of the iPad. After two replacements or repairs in one year, the family is responsible for the full replacement or repair cost of the iPad. These charges will be the responsibility of the family and charged to the student's LHP account at the time the device is repaired.
- If in the event the device is lost or stolen, the iPad will be replaced with a comparable iPad. Families will be charged a replacement cost of \$300 for any iPad loss or theft.

### Macbooks

- Parents/guardians will be liable for a \$300 deductible per incident for up to two incidents per year of accidental damage due to handling of the laptop. After two replacements or repairs in one year, the family is responsible for the full replacement or repair cost of the laptop. These charges will be the responsibility of the family and charged to the student's LHP account at the time the device is repaired.
- If in the event the device is lost or stolen, the laptop will be replaced with a comparable laptop. Families will be charged a replacement cost for any MacBook loss or theft. Families will be charged a replacement cost of \$899 for any MacBook loss or theft.

### Peripherals

- If an LHP-issued power adapter (charger) is damaged or lost, students must request a replacement directly from LHP Technology Office to ensure our devices are using verified Apple products. Students will be issued a new charger and a replacement fee (\$25-\$60, depending

on item) will be billed to your student account. *Families may not purchase a charger on Amazon or through another vendor to replace a school-issued power adapter.*

- If the Logitech Crayon is lost, that must be reported immediately to LHP Technology by submitting a ticket. We will replace your lost Crayon and a replacement fee of \$60 will be billed to your student account.
- Headphones will be issued in grades PK-3. Students in grades 4-12 will provide their own headphones. Students in grades 7-8 are expected to bring in **wired** headphones. The technology department is not responsible for lost or damaged headphones in grades 4-12.

### Summary of Replacement Fees

<p><b>iPad</b></p> <ul style="list-style-type: none"> <li>• <u>Damaged iPad</u>: \$75 per incident for up to two incidents per year; full replacement/repair cost of device after 2 incidents in one year.</li> <li>• <u>Replacement Cost (iPad)</u>: \$300</li> <li>• <u>Damaged Case/Keyboard (LS)</u>: \$60 per incident for up to two incidents per year</li> <li>• <u>Lost Logitech Crayon</u>: \$60 replacement fee</li> <li>• <u>Lost Charger Cable (iPad)</u>: \$25 replacement fee</li> <li>• <u>Lost Charger Brick (iPad)</u>: \$25 replacement fee</li> </ul>	<p><b>Macbook</b></p> <ul style="list-style-type: none"> <li>• <u>Damaged MacBook</u>: \$300 per incident for up to two incidents per year; full replacement/repair cost of device after 2 incidents in one year</li> <li>• <u>Replacement Cost (Macbook)</u>: \$899</li> <li>• <u>Lost Charger Cable (MacBook)</u>: \$25 replacement fee</li> <li>• <u>Lost Charger Brick (MacBook)</u>: \$60 replacement fee</li> </ul>
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### Leaving LHP

If a student is not returning to LHP, the school issued device with case and power adapter **MUST** be returned to the school prior to the student's last day. Lower school students also need to return the Logitech Crayon. The device may be delivered directly to the division's Technology Office. These items should be returned in working order and in good condition. Final grades and transcripts will be held until the items are returned and/or deductible fees paid if applicable. If the school issued device is not returned, LHP can lock the device remotely via MDM, which will make the device unusable.

### Network Access, Web Filtering, and Mobile Device Management

#### Network Access & Web Filtering

The School allows academic use of its wired and wireless network for school-issued devices. All students have Google Workspace For Education cloud storage and productivity accounts which the school uses for Single Sign-On to multiple systems on campus, including but not limited to Classlink, Canvas, and more. The School also offers all 4-12th Grade Students a school-issued email. By using a school-issued device and accessing any wireless network, students are agreeing to follow all

Technology & Computing policies as stated in this handbook and understand that their files, programs, and behaviors must comply with the guidelines and policies of the Student Handbook. Both on and off-campus, LHP utilizes cloud-based web filtering for all school-issued devices. Through this web filtering, LHP blocks websites and web-based services that the administration deemed to pose a threat to the safety, security, and well-being of its community members, facilities, network, and resource categories that are blocked include pornography and sexually explicit material, criminal and illegal activities, weapons and extreme violence, computer hacking, spyware, and malicious software, and certain video streaming sites. LHP will continue to take precautions for this type of material on all equipment that is issued by the school, both on and off our network.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the School are to use Internet resources for constructive educational goals, students may find ways to access other materials. The School believes that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration far exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### Network Access Student Expectations & Responsibilities

Students are responsible for appropriate behavior when using their school-issued devices, the School's computer network and their School email account (4-12th Grade). Communications on the network are public in nature. The Lake Highland Preparatory School Honor Code as well as general School rules applies to students' computer and email use, and students are expected to comply with the specific rules set forth below. *Use of the network is a privilege, not a right, and may be revoked if abused.* Additional disciplinary actions may be applied in accordance with the rules. The user is personally responsible for his or her actions when using school equipment or actions done under his or her username and password. Files located on computer or network drives or email sent from a School email account will be regarded as being the possession of the School and the user with whom the file or email is associated. Students are advised never to access, keep, create, or send anything that they would not want their parents and teachers to see. Should students encounter inappropriate material by accident, they should immediately report it.

- **Privacy:** Network storage areas including Google are treated like school lockers. Lake Highland Preparatory School's employees may review files or communications to maintain system integrity and security and to ensure that students are using the system responsibly. There should be no expectation of privacy in school supplied or operated networks or devices.
- **Illegal Copying:** Students should never download, load, or install any commercial software, shareware, or freeware onto network or workstation drives unless they have written permission from the Network Administrator, Director of Technology or Associate Director of Technology, nor should students copy other people's work or intrude into other people's files.
- **Inappropriate Materials or Language:** No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed that are not in line with the School's rules.
- **Security:** Students should never engage in activities designed for the specific purpose of bypassing the network security systems. Anything that disrupts the function of the network will result in disciplinary action. Nor should students have in their possession, or on any workstation or network drive, any item that can be used for the purpose of bypassing network security.

- **The Law:** The US Government and the State of Florida have established laws governing the use of computers. Students should never use the computers to engage in activities that may be in violation of either federal or state law.

### Apple Classroom & Remote Management

LHPS uses Mobile Device Management (MDM) software to secure, support, and manage our school-issued devices. Through our MDM we have customized settings and configurations in place to ensure the device does not pose a distraction to learning environments during school hours. Access to the App Store, iMessage, and FaceTime are restricted on school-issued machines 24/7.

During class, teachers may utilize Apple Classroom to manage student time on task. Teachers can only see student screens while on campus and during their class period if utilizing Apple Classroom. This functionality is not available off campus or outside of their assigned class period.

If at any time, you have questions about the restrictions put in place via our MDM, please submit a ticket with LHP Tech Help.

### Memory, Storage, and Data Security

#### Downloading Content

Students do not have access to the App Store on school-issued devices. All software that needs to be downloaded for a class will be available through the Mosyle Self-Service Manager or pushed remotely via our MDM (mobile device management).

Although some pieces of software (such as Spotify, Netflix, social networking apps, games, etc.) may be available for download over the internet without the App Store, students are not permitted to download or use any piece of software that is not installed through Mosyle Self-Service. Students with non-approved software on their school-issued device are subject to disciplinary action.

#### Data Storage, Backups & Google Drive

Students must maintain sufficient memory on their school-issued device to accommodate all school-required content, including apps, data backups, and schoolwork. Students must consistently save files to their school-issued Google Drive account. LHP maintains backups of student Google Drive files in case of any emergency. In the event of device failure, repair, or loss, student data can be restored from Google Drive.

LHP will not be responsible for backing up files saved locally to the student's school-issued device.

#### Personal Media

- Digital content, specifically photos and videos, is permitted as space allows. Students may be required to remove/offload personal content if space is required to accommodate the school-required apps and content.
- LHP is not responsible for any personal content stored on the school-issued devices. It is a "school-only" machine and can be searched and/or confiscated at any time.
- Inappropriate media may not be stored on the student's school issued device at any time. Inappropriate media includes but is not limited to the presence of weapons, pornographic materials, inappropriate language, and references to tobacco, alcohol, drugs, and violence.



- Possession of pornographic materials is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

## **Digital Communications and Community**

### **Google Workspace for Education & Student Email (4-12th)**

Lake Highland Preparatory School provides student accounts in Google Workspace for Education for all students in grades PK-12. In an effort to improve digital communication between teachers and students for individual and collaborative schoolwork, feedback, and evaluation, LHP provides “closed” email access to students in 4-6th grade. Students with closed accounts can email students and staff within the @lhprep domains, but they cannot receive or send emails outside of these domains. The LHPrep Student Gmail accounts (4-6th) are for school use only and are managed by LHP using the domain @lhprep.org. Students in grades 7-12 have the ability to send and receive email communication through their LHPrep Student account for school-related purposes.

### **Social Media & Student Responsibility**

Connecting Lake Highland Preparatory’s students to other students globally, various online communication modes—email, blogs, chats, instant messages, and streaming video, for instance—and online communities such as Facebook, Instagram, Snapchat, X (formally known as Twitter) and Tiktok pose both wonderful educational benefits and enormous educational challenges. The School respects the importance of such tools and sites to students who use them as means of gathering information and exchanging ideas with others. At the same time, however, the School expects students to understand the Internet’s public nature and to be responsible, accountable users and site managers. Students’ behavior online should match their behavior offline; they should exemplify honesty, respect, and responsibility. In the interests of students’ safety and character development, and in the interests of the School community as a whole, the School may monitor Internet communications and sites; issue disciplinary consequences to students for producing dishonest, disrespectful, irresponsible, or disruptive content; and require that such content be withdrawn.

The School does not tolerate harassment. Digital communications with threats of violence, racism, offensive jokes, or sexual innuendo or with inappropriate pictures, videos, sounds, or links are not allowed. All social media and email violations will be subject, if relevant, to inquiry by the Associate Director of Technology or the Dean of Students as potential breaches of the Honor Code. The Dean of Students shall determine whether digital communications are inappropriate or offensive in his or her sole discretion considering the totality of the circumstances. Any questions about appropriate use should be directed to the Associate Director of Technology.

### **Use of School Branding and Logos**

The Lake Highland Preparatory School (LHP) name, logo, and all related branding elements are the intellectual property of the school and may not be used, reproduced, or modified without prior written permission from the Communications and Marketing Department.

This includes, but is not limited to, use of the LHP name, logo, or any variation thereof on:

- Shirts or other clothing/apparel
- Accessories or merchandise



- Promotional materials
- Websites or social media platforms
- Digital or printed publications

Students and student organizations may not create, distribute, or sell any items bearing the LHP name or logo without advance approval from the Communications and Marketing Department.

### Club and Student Organization Branding

All branding and promotional materials—including social media accounts—created by student clubs or organizations must be reviewed and approved in advance by the Associate Director of Student Life or the Upper School Dean of Students prior to officially requesting the account setup from the school's Communications and Marketing Department.

Failure to comply with these guidelines may result in disciplinary action and the removal of unauthorized content or materials. Students with questions should reach out to the Associate Director of Student Life or to the Communications and Marketing Department.

### Recording & Photos

Students must have faculty and/or administration's permission to use their school-issued or personal devices to record any class sessions, whether in person or virtual.

- No photos, video, or audio recordings may be taken of others without their express consent.
- Students may record audio or use the camera to record still or video photos in a classroom or at a school outing or event only with the prior consent of the teacher, coach or responsible faculty member.
- At all times, students are responsible for ensuring that all individuals or groups are aware and agree to the recording or photo.
- Students must not share any audio, video or photographic likenesses without express consent from all parties involved.
- Bathrooms and locker rooms are considered private areas. Recording or photo equipment is not to be used in these areas at any time.
- Use of recording and photo equipment is governed by both school policy and by state and federal law. Students are advised that any infractions of this policy may be dealt with as a criminal offense.

### Artificial Intelligence (AI) Technology

AI technology is to be utilized ethically, appropriately, and responsibly in the classroom as instructed by the classroom teacher. It is the student's responsibility to only use AI technology tools for school assignments and work that generates text or creative works when approved and/or guided by their classroom teacher. Additionally, AI technology may only be used for specific assignments and/or projects that have been specifically approved by the teacher. Any unauthorized use of AI models outside of teacher approval will be considered plagiarism and handled as stated in the school division handbook. In all instances of AI use approved by a classroom teacher, AI tools should not be used to replace the student's own critical thinking, and the student must identify and give credit to AI tools whenever used, even if only to generate ideas or edit a small section of student work. If there is a

question about when, where and how to use AI tools, the student must communicate with their instructor in advance.

## COPPA (Children's Online Privacy Protection Act for students under age 13)

### Verifiable Parental Consent

In order for Lake Highland Preparatory School to continue to be able to provide students with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below. Lake Highland Preparatory School utilizes several computer software applications and web-based services, operated not by Lake Highland Preparatory School, but by third parties. These include Google Apps for Education and similar educational programs. Programs utilized can be found in your child's Classlink account. In order for our students to use these programs and services, certain personal identifying information, generally, the student's name and school email address must be provided to the web site operator. Under federal law, these web sites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits schools such as Lake Highland Preparatory School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site operator. Our LHP Student Contract constitutes as consent for Lake Highland Preparatory School to provide personal identifying information for your child consisting of first name, last name, email address and user name to the following web-operators: Google Apps for Education, Classlink, Canvas, and to the operators of any additional vetted web-based educational programs and services which Lake Highland Preparatory School may add during the academic year.

### COPPA and Privacy Policy

COPPA requires that web site operators never knowingly collect personally identifiable information from anyone under the age of 13 without prior verifiable parental consent. Pursuant to COPPA, Lake Highland may collect personally identifiable information from students under the age of thirteen when such students use their LHP email accounts (grades 4-6th only) to communicate with the School. A parent or legal guardian's consent is required for the School to collect any personal information that may be contained in the email transmission.

### Agreement

As a parent or legal guardian, I have read this Technology Responsible Use & COPPA Policy and have discussed it with my child. As stated in the official student contract, I grant permission for my student to use a personal computing device while at Lake Highland Preparatory School and to have access to the Lake Highland Preparatory School Network (wired and wireless), Internet, an LHP email account (grade 4-6th only), and other School accounts. I further grant permission for the School to collect, use and disclose personally identifiable information about my child, in accordance with the School's Privacy Policy, as a result of my child's access to and use of the Network, Internet, LHP student email (grade 4-6th only), and other School accounts. I also understand that it is impossible for Lake Highland Preparatory School to restrict access to all controversial materials and will not hold the School responsible for materials acquired on the Internet. I understand that my child will face disciplinary action if they violate the Lake Highland Preparatory School Technology Responsible Use Policy, whether that misuse occurs on campus, or off, on School computers, or on technology that is privately owned.

## Responsible Use Policy

A good digital citizen at Lake Highland Preparatory School acts with honor and practices safety.

*Students are expected to apply the Lake Highland Preparatory School's Honor Code to all school activities, including those involving the use of the school's technology and network, whether accessing them while on campus or off campus.*

As a Lake Highland Preparatory School student who acts with honor, I will:

- Adhere to the Lake Highland Honor Code while using the technology responsibly
- Treat others with respect at all times, both online and offline
- Use technology to connect with people in a positive way rather than bully, harass, or tease other people
- Refrain from damaging or deleting the work or property of others, including websites, computers, or devices
- Follow copyright laws and use copyright-free materials, or ask permission/give credit before using media or work produced by others
- Ask permission before taking pictures or videos of others or sharing photos/videos of others on any device
- Use appropriate, polite, and respectful language on the internet and all communications

To practice online safety, I will:

- Keep information private
- Notify an adult if someone makes me feel uncomfortable or uses technology to hurt or harass me
- Refrain from sending unwanted communications to those who ask me not to, or forwarding inappropriate materials
- Create an online account only when directed by my teacher or a member of the technology department, acknowledging that certain accounts may have age restrictions in place to ensure my online safety.

As a good digital citizen, I understand:

- My access to internet resources and use of technology owned by Lake Highland Preparatory School is not private. Teachers, technology staff, and administrators may review my work and activities when necessary, including my personal devices used at school or those used to access online school resources.
- Content I create and share online has a digital footprint. It might be seen or read by anyone in the world with access to the internet including my teachers, parents, and peers.
- I will not create accounts using Lake Highland's brand or on Lake Highland's behalf without permission from Lake Highland's Digital Marketing Manager.
- I and my family are financially responsible for school-issued technology equipment I use if it is damaged or lost.
- It is my responsibility to abide by the terms and guidelines of this Responsible Use Policy as well as the Acceptable Use Policy listed in the Student Handbook, and all revisions.

## Attendance

Regular school attendance is required by law and is necessary for good scholarship. As an important factor for academic excellence and for the overall spirit of community at Lake Highland, regular and punctual attendance is expected and required.

### **Tardiness to School**

Any student expected to arrive after the start of the first bell, excused or unexcused, **must** sign-in with the Attendance Office upon arrival to campus. A parent email to [attendance-us@lhprep.org](mailto:attendance-us@lhprep.org), or [attendance-ms@lhprep.org](mailto:attendance-ms@lhprep.org), note, phone call, or doctor note is expected on behalf of the student, prior to or at the time of the student's arrival in the Attendance Office. If a student arrives after 9:00 a.m. and if a phone call or note has not been provided, a parent will be contacted. A tardy or absence will be considered unexcused until an email, phone call, or note is received. In order for the absence/tardy to be excused, an email or call from the parent or guardian must be received within 24 hours, and a doctor note must be received within 72 hours after the appointment.

#### **Notes:**

- **Five (5) tardies to a specific class will result in one (1) absence to that class and will be added to the total number of absences for that class, per semester.**
- **If a student is tardy and misses half or more of the class period, the tardy is counted as an absence.**

### **Early Check-Out**

Students who need to be dismissed before the regular end of the school day should use the following procedure:

1. Students should bring notes for early dismissal to the office before 8:30 a.m. They will receive an early dismissal slip at that time. The office staff is not permitted to call into the classroom to have students dismissed before the bell rings.
2. Students will present the early dismissal slip to the teacher at the beginning of the class period in which the early dismissal is to occur.
3. Students will report to the office at the appropriate time to sign out and meet the person authorized to pick them up. For their safety and security, students must be picked up only in the office.

### **Absences**

All student absences will be recorded as absences. While we recognize that students may miss school for various reasons—such as illness, medical appointments, family emergencies, or school-related activities—any absence from class will be noted as an absence in the student's attendance record.

**Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children before or after school hours, or during school holidays.** Upon returning to school after a medical appointment, a note from the doctor **must be turned into the attendance office.** **Final authority for judging the legitimacy of an absence rests with the Dean of Students.**

**Attending all classes is important. If a student misses a test or other assignments in a course for high**

**school credit because of truancy or without official notification to the school (completed Pre-Absence form received 72 hours prior to the absence or a parent phone call/email within 24 hours after the absence), the student will have a letter grade reduction on the assignment/assessment in addition to disciplinary consequences to be determined by the Dean of Students. Students should complete a Pre-Absence form to notify the school of pre-planned absences. The Pre-Absence form must be completed and received within 72 hours of the absence.**

Any student who misses class should check their Canvas course page to determine class and homework assignments they may have missed. In situations of extended absences, the family should work with the student's counselor to discuss a plan for making up missed work in conjunction with the student's teachers.

### **Make-Up Work**

Students with absences are expected to make up missed work. Any work due on the day the student is absent from school will be due the first school day the student returns. Each make up day is determined by each class period missed. With this exception, makeup work will be due on the following schedule:

<b>Absences</b>	<b>Time Allowed for Make-up Work</b>
One day	One extra school day
Two days	Two extra school days
Three days	Three extra school days
Four days	Four extra school days
Five or more days	To be worked out individually

Students will not be granted extra time for assessments (e.g., quizzes or exams) if their absence occurs during a class period dedicated solely to the assessment and no new instructional content is introduced. Being absent the day or class period before a previously announced test or quiz does not exempt a student from taking the test or quiz. Students must take a previously announced test or quiz the first school day they return to school. Any such exemption is solely up to the discretion of the classroom teacher who can make the best determination of the necessity of any review for success on the test.

### **Religious Observance Absences**

Students who will be absent from school for religious reasons must complete a pre-absence form at least five days prior to the absence. The attendance record will reflect an "R" for religious holiday absence. Students must have their make-up work completed within three days of the return to school. Students returning from a religious holiday are not expected to take any exams on the day they return to school and should not have to take more than three exams in any day following the religious absence (in that same week).

### **Pre-Absence**

Any absence that can be anticipated should be provided for with the completion of a Pre- Absence form, which can be accessed on the LHPS website.

The Pre-Absence form should be submitted at least 72 hours in advance from the beginning of the student's absence. The Pre-Absence form will be approved by the division's Dean of Students. Students are expected to be up to date with all assignments, maintain a 'C' average or higher in every class, and communicate with their teachers about deadlines for make-up work and assessments.

### **Absences for Club Sports and Competitions**

Lake Highland Preparatory School recognizes the importance of extracurricular activities, including club sports and competitions, in a student's holistic development. This policy aims to support and encourage students participating in these activities while maintaining a balance between their academic responsibilities and extracurricular pursuits.

#### **Prior Notification and Approval**

- a. Students involved in club sports or competitions outside of school hours are required to notify the school administration and their respective teachers by submitting a Pre-Absence form to Upper School Attendance at least 72 hours in advance of the anticipated absence.
- b. A Pre-Absence form specifying the date(s) and reason for absence must be completely filled out and submitted by the student or their parent/guardian to Upper School Attendance. Students must provide supporting documentation, such as a schedule of the event competition or email confirmation, confirming their participation and the dates of the absence. Forms can be submitted in-person at the Upper School front office or via email at [attendance-us@lhprep.org](mailto:attendance-us@lhprep.org).

#### **Eligibility**

- a. Absences for club sports or competitions are granted to students who are active participants, members, or competitors in recognized and officially sanctioned extracurricular activities.
- b. The extracurricular activity should be affiliated with a legitimate organization or league, ensuring its credibility and relevance.

#### **Academic Responsibility**

- a. Students are responsible for obtaining missed assignments, notes, and any relevant materials prior to their absence.
- b. It is the student's responsibility to make up any work within a reasonable timeframe as determined by the teacher. Teachers are encouraged to provide reasonable extensions and support to students for missed assignments or exams due to absences.

#### **Limitations and Frequency**

- a. The number of absences granted for club sports or competitions will be subject to reasonable limitations as determined by the school administration.
- b. Excessive absences may impact a student's academic progress. Students are reminded that while participation in club sports is encouraged, it is essential to balance these activities with academic responsibilities to maintain a satisfactory academic standing.
- c. Administration reserves the right to review and modify this policy as needed, ensuring a fair balance between academic priorities and the value of extracurricular participation.

### **Absences as a Result of Truancy**

Any absence deemed to be the result of truancy on the part of a student will result in a letter grade reduction in any work or tests due or taken in class on the day of the truancy and will also result in

further disciplinary action to be determined by the Dean of Students.

### **Excessive Absence Policy**

**Upper School students absent from any class 6 or more days in a quarter or 12 or more days in a semester will be subject to administrative review. Academic consequences will be discussed and may be applied during this review. Consequences range from a grade reduction to not receiving credit for the term.** Twelve absences represent approximately 20% of the course. If half or more of the absences are the result of a catastrophic event or events (illness, accident, etc.) or school activities, the student may appeal to the Dean of Students for a waiver to this rule. Families should understand that if a number of absences are the result of choice (family travel or volunteer student activities, for example), no appeal is likely to be granted. Students with disabilities preventing regular attendance seeking a waiver of this policy should submit documentation of the disability to the Dean of Students for consideration of accommodations.

**Middle School students absent from any class 6 or more days in a quarter or 12 or more days in a semester will be subject to administrative review. Academic consequences will be discussed and may be applied during this review. Consequences range from a letter grade reduction to not receiving credit for the term.** Twelve absences represent approximately 20% of the course. If half or more of the absences are the result of a catastrophic event or events (illness, accident, etc.) or school activities, the student may appeal to the Dean of Students for a waiver to this rule. Families should understand that if a number of absences are the result of choice (family travel or volunteer student activities, for example), no appeal is likely to be granted. Students with disabilities preventing regular attendance seeking a waiver of this policy should submit documentation of the disability to the Dean of Students for consideration of accommodations.

### **How to Report Absences**

To report that your Upper School Student will be absent, please send an email to the Upper School attendance clerk at [attendance-us@lhprep.org](mailto:attendance-us@lhprep.org). You may call 407-206-1900, ext. 3268, with specific questions regarding your child's attendance. To report that your Middle School Student will be absent, please send an email to the Middle School attendance clerk at [attendance-ms@lhprep.org](mailto:attendance-ms@lhprep.org). You may call 407-206-1900, ext. 2000, with specific questions regarding your child's attendance. A phone call should not replace the attendance email. Parents should send an email on each day that their child is absent.

### **Withdrawing from School**

Several days prior to the withdrawal date, parents should make direct contact with the Admissions Office. The student will be supplied with a checklist of items that must be cleared prior to withdrawing. School records will be forwarded when all items on the checklist are cleared and all tuition, fees, and fines are paid.

Before withdrawing, parents should review their enrollment contract with the school. The contract outlines the terms and conditions for the withdrawal of your child.

## **Student Services**

## **Middle and Upper School Counselors**

Lake Highland Preparatory School provides a comprehensive College & Career Center which is designed to meet the developmental needs of all students. It is an integral part of the educational program. The counseling program reinforces the philosophy of Lake Highland Preparatory School in promoting the social, emotional, and educational development of each child. Students work with school counselors and then transition to college counselors for 11<sup>th</sup> grade and 12<sup>th</sup> grade.

Each adult in the school community at Lake Highland Preparatory School has opportunities to influence and facilitate student growth; therefore, counselors act as consultants not only to students but also to parents, faculty, and administrators. The College & Career Center provides sequential activities to help students make appropriate social, educational, college, and career choices.

The Lake Highland counseling staff addresses the following areas: academic advising, personal counseling, college advising, career development, standardized testing, study skills, healthy decision-making, moral development, drug/alcohol education, and leadership skills.

## **College Entrance Examination Information**

Lake Highland is the site for numerous tests required for college admission. Our High School Code is: 101-294.

## **PSAT/SAT/ACT**

LHPS is a College Board and ACT testing site. Middle School Students are automatically registered for the PSAT test. It is the student's responsibility to register through College Board SAT or SAT Subject Test or through ACT for the ACT. The student is advised to register early in order to be assured a space at LHPS. Testing dates other than the following are available at other sites through [www.collegeboard.com](http://www.collegeboard.com) or [www.actstudent.org](http://www.actstudent.org). Questions regarding Saturday testing can be answered by Angela Camacho (407-206-1900, ext. 3235).

For more information and to learn about events hosted by the College & Career Center, visit [www.lhprep.org/academics/college-career](http://www.lhprep.org/academics/college-career).

## **Edison Support Services**

Lake Highland Preparatory School's vision is for all students to experience academic success, to love learning and to reach their highest potential. We acknowledge and celebrate the uniqueness of all children and take great pleasure in helping them discover their motivations, passions and unique needs. The purpose of Edison Support at Lake Highland is to provide additional instructional support for students with a documented diagnosis and/or learning difference.

For some, those unique needs translate into challenges in the classroom. LHPS provides reasonable accommodations for all students with a documented diagnosis and/or learning difference at no cost. Where additional administrative or instructional support is needed by the student beyond what the classroom teacher and administrators can reasonably provide, increasing levels of support are available at an additional cost.

Edison Support is based on the belief that collaboration between parents, students, teachers, counselors, and an Edison Learning Specialist serves students in the best way possible. The ultimate goal



for Edison students is learning to adapt given their particular learning difference, gradually needing less individualized instructional support, and eventually independently advocating for themselves in any learning environment.

### **After-School Supervision for Middle School Students and Upper School Students**

Middle School students may not be without adult supervision on either the Charles Clayton Campus or the Bradshaw Campus. Parents may sign up for after-school supervision by visiting the Parent Portal on the LHPS website. Families may sign up for daily supervision, but drop-in rates are also available.

Middle School Aftercare will take place in the Clayton Cafe on the Charles Clayton Campus. If a Middle School student does not get picked up by 3:30pm on the Charles Clayton Campus, the student must report to Aftercare.

Student Athletes and Club Members must report directly to the adult supervisor. If practice does not begin directly after school, the student must report to Aftercare unless the athletic team has a specified supervision location in place.

Upper School students may remain in the Kind Library on the Bradshaw Campus until 6:00 p.m. A faculty or staff member supervises Upper School students in the library from 4:00 p.m. until 6:00 p.m.

### **Dining Services in the Clayton & Tartan Cafes**

FLIK Independent School Dining is the school's food service provider, offering a variety of seasonal lunch options for students throughout the year. Families may choose to purchase an annual meal plan or purchase an a la carte combo option. More information about meal plans, payment options, menus, and more can be found at [www.lhprep.org/dining-services](http://www.lhprep.org/dining-services).

### **Upper School Lunch - served in the Tartan Cafe**

Upper School students may eat lunch on the Upper School campus in designated eating spaces, study and work on homework, collaborate with their peers, or meet with their teachers or counselor.

Students may not disrupt Lower School students or classes during Lunch/Study. They may not utilize Lower School playground equipment or enter the Bradshaw Building unless given express permission. Students are expected to conduct themselves in an appropriate manner whether in the Tartan Cafe or in another area of the Upper School campus during Lunch/Study. Students must return all red trays to the Tartan Cafe or to designated carts around campus before the end of the Lunch/Study period. They should pick up all trash in their area and dispose of it appropriately.

Students **may not** leave campus during Lunch/Study. Any student found leaving campus during this time will be in violation of the Upper School's policy on truancy and will be subject to appropriate disciplinary consequences. The lone exception to this rule includes senior students who have permission to leave campus to get lunch on a designated Senior Off-Campus Lunch day. Students/friends not attending LHP are not permitted to join students for lunch at LHP.

### **Middle School Fling & Lunch - served in the Clayton Cafe**

During both Fling and lunch, middle school students may purchase food from the Clayton Cafe.

Students may eat in the Clayton Cafe, courtyard or designated eating areas around campus. Students may not leave campus during Fling or lunch.

### **Uber Eats and Other Delivery Services**

**Individual students may not order “delivery” lunches.** Clubs or classes may order delivery if approved by the Director and club sponsor and coordinated with the Upper School Office staff. Students who do not participate in the Tartan/Clayton Cafe lunch program should bring their own lunch to school.

### **Health Services**

Student health policies are coordinated by the Director of Health Services. During school hours two registered nurses (RN) are scheduled at Main Campus and one RN at Charles Clayton Campus. The main campus clinic is located on the second level of the Lower School and the middle school clinic is on the second floor of the Charles Clayton Campus.

Students who become ill or injured while on campus may be treated in the clinic. Every effort is made to return the student back to class. Students will be allowed to rest 15-20 minutes before deciding whether to return to class. When notified of the need to go home, we request that your child be picked up from school within 30 minutes of receiving the call.

Every student must have their student Medical Health Form updated in PowerSchool (Log in to PowerSchool, click on Forms in the left side Navigation pane, choose LHPS Emergency Medical) before the start of each school year. No student is allowed to begin classes until this has been done. Please keep these forms updated with changes in relevant health history or medication.

### **Return-to-School Policy for Ill Children**

To provide and maintain a healthy environment we ask that you review and comply with the following guidelines regarding health conditions that may require your child to stay home from school. Please do not send your child to school if the student is too uncomfortable to fully participate.

**Chickenpox:** Your child may return to school once all the lesions have crusted over (approximately 5-6 days after the onset of rash).

**Common Cold:** Your child should not have such a chronic cough that it disturbs class or have nasal drainage that they are unable to manage on their own using proper cough and cold hygiene.

**Conjunctivitis:** Bloodshot eyes with crusty or weepy discharge are likely infectious. Children with “pink eye” should remain home until they have been treated with antibiotic eye drops for at least 24 hours.

**Fever:** If your child has a temperature of 100 degrees or higher (orally, or equivalent) they should stay home from school and not return to school until they have been fever free for 24 hours without the use of medication such as Tylenol (acetaminophen) or Advil/Motrin (ibuprofen).

**Impetigo:** Your child may return to school 24 hours after starting antibiotic treatment as long as they are also fever free. Lesions should be covered.

**Lice:** Students who have been treated for lice must visit the clinic for a check before returning to their classroom.

**Ringworm:** Circular scaly patches that are pink at the outer edge and normal skin color toward the center are likely due to a fungal infection that is commonly called ringworm. A child with ringworm may not return to school until 24 hours after treatment has begun.

**Strep Throat:** A child who has been diagnosed with strep throat may not return to school until they are fever free and have been on antibiotics for 24 hours.

**Vomiting and/or Diarrhea:** Your child should not attend school until 24 hours after the last episode of vomiting or diarrhea.

### **Medication Administration**

Every student at school receiving medication including self-administered (see below) will have a Medication Administration Form on file. Medication may NOT be carried on a student's person. EXCEPTIONS: cough drops, lip balm, inhalers for asthma and emergency medications for allergies and/or diabetes.

Prescription and over the counter medication may be sent in and must be received in its original container and labeled with the student's name. It is recommended that the first dose of any new medication be administered at home. All medication is stored in an organized manner in a locked cabinet in the clinic. A refrigerator is also available for medications requiring refrigeration. Under no condition will students, including siblings, be allowed to share prescription medications.

Tylenol/Advil or generic equivalent are the only medications the clinic supplies for students and may be administered with parental consent through the clinics, the MS and US office or by a teacher if specific arrangements have been made. All attempts will be made to relieve your student's discomfort without the use of medication. Unless a physician's written request has been provided, no student will be given Tylenol or Advil more than three days in a row without contacting parents.

LHPS provides reasonable accommodations for any student with a documented disability, consistent with Title III of the ADA. Our school's Health Coordinator is available to work with you and your child regarding any health concerns you may have, and can be reached at 407-206-1900, ext. 1234.

## **LHPS Libraries**

The Kind Library and Hope Roll Media Center provides the Lake Highland community with an inviting and comfortable environment for quiet study, recreational reading, collaborative learning, and scholarly research. It is a learning center that welcomes and supports intellectual curiosity, diverse points of view, and values integrity. The library staff respects every student's interests, learning styles, and abilities, and provides all students with access to information, books, and media in a variety of formats. They cultivate a desire to read and expand personal knowledge and interests by providing physical and virtual access to a vibrant and meaningful collection representing a wide range of genres and subjects. The library staff collaborates with faculty to support and extend classroom learning. Students are taught how to locate, evaluate, organize, synthesize, and communicate information. They also learn the elements of digital citizenship and respect for intellectual property. Focusing on these skills prepares students to become independent researchers and lifetime seekers of knowledge.

### **Hours**

The Kind Library, located on the Upper School campus, is open from 7:30 a.m. until 6:00 p.m. on school days. The Upper School Librarian is available to assist students from 8:00 a.m. until 4:00 p.m. A faculty or staff member supervises Upper School students in the library from 4:00 p.m. until 6:00 p.m.

The Hope Roll Media Center, located on the Middle School Campus, is open from 7:30 a.m. until 3:30 p.m. on school days. The Middle School Librarian is available to students during these hours.

## **Resources**

The LHP Libraries are a newly renovated collaborative space with print and electronic learning / information resources that support the school mission and programs. The following resources and services are available to students:

1. A professionally trained librarian, available for class, as well as individual instruction
2. Assistance with computers, research, or other academic needs
3. 12,500 books, searchable in the online library catalog, <http://lhprep.org/library>
4. 900+ eBooks & audiobooks in the LHPS OverDrive Digital Library collection
5. 17 print magazines and newspapers available for use in the Kind Library
6. 18 academic research databases (containing full-text articles from periodicals, journals, encyclopedias, books, eBooks, and newspapers)
7. Student book (physical, ebook, and audiobook) requests are welcome
8. Wireless internet access
9. Students may print black and white documents from personal computers. Color printing is available through the library staff.

## **Conduct in the Library**

1. Cell phones may not be used inside the library during academic class periods.
2. Students may eat in the Kind Library ONLY during lunch; covered drinks are allowed at any time.
3. Computers may only be used for school-related purposes. Disciplinary action will be taken against students who do not abide by the computer use policy.
4. In addition, Highlanders are expected to behave in a respectful and responsible manner.

## **Student Supervision**

1. Library is under adult supervision at all times that it is open to students.
2. Middle School and Sixth Grade students are allowed to borrow books from the Kind Library.
3. After-school supervision in the Kind Library is provided for Upper School Students ONLY. Lower School and Middle School students are not permitted to stay in the Kind Library after school, even if they are accompanied by or are waiting for an Upper School sibling. Middle School students must be enrolled in Aftercare which will be held on the Charles Clayton Campus. Upper School students or parents will have to pick up their Middle School students from the Charles Clayton Campus.

4. Upper School students who are registered for Off-Campus or KILT are not permitted to spend that period in the library unless arrangements have been made with their counselor/coach/teacher and the library staff and the student has a written pass.

### **Morning and Afternoon PRIME Time and Lunch/Study**

Upper School students have the freedom and flexibility to choose where to go during morning and afternoon PRIME Time and Lunch/Study. The Kind Library is an option and will always be open to students for a quiet study hall. Students may not interrupt any classes.

### **Circulation Policies**

1. Students in grades 7-12 may check out a total of three books from the Middle School and Upper School libraries. The books a student checks out are his/her responsibility.
2. All books, including those from OverDrive, may be borrowed for three weeks and may be renewed unless another patron has reserved it.
3. Items may be reserved by students if they are not immediately available for check-out. They will be notified when the item is available.
4. Overdue notices will be sent out via email on Mondays. Fines are not charged for overdue materials. Students will be billed for lost or damaged materials.
5. Students with lost or overdue books will not be allowed to check out additional books until his/her overdue item is returned or lost item is paid for.
6. Students will be notified in writing via a letter mailed to their home address and lost/damaged library materials will be charged to the student's account.
7. After billing, if the item is returned to the library in acceptable condition, the library will notify the Business Office and the student account will be credited.

## **Student Activities**

### **School Clubs**

Many opportunities exist for students to involve themselves in co-curricular clubs. Through these organizations, interested students will have opportunities to pursue specific academic areas in depth while at the same time developing social relationships with other students having similar interests. These clubs may be involved in projects, social activities, and trips throughout the year that will provide opportunities for growth and experience beyond the regular classroom. In addition to academic clubs, there are service clubs, honors clubs, special interest clubs, and other student groups. All clubs are under the supervision of a faculty sponsor, have a charter or constitution, and elect student officers.

For more information regarding clubs, please contact Ms. Katie Gallagher at [kgallagher@lhprep.org](mailto:kgallagher@lhprep.org) for the Upper School Clubs and Mr. Lee Pope at [lpope@lhprep.org](mailto:lpope@lhprep.org) for the Middle School Clubs. For a detailed list of clubs, please visit the Student Hub in Canvas.

### **Special Note to Students Involved in Athletics, Arts, Clubs, Teams, and Other Activities**

Students must learn the skill of planning ahead and good time management. Being a competitor or

club member with long practice hours and possible late-night activities does not relieve one of the responsibilities of being at school on time, attending classes, turning assignments in on time, and taking tests when scheduled. Students who miss a day of school and are away on a school activity overnight may turn in late work according to the make-up work policy outlined below.

Students may not participate in athletic events, academic competitions, school social activities, or other school-related activities on the same day they have been absent for more than **two class periods in the Upper School or more than half of the day in the Middle School**. Medical appointments, with written documentation from a doctor, will be the exception.

## **Student Associations**

Student associations provide opportunities for students to gather and share ideas or experiences around a common interest. If approved by the school, they are permitted to advertise their meetings and activities by posting approved notices and using the morning announcements (again with prior approval). Students may meet in a classroom or common area during school hours (i.e., Lunch/Study in Upper School or Fling in Middle School) as long as a teacher is present for any gathering in a classroom. Student associations must be approved by the school but are not sanctioned or supervised by the school. Off-campus events will not have a school chaperone or supervision and will not be listed on school calendars. Notices of meetings and events must always make clear that the group is a student association (as opposed to a school club). Purposes of an association may overlap with parts of the school mission, but the association has not been created by the school to further its mission. Parents of association members must understand that the school takes no responsibility for the activities of the association. As a service to its students, the school merely assists in helping the students locate and communicate with one another through a small number of communication channels.

## **Middle School Student Leadership: Highlander Heralds**

Lake Highland Preparatory Middle School provides several ways for students to develop their leadership skills with the Highlander Heralds being one of the most noteworthy programs. This group of students is dedicated to helping their peers, teachers, and community through mentoring and service. The Heralds are aware that their words and actions are developing community on the Charles Clayton Campus. Students learn that when serving in leadership roles, every social interaction impacts culture, models conduct, and establishes love, concern and mutual respect. The Heralds demonstrate these Core Values by exhibiting integrity, trustworthiness, honesty, compassion, and self-control.

## **Student Government (Grades 9-12)**

Student Government plays an important role in the coordination of student activities at the school. This organization represents the views of the students. Through this organization, the plans and activities of the school can be better coordinated with mutual understanding and with mutual needs being met.

## **Faith Lived Out Loud (FLO)**

Voluntary FLO is held each Wednesday between 2nd and 3rd period for the Upper School and during Fling for the Middle School. Students meet for a time of spiritual development and an opportunity for the sharing of spiritual concerns. FLO is the responsibility of the Student Council Executive Chaplain, the chaplain of each class, and the school Chaplain.

## **Publications**

Under the guidance and leadership of the faculty, the students at LHPS may be involved in the production of several publications including a Pre-K–12 yearbook (*Lakhischan*), a literary magazine (*By Any Other Name*), and the school newspaper (*Twice-Told Tale*). Writers, photographers, ad sellers, illustrators, layout specialists, and editors in grades 9–12 are needed to fill the various positions of the publications. Students enrolled in Journalism classes (Yearbook, Newspaper, and Digital Storytelling) are supplemented with content area workshops throughout the year.

## **Athletics**

### **Highlander Sportsmanship Creed**

Character lessons learned on the field, court, mat, or in the pool are immeasurably more important than any numbers on the scoreboard. Our objective is to mold Highlander character, and while winning is important, developing the character of every Highlander is a vastly more important and an infinitely longer lasting undertaking than winning any game or sports competition.

#### **Highlander Student-Athletes:**

- Respect parents, coaches, teammates, and opponents.
- Personify commitment and positive attitude.
- Represent Lake Highland with honor and pride.

#### **Highlander Coaches:**

- Inspire student athletes by personal example both on and off the field.
- Teach student athletes to play hard but to win or lose with equal grace.
- Treat all people with dignity and respect.

#### **Parents of Highlander Student-Athletes:**

- Provide positive reinforcement to young people.
- Encourage 100% individual effort and 100% team loyalty.
- Support the team and coach in public, address concerns in private.

### **Academic Eligibility for Athletics**

As a member of the Florida High School Athletic Association (FHSAA), LHPS must adhere to the student eligibility regulations. According to the FHSAA standards, a middle or high school student must have a 2.0 GPA, or the equivalent of a 2.0 GPA based on a 4.0 scale, at the conclusion of each semester to be academically eligible during the next semester. A student who is academically eligible at the beginning of a semester will continue to be academically eligible for that entire semester. Likewise, a student who is academically ineligible at the beginning of a semester will continue to be academically ineligible for that entire semester. The student's academic eligibility for each successive semester will depend upon his/her cumulative GPA at the conclusion of the previous semester.

## Athletic Clearance

All students must have a completed FHSAA Consent and Release from Liability Certificate, as well as a current physical on file in the Athletic Training Office, in order to participate in the athletic program. According to current FHSAA rules, a physical is valid for one calendar year from the date it was given. The Consent and Release from Liability Certificate is valid for one school year. Both forms may be downloaded from the school's website at [www.lhprep.org/athletics/sports-medicine](http://www.lhprep.org/athletics/sports-medicine). All forms are due at least three Questions on paperwork or medical eligibility can be directed to the Head Athletic Trainer, whose contact is also listed on the web page above.

## Athletic Teams

Junior Varsity and Varsity teams are selected based on competitive tryouts. Roster limits will be set by the FHSAA. More about LHPS teams can be found on [www.lhprep.org/athletics/teams](http://www.lhprep.org/athletics/teams).

## Community Service

All Lake Highland students in grades PK–12 are strongly encouraged to positively impact others by participating in community service. The support freely given to others provides students with an opportunity to make a lasting impact on the world around them.

Students who involve themselves in community service add a major component to their success in education; volunteering allows them the opportunity to develop and cultivate their leadership skills and potential.

### Recommended LHPS Community Service Hours:

7<sup>th</sup> Grade = 15

8<sup>th</sup> Grade = 15

9<sup>th</sup> Grade = 25

10<sup>th</sup> Grade = 25

11<sup>th</sup> Grade = 25

12<sup>th</sup> Grade = 25

Students are encouraged to complete at least 100 hundred hours of service in grades 9-12.

### Recording Community Service Hours:

Upper School and Middle School students will log hours through their **x2VOL** account. In order to log hours, students must have the organization's contact information, including the contact's first and last name, email address, and/or phone number. For more information on Community Service and x2VOL, please contact Katie Gallagher at [kgallagher@lhprep.org](mailto:kgallagher@lhprep.org) or ext. 3277 (Upper School) or Stacia Hujik at [shujik@lhprep.org](mailto:shujik@lhprep.org) or ext. 2225 (Middle School).

In order to be considered for the Presidential Service Award, students must submit their completed volunteer hours no later than March 31<sup>st</sup>. Students are encouraged to record their community service hours in x2VOL as soon as they complete them.

LHPS students are eligible for the following:

#### NATIONAL JUNIOR HONOR SOCIETY (MIDDLE SCHOOL STUDENTS)

Along with other criteria, 8th grade students applying for NJHS are required to complete 30 hours



(beginning June 1) of community service during 8th grade by the end of the 3rd Quarter.

#### NATIONAL HONOR SOCIETY

Along with other criteria, students applying for NHS need 30 hours of community service completed before entering 11<sup>th</sup> grade and 50 hours before entering 12<sup>th</sup> grade.

#### FLORIDA BRIGHT FUTURES SCHOLARSHIP AWARD

Florida Medallion Scholars (FMS) and Florida Academic Scholars (FAS) are programs that reward students for their academic achievements during high school by providing funding to attend postsecondary education in Florida. All eligibility criteria for this award can be found at [Florida Bright Futures Scholarship Program](#)

Community Service criteria: (FMS) – 75 High school hours (FAS) –100 High school hours

#### UNITED STATES PRESIDENT'S VOLUNTEER SERVICE AWARD

On behalf of the President of the United States, students may receive recognition from the Points of Light Institute and the Corporation for National and Community Service.

Awards are given for the following community service hours donated in a one-year span: (LHPS year for volunteer hours run April 1 – March 31)

<u>Age</u>	<u>Bronze</u>	<u>Silver</u>	<u>Gold</u>
13 to 15 years	50-74 Hours	75-99 Hours	100 Hours or more
16-19	100-174 Hours	175-249 Hours	250 Hours or more

#### **What Constitutes Community Service?**

Voluntary work, intended to be for the common good that:

- promotes the health, welfare, and safety of the community
- improves the standard of living for people within our community and those of other regions
- enriches the lives of the mentally and/or physically disabled in our community
- supports and encourages the growth of the Arts in our community
- improves the quality of life for senior citizens in the area
- provides leadership, guidance, and activities for the youth in our community
- preserves the environment and/or the protection of historical sites

What qualifies? Time spent actually performing community service for a non-profit organization or agency will count. For example:

- Services performed for day care centers, retirement homes, and animal hospitals count for volunteer hours.
- Hours spent volunteering with a doctor, lawyer, or dentist while performing "pro bono" work will count.
- Service performed on staff at a non-profit athletic, music, art, or other camp for no financial compensation will count as community service hours.
- Service hours will be awarded for students volunteering on political campaigns without financial gain to the student.

- Faith-based activities that are performed outside of normal worship services, i.e., teaching Sunday school, arts/crafts/recreation at Vacation Bible School, mission trips (excluding eating, sleeping, and worship time).
- Participation in club fundraisers if all proceeds (less expenses) will be donated to a bona fide charity.
- Rehearsal and practice times will count if performances are conducted specifically to meet a community service need, and the organization and/or students do not receive financial gain.
- Opportunities available at Lake Highland:
  - KILT (Key Instructional Leadership Team) – Seniors only (Prerequisite: by application only and contingent upon approval from the teacher, KILT advisers, and administration).
  - Leadership Academy at Lake Highland (elective course)
  - Student Assistants (Prerequisite-must have Counselor and Director's approval)
  - 7<sup>th</sup> Grade trip
  - 8<sup>th</sup> Grade North Carolina trip

What Doesn't Qualify? Examples include:

- Babysitting or similar services, performed for an individual family.
- Service for a student's family or family business.
- Travel time to and from service point cannot be counted.
- Items and Funds donated to Nonprofits are not considered as community service hours.
- Service performed as the result of disciplinary action taken by the school or the courts.
- Participation in club fundraisers if funds will benefit the club.
- Participation in self-improvement workshops, clinics, conferences or conventions.
- Service hours may not be doubled or in any way increased by any agency or school for student participation in a specific project.
- Activities done for able bodied neighbors such as mowing, painting and lawn care.
- Any services provided when a student receives monetary or financial compensation.

## Dress Code Policy

### Dress Code

Lake Highland Preparatory School maintains certain expectations that result in the following guidelines for student dress.

Students are expected to dress and groom themselves in a way that reflects neatness, moderation, and appropriateness for school. Lake Highland Preparatory School students are also expected to adhere to the spirit of the specified guidelines, which reflect conservative standards of acceptability.

***Adherence to the dress code must be maintained from the student's arrival on campus to his/her departure.*** Students who are not in compliance with dress code and cannot bring themselves into compliance without leaving campus may be sent home. Time out of class will be recorded as unexcused. All dress code questions will be decided at the discretion of the Dean of Students.

LHPS SCHOOL DRESS CODE			
	FEMALE STUDENTS	MALE STUDENTS	ALL STUDENTS

	Monday - Thursday	Monday - Thursday	Friday Spirit Day
<b>SHIRTS</b>	Lands' End red, white, black or grey LHPS polo shirt. No sports team or club polo except on game/event days.	Lands' End red, white, black or grey LHPS polo shirt. No sports team or club polo except on game/event days.	LHPS polo, LHPS spirit day t-shirts, LHPS team jerseys. Spirit shirts must fit properly. Tank tops and sleeveless tops are not permitted.
<b>SKIRT/SKORT</b>	Lands' End black, grey, or khaki skirt or skort mid-thigh or longer	N/A	Black, denim blue jeans, khaki, or grey skirt or skort mid-thigh or longer
<b>SHORTS</b>	Lands' End black, grey, or khaki shorts – <b><u>May be worn no shorter than mid-thigh, may not be cuffed and may not be rolled up or under</u></b>	Lands' End black, grey, or khaki shorts– <b><u>May be worn no shorter than mid-thigh, may not be cuffed and may not be rolled up or under</u></b>	<b>Denim blue jeans, red, khaki, black or white solid color</b> shorts. Must be <b>no shorter than mid-thigh. May not be rolled up or under.</b> Sweats, athletic shorts, or bathing suits/board shorts are not permitted.
<b>SLACKS</b>	Lands' End black, grey, or khaki slacks	Lands' End black, grey, or khaki slacks	<b>Solid color</b> (see above) blue jeans are permitted. No overalls, oversized jeans, holes, patches or frayed ends allowed. No sweats, leggings, jogging/yoga pants, drawstring waists, or slacks/jeans of stretchy fabric allowed.
<b>SHOES –</b> No sandals, backless styles, slippers or flip-flops.	Athletic Shoes, Toms, Docksidors or closed toe/closed heel dress shoes. Shoes must be worn as designed. Students are not to walk on collapsed heels.	Athletic Shoes, Toms, Docksidors or closed toe/closed heel dress shoes. Shoes must be worn as designed. Students are not to walk on collapsed heels.	Athletic Shoes, Toms, Docksidors or closed toe/closed heel dress shoes. Shoes must be worn as designed. Students are not to walk on collapsed heels.
<b>OUTERWEAR</b>	All outerwear worn on campus must be LHPS outerwear purchased from The Source or the LHPA Used Uniform Sale, or must be issued by a school-sanctioned activity (Athletics, Arts, or other student organizations). No other outerwear will be permitted. <b><i>Outerwear must not cover uniform bottoms. Oversized outerwear is not permitted. Exception for seniors ONLY:</i></b> Seniors are granted the privilege of wearing college outerwear beginning <b>November 1st</b> each school year.		

**Dress Code Requirements:**

## **All Students:**

**Uniform Replacement Policy:** If a student's uniform shorts or skirt do not meet the required length as specified in the dress code policy, the student will be directed to the Dean of Student's office to change into a replacement uniform item. The full cost of the replacement shorts or skirt will be charged to the student's school account. Students who are not wearing their required Lands' End uniform polo shirt on non-Spirit Days will be sent to the school store, *The Source*, to purchase a polo shirt, and the cost will be charged to their school account.

**Student ID:** Student IDs must be worn at all times during the school day. A replacement fee of \$25 will be charged to the student's account for lost or damaged IDs. Students should only request a replacement ID for lost or damaged IDs. Students who have forgotten their ID should report to the Upper School Front Office to receive a temporary sticker for the day.

**Tops:** Students must wear Lands' End polo shirts on Mondays through Thursdays, even if they wear other LHP outerwear (i.e. LHP sweaters, LHP hoodies, or jackets). They are permitted to wear LHP outerwear without a Lands' End polo shirt on Friday Spirit Days.

**Bottoms:** Shorts, skirts, and skorts must be no shorter than mid-thigh. Undergarments may not be visible.

*\*If school uniform garments are altered and do not reflect the style and/or design of the original garment, the garment may not be in compliance with the dress code and will not be permitted.*

**Outerwear:** All LHPS outerwear must be worn with a Lands' End polo shirt underneath Monday through Thursday. All outerwear worn on campus must be LHPS outerwear purchased from The Source or the LHPA Used Uniform Sale, or must be issued by a school-sanctioned activity (Athletics, Arts, or other student organizations). **No other outerwear will be permitted.** Exception for seniors ONLY: Seniors are granted the privilege of wearing college outerwear beginning November 1st each school year.

**Hoodies:** The hood of a hoodie may not be worn on the head inside buildings while on campus.

**Earrings and Jewelry:** Female students are permitted to wear earrings. No facial or tongue piercings are permitted. Gauge, plugs, and tunnel-style earrings are not allowed. If makeup is worn, it must be worn in a modest manner. Visible tattoos and facial/body piercings are not permitted. Male students are not permitted to wear earrings on campus or at school-sponsored activities.

**Hats:** Hats, scarves, bandanas, and sunglasses are not permitted during the school day unless approved by the Dean. Exceptions are made for headcoverings worn consistent with a student's religious practices.

**Shoes:** Comfortable footwear (sneakers/athletic shoes, flats, Sperry's, etc.) may be worn every day. They must be in good repair; those with shoelaces must be tied. No backless styles, sandals/flip flops, or Crocs. Shoes must be worn as designed. Students are not to walk in collapsed heels.

**Undershirts:** Must be solid white or black, with no writing or drawing.

**Hair:** Hair must be worn in a neatly groomed style. No unnatural hair colors or patterns cut into the scalp. Male students must wear their hair above the collar in the back and above the eyebrows in the front. Male students must be clean-shaven.

## **Special Days:**

1. **Athletic Competition & School-Sanctioned Event Days:** Students representing LHPS as members of athletic teams or school-sponsored programs may, on days of team competition or performances only, wear their team shirt with Lands' End shorts/skirts/slacks. Students that choose not to wear their team's uniform or shirt must follow the Dress Code for that school day. Team polo shirts with a collar are considered spirit shirts and **may not be worn on normal dress days.**
2. **College T-Shirt Day:** Students may wear an appropriate college t-shirt or sweatshirt, jeans, or dress shorts in accordance with Spirit Day attire guidelines (see table below).
3. Seniors may wear either their Senior Jersey or the regular daily dress on Senior Jersey Day. Spirit attire may not be worn.
4. Students not participating in Spirit or Special Days are required to follow the Dress Code for that school day.
5. **Cold Weather Dress Days & Cold Weather Wear:** Cold days are not automatically Cold Weather Dress Days. Additionally, cold weather dress days are not automatically Spirit Days (unless the cold weather day in question falls on a Friday). Declaring a Cold Weather Dress Day is a whole-school decision made collaboratively by all divisions. In cases of extreme cold weather, *the school notifies parents via an email on the day/evening before* if there is to be any change in the Dress Code for a particular day. On declared Cold Weather Dress Days, Middle/Upper School students are permitted to wear long jeans or suitable trousers (no denim shorts), with an appropriate dress code polo shirt (not a Spirit Day shirt). Sweat pants, yoga pants/leggings, joggers, pajama bottoms, or other athletic bottoms are not permitted. If a student wishes to wear shorts (*which is strongly discouraged*), he or she should be in regular uniform shorts. Students are also allowed to wear non-Lake Highland cold weather/winter coats to keep warm while outdoors.

Spirit and special dress days are a privilege. Failure to abide by the spirit and special day dress code may result in the loss of the privilege.

### **Athletic Attire:**

Students exercising individually or part of a team sport while on campus or at LHPS-sponsored events are expected to maintain the same high standards of dress consistent with our culture and dress code. Clothing should be modest, well-fitting, appropriate for each particular activity, and free of any profanity, obscenities, or alcohol/drug references.

**Please direct any dress code questions you may have to the Dean of Students in your division.**

**Dress Code Violations** – accumulating during the SEMESTER

Consequence(s) to be determined by the Dean of Students, which may include same-day or next day detention (morning, lunch, or afterschool).

Dress Code Violations – Students are expected to be in the proper dress code starting the first day of school. All uniform clothing must be purchased from Lands' End Uniforms. No other uniform clothing will be permitted. Students missing class due to a dress code violation will receive absences and may suffer additional academic penalties. Students out of dress code repeatedly will be sent to the Upper School

Front Office and will remain in the Dean's Area until the student is compliant with our dress code standards.

## **Discipline**

To ensure an atmosphere of integrity and mutual respect, the students and faculty of Lake Highland Preparatory School have established the Highlander Honor Code. We wish to encourage exemplary behavior by developing a personal sense of integrity, morality, and responsibility. These traits are based upon the idea that our students will develop to their greatest potential when character growth accompanies academic growth.

### **Highlander Honor Code**

Each Highlander is a unique child of God,  
whose actions are based upon these fundamental beliefs:

A Highlander's word is the truth.

A Highlander's work is completely his or her own.

A Highlander respects the rights, feelings, and property of others.

LHP seeks to foster a community with standards of conduct above reproach which will allow students to be evaluated on the basis of their own accomplishments. The goal of the Code is also to encourage personal pride, pride in our school, and honorable behavior.

Although it is not possible to note every behavior that may be interpreted as an Honor Code infraction, every attempt has been made to inform students of the spirit and intent of the Honor Code with the rules and examples below. In all cases, the Dean of Students shall have the discretion to determine whether conduct is a violation of this Honor Code.

### **Provisions of the Highlander Honor Code**

- I will always be truthful and never consciously misrepresent a fact with the intent to deceive or to obtain special consideration or privilege.
- I will not accept help from, nor give help to, another student during a test, graded assignment, or homework assignment, unless collaboration is specifically designated by the teacher as appropriate.
- I will not use notes, books, or other unauthorized materials during a test or quiz unless instructed to do so by a teacher.
- I will complete my own work. I understand the definition of plagiarism that follows: To reproduce the work of another, in whole or in part, with the intent to receive credit for it as if it were one's own work.
- If I am instructed to use outside sources of information, I will cite them properly and not represent them as my own ideas.
- I will treat all fellow students, faculty, and administrators with dignity and respect. I will be civil to others and will not treat others with contempt or with prejudice.
- I will not take the property of another student or the property of LHPs without consent.
- I will protect the property of LHPs and will not litter or vandalize the school.
- I recognize that the Internet is to be used for academic purposes only; therefore, I will not intentionally access or download information inappropriate to the school setting.
- Violations of the Code of Ethics described above will result in the immediate suspension of all computer privileges and disciplinary action will be in accordance with the LHPs Technology Code of Ethics.

## **Violations of the Highlander Honor Code**

Middle School Honor Code violation will be handled in an age-appropriate, logical progression of consequences as students matriculate from Lower to Middle as a goal of the Student Code of Conduct. The Middle School division believes that logical consequences for misbehavior, especially for first-time offenders, should be regarded as a learning experience. Lake Highland is a community of individuals bound together by trust and respect for one another. The standard of conduct at Lake Highland is based on the belief that personal character and ethical standards must come from within the individual. Each student must accept this responsibility to the school community of fellow students, faculty and staff, parents, and most importantly, to self. School personnel will explain behavior expectations and consequences to all students. Honor Code violations will result in disciplinary action on a case-by-case basis.

Upper School Honor Code violations, when referred to the Dean of Students, may be adjudicated by an Honor Council. The Honor Council shall be composed of three faculty members appointed by the Director of Upper School and four students. The four students will be drawn from a pool of jurors as each case is referred to the Honor Council. The Honor Council Jury Pool will be composed of Upper School students whose applications have been screened by the faculty and approved by the Upper School Dean of Students. The Honor Council may appoint a faculty/student panel of investigators if a case referred by the Dean of Students requires further investigation to discover all of the facts and circumstances surrounding the alleged violation. Students appearing before the Honor Council may be accompanied only by a faculty advisor. Honor Council proceedings are not open to non-LHPS students, parents/guardians, attorneys, or other representatives.

The Honor Council shall make findings on the factual issue of whether the alleged Honor Code violation occurred. The standard of proof shall be "clear and convincing evidence," which is specifically defined as "substantially more likely than not considering all the evidence." All proceedings are confidential and all decisions or recommendations are to be made in closed sessions by a vote of at least five of the seven members. The rights of the accused, including the right to have his/her faculty advisor present at the hearing, shall be guarded and enumerated in the Highlander Honor Code Procedures Manual governing the deliberations of the Honor Council.

Findings and recommendations are to be forwarded to the Director of the Upper School for disposition. Any appeal of the penalty imposed by the Director of the Upper School should be addressed to the President of LHPS, whose decision shall be final. No further appeal of Honor Code violations is allowed.

Violations of the Honor Code for middle school students will result in similar consequences with the focus on mentoring and providing resources for students that have issues with academic integrity. Parents may be asked to get involved in creating better plans/habits that lead to more positive behaviors and academic outcomes.

## **Individual Responsibilities of the Highlander Honor Code**

If a Highlander observes what he or she believes to be a violation of the Honor Code, the Highlander is honor-bound to act in one of three ways:

- Speak to the suspected violator and encourage him or her either to turn himself or herself into the Dean of Students or to cease immediately suspect actions.
- Ask the Dean of Students to notify the suspected violator that a fellow student, whose identity is

protected, has asked that he or she be officially warned that his or her actions are causing suspicion, and if continued, could result in an Honor Code violation investigation.

- Report the suspected violation to the Dean of Students for investigation if the suspect actions are repeated and flagrant. The Dean of Students will then make a referral to the Honor Council for adjudication.

Failure to take one of the three actions outlined above is, in and of itself, a violation of the Highlander Honor Code. An honorable society is a self-policing one. Honor requires you to take action so that the dishonorable few do not triumph at Lake Highland Preparatory School.

### Student Collaboration Guidelines

Collaboration is a valuable aspect of learning that encourages teamwork, communication, and shared problem-solving. However, all collaboration must adhere to the principles of academic integrity and the expectations set forth by your teacher.

Collaboration Do's	Collaboration Don'ts
<ul style="list-style-type: none"><li>• <b>Understand Assignment Guidelines:</b> Always confirm with your teacher the level and type of collaboration permitted for each assignment.</li><li>• <b>Engage in Idea Sharing:</b> Brainstorm and discuss concepts, strategies, or problem-solving approaches with your peers.</li><li>• <b>Divide Tasks Responsibly:</b> When working in a group, ensure roles and responsibilities are assigned and that all members contribute meaningfully.</li><li>• <b>Cite Sources Properly:</b> Acknowledge and cite all external information, quotes, or ideas using appropriate citation methods.</li><li>• <b>Use Your Own Words:</b> Even when working with others, responses must be written in your own words to reflect your understanding.</li><li>• <b>Review Work Together:</b> Offer constructive feedback and peer support without altering another student's work.</li><li>• <b>Seek Clarification:</b> When in doubt, consult your teacher about the types of collaboration that are permitted.</li></ul>	<ul style="list-style-type: none"><li>• <b>Do Not Copy or Share Completed Work:</b> Sharing answers, essays, or other completed assignments—including Google Docs, Google Sheets, and/or Google Slides—for copying is considered academic dishonesty.</li><li>• <b>Avoid “Divide and Conquer” Without Comprehension:</b> Do not simply split up a group assignment unless all members fully understand the content and objectives.</li><li>• <b>Do Not Paraphrase Without Understanding:</b> Rewriting another student's work and passing it off as your own is plagiarism.</li><li>• <b>Avoid Submitting Identical Work:</b> Unless explicitly permitted, students may not submit work that is substantially identical to another's.</li><li>• <b>Do Not Use Unauthorized Assistance:</b> The use of AI tools, online solution banks, or other external help is not allowed unless specifically approved by your teacher.</li><li>• <b>Do Not Allow Others to Copy Your Work:</b> Permitting someone else to use your work as their own violates the Honor Code, regardless of their circumstances.</li></ul>



## **Consequences of Inappropriate Collaboration**

Engaging in inappropriate collaboration is a violation of the school's Honor Code and may result in:

- **Grade Reduction or No Credit:** On the assignment, test, or project involved.
- **Disciplinary Action:** Including but not limited to in-school suspension and loss of privileges.
- **Referral to the Honor Court:** Students found to have engaged in academic dishonesty through inappropriate collaboration may be required to meet before the Honor Court, where further consequences may be determined.

By adhering to these guidelines, students demonstrate integrity, responsibility, and respect for themselves and their peers.

## **Penalties for Academic Dishonesty and Highlander Honor Code Violations - For Upper School**

### **First Offense:**

- Up to one day in-school suspension (note: MS/US Director retains option to suspend out-of-school should the violation be considered egregious, deliberate, premeditated, or conspiratorial)
- Probation from National Honor Society for one year
- Educational component from College and Career faculty to address causal factors
- Zero or maximum of 50% credit for assignment
- Additional penalties may include, but are not limited to:
  - Loss of any leadership position for one calendar year to include club officers, sports team captains, SGA officers or other campus leadership positions
  - Letter of apology to teacher
  - Loss of school-related privileges (dances, club events, etc.) and specific community service

### **Second Offense:**

- All above penalties (note: to be executed on the next day of school)
- One to three days out-of-school suspension (reportable to colleges) with associated weeks of suspension from co-curricular activities (one day = one week, etc.)
- Permanent removal from National Honor Society
- Permanent removal from all leadership positions (Note: a student may regain the privilege to lead should they elect to attend Leadership Academy at Outdoor Odyssey (LAOO) and participate in the US Leadership Development Program)
- Potential to be placed on Conditional Enrollment Status

### **Third Offense:**

- Expulsion

## **Penalties for Academic Dishonesty and Highlander Honor Code Violations - For Middle School**

### **First Offense:**

- Up to one day in-school suspension (note: MS/US Director retains option to suspend out-of-school should the violation be considered egregious, deliberate, premeditated, or conspiratorial)
- Educational component from Dean of Students or School Counselor
- Zero or maximum of 70% credit for assignment
- Additional penalties may include, but are not limited to:
  - Letter of apology to teacher
  - Loss of school-related privileges (dances, club events, etc.) and specific community service

### **Second Offense:**

- All above penalties (note: to be executed on the next day of school)
- Up to one to three days out-of-school suspension
- Potential to be placed on Conditional Enrollment Status

### **Third Offense:**

- Up to three or more days out-of-school suspension, Conditional Status, or Expulsion

## **Student Agreement Concerning Hazing**

Lake Highland Preparatory School supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. Lake Highland unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is an intentional action taken, situation created, or any conduct or method of initiation into any school organization, club, or team under direct school sponsorship that denies a person his or her individual rights or results in mental or physical discomfort, embarrassment, ridicule, or endangerment. Hazing should be understood to include any forced treatment or physical activity likely to adversely affect the physical and mental health or safety of any student or subjects a student to extreme stress. Additionally, hazing can include exaggerated or excessive teasing. Any requirements by a student that compels another student to participate in any activity that is against Lake Highland policy or state/federal law will be defined as hazing. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of the one who is doing the hazing. In addition, any person who knowingly witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Prohibited actions and activities include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity that is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g. public profanity or indecent or lewd conduct.
- Any activity or action that creates a risk to the health, safety, or property of Lake Highland Preparatory School or any member of its community.
- Assigning or endorsing "pranks" such as stealing or harassment of another organization.
- Expecting or pressuring individuals to participate in an activity in which the full membership is

not willing to participate.

- Physical abuse of any kind.
- Forcing, encouraging, or pressuring someone to publicly wear apparel that is conspicuous and not within the norm of what is considered to be in good taste.
- Morally degrading/humiliating games or other activity that makes the member the object of amusement, ridicule, or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

Students that are in violation of this policy will be subjected to discipline that may include demotion (in an organization, club, or team), suspension or expulsion from a team, organization, or from the school.

## **Policies and Consequences for Misconduct**

Lake Highland is a community of individuals bound together by trust and mutual respect.

The standards of conduct at Lake Highland are based on the belief that personal character and ethical standards begin with personal responsibility. Each student must accept this responsibility to the school community—their fellow students, faculty and staff, parents, and guests.

We expect LHPS students to be polite, responsible, and considerate. We will make every effort to help further their sense of responsibility for themselves and the entire LHPS community. Any student who violates a rule should expect to receive appropriate consequences for his/her actions as determined by the teacher, Dean of Students, Associate Director, and/or Director. Proper authorities will be notified in the event of illegal activity on the LHPS campus or in connection with a school-sponsored event.

**ALL CONSEQUENCES ARE AT THE DISCRETION OF THE TEACHER, DEAN OF STUDENTS, OR THE DIRECTOR CONCERNING EACH INDIVIDUAL OFFENSE. Students are advised that as part of any investigation into a possible violation of the LHPS Discipline Policy, electronic devices, texts/email/social media communications, lockers, backpacks, or vehicles may be inspected without advance notice. There should be no expectation of privacy regarding student cell phones, laptops, or other electronic devices while on campus. There should also be no expectation of privacy for student lockers, backpacks, or vehicles on Lake Highland property. Failure to cooperate or provide consent to such search or investigation may result in discipline up to and including expulsion.**

The following guidelines are used to help in assuring consistency.

### **Level One Offenses**

- Dress Code violations
- Unexcused Tardies
- Gum chewing on campus
- Littering
- Distractors, including cell phones, iPads, laptops, or other smart devices
- Food or drink in the classroom without permission
- Not following the teacher's instructions or classroom procedures
- Abuse of vehicle parking privilege (Vehicles may be disabled or towed for these violations.)

Level One offenses will be awarded consequences at the discretion of the teacher or Dean of Students depending on the severity of the offense. The school may use progressive consequences such as

warnings, phone calls to parents, detentions, and loss of privileges. Violations will be logged in PowerSchool. The Dean's Office will be notified of each incident and may assign more severe consequences. Cell phone use or similar technology violations will automatically be referred to the Dean of Students.

**Tardy to Class** - Students with Unexcused Tardies to class will be assigned consequences by the Dean of Students or Attendance Clerk based upon the number of tardies. Parents will be notified when students serve consequences due to Unexcused Tardies. Consequences are determined by the Dean's Office.

**Gum Chewing** – Gum chewing is a detriment to maintaining school facilities and is prohibited.

**Littering** – A Highlander is committed to campus stewardship and takes great pride in the overall appearance of our campus. Littering will not be tolerated. Littering will result in disciplinary consequences to be determined by the Dean of Students and/or a meeting with the Dean of Students.

**Distractors** – Any items that may distract students from the primary purpose of academic pursuits are not allowed at school. Distractors are also attractive nuisances inviting theft.

Distractors include, but are not limited to, the following:

- Electronic gaming devices and other unapproved electronic devices
- Trading/playing cards
- Laser pointers
- Skateboards/rollerblades/scooters/Hoverboards, etc.

Possession or inappropriate use of distractors at school may result in the distractor being confiscated for a period of time, and/or a Saturday detention.

**Upper School Cell Phone and Smart Device Policy** - All student cell phones must be silenced and secured in backpacks from 8:30 a.m. to 2:45 p.m., unless approved by school administration for documented medical purposes. Cell phones may not be used during morning PRIME Time, class transitions, Lunch/Study, breaks, school assemblies, pep rallies, and any other events during the scheduled school day. Violations of this policy will result in a loss of the cell phone for the remainder of that school day. Upon multiple infractions, students may be assigned detention and lose campus cell phone privileges for a period of time determined by the Dean and will need to submit their cell phone to the Upper School Office by 8:30 a.m. and pick it up after school dismissal at 2:45 p.m.

Bluetooth and other wireless connections to personal cell phones must be disabled during the school day. This includes disconnection from smart watches, earbuds, and other wireless accessories.

Smart watches may be used solely for timekeeping and health monitoring purposes. They must remain disconnected from cell phones and may not be used for texting, calling, or notifications during school hours.

Wireless earbuds, Bluetooth headphones, or wired headphones may be used when connected to a school-issued laptop while stationary during Lunch/Study, Study Hall, or with approval from a teacher inside the classroom. Headphones and earbuds may not be worn while transitioning from the LHPS parking lots and while walking around on campus during the school day.

Students and parents should be advised that there is no expectation of privacy in any cell phone or mobile device brought onto the LHPs campus. Devices are subject to collection and examination, and a student may be required to provide a passcode or login credentials if necessary to determine if a violation of this handbook has occurred. Smart devices of any kind may not be worn or accessed during assessments. Accessing smart devices during an assessment may result in a referral to the Honor Court.

**Middle School Cell Phone and Smart Device Policy** – Cell phones/smart devices should be turned off or silenced and stored in backpacks immediately upon arrival to school and should not be removed until the 2:50 p.m. bell. Cell phones/smart devices should not be out during instructional time. Upon multiple infractions, students may be assigned detention and lose campus cell phone/smart device privileges for a period of time determined by the Dean and will need to submit their cell phone/smart device to the Middle School Office by 8:10 a.m. and pick it up after school dismissal at 2:50 p.m.

Bluetooth wireless Headphones/AirPods will not be worn throughout the school day.

Students and parents should be advised that there is no expectation of privacy in any cell phone or mobile device brought onto the LHPs Middle School campus. Devices are subject to collection and examination, and a student may be required to provide password or login credentials if necessary to determine if a violation of this handbook has occurred. Smart devices of any kind may not be worn or accessed during assessments.

### **Level Two Offenses**

- Disrespect
- Inappropriate behavior
- Inappropriate language or materials
- Roughhousing
- Truancy
- Disruption of teacher or instruction
- Reckless or irresponsible operation of a vehicle\*

Level 2 offenses are referred to the Dean of Students for appropriate action and consequences.

\*Parent conference with the Dean of Students; consequences will be at the discretion of the Dean of Students and may include completion of a defensive driving course as well as other appropriate punishments, including loss of driving and parking privileges on campus.

**Disrespect** – Students are expected to respect the authority of teachers, staff, and administrators. Parent volunteers, visitors, and guests to Lake Highland shall be afforded the same respect. The consequence of student disrespect will be determined by the nature of the occurrence and will be at the discretion of the Dean of Students.

**Inappropriate Conduct, Language, or Material** – Students are to refrain from public displays of affection during the school day whether on campus or at school-sponsored events. Students who disregard this rule will be assigned appropriate consequences by the Dean of Students depending on the nature of the offense.

The use of profane, obscene, or abusive language, whether spoken, gestured, or written, is

unacceptable and violates the Honor Code. Electronic communications to LHPS faculty, staff, families, or students containing such language or materials will also be subject to discipline. Possession or use of profane, obscene, or abusive materials is also unacceptable, and the materials will be confiscated. Disciplinary action will be taken at the discretion of the Dean of Students up to and including expulsion.

**Truancy** – Lake Highland operates on a closed-campus basis. Students may not leave campus at any time without parental permission and must sign out in the US attendance office, including walking home for lunch. The act of “skipping” or “cutting” an individual class or the entire school day constitutes an absence and a Level Two violation. Any work missed is subject to the penalty imposed on work missed due to truancy. **Students who miss a quiz or test as a result of truancy will automatically receive a letter-grade grade reduction for the exam.**

**Consequences for Truancy** – include, but are not limited to the following:

- 1<sup>st</sup> violation (single class) – Saturday detention and parent notification
- 2<sup>nd</sup> violation (single class) – In-school suspension and parent conference
- 3<sup>rd</sup> violation (single class) – Out-of-School Suspension and parent conference

Skipping more than one class in the same day may result in a full-day truant.

- 1<sup>st</sup> violation (full-day truancy) – In-school suspension and parent conference
- 2<sup>nd</sup> violation (2<sup>nd</sup> violation or multiple days of truancy) – Suspension and parent conference

Recurrent truancy may lead to expulsion from Lake Highland.

### **Level Three Offenses**

- Academic Dishonesty
- Cheating
- Plagiarism
- Misrepresentation
- Fighting/Physical Aggression, Confrontation, or Threats
- Gross disrespect/Insubordination
- Defacing or damaging school property or belongings of others
- Theft
- Possession or use of tobacco products or products containing nicotine on campus or during a school event
- Harassment in any form: sexual, identity-related, bullying, cyberbullying, AI Harassment, or other
- Identity-Related
- Continued or Severe Level 2 violations determined at the discretion of the Dean of Students
- Extreme Violations

Level 3 offenses are referred to the Dean of Students for investigation and possible referral to the Honor Council or Identity-Related Advisory Council. Other offenses are referred to the Dean of Students for assignment of consequences, ranging from in-school suspension to possible expulsion. The number of days of suspension depends upon the nature, severity, and/or accumulation of incidents for a particular student. Severe or continued Level 3 offenses may also result in being placed on conditional status for the next school year or expulsion of the student at the discretion of the MS/US Director.

The school desires to promote and encourage the highest standards of academic honesty as well as to develop a tradition of honor. Lake Highland Preparatory School expects students to be committed to honesty in all their class work. The Honor Council may adjudicate occurrences of academic dishonesty.

**Fighting/Physical Aggression, Confrontation or Threats** – Fighting is not an acceptable means of settling disputes. Fighting or physical confrontation may result in a one-day suspension minimum. Those that are involved through instigation and/or the encouragement of others to fight will also be subject to disciplinary consequences. Anyone that does not try to stop a fight, without putting themselves at risk of any harm, or that does not seek help from a teacher, administrator, or staff member may also be subject to disciplinary consequences. Serious threats of harm or physical assaults may be referred to law enforcement where appropriate.

**Insubordination** – Gross disrespect or defiance of authority is the most serious form of disrespect shown to a teacher, staff member, and/or administrator. Disciplinary actions range from suspension to possible expulsion.

**Destructing or Damaging School Property or Belongings of Others** – Students must respect the Lake Highland campus and the property of others. Any student who destroys or defaces property will be held financially responsible and suffer additional disciplinary actions.

**Theft** – Students must respect the property of others and are never to take anything not belonging to themselves. In occurrences of continuous or serious theft, expulsions may be warranted.

**Tobacco/Nicotine/Vaping** – Possession or use of tobacco products, or products containing nicotine, including vapor pens and/or e-cigarettes are not allowed.

**Harassment and Bullying** – Bullying, tormenting, threatening, intimidation, or any other form of harassment, whether verbal, written, or electronically transmitted from school or home, will not be tolerated. A bullying offense includes systematically and chronically being cruel to other students on or off LHPS property if it adversely impacts the educational environment at school for students, faculty or staff. All reports of bullying or harassment will be immediately investigated by the Dean of Students and appropriate discipline will be assigned up to and including expulsion, as outlined above for Level 3 offenses.

**AI Harassment** – The use of AI tools to threaten, embarrass, bully, or demean others. This includes, but is not limited to: Creating fake messages, images, or videos of another, including but not limited to students, faculty, staff, or another member of our community; Generating harmful or offensive content using someone's likeness; Impersonating someone with AI for malicious purposes; Using AI to spread false information about a person; Sending repeated AI-generated content with intent to harass. Violations of Florida's AI law

**Identity-Related** – Any event or situation that involves a student being targeted or shamed based on their identity or a protected characteristic including, but not limited to, race, religion, ethnicity, gender, or sexual orientation. These cases are reviewed by the Identity-Related Advisory Council upon request from the Division.

**Threats to the School** – Any direct or indirect threat that may harm or disrupt the function of the school campus or school-sponsored activity including, but not limited to, threats made verbally or nonverbally, by act, through social media, by text, or written anywhere on campus in any form. Students and

parents should be advised that written threats to kill or do bodily injury, or carry out an act of mass violence toward the school, its employees, or students will be reported to law enforcement.

**Extreme Violations** – Behaviors that may result in immediate expulsion include, but are not limited to, the following:

- possession or use of alcohol on campus or at school functions, sponsored events on or off campus, or school trips of any kind
- possession or use of drugs and/or paraphernalia on campus or at school functions, sponsored events on or off campus, or school trips of any kind
- possession or use of a firearm/weapon, airsoft, pellet gun, or toy/replica of a weapon on campus or at school functions, sponsored events on or off campus, or school trips of any kind\*\*
- threats of violence made by a student to the school buildings or facilities, faculty or staff, or fellow students of LHPS
- other behaviors deemed grossly inappropriate and dishonorable as determined by the US Administration

Jurisdictional control over the student may be extended to beyond school property whenever the conduct of the student is deemed to have a detrimental effect on the health, safety, or welfare of other students; or if the behavior is such as to negatively affect the reputation of Lake Highland Preparatory School in the community.

*\*\*Students must realize that in today's climate, even toy weapons and replicas are unacceptable on school property, and possession of such may result in disciplinary measures.*

## **Descriptions of Disciplinary Actions**

### **Teacher-Assigned Consequence**

Teachers may assign individual consequences for a student in collaboration with the Dean of Students including, but not limited to, extra help in a teacher's classroom, a teacher-assigned detention, or a conference with the teacher.

### **Lunch Detention**

Students assigned to lunch detention will report to a designated location during their assigned lunch period. **Please note that in all detentions, students may be required to participate in campus clean-up.**

### **PrimeTime Detention**

PrimeTime Detention: Similar to a Lunch Detention; students assigned to PrimeTime Detention will report to a designated location during their assigned AM or PM PrimeTime period. Please note that in all detentions, students may be required to participate in campus clean-up.

### **Saturday Detention**

Saturday detention is assigned to students who commit repeated or serious infractions of school policies. It serves as an opportunity for students to take responsibility for their actions through meaningful service and reflection. Students in Saturday detention will participate in supervised campus



beautification projects, such as cleaning common areas, organizing materials, or assisting with school maintenance tasks. Additionally, students will complete a written reflection on the choices that led to their detention and how they can make better decisions in the future. Saturday detention is a mandatory consequence, and failure to attend may result in further disciplinary action.

### **No Contact Agreement**

No Contact Agreement: A no contact agreement is a written acknowledgement by a student that the student will refrain from direct or indirect contact with another student(s) while on campus, except as may be necessary for academic pursuits.

### **In-School Suspension**

Students are to report to the MS/US Office at the start of the school day. They will work on class work, but not be allowed to report to class. Students must obtain class work from each teacher prior to serving this suspension. Lunch may either be brought by the student or purchased in the Cafeteria and eaten in the Dean's office. Students serving in-school suspension will not be permitted to participate in school-sponsored activities during the day(s) that ISS is being served.

### **Out-of-School Suspension**

A student who receives an out-of-school suspension must remain home from classes for the days of the suspension and may not participate in any school-related co-curricular activities on those days. Students should check Canvas online to stay current with class and homework. All schoolwork missed is to be made up. All missed school work must be turned in on the day of return to classes. Work turned in after that will be assigned late penalties according to the normal late penalties listed in the student handbook.

Out-of-school suspensions are a consequence of serious violations of the discipline policy and Honor Code; therefore, such suspensions also carry with them a corresponding loss of privileges. Students who receive out-of-school suspensions may also lose the right to participate in any student events and co-curricular activities for a period of time. This includes, but is not limited to, athletic teams; student activities such as drama, debate, and service clubs; and attendance at sporting events, dances, senior privileges, etc. Student leaders bear a higher burden of responsibility; therefore, in the case of leadership positions, this may extend further than three weeks, depending on the severity of the offense, or may result in loss of position.

Most out-of-school suspensions may include schoolwork. The student will not be allowed to return to school until the education component has been completed. Any monetary cost of the component will be paid by the student and/or his or her family.

### **Behavior Conditional Status**

A student may be placed on Behavior Conditional Status by Upper School Administration due to repeated misconduct. The Middle/Upper School Dean of Students will communicate the terms of the Behavior Conditional Status with the student and their parents. If the student continues to display negative behavior at school and continues to violate school policies, the student may face expulsion/dismissal from Lake Highland Preparatory School. The Middle/Upper School Administration will determine how long the student will be placed on Behavior Conditional Status, and if the student demonstrates improvement, displays positive behavior, and meets expectations, the Middle/Upper

School Administration will review and consider removing the student from Behavior Conditional Status.

### **Probation from Co-Curricular Activities**

A probation from co-curricular activities serves as a kind of "time out" during which a student can reflect on his or her transgression and on how to avoid making the same mistake again. By school policy, a probation related to an out-of-school suspension is to last a minimum of one week.

During the probation, the student is expected to be at school only during the hours of instruction, 8:30 a.m. to 2:45 p.m. He or she may not attend or participate in any other school functions. Elective field trips, even during the school day, are prohibited. Field trips that are integral to classroom instruction are allowed, but the student should consult with Upper School administration to be sure the field trip is considered integral and not elective. Watching athletic competitions, attending drama performances, lectures, music recitals, etc. may also be prohibited while the student is on conditional status.

A student who is a member of a team (athletic or academic) is barred from participating in any way. They may not compete or practice with the team or may not watch practice sessions. Debate and drama students, for example, may not participate in practices, competitions, performances, etc. The Dean of Students will establish exactly when the probation is to begin and end.

### **Out-of-School Forgiveness Policy**

When Lake Highland suspends a student for disciplinary reasons, the school's policy is to report that suspension to the colleges the student has applied to or will attend. This practice is consistent with the *Principles of Good Practice* published by the National Association of College Admission Counselors (NACAC), of which Lake Highland is a member.

As educators, we recognize that students mature and develop at different paces. Students in 9<sup>th</sup> grade make mistakes and commit wrongs that they would not repeat as they mature into the upper grades. Recognizing that developmental reality, the school reserves the right to seal the records of wrongs committed in ninth grade when students demonstrate that they have learned from their mistakes, grown, and changed. We will continue to report major disciplinary violations (out-of-school suspensions) that occur in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades to colleges because they represent the student's attitude, actions, and character.

Students who receive out-of-school suspensions in 9<sup>th</sup> grade will be eligible for review of their suspension record at the beginning of their Junior year. No sooner than one year following the suspension, the student may request, via written letter, to the Dean of Students that a review committee meet. If a suspended student has kept a clean record and has demonstrated substantial personal growth in the year following his/her discipline, a review committee may recommend to the school President that the suspension be sealed in Lake Highland records and not reported to colleges and universities. The review committee shall consist of four school officials: the Dean of Students, the suspended student's counselor, a faculty representative of the honor court system, and a teacher advocate to be requested by the suspended student. The teacher advocate must be a currently employed Lake Highland teacher. No other advocates are permitted. The recommendation of the committee will be forwarded to the Upper School Director for review. The Director will then submit the recommendation to the school President for review and approval. The President has the discretion not to seal the record if in his judgment the violation was too significant to overlook. This policy is intended to give students the opportunity to have qualifying suspensions reviewed, but in all cases the final decision regarding

treatment of disciplinary actions and the reporting of such actions lies with the school under the direction of the President.

The committee will first consider the student's school discipline record for the year following the suspension. That record should be *completely free of any serious offenses* and *substantially free of minor violations* of the discipline standards. The committee will then examine positive examples of personal growth. This should be demonstrated by actions like documented community service, teacher reports of positive classroom contributions, voluntary service to school, etc. Teachers will be surveyed for references prior to the committee meeting. The student is expected to meet with the committee to give personal testimony of the growth that has occurred.

If a student is granted forgiveness of the record according to this policy, and subsequently commits another suspendable offense, *all* records of suspension will be forwarded to colleges and universities.

We consider students in grades ten, eleven and twelve to be sufficiently mature that their actions define who they are at the time the school makes reports to colleges. To conceal the discipline record would be a breach of the trust between Lake Highland and the colleges, and would violate standards of good practice.

### **Expulsion**

Expulsions carry a one-year minimum. Families may then re-apply for admission.

### **Appeal Process**

On occasion, a difference of opinion may occur between a student/parent and a school authority. Lake Highland has a chain of communication operating to resolve any differences of opinion. The student or parent may request a meeting in the following progression:

1. Faculty member involved
2. Faculty member, Dean of Students
3. Faculty member, Dean of Students, Director

Note: Students who commit Level 2 or 3 violations, extreme violations, or Honor Code violations may be subject to extended probation from athletics and other co-curricular activities.

## **Lake Highland Preparatory School**

### **Drug and Alcohol Policy**

The Lake Highland community's commitment to the development of the whole student includes a commitment to educating students about, and protecting them from, the dangers of illegal use of alcohol and drugs. Knowing the devastating consequences of such abuse for the individual, family, and school community, Lake Highland is committed to a three-fold approach of education, counseling, and discipline.

### **Education**

Educational approaches include regular training for counselors and faculty in substance abuse

recognition and prevention. Students have opportunities to join in co-curricular clubs and activities with substance abuse prevention goals. Specific academic courses and athletic character education programs include substance abuse emphasis.

## **Counseling**

As part of our counseling response to student abuse issues, counselors are committed to working with faculty to identify students at risk and actively seek help for such students. When a student is suspected of drug or alcohol abuse, his or her parents will be contacted and required to have their child tested for drug use. Apart from school counseling, help for the student might include administrative requirements that a student receive counseling and/or drug testing for up to a year, or until released by the counselor providing services. If there is a second positive identification of alcohol or other drug use, the student will be subject to disciplinary action, which may include expulsion.

## **Discipline**

Lake Highland continues to enforce a drug-free environment for its campuses, adjoining properties, and off-campus events. Students who are found to be in possession of alcohol, drugs, or related paraphernalia on campus or adjoining properties (in cars, backpacks, lockers, pockets, etc.) or at an official school-related function such as a dance, community service project, athletic event, field trips, educational travel, or any other type of school competition or event, will be expelled from the school pending investigation and administrative review of mitigating circumstances.

### **Dismissal from school may also apply to:**

- Students found to be in possession of drugs, alcohol, or paraphernalia in the immediate vicinity of the school campus.
- Students known to have trafficked in drugs or alcohol.
- Students subject to criminal charges for illegal possession, use or distribution of drugs or alcohol.

## **Off-Campus Behavior**

The school will not police for off-campus activities, nor does it believe that it should remove this responsibility from parents. When an issue arises, we urge parents to work directly with their children and to try to resolve the issue with the parents of other LHPS children who may have been involved. We will not, however, ignore reported behavior that poses physical or emotional risks to our students or brings discredit to the school's name in the community. When the school is aware of a student or students who are involved with harassment, fighting, alcohol, or drugs, the school will alert parents and require familial interventions to assist the student in addressing the behaviors. The school will assist families in finding appropriate counseling, in establishing regular drug testing, with school counseling, and with whatever other interventions may be deemed appropriate. If the student persists in pursuing dangerous or harmful behaviors, the school will meet with the family to discuss academic settings which may provide more support than Lake Highland is designed to provide.

Off-campus behaviors for which Lake Highland will expect to see clear familial interventions include, but are not limited to:

- Hosting a party where alcohol or drugs are known to have been supplied, welcomed, or tolerated by the host student.
- Bringing drugs or alcohol to a party or social gathering.

- Providing alcohol or drugs to others in any social interaction.
- Being involved in any incident in which alcohol or drugs are known to have caused injury or to have posed danger to students (due to overdose, DUI, or other factors), or in which the scope of the activity is such as to bring dishonor to LHPS in the wider community (for example, if police or emergency workers are present or the press reports).

**NOTE:** If the school deems any of the above referenced activities to be egregious, a penalty of suspension or dismissal may be applied.

### **Parental/Family Responsibility**

When it is known or suspected that alcohol or drugs have been served to or allowed by students at a Lake Highland family's home or property, the parents of the family will be contacted by the administration. If the school is convinced by credible evidence that the family does not intend to conform to norms of the school community, the family may be asked to withdraw entirely from the school community.

### **Lake Highland Preparatory School Medical Marijuana Policy**

Because marijuana is an illegal substance under federal law, and state law where used recreationally, marijuana is a prohibited substance at LHPS. All students are subject to our Drug and Alcohol Policies.

All students will be held to the three-fold approach of education, counseling, and discipline described in the Lake Highland Preparatory School Drug and Alcohol Policy. Requests for permission to use medical marijuana during any period of enrollment with Lake Highland Preparatory School must be made (1) in advance and before use is initiated, (2) to the Division Dean, and (3) accompanied by appropriate medical documentation and prescription from a qualified medical professional, which lists the qualifying condition consistent with Florida Statutes. Each request for medical marijuana use will be handled on a case-by-case basis in the complete discretion of the school. For the protection of our students, the school reserves the right of discretion to make all decisions on allowing students to attend while using medical marijuana.

The use or possession of medical marijuana is prohibited on either campus of Lake Highland Preparatory School, Inc., its adjoining properties and athletic facilities, personal or school vehicles, at any school sponsored event, dance, community service project, athletic event, field trip, educational travel, or any other school event, whether on or off campus. If a student receives permission in writing from LHPS, the administration or ingestion of any medical marijuana must be administered and supervised by a parent or qualified care provider that is approved in advance by LHPS in an off-campus setting. No ingestion, possession, or administration shall occur on campus or with the assistance of school personnel. Violation of this policy could result in discipline up to and including dismissal.

### **Universal and Random Drug Testing**

Students in grades 7-12 are tested randomly through-out the school year. A small hair sample will be taken and sent to Psychomedics lab for testing. The test will identify if any of 18 different drugs have been taken during the previous three months. All results will be sent to one confidential administrator at Lake Highland. These results will not be shared with any other LHP employee. The LHP administrator will

confidentially contact the family whose child has tested positive for drug use and meet with them to help determine how best to help the child avoid future drug use. After 100 days, the student will be tested again. If there is a second positive result, the student will be required to withdraw from Lake Highland, but may reapply at a later date when proof of successful treatment and a negative drug test can be provided.

As testing will be random, it is possible that some students may be tested more than once during the year. All new students entering LHPS after the beginning of the school year will be tested in the next round of random sampling.

### **Requests for Retesting**

All positive results are automatically subjected to intense retesting at Psychemedics before final confirmation and reporting of initial results to the school. If a family requests an additional retest of a new hair sample, it can be performed by Psychemedics. Parents may request a second hair sample test within three business days of being told of the initial results. If the requested second test by Psychemedics confirms the positive results again, it will be considered final, and the family will be billed for the retest. Independent testing completed by a family is not recognized and will not impact disciplinary decisions.

## **Parent-Hosted Non-LHPS Parties**

Many parents offer private parties for their children and their children's friends. While parties can offer a good means of building teen relationships, they can also be a source of problems. The following information is offered to provide some tips for avoiding potential difficulties. Guidelines for parents to consider:

1. Large parties are very difficult to manage. They should be avoided, or provided for with an abundance of chaperones.
2. Parents should discuss ground rules of a party beforehand with their children, and these should be explained to guests beforehand.
3. A specific guest list helps protect a party from being crashed by "friends of friends."
4. Parents should be present and visible at regular intervals during a party. Circulate throughout the evening.
5. Parents greeting guests at the door or being introduced to guests helps to establish the proper tone.
6. Guests should remain inside until the party is over. If the party is outside, guests should not leave and then return to the area.

Note:

1. It is illegal to serve alcohol to minors in your home, even to your own children.
2. Parents who host parties at which underage drinking occurs are taking the risk of being liable for any harm which may come to guests while on their premises and after they leave. This may be true even if you are unaware that drinking has been going on. The expectation of the Lake Highland community is that no parent will allow or provide for alcohol or other substances to students.
3. LHPS will take further action as deemed necessary and outlined under "Drug and Alcohol Policy."

## Transportation

### Carpool/Traffic

The safety of Lake Highland students is of paramount concern particularly when it is traffic related. Families should abide by the following carpool procedures:

#### Carpool Drop-Off/Pick-Up

- Traffic Safety personnel are assigned to ensure the safe and efficient flow of traffic. For the safety of pedestrians and fellow vehicle traffic, please afford the traffic safety personnel your attention and courtesy.
- Students should not arrive prior to 7:30 a.m. unless they will be supervised by a Lake Highland employee.
- The designated student drop-off area is located on both campuses. **Due to safety considerations, families should refrain from unloading students on public roadways, in the Annex parking lot, in front of the Weng Gymnasium, or in the OUC paved parking lot.**
- Please refrain from using cellular phones or other distracting devices while operating motor vehicles on campus. Should you need to take a call, please park in a designated parking space.
- Please do not arrive any earlier than necessary for dismissal. Arriving early for dismissal causes traffic to stack and impedes traffic transiting the public roadway.
- Failure to adhere to carpool drop-off/pick-up procedures or drive safely and courteously on campus may result in the suspension of driving privileges on the LHPS campus or being asked to withdraw your student. Driving on the campus of LHPS is a privilege, not a right.
- LHP Shuttles will be provided for students to travel between the two campuses. Shuttles start at 7:30 a.m. and end at 3:15 p.m.

#### Charles Clayton Campus/ LHPS Bradshaw Campus Shuttle Service Schedule

A shuttle service will be provided for our Middle School students who have carpools which drop off and pick up at the LHPS Bradshaw Campus. Please note that students may not be dropped off on Charles Clayton Campus before 7:30 a.m. unless a supervising adult is present. Gate 2 will open at 2:30 p.m. for afternoon pick-up. No cars will be permitted to line up on campus prior to 2:30 p.m. If you are unable to provide transportation, Lake Highland has a list of vendors that are vetted to work directly with our families.

Please understand that you can choose any service provider. It is important to note that Uber and Lyft have policies prohibiting service to unaccompanied minors. In addition, the approved vendors have permission to come on our campus to pick up students.

**The schedule for the shuttle service will be as follows:**

<b>Morning Run</b>	<b><u>Depart Main Campus - Arrive CCC</u></b>	
	7:30 a.m.	7:35 a.m.
	7:45 a.m.	7:50 a.m.
	9:00 a.m.	9:05 a.m.

All morning shuttles will depart from in front of the Rex Building and will enter the Charles Clayton Campus through Gate 3 (Woodward Street).

### **Afternoon Run    Depart CCC - Arrive Main Campus**

2:50 p.m.            3:00 p.m.

3:30 p.m.            3:35 p.m.

\*\*The first buses in line are for Maya's transportation and those students participating in an instructional/academic class on the Bradshaw Campus (Debate, Arts programs, etc). The following buses will provide shuttle services to the LHAC parking lot for student-athletes.

### **Upper School Student Parking/Vehicles on Campus**

Lake Highland Preparatory School students who wish to enjoy the privilege of driving an automobile or motorcycle to school must adhere to the following Lake Highland rules/policies and failure to do so may result in loss of driving and parking privilege on campus or in campus-owned or leased lots.

- Student drivers who plan to drive to school and park on campus must register their vehicles with the Security Office.
- Vehicles must display a school-issued parking decal. Parking decals will be mailed home in a packet from the Security Office containing parent ID badges and parent parking decals.
- Parking decals must be affixed to the lower corner of the driver's side windshield. The decal adheres to the windshield via static cling and will not damage the windshield.
- Freshman, Sophomores, and Juniors are assigned to park in the Lake Highland Athletic Complex (LHAC) student lot. The entry to the parking lot is located on Alden Road.
- Seniors may also park in the Lake Highland Athletic Complex student lot, but in addition have privileges assigned on a rotating basis to the OUC Senior Lot located at 1020 Highland Avenue.
- Students may not park on public roadways in the vicinity of Lake Highland. Lake Highland strives to be a good neighbor, and student parking on neighborhood streets undermines its good neighbor efforts.
- Students may not loiter in the parking lots. Campus Security and Faculty members begin an enhanced presence in parking areas as early as 5:00 a.m. and as late as midnight (times vary based on events).
- Students must obtain permission to visit their vehicles during the school day. Students leaving campus without permission are subject to disciplinary action.
- Students should drive with care. Students as young as four may be crossing roadways. The campus-wide speed limit is 7 mph.
- Use of cell phones or other devices while operating an automobile or motorcycle on campus is prohibited.
- Before school, student athletes having early morning practices may park in the Porter Center parking lot. Student athletes must relocate their vehicles to an approved parking area no later than 7:30 a.m. A student athlete that has not moved his/her vehicle by 7:30 a.m. will be referred to the Upper School Dean of Students.
- After 2:45 p.m. student athletes may move their vehicles to the Porter Center parking lot or the OUC paved parking lot provided there is available parking. Student athletes **may not** park in the Gym, Lower School, or Annex Building parking lots. Students who do so will be referred to the Upper School Dean of Students.
- Campus Security has the capability to assist with jump starting a vehicle and changing a flat tire.
- All vehicles parked on campus or in leased lots are subject to search. There should be no expectation of privacy in any vehicle driven or parked on LHPs assigned parking areas, LHPs campus, or LHPs athletic facilities.



## **Campus Security**

### **407-402-9181**

LHP's number one priority is the safety of all Highlanders, including students, faculty and staff, family members, and campus visitors. We ask all Highlanders to store the Campus Security phone number above in their phones to be able to quickly report any safety concern – no matter the time of day.

#### **Student Identification Cards**

Lake Highland issues identification cards to all students in grades 7–12. Upper School and Middle School students are required to wear their student IDs while on campus. A replacement fee will be charged to the student's account for lost or damaged IDs. Student IDs are part of dress code, and violations will align with consequences outlined in the Dress Code Policy. Patterns of non-compliance will be viewed as insubordination, a level 2 offense, and may result in in-school suspension.

#### **Access Credentials and Student ID Policy**

Student ID cards serve as each student's primary access credentials for entry into school buildings and designated areas. For security and accountability purposes, students are **strictly prohibited** from copying, duplicating, or transferring their access credentials to any other device or item, including but not limited to smart rings, keychains, chips, phones, or wearable technology.

Student ID cards should remain in the possession of the student they were assigned to. Students should not allow other students or individuals to be in possession of their assigned student ID.

All students must use their issued ID card as intended and may not attempt to replicate or embed the access functionality onto another item. Unauthorized duplication or misuse of access credentials may result in disciplinary consequences and loss of access privileges.

#### **Reporting Something Suspicious**

Students are encouraged to report suspicious or concerning activity that may jeopardize the safety of the Lake Highland community. Students needing to report suspicious or concerning activity may do so by either calling or texting (407) 402-9181. In the event a student would like to report the suspicious or concerning activity anonymously, students may use the Fortify Florida App. <https://getfortifyfl.com/#howitworks>

#### **Visitors to Campus**

Visitors to campus are limited to those individuals who have been invited and have legitimate business with the Lake Highland community. All visitors must check in with security upon arrival. All parents and visitors must display a school-issued identification card on their outermost garment while on campus during the school day.

Lake Highland Preparatory School is a private educational institution and reserves the right to deny or rescind an individual's access to its campuses.

## **Campus Maps**

Please visit the school's website to see campus maps for the Charles Bradshaw Campus (Upper School), the Charles Clayton Campus (Middle School), and the Lake Highland Athletic Complex (LHAC). <https://www.lhprep.org/about/contact-us>

## **School Communications**

### **Email Communications**

Lake Highland's official communications vehicle is email. Students and parents should regularly check their email from the school for important information.

Each week, the Academic Division Directors send important announcements and wrap up the week with an email to families called "News & Notes." This email contains news, reminders, student accolades, and important calendar information.

### **The Tartan**

The school's magazine, *Tartan*, is published twice annually. The publication recognizes and celebrates student and alumni achievements, as well as division-specific and schoolwide events over the previous semester. To submit information and photos to be considered for inclusion in the *Tartan*, please email [news@lhprep.org](mailto:news@lhprep.org). Please note: Inclusion of information and photography in the *Tartan* is at the sole discretion of the Communications & Marketing Department. Student awards and recognitions outside of LHPS may not be included. Low resolution photos will not be considered for inclusion.

### **LHPS Social Media Standards and Guidelines**

Lake Highland Preparatory School created the following social media standards to establish the purpose and policies of our LHP platforms. LHP strives to create a positive, celebratory, and constructive online community. The purpose of Lake Highland's social media presence is to share and celebrate the accomplishments of students and alumni, promote connection and share information, uplift fellow Highlanders, represent our mission, and respectfully engage with the Lake Highland community.

The following standards apply to any and all posts made on the school's social media pages, including, but not limited to, original posts, shared posts, comments, replies, and media uploads (collectively "Posts"):

1. All Posts should be consistent with the Lake Highland Preparatory School Mission Statement.
2. All Posts should be relevant to and consistent with the purpose of the page.
3. The following Posts are prohibited:
  - Posts that are profane, abusive, inflammatory, or derogatory in nature. Posts that constitute personal attacks or are threatening, insulting, or racist.
  - Posts that do not reflect LHP's mission.
  - Posts that contain political commentary. Posts that are business solicitations or

advertisements for a third-party. Posts that promote monetary contributions to businesses or nonprofits outside of LHPS-sponsored activities.

- Posts that criticize or present concerns, problems, or conflicts with individual teachers, administrators, students, parents, or community members.
- Posts that disclose confidential, proprietary, or privileged information.
- Posts that are libelous or defamatory.
- Posts or multiple posts that are overly repetitive.

## **VIOLATION OF STANDARDS AND GUIDELINES**

Lake Highland Preparatory School, in its sole discretion, can delete Posts, and/or suspend, remove, block or mute members from the page, for any violation of the standards and guidelines set forth herein.

Posts in direct conflict or opposition with published school policies or which do not indicate support of the school or its mission will not be permitted on any LHP social media pages. In addition, all currently enrolled students and their parents are bound by the "Cooperation and Adherence to Policies and Procedures" clause of the LHP Continuous Enrollment Contract. In order to foster a positive relationship with the school and support its mission, posts which violate paragraph 3 of the Contract will not be permitted on any LHP social media page or site. Members of the LHP community are empowered and encouraged to reach out to representatives at the school with questions or concerns about school standards, policies, and procedures and seek conflict resolution in a face-to-face manner by scheduling a meeting with current school administration."

## **USE OF LHP BRAND ON SOCIAL MEDIA**

All social media accounts using the LHP logo or any brand element or nomenclature (Highlanders, LHP, LHPS, etc.) commonly associated with the school must be registered and approved by the LHP Digital Marketing Manager. LHP maintains the right to assert ownership and control over any social media account using brand elements, photos, videos, or nomenclatures associated with Lake Highland Preparatory School.

# **Weather-Related School Closures**

## **Closing school/Reopening of School**

LHPS will decide to close and re-open school independent of any neighboring school district. The size of our school and our exceptional resources often allow us to close and re-open our campuses prior to the public school system.

## **After-school activity cancellations**

Decisions to cancel or delay afternoon and evening activities are made independently.. Coaches and group advisors will email schedule changes (e.g., game, practice, and other cancellations) to students and families.

## **Communicating during emergencies (such as closures and reopenings)**

LHPS's official communication channel is email. Please regularly check email messages from the school for important information. We may also post brief messages on our [website](#) homepage, [Facebook](#), Instagram and X (Formally known as [Twitter](#)). Additionally, we may use text messages (you must opt-in to receive) and automated phone calls to keep families updated during emergencies. Please check [PowerSchool](#) to ensure your phone numbers are accurate.

**To opt in to text alerts from LHPS:**

**Send a text of “Y” or “Yes” to 67587 from the cell phone number on file with PowerSchool.** To comply with wireless carrier requirements and protect against unsolicited text messages, you will receive a text message on your wireless cell phone confirming that you've opted in. Please note: standard text message rates may apply.

Please monitor emails and other important communications from LHPS.

***All information included in this handbook is subject to change, whether by addition, deletion, or modification at the sole discretion of Lake Highland Preparatory School, Inc.***

*Revised July 31, 2025*