PARENT & STUDENT HANDBOOK

This handbook has been prepared to help you understand and anticipate your student’s needs at La Lumiere School. Please read this carefully, from “cover to cover.” If you have a question, always feel free to call.

The provisions of this handbook are not to be regarded as a contract between any student and the School. The School reserves the right to change any of the policies, rules, regulations, and standards of conduct at any time as may be necessary in the interest of the School. The School also reserves the right to modify or discontinue any of the services, programs, or activities described in this handbook.
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OUR MISSION
At La Lumiere School, we form character, cultivate scholarship, and explore faith in order to grow into more complete versions of ourselves.

LA LUMIERE SCHOOL POLICIES

I. Community Behavior Policy
La Lumiere school honors the dignity of all community members and requires all students, parents, faculty and staff to follow the rules and regulations of the School. This includes exercising courtesy and civility in dealings between parents and the School administrators, or representatives of the School, such as the teaching staff. Parents are subject to the rules, regulations, and policies of the School, on and off campus, in that they have a contractual relationship with the School; more importantly, they also set an example to our students. Therefore, La Lumiere School holds the highest expectations of behavior for all the members of the School community, including parents and families.

II. Admissions Policy
It is the policy of the School not to discriminate on the basis of race, sex, color, religion, national origin, ancestry, sexual orientation, or physical or mental disability, which are unrelated to the ability to work or enjoy the benefits of the School’s program, facilities, or services.

III. Academic Policies
La Lumiere is a college preparatory school accredited by the Independent School Association of the Central States in order to instruct students in the humanities, the natural and physical sciences, and mathematics. Each student’s education will include far more than what is learned in the classroom, but the formal, academic education is the foundation upon which the rest of the student’s education develops.

A full-year course is a course that meets for the entire academic year and carries one credit; a half-year course meets for one semester and carries one-half credit. In order to graduate, a student must earn twenty and one-half (20.5) credits.

A. Graduation Requirements
The following course credits are required for graduation:

English: Four (4) years
Mathematics: Four (4) years while in High School, and each student must pass Algebra II and Geometry
Foreign Language: Students must reach the third level of a non-native language; we recommend four (4) years of language. This requirement may be adjusted for non-native English speakers.
**Science:** Three (3) years of sciences

**Social Sciences:** At least three (3) years, including one course in World History and one course in U.S. History

**Fine Art:** One-half (0.5) credit; One (1) credit for graduating classes of 2021 and beyond

**Theology:** One and one-half (1.5) years. Students must take Ethics during senior year, which counts toward their Theology requirement.

**Electives/Other:** Health and one credit of electives

Special consideration or adjustment to requirements may be granted for international students and students with documented learning differences. Credit earned at other secondary schools can be applied toward La Lumiere graduation requirements when the Assistant Head of School for Academics approves the courses.

La Lumiere courses are described on the La Lumiere School website in the Course Catalog. A student who needs more information about course offerings should consult the Assistant Head of School for Academics, his or her advisor, or members of the appropriate academic department. All academic programs that a student takes for credit outside of the context of the La Lumiere academic program and all summer school classes must be pre-approved by the Assistant Head of School for Academics to ensure appropriate credit is granted.

**B. Drop/Add Courses**

The student, the student’s advisor, the student’s parents, and the Assistant Head of School for Academics design a student’s schedule. Once the school year has begun, changes in the course selections may be requested by the student, the advisor, or the student’s instructor. In order to make course changes, a student must obtain approval of all interested and involved parties. The change becomes final when the student receives a new schedule and all involved parties have been notified.

A student may drop and/or add a course only after receiving permission from the teacher of that course and from the Assistant Head of School for Academics. Seniors must also receive approval from the Director of College Advising. Registration for courses begins during the spring semester of the previous school year and continues over the summer. Students may make changes in their schedule at any time during this process through the second week of school (the “Scheduling Date”). After the Scheduling Date, a student’s course registration is a matter of record.

Dropping a course after the Scheduling Date may result in a grade of “withdrawn failing” or “withdrawn passing,” which will then be a part of the student’s official transcript. Decisions on whether to allow a student to drop or add a course after the second week of the semester will be made by the Assistant Head of School for Academics in consultation with the student’s teacher and advisor.
C. Grading Scale

Grades are recorded on a scale of A+ to F. A grade of D- is the minimum passing grade; a grade of D denotes poor performance, a grade of C denotes basic performance; a grade of B reflects proficiency; and a grade of A indicates advanced work and excellence. The numerical (GPA) scores that correspond with these letter grades are noted below:

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<th>Letter Grade</th>
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<td>4.33</td>
<td>B+</td>
<td>3.33</td>
<td>C+</td>
<td>2.33</td>
<td>D+</td>
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<tr>
<td>A-</td>
<td>3.67</td>
<td>B-</td>
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<td>C-</td>
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</tbody>
</table>

The weighted numerical (GPA) scores that correspond with letter grades in Advanced Placement and Honors courses are noted below:

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<tr>
<th>Letter Grade</th>
<th>5.0 Scale</th>
<th>Letter Grade</th>
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<tr>
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Semester grades will be sent in a report card at the end of each semester.

D. Exemptions and Semester Examinations

Final exams are given over a period at the end of each semester. Every effort is made by the Assistant Head of School for Academics to write a schedule that does not produce conflicts for the students. If a student becomes ill and cannot take one or more exams, the Assistant Head of School for Academics may schedule the make-up exams after the end of the semester. The Assistant Head of School for Academics will not change the exam schedule to accommodate a family’s vacation plans. There is one possible exception to this policy: During the first semester exam period, if an international flight conflicts with the last day of the exam schedule (meaning there is no alternative available flight to that country), an accommodation may be made. In this
scenario, parents must notify the Assistant Head of School for Academics of the conflict a minimum of one month prior to the start of final exams. The Director of Student Life or the Assistant Head of School for Academics will schedule a special period for students with international flight conflicts on the last day of exams. Because all students are required to attend graduation, the second semester exam schedule will not be changed for any travel plans.

**Seniors** may become eligible for the privilege of exempting a final exam during the second semester of their senior year. Qualifying seniors may exempt a final in any class only during the second semester, with some exceptions. All seniors must satisfactorily complete their ethics class final project.

The teacher of the class makes the determination of whether the student has earned this senior year exemption privilege. Criteria for determination of whether students have earned the privilege of exempting a final in a course include, but are not limited to, the following: The student must maintain a B or higher average for the second semester, the student should not have an excessive number of absences or tardies to that particular class during the school year, and the student must complete and turn in all assignments in a satisfactory manner as requested by his or her teacher during the spring semester. If the student fails to meet these standards, the student may lose exemption privileges for that particular class. Furthermore, for any of the following reasons, the student may lose the exemption privilege:

1. If students have any unexcused absences during the spring semester, they will not be allowed to exempt any of their finals.

2. If students have an excessive number of absences or tardies to morning meeting during the first or second semester. In such instances, the Director of Student Life will inform the student and family, in advance, that poor attendance is jeopardizing the exemption privilege.

3. If students have an excessive number of absences or tardies to all of their classes during the second semester, the student may lose exemption privileges for all of their classes. In such instances, the Director of Student Life will inform the student and family, in advance, that poor attendance is jeopardizing the exemption privilege.

4. If the student has been disciplined for a cheating offense during the present school year, they will not receive the exemption privilege.

5. A student may appeal an exemption decision to the Assistant Head of School for Academics.

**E. Honor Roll – Academic Achievement**

The honor roll recognizes those students who earn outstanding grades. There are three levels of recognition for students each semester: *Cum Laude* recognizes students with an unweighted semester GPA that is between 3.0 and 3.49, with no grade lower than a C and no more than two grades lower than a C+. *Magna Cum Laude* recognizes students with an unweighted semester GPA that is between 3.5 and 3.99, with no grade lower than a C and no more than two grades lower
than a C+. *Summa Cum Laude* recognizes students with an unweighted semester GPA that is a 4.0 or higher, with no grade lower than a C and no more than two grades lower than a C+.

**F. National Honor Society**

Students may be inducted into the National Honor Society at the end of their sophomore, junior, or senior year. To be considered for induction, candidates must have a cumulative unweighted scholastic grade point average of at least 3.5. Candidates shall then be evaluated by a faculty committee on the basis of service, leadership, and character. Induction is not guaranteed simply because the student has achieved the qualifying GPA.

**G. Failure in a Course**

In a two-semester course, a student who fails the first semester will, in all likelihood, continue with the course in the second semester. If such a student passes for the year but the individual teacher and the Assistant Head of School for Academics agree that the student has not sufficiently mastered the content and/or study skills, he or she may have to make up work in the summer to progress to the next level or may repeat a portion of or the entire course the following year. Failure of both semesters requires repeating the course. Failure of the second semester of a one-year course may require make-up work in the summer.

**H. Academic Probation**

A student is placed on Academic Probation if the following occurs:

- The student’s grade point average falls below a C- (1.67 GPA) at the semester. In this situation, a student and his or her parents or guardians must attend a meeting with the Assistant Head of School for Academics and the student’s advisor in order to discuss and develop a plan of action to address the academic concerns that are causing the student to be on Academic Probation.

- A student is accepted or returns to La Lumiere on the condition of being placed on Academic Probation due to difficulties or failures in the prior year.

When a student is placed on Academic Probation, the student’s teachers will make tutorial recommendations to the Academic Office and the student’s advisor. The student’s advisor will follow up with the student to determine if the tutorial recommendations are being followed. Seniors on Academic Probation will be required to attend proctored study halls during the school day.

At the end of each semester, the Retention Committee will assess academic difficulties and make recommendations, which may include any of the following: (i) repeating a year; (ii) summer remedial requirements; or (iii) notification of non re-admittance to La Lumiere School.

**I. Academic Holds**

Students should expect homework in each class on a regular basis. In order to be prepared for class, it is essential to complete assignments on time. When a student turns in incomplete work or
does not turn in an assignment at all, the teacher may submit a hold to the Student Services Office by the end of the school day on Thursday. The Student Services Office will then notify the student of the hold, and the hold will be served regardless of whether the work has been turned in prior to the hold. A student may also receive a hold if one of his or her teachers deems it necessary due to lagging grades or the need for additional preparation time. In other words, a student may receive an academic hold even if his or her work is completely up to date, at the discretion of the teacher.

A "hold" requires that the student attends a two hour-long, Friday night, proctored study hall on campus. By the end of the Friday evening hold, the student must turn in the missing work to the proctor or he or she must attend an additional two hour-long hold session on Sunday afternoon in order to complete whatever work remains. This policy is to encourage strong study habits, self-discipline, and the realization that strong effort and preparation will promote academic success.

If the student is unable to attend an academic hold, either the student or the student’s family should contact the Student Services Office before the start of the hold. If the student fails to attend the hold without contacting the Student Services Center before the start of the hold, the student will be issued a warning or a work detail. If the student continues to miss holds, the student will face more serious disciplinary consequences.

J. Missing and Late Work Policy

La Lumiere School aims to teach students the skills of responsibility and time management. In addition to contributing to the learning of course material and assessing progress on mastery of material, assignments help students practice skills that will allow them to develop discipline and diligence in their daily lives. In an attempt to provide accountability and structure for our community, La Lumiere does not allow work (including tests) to be completed later than two-weeks past the original due date. Teachers may communicate more specific policies for their classes or particular assignments when appropriate, but work that is not turned in within two-weeks of the due date will earn no credit.

Teachers have multiple means of encouraging and supporting students to complete missing work. Some examples include:

- Requiring a student to attend an agreed upon meeting during the school’s tutorial time
- Assigning a hold, requiring the student to attend a Friday night or Sunday study hall
- Reducing the amount of credit earned
- Requiring attendance at an evening help session

Once a plan is communicated to the student, failure to fulfill these requirements may result in a zero on the assignment and/or disciplinary action.

Faculty may allow corrections to be completed past the two-week deadline, but only when the initial assignment was completed within that time frame.

Exceptions may be made in the case of extenuating circumstances as determined by the Assistant Head of School for Academics (e.g., medical leave and extended absences).
K. Advisory Program

The La Lumiere Advisory program is intended to provide support and coordination to all students. Each student is assigned to a faculty who will guide their academic, athletic, emotional, social and spiritual life at the school. The advisor role is composed of the following:

- Serves as ongoing communications liaison between the School and parents/guardians, including regular advisor reports for each advisee.
- Brings to the attention of the Student Support Team any academic, social, or emotional situation he or she deems necessary of response beyond his or her own efforts.
- Advocate for the student during discipline council.

All new students are matched with an advisor by the Director of Student Life and the Director of Wellness. Students who wish to request an advisor change must meet with the Director of Student Life and/or the Director of Wellness.

L. Academic Integrity

The School expects all students, as members of our academic community, to demonstrate academic integrity in order to cultivate scholarship and form character; academic dishonesty is not tolerated.

Definition of Academic Dishonesty for Class Tests and Final Exams:

*The following actions constitute Academic Dishonesty:*

- Passing answers to another student by any means, including supplying answers orally, in writing, and/or electronically.
- Glancing at another’s test or exam.
- Obtaining any help on take-home exams without permission of the teacher.
- Taking a make-up quiz or test in an area not approved by the Student Services Center.
- Use of a calculator without prior permission.

Definition of Academic Dishonesty for Homework:

*The following actions constitute Academic Dishonesty:*

- Copying any part of a homework or class assignment.
- Copying any data or conclusions for lab work, unless authorized by the instructor.
- Lending or borrowing assignments.
- Sending or having pictures of homework from another student.

Definition of Academic Dishonesty including Plagiarism for Papers:

Plagiarism is the taking of someone else’s ideas, thoughts, or words and passing them off as your own with improper, incomplete, or non-acknowledgement of the source of ideas.

*The following examples of plagiarism constitute Academic Dishonesty:*

- Copying verbatim (word-for-word) the ideas and specific materials of another person without attributing them to the source.
• Copying verbatim and attributing to a source but not putting the statement in direct
  quotation.
• Summarizing or paraphrasing (putting in your own words) ideas on a topic and not
  attributing to a source.

**Receiving certain types of assistance with ideas is academic dishonesty. Points of clarification:**
  • The teachers expect that all the student’s ideas are only the student’s unless he/she
    specifically announces that students may receive ideas from sources such as another
    student or materials such as articles and books.
  • The most complicated problem is assistance from other students. It is obvious that no help
    should be given to students who do not complete the required readings. If the material is
    read, someone may clarify confusions and point out illogical thought. No one should assist
    with creating assertions or finding proofs. Using the same or substantially the same paper
    twice is not ethical unless the present teacher’s specific permission is secured. In such a
    case, more research and substantially further refinement of the paper will be required.

**Consequences of Discovered Academic Dishonesty**

**First Offense**
  • The grade penalty will be determined by the teacher and the academic office, and the
    student will lose eligibility for academic honor roll for that semester.
  • The student will be required to attend a learning module on academic dishonesty.
  • The teacher will write a letter notifying the parents, the Academic Office, and the student’s
    advisor of the nature of the offense and the penalty for the offense. The ESL advisor will be
    notified for all English language learners.
  • If the Academic Office decides that more disciplinary action is needed, that will be
    determined by the Discipline Council.

**Second Offense**
  • The student will receive a penalty of a zero grade on the assignment, quiz, paper, or test
    and the loss of honor roll for the semester.
  • The student may be placed on Academic Warning and colleges/universities will be notified
    about the academic dishonesty.
  • The student will have follow up meetings with one or more of the following: Head of
    School, either of the Assistant Heads of School, or the Director of Student Life.
  • The Assistant Heads of School or the Director of Student Life will write a letter notifying
    the parents, the Academic Office, the student’s advisor, College Advising, and the
    Registrar of the nature of the offense and the penalty applied.

**Third Offense**
  • The Discipline Council will be convened to discuss a recommendation of dismissal from the
    School.
• The Head of School or Assistant Heads of School will call the family to notify them of the decision.

IV. School Schedules and Study Hall Policies

A. Daily Schedule for Resident Students

Monday through Thursday
7:30 to 8:05 a.m. Breakfast in Moore House
8:15 a.m. School Meeting in Fine Arts Building (FAB)
8:30 a.m. to 3:45 p.m. Academic Day
4:00 to 6:00 p.m. Athletic Practices
6:15 to 7:00 p.m. Dinner in Moore House
7:00 to 8:00 p.m. Residential Life Hour
8:00 p.m. Campus Closes to Day Students
8:00 to 9:30 p.m. Study Hall in Dorms / Academic Labs
9:30 to 10:00 p.m. Quiet Time in Dorms
10:30 p.m. Lights Out Freshmen, Sophomores, and Juniors
11 p.m. Lights Out for Seniors

Friday through Sunday
The weekend schedule varies by weekend based on the activities offered. This handbook will only contain recurring activities such as meal times.

Friday
7:30 to 8:05 a.m. Breakfast in Moore House
8:15 a.m. School Meeting in Fine Arts Building (FAB)
8:30 a.m. to 3:45 p.m. Academic Day
4 to 6 p.m. Athletic Practices
6:15 to 7 p.m. Dinner in Moore House
7 to 9 p.m. Academic Hold in Library
10 p.m. All Students in Dorms
10:30 p.m. Lights Out for All

Saturday
10:30 to 11 a.m. Brunch in Moore House
5 to 5:30 p.m. Dinner in Moore House
10:30 p.m. All Students in Dorms
Midnight Lights Out for All

Sunday
10:30 to 11 a.m. Brunch in Moore House
1 to 3 p.m. Academic Hold in Library
5 to 5:30 p.m. Dinner in Moore House
7:30 p.m.          Residents Must Return to Campus
8:00 to 10:00 p.m. Quiet Time in Dorms
10:30 p.m.         Lights Out for All

B. Study Halls
Study Halls are offered during the school day and, for residential students, in the evening. Students may opt into Daytime Study Hall or may be assigned to a Daytime Study Hall by the Assistant Head of School for Academics.

Daytime Study Hall
During Daytime Study Hall, students are expected to:
- Come prepared
- Avoid all distractions and non-academic use of technology
- Study in quiet groups only when allowed and in designated areas at the discretion of a faculty supervisor
- Present any tutorial passes to meet with teachers to their faculty supervisor at the beginning of study hall

A student must have a pass to attend a tutorial session or use the library for any reason. Students without a pass will remain in the study hall room.

Evening Study Hall Guidelines
The following guidelines are followed during all Evening Study Halls:
- Students are expected to work on academics during study hall.
- No one is permitted out of the study hall room without explicit permission from the proctor. This includes trips to the bathrooms.
- Any group study must be done with proper permissions in the dorm common area at the discretion of the proctor.
- The use of computers, mobile devices or tablets is at the discretion of the proctor, and all devices must be in full view of the proctor from the room doorway.
- All students must be seated at a desk (not in a bed or on the floor), unless they have received the approval of the proctor.
- Music may be played with the use of headphones only.
- Doors must remain open.

C. Academic Help Labs
During evening study hours, the following help labs are available to boarding students:

Library Study Hall: A faculty proctor will run a structured study hall in the library for students that request a library study hall or are assigned by the Student Services Team.
Academic Labs: Teaching faculty occasionally run help labs in the Academic Building. When these help labs are scheduled, the faculty member will be available to help students with homework or major projects.
V. Discipline and Student Behavior

A La Lumiere student is expected to behave in a manner that reflects the dignity and respect of every individual and the School. Courtesy and consideration of all people inside and outside the La Lumiere community is the basis for strong character. La Lumiere’s discipline model is founded on relationships with the students. Consequences are meant to be redemptive, and students are expected to learn from their mistakes. The discipline rules that follow, while covering most behavior, are not all encompassing.

Discipline at La Lumiere focuses on four core values: Safety, Integrity, Respect, and Responsibility. These values are defined below. Our goal at La Lumiere is to have students who care about Safety, Integrity, Respect, and Responsibility and lead by example.

4 Core Values
- Safety
  - La Lumiere students will create and maintain an environment where they feel safe physically, emotionally, and socially. Students should make decisions that protect themselves and the community as a whole.
- Integrity
  - La Lumiere students will present themselves honestly. Students should also honor themselves and the School by avoiding behaviors such as dishonesty and theft.
- Respect
  - La Lumiere students will treat all members of the community and their belongings with dignity. Students will be thoughtful in the way they speak to people and how they conduct themselves in public spaces. Students will also respect their and others belongings.
- Responsibility
  - La Lumiere students will uphold the daily expectations of the School and all laws of the greater community (state, federal, etc). Students will fulfill their obligations and do so in a timely manner.

Laker Points
Laker Points serve to identify students of concern. The School recognizes that the cumulation of small infractions impacts a student’s performance in the classroom and engagement in our community.

All students will be assigned Laker Points for violations to the 4 Core Values. The points for each violation and the point totals are listed below. This is not an exhaustive list.

Laker Point Values
1 Tardy to Morning Meeting or After School Commitment
1 Unauthorized return to a personal vehicle during the school day
2 Absent from Morning Meeting, Assembly, or After School Commitment
Tardy to class
Failure to attend a scheduled tutorial or another meeting with faculty
Public Displays of Affection Violation
Dress Code Violation
Unauthorized driving of another student while on campus
Dorm violation (being in a dorm that is not your own without permission from the dorm parent, weekend coordinator, or AoD)
Unauthorized departure from campus (leaving during the school day)
Unexcused absence from a class
Minor property damage that is not reported
Unauthorized possession of OTC medications on campus
Unauthorized entry into a school building (e.g. fieldhouse, weight room, library, etc.)
Failure to attend a work detail
Minor violations of privacy (e.g. taking a picture of someone in class without their permission)
Minor Instances of Insubordination
Possession or Use of Tobacco and Nicotine Products outside or off-campus
Unexcused absence from a school day (max)

**Laker Points Values for Boarding Infractions**

1 Late to Study Hall
2 Failure to Check-in at a Meal
2 Lights Out Violation
2 Returning late to campus without notifying the AOD
3 Dorm Visitor Violation
3 Failing Room Inspection
3 Leaving Campus without signing out
4 Out of Dorms without Permission
4 Ordering Food without Consent
5 Leaving Campus without Permission
5 Ordering Medications without the Consent of the Nurse

*Boarding Laker Points will be tallied as a separate category.*

**Schedule of Consequences**

5 15 min work detail
10 30 min work detail
15 30 min + written reflection
20 Saturday work detail + written reflection
25 Saturday work detail + Parent Meeting with Assistant Head of School
30 Discipline Council

**Status for Consequences**
A student can be placed into one of 2 categories once the point total is 30 points.

- **Probation**: Status for a student that is given annually. Discipline Council will decide if a student is placed on probation. A student may be removed at the end of each school year. If a student continues to violate the rule for which they are on probation, they would be subject to dismissal.

- **Final Warning**: Status for a student that is given for the duration of the career at La Lumiere. Discipline Council will decide if a student is placed on Final Warning. If a student violates any of these major School rules while on final warning during their career, they would be subject to dismissal. Students may appeal Final Warning by writing a letter to the Head of School during the summer between junior and senior year. Students who are placed on Final Warning during their senior year will not be allowed to appeal their status.

**Major Violations - Will Be Referred to the Discipline Council**

Major Violations of School rules are handled on a case-by-case basis and are not part of the Laker Points infractions. A major rules violation will result in an investigation by the Director of Student Life who will present their findings to the Discipline Council. Major Violations might include the following:

- Consuming alcohol at any time
- The use of drugs (illegal, prescription, or limited by age restrictions) at any time or possession of their paraphernalia
- Sexual acts on campus
- Major cases of property damage
- Theft and identity fraud
- Major instances of insubordination
- Sneaking out of the dorm
- Major instances of privacy violations (images of people, confidential items, etc)
- Unauthorized entry into classrooms, offices, faculty residences, and student rooms
- Physical Acts of Aggression or Verbal/Physical Intimidation toward another person
- Possession of weapons on campus
- Use of Tobacco or Nicotine Products in a School building

**Discipline Council Procedures**

The Discipline Council, which consists of faculty appointed by the Director of Student Life, will review the findings and ensure each situation is handled in a fair and understanding manner. The council may review any documented discipline infractions that is related to the current incident to help determine consequences. The Council will make its recommendations to the Head of School, who has the final decision in all disciplinary matters. *If a student is found in violation of a major School rule, he/she may be dismissed from the School or may be placed on Final Warning.*
• Student and any witnesses speak with Director of Student Life and give a formal statement
  ○ Depending on the nature of the situation, the student may be required to leave
    campus during the remaining proceedings
• The student’s guardians are contacted by a representative of the School before the
  Discipline Council convenes
• The student’s advisor is informed of the situation
• The student is instructed to write a letter and consult with his or her advisor, who will
  serve as a representative of the student during the Discipline Council meeting
• Members of the Discipline Council meet with the student’s advisor to determine the
  consequences for the violation
• Student and parents/guardians are informed of the School’s final decision
• A formal letter is sent to the student’s guardians

Work Detail
Work details are assigned by the Director of Student Life. A work detail is a campus job or chore
assigned as a consequence to Laker Points which takes place before School, after School, or
during the weekend at the discretion of the Director of Student Life.

Suspensions
Discipline council will determine the duration and type of suspension in disciplinary cases. In some
cases, the student serves the suspension at home and/or in other cases, the suspension is served in
School. The decision is non-negotiable. In some situations the Council may assign additional
stipulations for a student to return from suspension such as loss of privileges, educational
ounseling, or restitution.

Expulsion
Expulsion is the final dismissal of a student from School. It brings with it the loss of credit for the
semester during which the student is expelled. If the student is a senior, it eliminates all possibility
of a student receiving a La Lumiere School diploma.

A student who is expelled from La Lumiere may return to the School premises only after the
graduation of his/her class. A student who withdraws voluntarily may return to School premises
with permission from the Head of School or the Director of Residential Life.

Disciplinary Consequences and College Applications
It is the policy of La Lumiere to report disciplinary violations resulting in suspension, final warning,
or expulsion to colleges that ask. This includes all colleges that employ the Common Application.

Drug Testing Policy
The School will test students for alcohol and drug use as permitted by the release parents signed
upon enrollment. Direct evidence, credible sources, and patterns of behavior listed below are the
reasons a student could be tested:
  • Inability to stay awake in class or study hall
  • Sudden drop in grades
• Excessive lateness or absence from commitments
• Disappearance for extended period of time during normal course of day
• Other behavior that might indicate drug or alcohol use

*Parents will be billed for all drug and alcohol testing.*

Any student violating the rules for alcohol or drugs may be required to undergo an alcohol/drug evaluation by a School-appointed counselor.

**Review of Student Behavior at the Re-Enrollment Period**

During the period of re-enrollment, the administrative staff may recommend to the Admissions Office that a student not receive a contract for the following School year. This recommendation may be based on the belief that the student’s record indicates no consistent effort to abide by School regulations; thus, continued attendance by such a student would adversely affect the entire La Lumiere community. Final decisions will be made at the end of the School year.

**Bullying and Harassment Policy**

La Lumiere School is committed to providing a safe learning and living environment, free from bullying, harassment or exclusionary behavior. Every member of the La Lumiere community is honored and must be treated with dignity and respect. Our goal is to promote a positive learning environment where all forms of harmful, disruptive, or harassing behavior are not tolerated.

La Lumiere recognizes that all students share the same inherent worth; therefore the school has an obligation to protect all members of the community, including those most vulnerable to exclusion based on physical ability, race, religion, gender identity, socio-economic standing, sexual identity, academic status, or personal appearance. La Lumiere’s advisory program, wellness office, student services office and residential life programs provide a constellation of support to all students.

La Lumiere will promptly investigate any incidents or complaints of bullying or harassment and will take immediate action to stop any unwanted or harassing behavior. When appropriate or warranted, action taken may include referral to legal authorities. Any faculty member, employee, or school volunteer who has a reasonable belief that any bullying, harassment or retaliation has occurred on campus or in any school-related activity must promptly report the incident to the Director of Wellness, Assistant Head of School for Student Life and/or Head of School. Parents and legal guardians will be notified about any report and/or incident involving their child.

Any student who is the target of bullying (including cyber-bullying) or has witnessed an incident of bullying or otherwise has relevant information about bullying prohibited by the school is strongly encouraged to report the matter to the Director of Wellness, Assistant Head of School for Student Life and/or the Head of School. Also, any student who experiences retaliation for reporting bullying or who knows of another student who has been subject to retaliation is implored to report it as soon as possible. Students who knowingly make false reports of bullying or retaliation will be subject to disciplinary action. A parent of a student who is the target of bullying or has witnessed or otherwise has relevant information about bullying is strongly urged to promptly notify the
Director of Wellness, Assistant Head of School for Student Life or the Head of School. In addition, any parent who has him or herself witnessed bullying or has relevant information concerning such an incident is strongly urged to come forward.

Sexual harassment deserves special mention. Sexual Harassment is defined as:
- An unwanted physical advance, contact or verbal approach of a sexual nature.
- Subtle or overt pressure for sexual involvement.
- Unwanted reference to physical appearance, sexuality or to sexual activities.
- Any comments or actions which denigrate a person based upon gender.
- Unsolicited sexual gestures or comments or the display of offensive, sexually-graphic materials.

VI. Attendance
Overview
The La Lumiere faculty and administration believe the daily activities that take place in the classroom are a vital part of the learning process. The learning that takes place in the classroom cannot be made up by simply doing written assignments missed during an absence.

If a Day Student is unable to attend classes or after school activities for any reason (illness, doctor appointments, family events, etc.), parents or guardians are to call the School at 219-326-7450 or email attendance@lalumiere.org before the start of the school day. Absences not communicated in this manner will be considered unexcused, meaning students will not be allowed to make up any missed tests, quizzes, labs, or assignments.

If a Boarding Student is unable to attend classes or after school activities for any reason (illness, doctor appointments, family events, etc.), parents should call the Duty Phone or email permissions@lalumiere.org the evening before 6 p.m. Absences not communicated in this manner will be considered unexcused, meaning students will not be allowed to make up any missed tests, quizzes, labs, or assignments.

*Calls or emails taken by the front desk does not constitute permission for a student to miss School.* The parent is informing the school but La Lumiere might need some clarification for the absence. Students will need to fill out a Coordinated Absence Form before date of travel.

Whenever a student misses school for an appointment, the student will need to bring a note from the office. If a student misses more than three days in a row, a doctor’s note will be required for absences to be excused.

If a student is absent from school for 10 or more days during a semester, for any reason, the student and his or her parents/guardians will be expected to meet with the Director of Student Life to discuss the situation. At that meeting, a plan will be made whether to help the student
make up his or her work during the current school year or after the school year (e.g. summer school or repeating the semester).

**Absence Policy**
Student absences will fall into one of these categories:

**Tardy**
The School day begins for all students at 8:15 a.m. with the Morning Meeting. Students who are late for the morning meeting or class will be marked as tardy. Any student who is late to School for any reason must report to the Student Services Office before going to their first class.
- Students will be assigned Laker Points for any violations

**School Commitment**
School Commitment is used when a student leaves for a school activity: athletic team, academic team, school trip, class trips, etc. The student will be allowed to make up all work.

**Excused**
Parents or guardians must call the School to report absences due to illness. For special family events, parents or guardians must contact and receive prior approval from the Director of Student Life. For excused absences, teachers will work with the student to make up missed work.

Seniors may receive up to 5 excused days for college visits. For college visits, parents or guardians must contact and receive prior approval from the Director of College Advising. **Only Seniors may receive excused absences for college visits.**

**Coordinated Absences**
*Parents or guardians must call or contact the Director of Student Life for permission for their child to miss School due to travel. Requests and permissions must take place prior to the day of travel.* A Coordinated Absence Form will be filled out by the Director of Student Life and the student. The student is responsible for contacting their teachers to have the form signed and make arrangements for homework and tests. While students can make up most work, they may not be able to make up labs or special class activities due to logistical factors. Where applicable, students may lose participation points.

**Unexcused**
Students who miss School or classes without proper permissions will not be allowed to make up homework, tests, or special assignments. Calls made afterwards, not at all, or not prior to confirmation of plans will result in an absence being unexcused. In addition, second semester seniors will lose the privilege of exempting their final exams. Students who cut School or classes will be assigned one or more weekend work detail by the Office of Student Life.

**VII. Dress Code**
We believe that a more specific dress code creates a sense of community and connection amongst the students, and at the same time generates school spirit and the ability to present a consistent
appearance. Please contact Kasey Leake, Director of Student Life, at (219) 326-7450 or kleake@lalumiere.org with any questions regarding dress code and uniforms.

Lands’ End is our official supplier of school uniform clothing. Ordering uniforms through Land’s End provides you with order tracking, free hemming, and occasional discounts and special offers, and they offer sweaters and blazers with the school emblem. If you choose to order through Land’s End, you should use **La Lumiere’s Preferred School code: 900138728.**

There are two different classifications of dress, depending on the day and/or the occasion: School Dress and Casual.

**School Dress** is the uniform students wear to school and on certain special occasions such as Convocation, Commencement, and on other occasions as announced. On Tuesdays, the students will be required to wear their blazers with dress shirt (males wear tie).

Dress code must be visible while in the classroom, dining hall, or special events, and not hidden by hooded sweatshirts or other outerwear. School dress is defined as follows:

**Shirts** (Must be tucked in at all times)
1. Oxford cloth button down (long or short sleeve)
   a. Solid white, blue, yellow, or pink (approved colors are on Land’s End)
   b. Males must wear a tie
2. La Lumiere Polo (Land’s End ONLY) (August, September, and May ONLY)
   a. Navy blue, blue, cobalt blue, white or heather gray
   b. No La Lumiere Layer needed
3. Solid colored turtleneck shirts in lieu of the dress shirt/tie (to be worn in December, January, and February ONLY)

**La Lumiere Layer**
1. Navy Blue Blazer (every student must have a navy blue blazer to be worn on Tuesdays and select formal events)
2. Land’s End La Lumiere sweater or vest

**Pants/Skirts** (Khaki, navy blue, gray only)
1. Slacks (Dockers or similar slacks)
2. Bermuda Shorts (Land’s End ONLY) (August, September, and May ONLY)
3. Skirt (solid color or plaid - Land’s End ONLY) (maximum of 2” from the top of the knee)

**Socks**
1. Must wear dress socks (no athletic socks)
2. Solid colored tights (for girls)

**Shoes** (for examples, please view the Student Info Packet available on lalumiere.org)
1. Oxblood, Brown, or Black Penny Loafers
2. Blue or Brown Sperry
3. Oxblood, Brown, or Black Oxford (including Wingtips and Cap Toes)
4. Black or Brown Ballet Flats
5. Black or Brown Bucks
6. Black or Brown Leather Loafers

Note: Boots may be worn for inclement weather.

Jewelry
1. Extreme jewelry (eyebrow or lip piercing, multiple piercings or gauges, etc.) is not permitted at any time.
2. Wallet chains are not permitted.

Hair
1. Should be clean and neatly styled.
2. Extreme hairstyles such as mohawks or non-natural colored hair will not be permitted.
3. Males must be clean shaven; mustaches and beards are not permitted.

Outerwear
1. May be worn to school but must be taken off during classes and meals.
2. The La Lumiere layer should be visible in the classroom and during meals.
3. Acceptable winter outerwear includes La Lumiere issued navy blue fleeces/jackets (from Land’s End), La Lumiere issued athletic jackets, and winter coats with a logo on front no more than 2-3 square inches.

All students are expected to observe the ordinary rules of neatness and cleanliness in dress. Clothes and shoes must be in good condition.

Casual dress is what students wear at the end of the academic class day, on weekends, and on specified school days (“dress-down” days).

1. Jeans, shorts, non-collared shirts, and tennis shoes in good condition and worn in good taste.
2. Students can not wear tube tops, spaghetti strap tops, bare midriff, or clothes advertising drugs, tobacco, alcohol, or sex.

Consequences:
Students who are deemed out of dress code will be asked to correct their mistake. If the student is unable to correct their mistake, the student will be written up and given Laker Points. Laker Points will be totaled and displayed for the student, guardians, and advisor to view on Jupiter. Repeated violation for the same offense will be brought to discipline council after 30 Laker Points.
VIII. Residential Life

A. Dorm room and furniture
All dorms have central air conditioning. Furniture provided includes a bed, desk, and a closet. The rooms range in size from 8’x10’ to 16’x16’ (2.5m x 3.5m to 5m x 5m). **Bringing a great number of unnecessary items clutters the rooms and makes them seem smaller and less comfortable. It also makes them harder to keep clean. Please bring only what you need.**

What you should bring:
- Two (2) or more sets of sheets and pillowcases (beds are single/twin – 39” x 75” [99 x 91 cm])
- Two (2) or more sets of towels and washcloths
- **Trunk with padlock**
- Pillow
- Toiletries
- School Dress (See Dress Code)
- Casual clothes for evenings and weekends (shorts, jeans, T-shirts)
- Winter coat, hat, sweatshirt, boots, etc.
- Athletic shorts, shoes, etc.
- Swimwear
- Raincoat
- Alarm clock, desk lamp, wastebasket, hangers
- School supplies, including an iPad

What you may bring:
- Cell phone, iPod, Bluetooth speaker, or other music devices.
- Computer, iPad, or tablet
- Floor rug for rooms in Augustine, Becket, or Newman

What you may NOT bring:
- Monitor or television more than 24”
- Microwave oven
- Hot pot, toaster oven, hot plate, heaters
- Electric mattress pads
- Rice cookers
- Room heaters
- Refrigerator (except seniors)
- Animals/pets
- Weapons
- Matches/lighter
- Incense, candles, or fireworks

_A staff member may confiscate any of these items at any time._

Identification of possessions

It is recommended that all clothing, bedding, and other items such as computers, iPads, Beats headphones, etc. are labeled with the owner’s name.
B. Dorm Expectations and Procedures

Every student is responsible for cleaning up his or her room Monday through Friday. Dorms will be inspected daily by the dorm parent or assistant, and graded on a 5-point scale as follows:

- To earn the minimum passing grade of 3:
  - The bed must be made.
  - The floor must be clean with all laundry off the floor (in some type of appropriate laundry receptacle), all clothes and shoes must put away in the dresser or closet, and the floor must be vacuumed and cleared of trash.
  - All desk and dresser top areas should be organized and free of trash.
  - If the above minimum standards are met, two additional points will be assigned as follows:
    - One point will be added if all trash cans are emptied.
    - One point will be added if lights, fans, and all other electronic devices are turned off and windows are closed.

Several privileges are contingent on passing room inspection:

- Students are required to have an average grade of 3 or better for the previous week. If a student fails to maintain this score, the student will be assigned a weekend work detail and be ineligible to depart campus until the completion of that work detail.
- Prior to checking out from campus, the student must have a room that meets the minimum requirements for passing daily room inspection. Your dorm parent, the Weekend Coordinator, or the Director of Residential Life holds the right to deny you the right to leave until your room meets the minimum standard.
- In addition, students will receive 3 Laker Points for every week that they fail room inspection.

Dorm parents will post a student schedule for maintaining the common areas of the dorm during weekdays. The Weekend Coordinator will assign students to clean the common areas during the weekend. Students will complete these jobs during the 45-minute period before lights out.

Each student must make sure that their belongings are not in the common area or on the bathroom sinks or floor. This is to ensure that these areas can be properly cleaned. Dorm parents have the right to dispose of these items if found during inspection.

Finally, the students in each dorm are responsible for maintaining the outside area around the dorm.

Room decoration

Drug and alcohol related designs and symbols on jewelry, stickers, and posters in dorm rooms and on books are not allowed. Advertising signs and buttons used by students may not display alcohol, tobacco, or drug symbols. Posters in poor taste will be removed.
Dorm and Locker Inspection
All rooms and lockers made available for student use on the School campus are the property of the School. The student’s use of a room or locker does not diminish the School’s ownership or control. The School administration reserves the right to inspect rooms and lockers (school provided or personal) and their contents to insure that they are being used for their intended purpose. All inspections of rooms or lockers shall be conducted by a School administrator and assigned staff member.

Securing Valuables
As a community, La Lumiere seeks to create and promote a culture of respect and honesty. Nevertheless, there comes a time for necessary, added safety. Students are encouraged to bring a trunk, footlocker, or chest with locking capabilities for larger items and utilize the School Bank located in the Business Office for cash.

C. Leaving and Returning to Campus
Weekends
Most weekends are “open” which means that students may leave after a specified time if they do not have any disciplinary or room inspection holds. Permission to leave for a weekend must be phoned in to the Main Office switchboard at 219-326-7450 or emailed to permissions@lalumiere.org no later than Thursday evening.

Occasionally a weekend may be "closed," which means that students may not go home because of required attendance at a School event or game.

All boarding students are expected to return to campus by 7:30 p.m. on Sunday before the school week begins. Parents or guardians should call the Main Office switchboard at 219-326-7450 before 6 p.m. on Sunday if there is any reason their child will be late or not returning to campus. Boarding students spending the weekend with day students may not return to campus with day students on Monday morning without prior permission from the School. Doing so may result in the loss of future weekend privileges.

Finally, when a student returns to campus from a weekend away, they are considered “on campus” and may not leave campus again without approval from the Weekend Coordinator.

D. Monday through Thursday Visitation
Parents are allowed to visit and take their child off campus. When doing so, parents should call ahead and make sure the visit does not interfere with any of the child’s commitments such as study hall or practice. In general, we will only allow one visit or off-campus trip a week. Students are not allowed to stay off campus for the night during the week. Exceptions can be made for appointments or family emergencies by the Director of Residential Life.
On occasion, students may be allowed to go on off-campus school night trips with someone other than their parents, guardians, or a School-approved driver. Students who want to leave campus for part of the day during the school week with anyone other than their parents, guardians, or School-approved driver will also need approval from the Director of Residential Life. If a trip is planned during the weekend, the Weekend Coordinator will also need to know when a student is leaving and returning campus. Permission may be denied even though parents have called in if the travel is believed to not be in the best interest of the student or the School. This policy also applies to students wishing to take the South Shore train to visit Chicago for the day. Chicago trips will be permitted only on designated weekends. In addition, students must leave and return on the trains designated by the Weekend Coordinator. Failure to adhere to the Weekend Coordinator’s schedule may result in loss of this privilege for the remainder of the year. Students may not leave campus for overnight stays without proof of adult supervision when school is in session.

E. Vacations and School Closures

ALL STUDENTS MUST BE OFF CAMPUS DURING POSTED SCHOOL BREAKS AND VACATIONS. The kitchen will not be open and the dorms will be unsupervised. As such, La Lumiere School strongly recommends that international students have a guardian in the United States.

The School requires students to adhere to the same permission policies for vacation times and special School closures. In addition, parents should fax (219-325-3185) or email (permissions@lalumiere.org) travel itineraries NO LATER than ONE WEEK BEFORE scheduled domestic student departures and TWO WEEKS BEFORE scheduled international student departures so the School can arrange necessary transportation to and from airports, airport limos, bus stations, and/or trains. La Lumiere School will allow students traveling by plane to stay on campus until 11 a.m. on the day following dismissal for a break and will provide transportation to the Coach USA bus station in Michigan City.

Students are expected to schedule flights that depart between 6 p.m. on the last day of classes and 6 p.m. next calendar day. Additionally, students are expected to schedule return flights on the day before classes start. Exams will not be moved to allow for early departure and all students are required to attend Commencement. PLEASE NOTE: We will still need to receive permissions for all boarding students when campus closes. Plane tickets or train tickets WILL NOT be accepted as permissions. Leaving earlier or returning later than the designated vacation time requires permission from the Student Services Office. Such permission may have both academic and disciplinary consequences.

2019-2020 School Recesses and Closures*
Thanksgiving Recess: Friday, Nov. 22 to Sunday, Dec. 1, 2019
Winter Recess: Tuesday, Dec. 20, 2019 to Sunday, Jan. 12, 2020
Spring Recess: Friday, February 28 to Sunday, March 15, 2020
Easter Recess: Thursday, April 9 to Monday, April 13, 2020

*All breaks begin immediately following dismissal from classes on the first day listed above. Campus closes at 11 a.m. the following day and will not reopen until 11 a.m. on the last day of break for Thanksgiving, Winter, and Spring Recesses. Campus closes immediately following the school day on Easter Recess and does not reopen until 11 a.m. on the last day of the recess. For all recesses except Winter Recess, students may stay on campus for a fee of $150 a night

F. Permissions and Sign-In/Sign-Out Procedures

Throughout the year, there are times when a boarding student may want to leave campus for a weekend, an evening out with parents, a weekend day trip, or a break. The procedure for each situation varies and will be explained below. However, there are a few things that must happen anytime a student leaves campus:

• A parent or legal guardian must give permission by emailing permissions@lalumiere.org, calling the School at (219) 326-7450, or stopping by the Main Office in person. The permission should include how, when, and with whom the child will be leaving. Boarding students will be allowed to leave campus with the permission of the Director of Residential Life, the Director of Student Life, the Assistant Head of School, or the Weekend Coordinator.

• When a student is invited to another student’s home, the School needs permissions called in from both sets of parents. It is always best to call ahead because there may be times when a student has an academic, discipline, or room inspection “hold” and may not be permitted to leave, or a student may be required to attend a School event. Exceptions may be made only by the Assistant Head of School, the Director of Student Life, or the Director of Residential Life.

• Sign-In / Sign-Out Procedure

  o On weekends, students must sign out and in (in person) with the Weekend Coordinator or assigned staff member. If you cannot find the Weekend Coordinator, students should call (219) 363-3928 to receive instructions from the Weekend Coordinator or assigned staff member about where to check in or out.

  o On weeknights, students should sign out with the administrator on duty by calling (219) 363-3928. This person will arrange a location to sign out in person. When returning from a trip on the weekdays, students should check in by calling the administrator on call who may require visual verification of return.
Students may not check out via text message. They must speak with the Administrator on Duty prior to leaving campus.

- When departing for and returning from major School breaks such as Fall Recess, Thanksgiving Recess, Winter Recess, Spring Recess, and Easter Recess, permissions procedures will remain the same; however, students may sign out and in with their dorm parents in the dormitories.

- If a boarding student leaves campus with a faculty member, provides child care for a faculty family, visits a student that lives on campus in faculty housing, or attends an outing in a designated faculty area, the student must notify the Administrator on Duty to verify their whereabouts prior to departing campus.

- Failure to follow the above guidelines will result in the suspension of the privilege to leave campus for a period of time deemed appropriate by the Student Services Office and result in assignment of the appropriate number of Laker Points for the offense.

G. Transportation to Buses, Trains, and Airports

By Public Transportation
La Lumiere School provides complimentary service to the NICTD South Shore Line (Carroll Avenue, Michigan City, Indiana), the Greyhound (South Bend / La Porte), and the Amtrak (New Buffalo, Michigan). We require that students arrive and depart on specific trains and buses. Please contact our transportation coordinator at (219) 326-7450 or permissions@lalumiere.org to schedule your child’s travel arrangements.

By Air
La Lumiere School provides complimentary service to the Coach USA Airport Limo Service (Michigan City, Indiana), which provides transportation to and from both Chicago airports. We also provide complimentary service to and from South Bend Regional Airport. On arrival day, Thursday, Aug. 11, 2018, La Lumiere School will have staff at O’Hare and Midway airports until 7 p.m. CDT to direct students to the Coach USA terminal. Students will board the Coach USA bus and will be picked up by La Lumiere staff at the Michigan City, Indiana terminal of the Coach USA line. Coach USA tickets cost $31 one way and $58 round trip. Please contact our transportation coordinator at (219) 326-7450 or permissions@lalumiere.org to schedule your child’s travel arrangements.

La Lumiere School can also arrange private transportation to Chicago’s O’Hare or Midway airports via a local limo service. The cost averages $180 plus gratuity for a one-way trip. Please contact our transportation coordinator at (219) 326-7450 or permissions@lalumiere.org to arrange the details.
Hours of Service:

La Lumiere will make all efforts to accommodate student travel itineraries for the start of the year, the end of the year, and breaks. La Lumiere will provide transportation listed above on the scheduled travel days. **Students arriving after or departing before the scheduled day may be charged a transportation fee of $50.** During the school period, La Lumiere will provide transportation only during regular business hours 8 am to 8 pm. **Students requiring transportation outside of that window may be charged a fee of $50.** If a transportation need cannot be met by our staff, the student may be required to book private transportation with Epic Limo.

**Uber or Lyft**

La Lumiere School does not endorse the use of any ride-share company for student's use to and from campus. Ride-share company drivers and their vehicles are not screened by La Lumiere School. Parental permission must be given for students to use a ride-share service. If a parent decides to allow their student to use these services, La Lumiere School assumes no liability for any risks or consequences of that decision. All ride-sharing services must pick students up from the Main Office parking lot. The usage of a ride-sharing service without the proper permissions and administrative approval will be considered a check-out violation.

**IX. Specific Information for Day Students**

All students are to be on campus for the start of School which begins at 8:15 a.m. with Morning Meeting in the Fine Arts Building and remain on campus through their last commitment.

- While on campus, day students are under the jurisdiction of the School and are subject to all rules and regulations.
- The School provides lunch for day students. Breakfast and dinner are available at an additional cost.
- Once a Day Student parks their car in the upper parking lot, they are only allowed to return to their car with permission from the Student Support Office.
- Day students are not to be in dorms without permission from the dorm parent.
- Unless taking part in a school event, day students are to be off campus by 8:00 p.m. Tutorial/study sessions and residential life activities are not considered school events since there are times scheduled during the school day to provide for these services.
- On the weekends, day students who are on campus should check in with the Weekend Coordinator and state their intentions for being on campus.

**X. Athletics and After-School Activities**

**Philosophy**

The Laker Athletic Program serves as a critical component of the La Lumiere educational experience, striving to provide a focused approach on developing valuable character traits (such as teamwork) and a passion for an active lifestyle. Athletes, coaches, and athletic constituents, are
expected to exemplify an unwavering commitment to pursuing the highest standard of excellence in character and performance while representing our school with pride.

Student Requirements
The following criteria are currently in place for athletic participation and promoting holistic individual development:

- Students must participate in an activity in each of the three athletic seasons (fall, winter, and spring), including one athletic component per year.
- Students must participate in one “team” oriented activity (e.g. athletic teams, Drama, Science Olympiad, etc.)
- Students are prohibited from participating in fitness or serving as a manager more than once in an academic year (unless warranted by extenuating circumstances and approved by the Director of Athletics and Co-Curriculars).
- Students are expected to wear appropriate attire for activities, including issued apparel and uniforms for practices, games, team travel, and other team related activities, as instructed by the activity head coach/facilitator.
- **All students** are required to participate in baseline concussion testing. If a concussion is suspected, a student will be removed from the appropriate activities until such time as he or she receives clearance from our Certified Athletic Trainer, which may include written clearance from a doctor, passing a computerized concussion test, and a return to play protocol.

Eligibility
A player is eligible to participate in athletic contests if they have arrived on campus by the end of the third class period. If a player arrives later than that and the tardiness is unexcused, the player will not be able to participate in a contest but is expected to attend all athletic obligations. If a player is absent from school for any reason, they may not participate in a practice or game that day. Certain exceptions can be made with permission from the Assistant Head of School or the Director of Athletics.

A player may be held out of practice or suspended from a game for not meeting academic obligations, as outlined by the Activity Eligibility Policy, or because of a discipline situation. A player may also be suspended by the athletic department if ejected from a game or if he/she accumulates a number of instances of unsportsmanlike conduct.

Activity Changes
Students may request one activity change per season. Changes may only be made within the first two weeks of the season and students are expected to fulfill their obligation after that point (unless extenuating circumstances warrant alternative action). A student considering an activity change must first communicate with the activity head coach/facilitator of the activity they are leaving to discuss the logistics of transitioning out of the activity then communicate with the head coach/facilitator of the activity they are moving into to confirm there is an opportunity for them.
After a decision has been made to change activities, students must complete a “Change in Activity” form, available in the Athletic office or SSC, which must be signed by the head coach/facilitator of the activity they are leaving, confirming that all obligations have been met, and the head coach/facilitator of the activity they are joining. Once the form is submitted to the Director of Athletics and Co-Curriculars, the change is complete.

**Athletic Offerings**
Sports are selected as options for our students based on student interest and institutional sustainability of the program. Sport offerings and classification (varsity, junior varsity, club) may vary from year to year in efforts to meet the needs of the school and student body. Outside offerings (equestrian, ice hockey, etc.) may fulfill the athletic requirement in lieu of a school sponsored activity for a season if approved by the Director of Athletics. Approved activities must contribute to fulfilling student requirements as outlined above, and a signed letter from the activity facilitator (coach) must be provided for an activity to be approved and should include 1) the name, phone number, and email of the activity facilitator; and 2) the team/organization name, primary location, anticipated schedule (of practices and/or contests each week), and anticipated number of hours per week the activity will require.
Athletic and Co-Curricular Offerings

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Portfolio*</td>
<td>Academic Decathlon*</td>
<td>Academic Super Bowl*</td>
</tr>
<tr>
<td>Developmental Crew (Co-ed)</td>
<td>Art Portfolio*</td>
<td>Baseball</td>
</tr>
<tr>
<td>Cross Country (Co-ed)</td>
<td>Basketball (Boys &amp; Girls)</td>
<td>Crew (Boys &amp; Girls)</td>
</tr>
<tr>
<td>Fitness</td>
<td>Cheer/Pom Squad</td>
<td>Drama*</td>
</tr>
<tr>
<td>Golf (Girls)</td>
<td>Drama*</td>
<td>Fitness</td>
</tr>
<tr>
<td>Soccer (Boys &amp; Girls)</td>
<td>Fitness</td>
<td>Golf (Boys)</td>
</tr>
<tr>
<td>Tennis (Boys)</td>
<td>Music*</td>
<td>Lacrosse (Boys)</td>
</tr>
<tr>
<td>Volleyball (Girls)</td>
<td>Science Olympiad*</td>
<td>Music*</td>
</tr>
<tr>
<td></td>
<td>Yearbook*</td>
<td>Soccer (Girls)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tennis (Girls)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Yearbook*</td>
</tr>
</tbody>
</table>

*These activities do not fulfill the physical requirement.*

**Roster Decisions and Playing time**

Roster caps are avoided when possible but may be necessary for logistical purposes. Coaches, in conjunction with the Director of Athletics, determine appropriate roster size and the standards of making the team each season. Tryouts may be utilized, as needed, for coaches to determine the most appropriate level for athletes. Consideration is based on individual developmental needs and the needs of the program. Tryouts will not last more than 5 practices (barring extenuating circumstances. Athletes can be on more than one official roster (either participating in more than one activity or playing on multiple levels of a sport), as approved by the Director of Athletics.

All personnel decisions (i.e., playing time and role identification) are made by the coaching staff in reflection of fair opportunities for all team members to earn their roles within the team throughout the season. Playing time and role identification is a matter between a player and a coach and should be discussed exclusively between them. Students are encouraged to be proactive with communicating with their coaches regarding any questions they may have.
XI. School Procedures

A. Inclement Weather Policy
When there is inclement weather, the School will decide whether to cancel classes or delay the start of School until 9 a.m. In the event the School decides to cancel or delay a School day, we will send out an automated email and text message via Jupiter to parents and students. If you do not receive an automated message, please contact the Student Services Center so we can resolve the problem. In addition, we will alert WNDU and WSBT in South Bend for broadcasting and inclusion on their websites. The most important part of our policy is that it will always be at the parent’s discretion whether or not they want to drive or want their child to drive in inclement weather if School is not canceled. Knowing that our students come from so many different communities, it is important to watch your local weather stations for road conditions. Students who do not make it to School because of inclement weather will make up any missed assignments upon their return and will not be penalized in any way for their absence.

B. School Activities
We want our students to attend School events, whenever possible. There will be required events that all students are expected to attend, including some athletic events, drama productions, and convocation. A listed of mandatory events is handed out at the beginning of the year to help with conflicts.

C. Health and Student Services
Each student’s physical, emotional, and mental health care needs are met with both professionalism and confidentiality by a wellness team that includes a licensed Registered Nurse, a Clinical Social Worker and an Academic Specialist. The Health Center, located downstairs in Moore House, is staffed Monday through Friday from 7:30 a.m. to 3:30 p.m. with 24 hour on-call availability. After hours and on weekends, students’ needs are attended to by the evening/weekend duty staff or dorm parents. The faculty and staff of La Lumiere School have received CPR, AED (Automated External Defibrillation), and basic first aid training. Resident students needing medical attention are taken to the urgent care facility associated with Franciscan Alliance in Michigan City or to the appropriate specialist or facility. Day students requiring physician intervention are deferred to their parents’ judgment. Emergency care is accessed through the local EMS system of La Porte County and Indiana University Health La Porte Hospital when applicable. Parents will be contacted as soon as possible in any situation of concern.

Student Health Records — The School uses SchoolDoc.com, a secure web-based electronic health record system, to collect student health information for the upcoming school year. Parents will receive a username and password for the SchoolDoc.com portal to complete the required documentation as part of the registration process prior to the first day of school. Please note the following:
  ● A physical exam is required every year for all students.
- Immunization are required to attend school. Please note-- all international students are required to have an annual tuberculosis test prior to coming to school.
- Out of concern for the health and welfare of our students, La Lumière requires that every student be covered by a comprehensive injury and sickness plan. International students are required to purchase insurance coverage beginning no later than August and end the beginning of June.

Infirmary Information- Students may access the infirmary anytime during the school day for illness, injury or other health needs. Students may also come to the infirmary to obtain their daily and weekly prescription medications. Resident students who are ill should report to the school nurse between 7:10 and 8:00 a.m., dressed for class. The School Nurse will assess the student to determine what care is required. The School Nurse will determine whether the student goes to class, stays in the infirmary or needs to see a doctor for treatment. Students are not permitted to have any medications (prescription, over-the-counter (OTC), or supplements). Any and all medications must be given to the School Nurse. The Nurse will determine if any medication or supplement is safe for the student to have in their possession or dorm. Inhalers and topical medications will be returned to the student for their use once noted they are on campus. Dorm parents, faculty, and staff have 24-hour access to the medications listed on the Standing Orders sheet listed in the SchoolDoc portal.

Medication Information- State law requires written authorization from the child’s parent for staff to dispense any medication. Parents will provide an electronic signature giving their authorization on the SchoolDoc portal for both prescription and OTC medications. Please note- a signed physician’s note or a copy of the prescription is required. Please make sure you are entering all of the information from the prescription on the SchoolDoc portal under the medication tab. All over-the-counter medications and any prescription medications must be in the original packaging or prescription bottle. Medications that are mixed together or not in original packaging will not be accepted. All medications must be FDA-approved and kept in the original container. Prescription medications must be in a pharmacy bottle labeled correctly with the dosage and times to give, matching the physician’s order. The student’s name must be on the bottle. All medications are to be labeled in English or they will not be accepted. These must be on file with the Health Center to comply with this expectation. Currently, there is a nominal fee that is charged to the student’s account at the end of each month for dispensing over-the-counter medications. Should parents prefer to supply OTC medications for their students use, parents may send them to the school labeled with the student’s name, attention: School Nurse. Prescription medication sent to the School should be addressed to the School Nurse and given to the Administrator on duty when the School Nurse is not available. Medications will not be kept in the Main Office. Please do not leave them with the student or ask them to deliver to the Nurse as this is easily forgotten. Refilling prescription medication locally is an option. If interested, please contact the School Nurse. Please make every effort to promptly inform the School Nurse of any changes in a student’s medication regimen or health status.
Please note- ordering medication and supplements online that have not been ordered by a physician and entered into SchoolDoc will not be accepted. Parents are not to order medications or supplements to be sent to the school for the student to use or store until they can bring home on breaks. Any medication or supplement that is found in your student’s possession not listed on SchoolDoc will be destroyed in the presence of a witness.

Routine medications are dispensed twice daily in the infirmary, with the expectation that each student is to be responsible for going to the Nurse’s Office to receive necessary medications. Morning medications are dispensed at breakfast on weekdays from 7:10 to 8:00 a.m. and weekends during the brunch hour. Evening medications are dispensed during the dinner hour both weekdays and weekends. Should another arrangement be necessary, every effort will be made to develop a workable routine for both the child and staff. Scheduled bedtime medications will be given to the Dorm parent to dispense at bedtime. All scheduled/routine medications, including weekend medications, when not dispensed directly from the Nurse will be packaged and labeled (name, date, time, medication and directions) by the Nurse to be dispensed at appropriate times by the Administrator on duty.

The infirmary can not store medications over the summer. At the end of the school year, all medication that was stored in the infirmary must be picked up within one week of the end of the school year. Medications left at the school after this time will be destroyed in the presence of a witness.

**Medical appointments**- Please contact the School Nurse to set up medical appointments off campus for resident students. Transportation arrangements will be made, however, if there are more than one regular doctor appointment per week, special arrangements may have to be made at an additional cost to the family.

**Medical/Psychological Leave of Absence**
A Leave of Absence is a planned and approved absence from campus for the ongoing evaluation and or management of physical and/or psychological illness that, in the opinion of the Director of Wellness in consultation with the Student Services Team, cannot be adequately treated or best served with the student remaining on campus. In determining the need for a leave of absence, appropriate school personnel will take into consideration the various medical, psychological, academic, athletic, social, and personal needs of the student. In addition, the safety and well-being of the student, his or her schoolmates, and the campus community at large will be considered in determining the need for a leave of absence.

La Lumiere retains the sole right to determine if and when it is in the best interest of the student and/or the school community for the student to return. If a return to school is being considered, written and verbal communication from outside healthcare providers regarding the student’s ability to return to campus will be required. The conditions and requirements of the student’s return are at the sole discretion of the school, made in consultation with appropriate school personnel, and/or outside professionals. If a student is determined to have satisfied the conditions,
and any recommendations relevant to the leave of absence, the School will determine the student's eligibility to return to campus. La Lumiere will work closely with the student and his/her family to allow for continuation of care upon returning to campus. In addition, efforts to maintain the integrity and timeline of the student's academic needs will be addressed by the Assistant Head of School for Academics.

All medical and/or psychological details surrounding the Leave of Absence, other than the existence of the Leave itself, will be considered confidential and thereby shared only with appropriate school personnel on a need-to-know basis. Information surrounding the Leave of Absence will not be part of the student’s official academic record or transcript.

D. Consent Forms
Each year, parents will receive a list of permissions to sign. That list may include medical treatment, transportation to and from School activities, and other permissions. Throughout the year, other situations may require special permission on a case-by-case basis. The failure to provide executed consent forms as requested may result in expulsion of the student.

E. Financial Arrangements

Monthly Bills
Each month, the parent is billed via email for their child's expenses for the preceding month. This includes the School store charges, books, dry cleaning, and a variety of special expenses that arise through the year. Payment of the monthly bill is due within 30 days. A late fee equal to 1.5% of the overdue balance will be added to the account and charging privileges on campus may be revoked for any account more than 30 days in arrears. Questions about your monthly bill should be directed to the Director of Finance and Operations or the manager of Student Accounts. Please inform the Business Office of your preferred email address for receiving invoices.

School Store Charges
Each student is allowed a charge account at the School store that is billed on a monthly basis. At the parent's request, a monthly limit can be placed upon a student's account. Many parents decide upon a limit after some time has passed. In doing so, one should take into account the fact that the first month's store charge will usually be higher than normal due to the double athletic practices and the store is open more than usual during the first two weeks of school.
At the parent’s request, store purchases can be put on a cash only basis. Special instructions and questions should be directed to the Business Office. If School bills are not paid, the School reserves the right to revoke charging privileges.

School Bank
From time to time resident students will need cash for weekend activities, pizza nights, transportation, etc. A “bank” account can be established for your child with the business office. We recommend an initial deposit of $100. You may place restrictions on withdrawals as you see fit. Checks can be sent to the Business Office for deposit in the bank throughout the School year, please make a notation on the check that it is for the “School Bank.” Special instructions and
questions should be directed to the Business Office. Money should never be left in the dorm rooms, lockers, or locker rooms.

For international students, a debit card account may be opened at a local bank, please see Mrs. Allshouse for information.

Instruct your child to keep all money in the School Bank until it is needed. Questions about financial arrangements should be directed to the Business Office. Business Office hours are Monday through Friday, 8:30 a.m. to 3:30 p.m.

**Meal Charges**
Day students will be charged $5.00 per day for breakfast and $8.00 per day for dinner. If he or she only wants a beverage, there is a $2.00 charge per meal.

**F. Automobiles**

The School reserves the right to grant driving privileges to our students. Families seeking driving privileges for their student must submit a vehicle consent form obtained from the Registrar before the student is allowed to bring a car on campus. Students will be given a parking tag that is to be hung on the rear view mirror so the tag number is clearly visible from outside the vehicle.

Student cars may be searched at any time by the school administration.

*Speeding and reckless driving will result in the loss of privileges indefinitely.*

**Boarding Students** – All cars should be locked and parked in designated student areas. Vehicles may only be used with permission from the parent or guardian and the Administrator on Duty. Students returning to campus from a weekend are considered "on campus" and may not leave without the permission of the Weekend Coordinator. Students failing to abide by the residential vehicle policies may be required to turn their keys into the Main Office and/or have their driving privileges revoked.

**Day Students** – Day student vehicles are only for travel to and from home. Cars are to be parked in an orderly manner in the main parking lot. The following rules will apply to day student automobiles:
- Vehicles are not to be driven around the campus. This means vehicles are to remain in the main parking lot until after the last commitment of the day. Students may drive to practice if they do not drive on the lake road and leave directly from the fields/lower campus to go home.
- Students are to remove anything that will be needed before morning meeting for the School day.
- Day students are not allowed to return to their cars during the School day without permission from the Student Service office.
• Students are not to sit in cars or loiter in the parking area.
• Vehicles cannot be used to transport any day or boarding student on or off campus without permission from the Student Service Office.

*Failure to obey the stated rules may result in the loss of driving privileges for one week or another consequence decided by the Office of Student Life.*

*A second offense after losing driving privileges will result in the loss of driving privileges for the remainder of that semester.*

**XII. Services**

**A. School Store**
The School operates a store that makes available all the School supplies necessary, soap, deodorant, shampoo, combs, toothpaste, toothbrushes, mouthwash, shaving supplies, laundry detergent, etc., La Lumiere clothing items, assorted snacks and soft drinks are also available for purchase (See the section on Financial Arrangements for methods of payment).

**B. Food Ordering**
Students are permitted to order food from delivery services between the hours of 5:00 PM and 7:00 PM on weeknights and between 11:00 AM and 7:00 PM on weekends. Ordering food must follow these guidelines:

• The students must notify the Administrator on Duty by *calling* the duty phone, (219) 363-3928, *prior* to placing the order.
• The food must be delivered to the Main Office Parking Lot.

**C. Packages**
La Lumiere allows students to receive packages through our Main Office. Please ship items to the following address:

Name
c/o La Lumiere School
6801 N. Wilhelm Rd
La Porte, IN 46350

Students may only receive packages between 3:00 PM and 4:00 PM on weekdays through the Main Office Coordinator or the Director of Residential Life. The student will be required to open the package in the Main Office under the supervision of the Main Office Coordinator or the Director of Residential Life to verify the safety of the contents of the package. Students may not ship items to La Lumiere School over the Summer Recess without the permission of Main Office Coordinator. Items shipped to La Lumiere that are inconsistent with our handbook may be returned to sender or confiscated by Administration.
D. Laundry and Dry Cleaning
Laundry facilities are available in all dorms and are accessible to all students. Dry cleaning may also be sent out and returned each week, charges will appear on the monthly bill.

E. Campus Telephones and Main Office Reception Hours
Each dorm has a phone which can be used for outside calls through the Main Office switchboard.

The Main Office receptionist is available by phone as follows:
- Monday through Friday 7:30 a.m. to 4 p.m.
- Sunday 4 to 8 p.m.
In the case of an emergency, the School’s after hours answering system will give an emergency contact number to reach a School staff member. In addition, parents of resident students will receive their Dorm Parent’s phone number for emergency purposes.

XIII. Electronic Policies

A. Personal Music Headsets
Students are allowed to use headsets in the classroom only when given permission by the teacher. Students may not use headsets in the Moore House during any meal or during any all school assembly or meeting. A study hall proctor may ask a student to put their headset away if they believe it is a distraction rather than a means to focus on schoolwork.

B. Media Policies
Media should not be played without headphones in a public area during the school day. After school and on weekends, media should be played in a fashion that is respectful to everyone on campus, which often means at low volumes or with a headset.

C. Electronic Devices
Students are allowed to bring electronic devices to campus. Each mobile phone brought to campus must be registered with the School when students sign the electronic policy (during registration). Students must let the School know if they change their phone number over the course of the year.

The rules for electronic devices are as follows:
- Students are not allowed to use electronic devices during class (unless otherwise told by a teacher), practice, study halls, meals, or after lights out.
- If the use of electronic devices is proving detrimental to a student’s academic success (staying up late through the night, not getting work done due to video games, etc.) the School reserves the right to collect these items overnight until the problem is resolved.
- The School reserves the right to search electronic devices used on campus.

A student using his or her electronic device in class will be asked to hand over the device until the end of the period. If the faculty member encounters the same student violating the same policy again, the faculty member will collect the device and turn it over to the Director of Student Life who will keep the device for one (1) day. If the faculty member encounters the same student
violating the same policy for a third time, the faculty member will collect the device and turn it over to the Director of Student Life who will keep the device for three (3) days and will contact the parents of the student.

D. Electronic Information Acceptable User Policy

La Lumiere School is pleased to offer its students access to the Internet. This network allows students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups from around the world, and significantly expand their available information base.

Parents and guardians should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student’s parents or guardians may be liable. While La Lumiere School’s intent is to make Internet access available in order to further educational goals and objectives and to facilitate students’ ability to communicate with friends and family, students may find ways to access other materials as well. Even if the School institutes technical methods or systems to regulate students’ Internet access, those methods may not guarantee compliance with the School’s acceptable use policy. However, La Lumiere School believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. La Lumiere School makes the complete Internet standards, policy, and regulations available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their children alternate activities not requiring Internet use.

In making decisions regarding student access to the Internet, La Lumiere School considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Proficiency with computers and the Internet is an important part of college preparation. Access to the Internet allows students to explore thousands of libraries, databases, bulletin boards, and other resources, while exchanging messages with people around the world.

La Lumiere expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. During the academic day, access from School to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives. When students are not at La Lumiere, families bear responsibility for the guidance of Internet use, television, telephones, radio, movies, and any other information source that may contain offensive material.
The Electronic Information Acceptable Use Policy has been established for students at La Lumiere School. This policy contains the standards and regulations relating to the manner in which the electronic information, services, and networks are used to meet our educational goals. The educational value of student access to online information is the joint responsibility of the parents or guardians and the School. Ultimately, parents are legally responsible for their child’s actions. Students utilizing La Lumiere School’s Internet access are responsible for good behavior online just as they are in a classroom or other area of the School. The same general rules for behavior and communications apply.

The purpose of La Lumiere School’s Internet access for students is twofold:

a. To facilitate communication in support of research and education, and
b. To give students a method to keep in touch with friends and family.

Tampering with electronic files associated with electronic information, services, and networks through La Lumiere School’s provided services is prohibited. Passwords for all network accounts and other electronic services must be kept confidential and not accessible to others. **If a student allows another student to know his/her password and utilizes his/her account, that student is ultimately responsible for anything which transpires with his or her account.**

Users should not expect that files stored on School-based computers will always be private. Electronic messages and files stored on School-based computers may be treated like School lockers or dormitory rooms. Administrators and faculty reserve the right to search personal devices if it is deemed necessary for review of files and messages in order to maintain system integrity and ensure that users are acting responsibly.

Students should seek advice from La Lumiere School staff members and/or parents/guardians before responding to an unsolicited online contact. Further, students should refrain from transmitting personal information such as name, address, telephone number, and credit card information since the confidentiality of information transmitted over public networks cannot be safeguarded.

The following uses of La Lumiere School provided networks are NOT permitted:

- To access, upload, download, store, or distribute pornographic, obscene or sexually explicit material.
- To access, upload, download, store, or distribute media that can harm the reputation of others.
- To transmit obscene, abusive, or sexually explicit language.
- To violate any local, state, or federal statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual’s materials, information, or files without permission.
• To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
• To intentionally waste School resources.
• To employ the Internet for commercial purposes.

Any violation of School policy, standards, regulations, guidelines, or rules may result in loss of student access to the Internet. Additional disciplinary action may be taken at the discretion of the Head of School. When and where applicable, law enforcement agencies may be involved. La Lumiere School makes no guarantee of any kind, neither expressed nor implied for the Internet access it is providing. The School will not be responsible for any damages users suffer, including (but not limited to) loss of data resulting from delays or interruptions in service. The School will not be responsible for the accuracy, nature, or quality of information stored on School diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through School provided Internet access. The School will not be responsible for unauthorized financial obligations resulting from School-provided access to the Internet.

XIV. 2019-2020 SCHOOL CALENDAR

**Fall Semester • 2019**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Saturday, Aug. 17</td>
<td>Return date for boarders traveling by air</td>
</tr>
<tr>
<td>Sunday, Aug. 18</td>
<td>Opening Day</td>
</tr>
<tr>
<td>Monday, Sept. 2</td>
<td>Labor Day (No Classes)</td>
</tr>
<tr>
<td>Friday, Sept. 20</td>
<td>Annual Golf Outing</td>
</tr>
<tr>
<td>Friday-Saturday, Sept. 27-28</td>
<td>Parents Weekend</td>
</tr>
<tr>
<td>Sat.-Tues., Sept. 28-Oct 1</td>
<td>Fall Break Begins after Parents Weekend*</td>
</tr>
<tr>
<td>Tuesday, Oct. 1</td>
<td>7:30 p.m. Resident Students Return</td>
</tr>
<tr>
<td>Wednesday, Oct. 2</td>
<td>. Classes Resume</td>
</tr>
<tr>
<td>Wednesday, Oct. 16</td>
<td>. PSAT for Fourth and Fifth Forms</td>
</tr>
<tr>
<td>Friday, Nov. 22-Dec 1</td>
<td>3:30 p.m. Thanksgiving Recess Begins*</td>
</tr>
<tr>
<td>Sunday, Dec. 1</td>
<td>7:30 p.m. Resident Students Return</td>
</tr>
<tr>
<td>Monday, Dec. 2</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Tuesday, Dec. 17-20</td>
<td>Semester Exams Begin (Tuesday-Friday)</td>
</tr>
<tr>
<td>Friday, Dec. 20</td>
<td>3:30 p.m. Winter Recess Begins*</td>
</tr>
</tbody>
</table>

*School will be closed during these periods and all students will be expected to leave the campus. Please refer to “Calendar” under “About La Lumiere” on the La Lumiere website for updates to the School Calendar.*

**Spring Semester • 2020**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, Jan. 12</td>
<td>7:30 p.m. Resident Students Return</td>
</tr>
<tr>
<td>Monday, Jan. 13</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Friday, Feb. 28</td>
<td>3:30 p.m. Spring Recess Begins*</td>
</tr>
<tr>
<td>Sunday, March 15</td>
<td>7:30 p.m. Resident Students Return</td>
</tr>
<tr>
<td>Monday, March 16</td>
<td>Classes Resume</td>
</tr>
</tbody>
</table>
Thursday, April 9  2:40 p.m.  Easter Recess Begins*
Monday, April 13  7:30 p.m.  Resident Students Return
Tuesday, April 14
TBD
Saturday, May 9
Wednesday, May 13  6:30 p.m.  Academic Convocation
Monday, May 18-21
Thursday, May 21  5:00 p.m.  Semester Exams Begin (Monday-Thursday)
Friday, May 22  10:00 a.m.  Graduation (required of all students)
                      Underclassmen checkout following
                      Commencement and lunch

*School will be closed during these periods and all students will be expected to leave the campus. Please refer to “News and Calendar” on the La Lumiere website for updates to the School Calendar.

XV.  A PARENT’S GUIDE TO LA LUMIERE

Dear La Lumiere Parent(s),

As the parent of a current student, you are already a member of the Parents Association! The focus of the Parents Association is to increase communication within the parent community and enhance parent involvement in social and educational activities. Our meetings are a time to learn about the decisions made on campus, how to prepare your student for current and future opportunities and experiences, and a time to socialize with and learn from your fellow La Lu parents.

We look forward to meeting and working with each of you.
Sincerely,
Clint & Angie Cary
Parents Association Co Presidents

<table>
<thead>
<tr>
<th>Office</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co Presidents</td>
<td>Clint and Angie Cary (Trevor ’19, Mitchell ’21)</td>
</tr>
<tr>
<td>Co Vice Presidents</td>
<td>Michal and Nicole Guenin (Jack ’21, Grantland ’22)</td>
</tr>
<tr>
<td>Secretary</td>
<td>Cherie Plunk (Christian ’21)</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Gary Plunk (Christian ’21)</td>
</tr>
<tr>
<td>Concessions Coordinator</td>
<td>Amie Harkness (Haley ’19, Joe ’21, Alexa ’22)</td>
</tr>
</tbody>
</table>
XVI. TERMS AND TRADITIONS

Academic and Athletic Convocation: Our annual awards ceremony for underclassmen held in May. Major athletic and academic awards are conveyed. All parents are encouraged to attend.

Advisor: During their first year, students are assigned a faculty member to serve as their advisor. In the later years, students may request from faculty members. Advisors are the first point of contact for questions.

Annual Fund: The Annual Fund is the lifeblood of La Lumiere’s fundraising efforts, and hundreds of dedicated parents, alumni, parents of alumni, grandparents and friends donate financial resources to this yearly campaign. By definition, Annual Fund revenues are unrestricted and are used to fund current operations based on areas of greatest need. With tuition covering only a portion of the actual cost of each student’s education, La Lumiere’s Annual Fund makes the difference between simply preserving the status quo and innovatively preparing for the future.

Blue Key Society: The Blue Key Society is a select group of student leaders who serve as ambassadors for the School by giving tours, hosting prospective students, and assisting in the School’s Visit Days each year. Admission to Blue Key is gained through an application and interview process. Blue Key is moderated by the Admissions Prefect, and is considered a distinctive honor for students highlighting their commitment to the La Lumiere spirit and service.

Bookstore Basketball: A spring ritual that is La Lumiere’s version of March Madness. Co-ed faculty/student teams play 3-on-3 basketball games between the winter and spring athletic seasons.

Casino Night: A change of pace during the spring where the faculty play the part of casino employees and all students are encouraged to attend. Through various card games and games of chance, students are shown that the house always wins.

God’s Hand: (Hand of God) A sculpture by Swedish artist Carl Milles located next to Linnen Dorm.

Golf Outing: Our annual fall event for parents, alumni, and friends, which includes an afternoon of golf followed by cocktails and dinner. This event is one of two main fundraising events for La Lumiere and typically includes a live auction. Parents are encouraged to attend the entire day’s events or simply the evening’s events for those who do not golf. There are also volunteer opportunities for current parents throughout the day.

The Grotto: An outdoor chapel/place of worship at the bottom of the hill below Decio and just north of the Peninsula.

Head’s Cup: The annual intramural competition which includes the entire student body and faculty. Events begin during Orientation in August and continue throughout the School year. Each individual is assigned to one of four teams named for the first four headmasters of La Lumiere School: James Moore, Richard Webster, Barry Bunting, and Larry Sullivan.

Jupiter: La Lumiere’s online grading system. Students and parents can use this site to view grades, assignments and other course materials. Please contact the Academic Office if you need help setting up your account.

Naviance – Family Connection: Our online college counseling tool which is available to all level students and their families and is used rigorously during the junior and senior years.
Parents Weekend: Our annual event in the fall semester which includes two days of campus activities. The weekend consists of many school traditions, including a ceremonial bonfire in tribute to the seniors, and parent-teacher conferences.

Senior Bonfire: An annual tradition during Parents Weekend when seniors carry torches through the woods to ignite the fall bonfire.

Senior Candle Ceremony: A solemn ceremony held each May when seniors recognize the students and faculty members who have made a lasting impression on their time at La Lumiere, by giving candle to them in public recognition. This tradition echoes the legacy of light our seniors leave with us as they move on to college.

Senior Chapels: A designated time on Tuesday mornings when seniors give speeches to the entire student body reflecting on their idea of character, scholarship, and faith during this period.

Spring Fundraiser: The annual fundraiser sponsored by the Parents Association held at a local venue. This event, which is one of two major annual fundraisers and is the central parent fundraiser, typically consists of a dinner and auction. Many volunteers are needed to insure the event’s success.

Taste of La Lumiere: This exciting event has become an annual tradition at La Lumiere. In 1992, a group of international students who were also members of an international club sponsored by the School’s French teacher, found themselves longing for culinary treats from their respective countries. The tradition continues each year with students, parents, and faculty serving as many as 100 different and unique dishes from 34 countries to as many as 550 guests in the Marsch Gymnasium. This event is not considered a fundraiser but a community service.

XVII. A HISTORY OF LA LUMIERE SCHOOL

The story of La Lumiere School begins in early 1963 when Raymond E. Daly, a Gary, Indiana banker, gathered a group of friends and business associates to explore the idea of establishing a Catholic, college preparatory high school in the Calumet region of Northwest Indiana. Mr. Daly and his associates envisioned an independent, Catholic day school for boys with a traditional liberal arts curriculum that included theology and religion. The development of character, scholarship, and faith would be the school’s mission.

In February of that same year, Mr. Daly flew to New Milford, Connecticut to seek the advice of Walter Sheehan, the Frank Boyden-trained headmaster of Canterbury School (the nation’s only lay-Catholic boarding school at the time). Mr. Daly’s visit included a meeting with the school’s assistant headmaster, James R. Moore. Following their meeting, Mr. Moore was flown to Chicago to meet with our founders who offered him the position of the School’s first Headmaster. They had been so confident that Mr. Moore was the right man for the job that they decided to start the school only if Mr. Moore agreed to run it. He accepted and moved with his wife and three children to La Porte, Indiana in the summer of 1963.

Also during this time Mrs. Lalumier, widow of Mr. Edward Lalumier, a former executive at Armour and Company in Chicago, was selling her late husband’s 487-acre estate in northern La Porte County, Indiana. Mr. Lalumier had acquired the land in the 1930s and built a rambling lodge (currently Moore House) overlooking the northernmost lake (Lake La Lumiere) and a large garage
and chauffeur’s quarters behind the house (currently a portion of the Main Office). It was a spectacular piece of property with thick hardwood forest tracts, pine groves planted by the Civilian Conservation Corps (CCC), and three spring-fed lakes. The School’s founders purchased the forest property in November of 1963 for $300,000.

Mr. Moore and the founding Board of Trustees soon agreed that it would be more advantageous to establish a boarding rather than a day school. They were inspired by the original property owner’s name (Lalumier), changed it to the French spelling, and named the school La Lumiere School. Translated as “the light,” it was an appropriate name for the School with the expressed purpose of instilling Christian ideals in its students. Mr. Daly had once said, “La Lumiere stands for the light of the Holy Spirit, of learning, and of knowledge.”

The newly established La Lumiere School began classes in the fall of 1964 with a charter freshman class of 24 boys; 20 boarding and four day students. Early faculty members were remarkably dedicated and spent nearly every waking moment teaching, coaching, counseling, and entertaining students. Members of both the charter class and the charter faculty recall that the School was amazingly similar to a large family. That same sense of family endures today.

Over the next few years, the School’s growth was extraordinary. Augustine, Becket, Newman, and Aquinas dorms were built; athletic fields were constructed; and the Academic Building was erected in 1966. La Lumiere School earned an outstanding reputation in Northwest Indiana and Chicago as the place to send your son to develop the skills and habits to serve them well in college and throughout their lives.

The School’s continued growth and transformation was marked in 1978 by the inclusion of girls. A new gymnasium, Marsch Gym, was completed in January of 1979; a new dormitory for upperclassmen, Linnen House, opened in January of 1985; and more classroom space was added to the Academic Building to include science laboratories, a computer room, an art room, four additional classrooms, and a library in March of 1986.

In the fall of 1979, with the departure of our first Headmaster, Mr. Moore, the search for a new leader began. That same year, La Lumiere welcomed Mr. Richard Webster as the new Headmaster who served the School from 1979 to 1984. In the fall of 1984, Mr. Barry Bunting became Headmaster until 1988, when Mr. James Moore returned for five more years from July of 1988 to 1993.

Mr. Lawrence Sullivan succeeded Mr. Moore in July of 1993 and remained Headmaster until his retirement in June of 2004. Mr. Sullivan served as a faculty member, the Athletic Director, Assistant Headmaster and Dean of Students, and the Academic Dean prior to his appointment as Headmaster. Mr. Sullivan retired after teaching for 35 years and serving as Headmaster for 10 years with the school, and was succeeded by Mr. Michael Kennedy from July of 2004 until July 2015. A 1986 graduate of a La Lumiere School and former history teacher, Mr. Kennedy brought a unique perspective to campus life.

In 2005, the School launched the Courageous Vision capital campaign that resulted in a number of considerable building and renovation initiatives, including expansion of the Main Office and Moore House, the addition of the Science Center to the Academic Building, and renovations to
Marsch Gymnasium, the Sullivan Student Center, and the athletic fields. The Faculty Village, which included four new townhouses, and a new Headmaster’s house were also added to campus. In more recent years, the School acquired two new pieces of property, including the corner lot at the intersection of 650N and Wilhelm Road and the former Creekwood Inn, which serves as a residential facility.

Following Mr. Kennedy’s departure in July of 2015, Dr. Charles F. Clark became the School’s Interim Head of School during the 2015-2016 academic year. At this time, the Board of Trustees began their search for a permanent Head of School. On July 1, 2016, La Lumiere welcomed its seventh Head of School, Mr. Adam Kronk, to campus. Mr. Kronk comes to La Lumiere with extensive leadership experience in both education and nonprofit organizations in the Midwest and abroad. He started his career teaching English at the University of Detroit Jesuit High School & Academy and most recently taught ethics and values-based leadership in the Management Department at the University of Notre Dame, where he also led the Notre Dame Deloitte Center for Ethical Leadership in Notre Dame’s Mendoza College of Business. Mr. and Mrs. Kronk are thrilled to be part of La Lumiere School’s vibrant community.