

STUDENT/PARENT HANDBOOK

LAKE HILLS ACADEMY K-12



Lake Hills Academy
Business Office
5350 N 23rd St
Ozark, MO 65721

Michele Shuman – 417-425-7947

shumanis4learning@gmail.com

Kelsey Woods – 417-838-1518

kelsey.lakehillsacademy@gmail.com

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Welcome

Dear Parents/Guardians and Students,

We are so excited that you have chosen Lake Hills Academy. The purpose of the Parent/Student Handbook is to give Lake Hills Academy students and their parents an understanding of the general rules and guidelines for attending and receiving an education at LHA. Students and their parents are expected to take an active role in our school. It is through participation in activities that individuals gain feelings of satisfaction and ownership. Please review the information and reach out to us if you have questions.

Michele Shuman (School Director & Finances)
shumanis4learning@gmail.com
(417)425-7947

Kelsey Woods (Assistant Director)
kelsey.lakehillsacademy@gmail.com
(417)838-1518

Website - lakehillsacademy.com

Facebook - Lake Hills Academy Preschool-12th Grade

Mission Statement

At Lake Hills Academy, children and families will experience an environment that cultivates community, love of learning, and family support.

Vision Statement

We are a Christian Hybrid Home Education model serving K-12 students, 2 or 3 days a week. We focus on supplemental instruction to enhance your homeschool curriculum.

Educational Goals

At Lake Hills Learning Academy we aim to provide high-quality, comprehensive education that fosters your child's love of learning and addresses the whole child academically, emotionally, and socially.

Our goals are as follows:

- To enter a partnership with parents in the education of their children.
- To lead children toward mastery of individually identified intellectual, social, physical, and daily life skills.
- To foster a persistent curiosity that will lead to lifelong pursuit of knowledge and creativity in each child.
- To support the development of independent, self-confident learners.
- To instill in each child a sense of self-respect and personal responsibility for the world in which we live.
- To spark in our children curiosity, imagination, and joy.
- To develop a repertoire of life skills and a strong academic foundation.
- To encourage regular practice of self-reflection and nurturing the peace within.

Our Core Values

- We believe that all children deserve to develop in an environment that is nurturing, safe, intelligent, and politically free.
- We believe that parents are the principle influence in the child's life and the school provides a secondary supportive role to the home.
- It is a tandem cooperative relationship between home and school which best serves the child.
- We believe that the model of our own behavior serves as the most distinct teacher to the child.
- We believe that every member of our community has a fundamental right to be treated with respect regardless of age, gender, ethnic origin, sexual preference, religion, race, disability, vaccinated or unvaccinated.
- We believe that intelligence is not rare, but a state of the healthy mind. As such, it should be nurtured and encouraged. We believe that wisdom can be nurtured and cultivated in a positive, affirming and intelligent learning environment. We believe that the development of whole, healthy individuals requires that our many attributes be nurtured, including the spiritual, intellectual, physical, social and emotional.
- We believe in a dynamic environment, with children functioning as active agents in the learning process by making choices and learning to be responsible for those choices.
- We believe that the school and parents have a responsibility to prepare its students for life, balancing academic excellence with the development of personal and practical life skills.
- We offer a flexible learning environment that responds to individual needs, an adaptable curriculum, and utilize diverse learning styles.
- We strive to create a true balance among freedom, order and responsibility in each classroom. Students and participants of Lake Hills Academy will not be required to wear a mask while on the premises.
- We believe that children can learn constructive modes of problem-solving and conflict resolution, thereby creating a more peaceful learning and living environment.
- We believe that we are a dynamic member of our community. We nurture and promote “outreach” activities that involve the children in community improvement projects. We nurture an extended family community within the school whose participants are supported at all levels by the whole community.

Overview of Curriculum

Lake Hills Academy is a supplemental program to the existing home curriculum with experienced staff and trained professionals.

Elementary School Students: Students in grades K-5 focus on building their foundation of learning. The teacher will supplement home curriculum and introduce a daily skill to reinforce. Parents will continue the education of the student at home through home curriculum which provides proper pacing to complete subject content over the course of a school year.

Junior High & High School Students: Students in grades 6-12 will focus on reinforcing skills and learning new skills. The teacher will supplement home curriculum and introduce a daily skill to reinforce. Parents will continue the education of the student at home through home curriculum which provides proper pacing to complete subject content over the course of a school year.

The balance of the educational program will continue at home where the parent supervises each student's directed study. Home curriculum provides proper pacing to complete subject content over the course of a school year.

Lake Hills Academy teachers use several methods to provide feedback to both students and parents:

- **Lecture:** Teachers are centered on interactive and engaging discussion. Students receive real-time feedback on comments and ideas in class.
- **Assessments:** Students will receive quick, on-going informative assessments by their teacher. These assessments will be used to drive any instruction that may need to be reviewed, retaught, a tutoring session or scheduled parent conference to create a plan of action.
- **Student Portfolios:** Teachers at Lake Hills Academy will provide students with papers and projects that will assist in maintaining a student portfolio. Overall, this is the responsibility of the parent to maintain the portfolios and hours to meet the following state Homeschooling requirements listed below.
 - **A parent who is homeschooling a child must maintain the following records: a plan book, diary, daily log, or other written record indicating the subjects taught and the activities engaged in with the student; a portfolio containing samples of the student's academic work; and a record of evaluation of the student's academic progress. These records do not need to be submitted. Mo. Rev. Stat. §167.031.**
- **Email:** Teachers will do their best to respond to emails within 24 hours during weekdays (but this is not guaranteed for emails submitted over the weekend).

- **Individual Appointments as Necessary:** When needed, teachers will make individual appointments to work with students on assignment-based problems, on-going difficulties in the course, or for general help/discussion. Please contact your child's teacher to schedule an appointment.
- **Tutoring:** Individual tutoring sessions are available both to students who are enrolled in Lake Hills Academy as well as those working independently. Academy tutors are available for help with assignment-based work or on a regular basis for help through an entire course of study.

Extracurricular Activities

Students are encouraged to participate in extracurricular activities. These are provided to give a wide range of opportunities to reinforce and apply what is learned in the classroom, provide social contacts, and to give exposure to areas that are not directly taught in the classroom. All students are encouraged to participate in one or more extracurricular activities. All students should support the activities and talents of others. Your presence is much appreciated at concerts, banquets, school activities, etc.

Extracurricular Options

- Music - Students will meet to explore different aspects of music education and have the opportunity to perform at a music production during the year.
- P.E.-Students will experience exercise and body movement each day.
- Art - Students will be provided various artistic outlets through the Art Zone in Nixa, MO.
- Other Interests to help your student tap into:
 - Photography
 - Gardening
 - Candlemaking
 - Macrame
 - Sewing
 - Zoo/Zoology
 - Furniture Restoration
 - Cooking
 - Crafting
 - Budget/financing
 - Life Skills

Outside Activities

Fresh air and exercise is essential to a child's health and well-being. Therefore, weather permitting, outside time will be planned each day. Please have your child dressed weather appropriate. Children will only be excluded from outside activities for medical

reasons; therefore, a doctor's note is required for a child to stay indoors. This note must state the reason for exclusion and when the child can return to normal activities.

*Weather permitting as follows: not below 32 degrees and not above 90 degrees. Outside activities are not permitted during severe weather. When weather keeps us from going outside, alternative activities for exercise will be offered to your child.

School Hours

Doors open at 8:00am.

Community Group begins at 8:30am

Pick Up line begins at 3:15pm. If you will be later than 3:30pm, please let Ms Michele or Ms Kelsey know through text or email.

Attendance and Health Services

Regular and punctual attendance is very helpful for your child to receive the full benefits of their education program. If your child is ill, however, PLEASE DO NOT send him/her to school, even if your child wants to attend. Our school policy is that your child must be fever free and symptom free for 24 hours before returning to school following an illness. This will help reduce the spread of germs in the classroom.

***If your child has any special health care needs please let us know!

Meals and Snacks

LHA does not provide food. Students need to bring a lunch, snack, and water bottle. If your child has any special dietary, religious, medical, or personal needs to where they are unable to eat the snacks provided, arrangements can be made for substitutes for the snacks at the parents' expense.

- **Lunch:** Students will be required to bring their own lunch from home each day. Students will not be provided a meal at school. Students will have access to water to refill personal water bottles. A refrigerator, toaster oven and/or microwave will be available as well.
- **Snack:** Students are required to bring personal snacks from home each day for the morning and afternoon time. Special snacks can be brought to the school to celebrate a child's birthday. Please contact the teacher ahead of time to coordinate.

Pick-Up Procedure Other than Parents

If for any reason there is a change of transportation plans for your child, a written note or phone call to the teacher or director by (2:00pm) is required. Lake Hills will not change our prior transportation arrangement without a notice; no matter what your child communicates.

****Please note:** We are unable to release a child to someone other than persons listed on the child's information card regardless of the circumstances. Only those individuals authorized to pick up the child will be allowed to do so. Parent(s) may add individuals to the pickup list by handwriting the individual's name on the child enrollment form located in the director's office. Under no circumstances will the teacher or other staff add a person to the card at any time, nor will the director add names by phone or text.

School Closing Policy –

We follow Ozark School District's inclement weather cancellation

In case of bad weather, if the school has closed due to weather conditions that make it difficult for either the children or staff to arrive safely to school, it is the responsibility of each family to check the local weather and school closing listings to verify if school will be closed.

Parent-Teacher Conferences

As parents and teachers, it is very important to work together and to communicate as much as possible. Therefore, if there are any problems or concerns you may have about your child we would like to know. We are always available for your questions and concerns.

Discipline

Lake Hills Academy strongly believes in positive discipline; therefore, we will endeavor to help your child to learn positive self-direction. When a child is having a difficult time following directions or treating others with respect, appropriate guidance techniques will be used to redirect the child to positive behavior. Adult intervention will never involve physical punishment, nor will shaming, scolding, or guilt be used in behavior management.

Christian values you teach at home are respected and upheld while your children are in our program. We strive to provide a physically, emotionally, and spiritually safe place for your child to learn and grow. We anticipate all children will come prepared to have a joyous and productive learning time. In case of discipline problems, parents will be contacted by the director through a cell phone immediately. Teachers, directors, and parents will work together on a plan to improve behavior. Behavior problems that cannot reach a solution will result in the child's removal from the program. Lake Hills uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing on negative behavior.

2. Reminding a child of behavior expectations daily by using clear positive statements.
3. Redirecting behavior using positive statements. If behavior problems persist, the child will be removed from class and parents will be called to pick up the child.

Tuition and Fees

Enrollment Fee: \$100 (*per year per child, non refundable*)

Tuition: Due at the beginning of each month (*August - April; school year begins in September and ends in May; there are no prorated months*)

- ❖ 1 day - \$175 per month, per student
- ❖ 2 day - \$255 per month, per student
- ❖ 3 day - \$320 per month, per student

Tuition may be paid in full in August. Please reach out to Ms Michele for the total amount.

Curriculum Fee: \$100 per year (split into 4, \$25 payments)

Fundraising

All students and parents will be asked to participate in fundraising opportunities. This is not a requirement, however, funds from fundraising events will go strictly to your child's education. This will help provide further opportunities for your child including field trips, special supplies for projects, new equipment for the school, specialized teachers for specialized activities, and so much more!

Withdrawal Policy

In the event of withdrawal of a student for any reason after the execution of the Enrollment Covenant, tuition and fees are due for 1 month after student withdrawal. The only exception is upon an unexpected move of at least 100 miles from the LHA Business Office. Should you choose to withdraw your student, please notify the school in writing as soon as possible. A student may withdraw by September 1st without academic penalty.