

Residential Life Student Handbook
2023-2024

Welcome to La Lumiere School

Welcome Boarding Students!

We at La Lumiere are thrilled that you have chosen to be a part of our Residential Life Community. Whether this is your first or last year at La Lu, we hope to make our campus feel like a place you will always call home. In our opinion the key to a successful year is open communication; the Residential Student Handbook contains advice, guidelines, and contact information intended to help you traverse the year successfully and meet our high expectations. Every member of the Residential Life Team looks forward to getting to know each and every one of you in depth and helping you reach your personal goals.

La Lumiere's Residential Life Curriculum first and foremost focuses on your well-being. The Residential Life Team's main responsibility is to make sure that you feel safe in your environment, physically, emotionally, and socially. We strive to create an inclusive environment where you feel like family members with everyone on campus. Standards of behavior in the La Lu community are centered around safety, honesty, self-respect, and respecting the La Lu community as a whole. Our team takes those standards seriously, and as such will uniformly enforce the policies outlined in the *Residential Student Handbook*.

We believe that our community is happier, healthier, and indeed safer, when we work together to understand each other and ourselves. Together with our Student Services team, boarding students will have periodic evening sessions that focus on creating healthy habits. Some of these may include: sleep hygiene, cultural competency, adolescent brain development, and the connection between brain and body. New boarding students will work with our Resident Prefects at the beginning of the year to learn basic life skills, how to adapt to life at a boarding school, and what La Lu has to offer. We hope that students will be able to take the skills they learn while at La Lu and take them into college and beyond.

We are so excited to have you join us and be a part of this special year!

Dear Boarding Student Parent:

Welcome to La Lumiere Boarding! We are excited about the opportunity to join you in this very important journey of raising happy, active, and responsible citizens. We are committed to providing a safe, healthy, thriving, and thoughtful community for your child. As a La Lumiere boarding student, your son or daughter will have the opportunity to be part of an intentional community shaped around the values of character, scholarship, and faith. We pride ourselves on providing each student with a unique combination of warmth, structure, and academic and personal support that allows them to be fully prepared for college and adult life. Boarding students graduate from La Lumiere with positive, mentoring relationships with faculty and peers; the ability to adjust and thrive in new environments; the ability to self-advocate; and a critical understanding of how he or she fits into the world. We look forward to watching your child grow and find their passions.

Being a boarding parent to teenagers is both rewarding and challenging. Boarding students have the opportunity to learn essential life and community skills that most of their day school peers will not learn until their freshman year of college. While boarding schools in general – La Lumiere especially – offer tremendous support to students, it is not unusual for students to share their anxieties with their parents during the first few phone calls home. We will do everything we can to ease this transition to becoming independent.

It can often be difficult for both the student and parents when sending kids to boarding school, but here are a few tips that should help. Throughout the first few days on campus, you can expect to hear your child say that they don't like something or they are scared and finding it hard to adjust. In order for your child to become independent, it is important that you support them, meaning that you cannot do everything for them. Encourage them to engage with their community and find a member of the community to talk with. You will have time to see your child when they come home, but it is best to avoid promises of returning home. It is our belief that students will have a better boarding experience if they spend the weekends on campus with their friends building relationships. Parents Weekend is a great way for students to take pride in their school and introduce you to their new friends and teachers, please plan on visiting. If you are unable to be on campus, making time to talk with your child will help keep you connected. Dorm parents are always available to offer advice to both parents and students. And there are certain things that students may not tell us that they will tell you. Please do not hesitate to contact your child's respective Dorm Parent or the Director of Residential Life at any time if you have any questions, concerns, or want to share any good news.

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La Lumiere Residential Life Mission

Philosophy

La Lumiere is known for its family-like community in which everyone knows everyone, each student is nurtured and challenged, and students form bonds with friends and faculty mentors that often last a lifetime.

A family-like community is an unrivaled climate for helping students flourish — especially a community where dedicated adults play a defining role. When teachers and coaches are a constant, caring presence, students form deep bonds with faculty mentors. In such an environment, students lose their reticence and eagerly approach adults when in need. La Lumiere students have the confidence to respectfully speak their mind and ask for assistance when they are in need. This helps their teachers know them better; and when teachers know their students in a deep way from many dimensions, they're able to see their students' gifts and help them excel.

Deep relationships and high performance go together. That's why a family-like community will always be a passionate emphasis of La Lumiere School.

Residential Life Curriculum

The boarding school education does not end in the classroom. The Residential Life Staff works with students to help them develop the skills and maturity needed to become successful young men and women. A La Lumiere resident student shall:

- Promote the mission of La Lumiere School and contribute to a culture of character, scholarship, and faith.
- Learn to independently manage their time and studies efficiently.
- Improve communication skills, which will, in turn, improve social skills and the ability to live with others.
- Enjoy an emotionally and physically safe environment.
- Become a self-advocate. Express their needs and desires; feel free to ask questions of anyone on campus.
- Take pride in your campus, and the dorms in particular, by keeping dorm rooms and public areas neat and well-organized.
- Become prepared to function confidently and competently in a less controlled college environment and into adulthood.

Residential Life Classes

At various points throughout the semester, boarding students will be brought together to learn about healthy living habits and specific topics that will help with adjusting to living on their own. These classes could include: creating healthy sleep and study habits, healthy eating in the dorms, cultural competency, brain development, or living outside of your comfort zone. We expect our students to attend these sessions with an attentive and courteous attitude.

Student Support Systems

The goal of La Lumiere's Student Support System is to teach students to utilize a comprehensive support structure that has been put in place to help the students succeed.

The following staff members can help students with their particular needs:

Dorm Parent

The dorm parent lives in the building with the students. If the student has an immediate need, the student should contact their dorm parent by knocking on the door. The dorm parent will also be on duty proctoring weeknight study hall one night a week.

Assistant Dorm Parents

Each dorm will have one of the Residential Life Team members in the dorm each night to proctor study and monitor lights-out procedure. When this team member is in the dorm, they should be the students' first point of contact for any questions or needs they may have.

Academic Advisor

Each student will be assigned an advisor who will monitor and assist them with academic, social, extracurricular, and residential needs. The advisor is the number one point of contact for any concern that a student or parent may have.

Student Services Team (SST)

Our student life administration team is available Monday through Friday from 8:20 to 4:00PM. The Student Services Coordinator, Mrs. Eguizabal, is located in the Student

Services Center (SSC) in the Main Academic Building. She can direct you to the appropriate administrator to address any questions or needs that arise. The Student Services Team is comprised of the following:

Nurse's Office

Located in the lower level of Aquinas, students may visit School Nurse, Mrs. Andrea Smith, with any medical needs. The Nurse's Office is open from 7:30 a.m. until 3:30 p.m., Monday-Friday.

Campus Supervisor

When students are on campus, a faculty member will serve as the campus supervisor who is in charge of permissions, checkouts, and supervising the campus. If students have needs during evenings and the weekend, please contact the campus supervisor by calling (219) 363-3928.

Weekend Duty Team

On any given weekend, a rotating team of four to five faculty members will be on duty to monitor the well-being of the students, facilitate student activities, and proctor the dorms.

Residential Prefects / Proctors

Residential prefects are upper-class students who live in the dorms with the students. These students have applied and been selected by the Residential Life team to help guide students through the year. They are role model students, living up to the La Lumiere standards. Throughout the year they will assist dorm parents and the Director of Residential Life planning events for the dorms and students.

Contacting Faculty (Teachers)

Our faculty is here to help each individual student achieve as much growth as possible. It is always best to try to schedule a face to face meeting if there are any major points of concern you have. The best way to see your teacher is during Tutorial, which is part of the academic schedule Monday through Friday. For contact information, please check the faculty directory on the school website for email addresses, as that will be the best way to schedule any sort of meeting or answer any questions outside of tutorial hour.

Campus Schedule

2023-2024 Campus Closure Schedule and Important Dates to Remember

2023

Aug. 12-13	Students Return to Campus (Flights on August 12, by car on August 13)
Aug. 18-20	Closed Weekend*
Aug. 25-27	Closed Weekend*
Oct. 12-15	Fall Break - Campus open for students living more than 4 hours from campus
Nov. 18-Nov. 26	Thanksgiving Recess – Campus closed from 10 am on Nov. 20 to 10 am Nov. 28
Dec. 8-10	Closed Weekend until General Inspection Completed.
Dec. 16-Jan. 7	Winter Recess – Campus closed from 10 am on Dec. 18 to 10 am Jan. 9

***September, October, and November may have one closed weekend a month TBD**

2024

Mar. 2-17	Spring Recess – Campus closed from 10 am on Feb. 26 to 10 am Mar. 13
Mar. 29-Apr.1	Easter Break - Campus open for students living more than 4 hours from campus
May 24	Campus closes at 5 pm.
May 25	Campus closes to students with flights at 10 am

***January, February, and April may have one closed weekend a month TBD**

***Students MUST remain on campus during “Closed” weekends.**

****During Thanksgiving, Winter, and Spring Recesses, all students MUST depart campus. ABSOLUTELY NO EXCEPTIONS. Students without travel plans will be booked a flight home at the expense of the family. For international students, book the first available flight. The residential life team will work with families who have difficulties getting flights home to provide room and board until that time.**

Daily Life

Weekday Schedule (Subject to Change)

Monday through Thursday

7:15 to 8:00 a.m.	Breakfast in Moore House (Optional and Encouraged)
8:10 a.m.	School Meeting in Fine Arts Building (FAB)
8:10 a.m. to 4:00 p.m.	Academic Day
4:00 to 6:00 p.m.	Athletic Practices
6:00 to 6:30 p.m.	Dinner (Required)
6:45 to 7:35 p.m.	Res Life Hour
7:45 PM to 7:55 p.m.	Room Inspection (Required)
8:00 PM to 9:30 p.m.	Study Hall
9:30 to 10:30 p.m.	Quiet Time in Dorms
10:30 p.m.	Lights Out Freshmen, Sophomores, and Juniors
11 p.m.	Lights Out for Seniors

Weekend Schedule

The weekend schedule varies by weekend based on the activities offered. This handbook will only contain recurring events such as meals. Students are expected to attend all meals.

Friday

7:15 to 8:00 a.m.	Breakfast in Moore House (Optional and Encouraged)
8:10 a.m.	School Meeting in FAB
8:10 a.m. to 4:00 p.m.	Academic Day
4 to 6 p.m.	Athletic Practices
6:00 to 6:30 p.m.	Dinner in Moore House (Required)
7 to 9 p.m.	Disciplinary Hold in Library
9:30 p.m.	All Students in Dorms
11:30 p.m.	Lights Out for All

Saturday

10:30 a.m. to 11 a.m.	Brunch in Moore House (Required)
5 to 5:30 p.m.	Dinner in Moore House (Required)
9:30 p.m.	All Students in Dorms
11:30 p.m.	Lights Out for All

Sunday

10:30 to 11 a.m.	Brunch in Moore House (Required)
11:30 a.m.	Dorm Inspection – Room and dorm chores must be completed.
12:00 p.m.	2nd Disciplinary Hold in Library
5 to 5:30 p.m.	Dinner in Moore House (Required)
6:45 to 7:35 p.m.	Res Life Hour
7:30 p.m.	Residents Must Return to Campus
7:45 to 7:55 p.m.	Room Inspection (Required)

8:00 to 9:30 p.m.	Study Hall in Dorms
10:30 p.m.	Lights Out Freshmen, Sophomores, and Juniors.
11 p.m.	Lights Out for Seniors.

Becoming Independent

We encourage every student to begin incorporating independent life skills into their daily routine. They are required to put forth effort and meet their daily goal of waking up and getting out of bed ready for their academic day on their own, attending all of their daily commitments, and completing all of their dorm responsibilities. Please be on time. Staff will assist every student and amend the accommodation plan for students who may struggle to meet this goal. In order for students to better become independent, we believe that it is best for them to remain on campus as much as possible. This will create a sense of pride in where they live and will help them connect with other students and faculty.

Attendance

Students are expected to attend all daily commitments. These include all classes, school and dorm meetings, assemblies, chapel services, athletic practices and games, and meals. If a student is unable to attend any of their commitments, they should address the situation well in advance with the appropriate people. If a student becomes ill during the day, they need to go to the school nurse.

Dorms Closed During the Academic Day

During the day, students will not be able to return to their dorms, with the exception of seniors. They should bring all school materials with them for the day. Students will need to obtain special permission in order to return to their dorms during the day from the Assistant Dean of Students, Mrs. Heffron, who will give you a keycard to go back to the dorm. This is only for rare emergency situations.

Meals

All boarding students are expected to attend both lunch and dinner in the Moore House during the weekdays. Breakfast is optional, but highly encouraged and begins serving at 7:15 during the week. During the week, dinner is served at 6:00 p.m., all students are expected to attend and check-in with the faculty on duty. Students with commitments that conflict with dinner will receive a boxed meal, which will be left in the Moore House. Students that stay on campus for the weekend are expected to attend brunch at 10:30 a.m. and dinner at 5:00 p.m. Students should arrive no later than 15 minutes after the start

of a meal, unless a school commitment requires that they arrive later. Throughout the year, students may help the dining hall staff by cleaning tables and sweeping the floors.

Food in the Dorm

Students may keep snacks in their rooms, but all food that is not prepackaged should be stored in sealable containers in order to keep a clean environment. Students wishing to order food may do so after receiving permissions from the Campus Supervisor, all food must be ordered before 7:00 p.m. Students may make food in the dorm after checking in at dinner, but are expected to clean up after themselves. There should be no open food, leftover food, or dirty dishes in the room. If this is found, students may lose their privilege to use the microwave or order food for a time determined by the dorm parent.

Student Life Hour

Sunday – Thursday evenings, students will have the opportunity to participate in a number of different activities meant to increase their physical, psychological, academic, or communal well-being. These can include working out in the gym, catching up on homework in the library, competing in a dorm challenge, or hanging out with friends in the Student Center.

Study Hall

Study Hall will have four options:

Students in Good Standing:

Study in Dorm

Group Study in the Moore House (with Teacher Pass)

Individual Study in the Library

Students with Poor Academic Performance will have an Academic Support Study Hall in the Library.

Quiet Hour

After study hall but before lights out, students have an hour of quiet free time within the dorm. This may be used to continue academic work, discuss the day with other students, or get ready for bed. All students are expected to remain quiet during this time, loud noise should not be heard in the hallways or common areas. If students are unable to do this, they will have to stay in their room for the rest of the night. No student should use the microwave after 10:15 p.m.

Bedtime Preparation/Lights Out

In order to ensure that students are well rested for the academic day, students are expected to be in their beds with their bedroom lights out by 10:30 p.m.; for seniors 11:00 p.m. This means that students will have showered, brushed their teeth, and completed any other evening routines before that time. Students should not be using their electronic devices during lights out. Seniors are expected to be in their rooms at 10:30, but may continue to do work quietly so as not to disturb other students.

On rare occasions students may need to stay up late to complete their work with the permission of the dorm proctor. The student must have been working diligently throughout the study hall and quiet hour. Students may do their work with a desk light on, the overhead bedroom light is expected to be turned off.

Room Visitation and Privacy

Students are not to be in a room that is not their own unless explicitly stated by the room's residents and the room's occupant is present in the room. The privacy of each student must be respected and each student's possessions must be left alone. Students are not allowed to be in a dorm that they do not live in without the permission of the dorm parent or the Campus Supervisor. A faculty member must be present when visiting a dorm. Out of respect for fellow dorm-mates, students are expected to knock on a door before entering a room.

Laundry

Each dorm is equipped with its own washer and dryer, free to use. In order for students to develop independent life skills, it is expected that students do laundry on a regular basis. This includes washing, drying, and putting away clothes. Dorm parents will assist if needed in the beginning of the year. Students are not permitted to use the laundry facilities during study hall or after lights out without the permission of the dorm parent.

Student Behavior and Interactions

While all rules written in the Student/Parent handbook apply at all times, boarding students have the added responsibility of living with others in close quarters. Treating yourselves and others with respect are of paramount importance. For that reason, we want to highlight La Lumiere's 4 Core Values:

4 Core Values

- I. 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.
- II. La Lumiere students will present themselves honestly. Students should also honor themselves and the School by avoiding behaviors such as dishonesty and theft.
- III. 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.
- IV. 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 Boarding Points

Laker Boarding Points serve to identify students of concern. The School recognizes that the accumulation of small infractions impacts a student's performance in the dorms and engagement in our community.

All students will be assigned Laker Boarding Points for violations of residential policies. The points for each violation and the point totals are listed below. This is not an exhaustive list.

Late to Study Hall	1
Late to Dinner	1
Not Using Electronic Device Properly During Study Hall	2
Failure to Check-in at a Meal	2
Lights Out Violation	2
Excessive Lateness to Study Hall	2
Failure to Check-in when Returning to Campus	2
Not Following Directions in Dorm Setting	2
Returning late to campus without notifying the AOD	2
Leaving Campus without signing out	3
Failing Room Inspection	5
Out of Dorms without Permission	5
Dorm Visitor Violation	5
Ordering Food without Consent	5
Ordering Medications without the Consent of the Nurse	5
Leaving Campus without Permission	5

Schedule of Consequences

5 Warning

10	1 Hour Hold on Friday Night In School Dress with Blazer
15	2 Hour Hold on Friday Night In School Dress with Blazer
20	2 Hour Hold on Friday Night In School Dress with Blazer
25	Sunday work detail (2 Hour) + Meeting with AHoS
30	Sunday work detail (2 Hours)
35	1 Hour Hold on Friday Night In School Dress with Blazer + Sunday work detail (2 Hours)
40	2 Hour Hold on Friday Night In School Dress with Blazer + Sunday work detail (2 Hours) + Meeting with AHoS
45	2 Hour Hold on Friday Night In School Dress with Blazer + Sunday work detail (3 Hours)
50	Discipline Council

Status for Consequences

A student can be placed into one of 2 categories once the point total is 50 points.

- **Probation:** The Discipline Council will decide if a student is placed on probation for a specific behavior for a specified length of time (i.e. the remainder of the semester or the remainder of the school year). Probation focuses on a particular behavior(s) in which a student will commit to reform his or her practices and seek to grow in personal character as it affects that behavior. If a student shows the necessary growth in the specified period of time, the probation may be lifted; if not, the student may be placed on Final Warning or separated from the school.
- **Final Warning:** Status for a student that is given for the duration of the career at La Lumiere; this is the most serious consequence short of separation from the school. The Discipline Council will decide if a student is placed on Final Warning. If a student violates any major school rules while on final warning status, he or she would be subject to separation from the school.

Discipline Hold

Students that have accumulated 10 or more boarding points may be assigned a discipline hold. The hold will require students to attend a proctored study hall environment in school dress for the assigned amount of time on Friday evenings or Sunday afternoon. For students assigned Sunday afternoon holds, they could be expected to perform service-oriented activities on campus in place of a proctored study hall.

Dorm Expectations

Roommate Assignments

All first-year students are assigned a roommate. We will make every effort to pair you with a roommate with common interests, but from different backgrounds. Returning students will be able to request roommates, which will occur in the spring semester. While all efforts will be made to accommodate student requests, the Director of Residential Life with consultation from the Residential Life Committee has the final decision on all dorm assignments. All students are expected to remain with their roommates for the entire year. In the rare occurrence that conflicts arise between roommates, Dorm Assistants, Residential Faculty, Dorm Parents, and the Director of Residential Life will work collaboratively to help promote a more positive and productive environment, considering room switches as the last option.

Dorm Meetings

At the beginning of each semester, the boarding staff will work with the students to develop a commonly agreed upon framework of rules and consequences for behavior and procedures in the dorm. These agreements will not, however, include modifications to fundamental rules concerning safety. Dorm parents will hold dorm meetings throughout the year to address any issues that arise. All dorm meetings are mandatory for students to attend

Common Areas

The common areas of the dorm include the lounge, hallways, bathrooms, outside the dorm, and laundry room. These communal areas are expected to remain clean, which takes a team effort. All residents are expected to share in the care of all common areas. This means that no personal belongings are to be left in these areas, if a mess is made, that student should clean up after themselves. If items are left, the Dorm Parent may throw those items away. Students are expected to respect communal property and not do any damage.

Dorm Jobs

In order to keep the common areas clean, students will be assigned weekly chores which they are expected to complete each night. These chores can include: vacuuming, taking out the trash, making sure the laundry area is cleaned, and general cleaning of the lounge area. If that specific student is not present, another student will be assigned that job.

Room Inspections

Rooms are inspected daily for cleanliness. Room inspection requires that your **Bed** be made everyday, your **Floor** be free of clutter and trash, and your **Desk/Dresser Tops** be

organized with all drawers closed. You will get the minimum passing score of three for meeting these expectations. There is the ability to earn 5 points daily for exemplary rooms. Dorm rooms are inspected daily by the Faculty on duty in your dorm based on the following criteria.

5	The <u>Bed</u> is perfectly made with no items left on it. The <u>Floor</u> is free of clutter and everything is put in its proper place, and the floor has been cleaned. The <u>Desks</u> must be organized and neat with a space to work. <u>Dressers</u> must be neat and tidy on top with all drawers closed. Laundry must be in a hamper or put away. Trash Cans must not be overflowing. Under-the-beds must be neat and organized.
4	The <u>three required standards</u> are met. However, the room is not exemplary. One of the non-required criteria needs attention.
3	The <u>three required standards</u> are met. However, the room is satisfactory. Two or more of the non-required criteria need attention.
2	One of the <u>three required standards</u> does not meet the requirements.
1	Two of the <u>three required standards</u> do not meet the requirements.
0	The student has not met any of the <u>required standards</u> .

There are two privileges contingent on passing room inspection daily:

- I. Students are required to have a minimum accumulation of 15 points or more from Sunday through Thursday. If a student fails to maintain this score, the student will be assigned 5 Laker Boarding Points.
- II. Prior to checking out of campus, the student must have a room that meets the minimum requirements for passing daily room inspection. If you leave campus and the room does not meet the minimum requirements, you will be assigned 3 Laker Boarding Points.

Please note that room cleanliness is a requirement of our Residential Life Curriculum. Students that habitually do not comply with the room standards may lose weekend leave privileges until the room is deemed passing by the Director of Residential Life or the Campus Supervisor.

Rooms found in poor condition outside of the required room inspection may result in failing room inspection for the day, regardless of the condition at the time of room inspection.

General Inspection:

Periodically throughout the year, boarding students will be expected to do a deep clean of their rooms and the dorm common areas. Any weekend that has been designated as a General Inspection weekend will be closed until the entire dorm passes General Inspection. The cleaning can be done throughout the week with the assistance of the dorm parents and dorm assistants. Once the assigned administrator has passed the entire dorm, the weekend will be open for all residents of that dorm.

Hygiene

Students are expected to shower at least once per day and brush their teeth twice per day. Sheets and blankets should be washed once per week. Students should not leave laundry in the laundry area; it should be washed, dried, and put away within the same day. Room wastebaskets are to be emptied into the large trash bin each day.

Dress Code

- I. Please refer to the *Student Life Handbook* for the dress code during the academic day.
- II. Students are allowed to dress casually before and after the academic day. But, students must always be dressed appropriately, meaning they may not wear:
 - a. Clothing may not contain offensive or vulgar language or imagery
 - b. Clothing may not contain drugs or alcohol related content
 - c. Shirts must cover the midriff region, and straps must be at least two finger-widths across.
- III. Students should not be wearing pajamas into the dining hall.
- IV. Formal dress will be required periodically throughout the year (e.g. Thanksgiving Dinner and Christmas Dinner). These events will be announced in advance.
- V. Any student not following the above guidelines may be asked to change

Noise in the Dorms and Unsafe Behavior

There should at no time be loud music in the dorms, meaning that it should not be able to be heard outside the dorm room. Sound devices should not be placed in an open window so that students outside the dorm may hear them. Please understand that not all students may appreciate the music you are playing. These devices should not be used while walking around campus; music should only be able to be heard in the immediate vicinity of the person using it. There should be no running in the dorms, throwing of objects, or misuse of any property.

Facilities

Dorm Room and Furniture

All dorms have central air conditioning, heating, and generator backup in case of power outage. Furniture provided includes a bed, desk, and a closet. Rooms range in size from 10' x 12' to 16' x 16' (2.5 m x 3.5 m to 5 m x 5 m). Bathrooms are shared by the floors. ***Bringing a large number of items clutters the rooms, making them seem smaller and less comfortable. It also makes it 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 xl- 39" x 78" [99 x 91 cm])
- Blankets or bedspreads
- Pillow
- Mattress pad or mattress cover
- Two (2) or more sets of towels and washcloths
- Toiletries
- Trunk with padlock
- School dress (see Dress Code)
- Casual clothes for evenings and weekends (shorts, jeans, t-shirts)
- Winter coat, hat, sweatshirt, boots, etc.
- Athletic wear, shoes, etc.
- Flip flops
- Bug Spray
- Sunscreen
- Swimwear
- Raincoat
- Alarm clock, desk lamp, wastebasket, hangers
- School supplies
- Microwavable dishes and cups

What you MAY bring:

- Cell phone, Bluetooth speaker, or other music devices (AirPods **are not** recommended)
- Computer, iPad, or tablet
- Area rug for rooms in Augustine, Becket, Largura, or Newman
- Refrigerator (Max 1 AMP, 2.7 Cubic Feet)

What you MAY NOT bring:

- Television (Monitor cannot be larger than 24 inches)
- Microwave oven (Dorm common room will have one)
- Hot pot, toaster oven, hot plate, heaters, rice cookers, water kettles
- Electric mattress pad

- Space heater
- Animals or pets
- Weapons
- Matches or a lighter
- Incense, candles, or fireworks
- Adhesive String lights

A staff member may confiscate any of these items at any time.

Identification of Possessions (Here)

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

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, racially/culturally insensitive, or drug symbols. Posters in poor taste will be removed. **Students may only use command strips or poster putty to affix decorations to the walls. Students will be charged for damage incurred by unapproved mounting instruments.**

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 ensure 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. Students and their families will be notified of any searches conducted by the school after the search has been conducted.

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. La Lumiere does not accept liability for personal property that is brought to campus.

Residential Policies

Leaving and Returning to Campus

In Loco Parentis

La Lumiere takes its *in loco parentis* role seriously. Because of this, we hold our students to very high expectations for their safety and protection. It is important that we know where our students are at all times. All students and parents should be aware that the school reserves the right to deny a student's request to leave campus if we deem that it is not in the best interest of the student's safety and well-being.

Permissions, Sign-Out, and Sign-In 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 or the Campus Supervisor.
- 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 Director of Residential Life.
- Leaving Campus Procedures
 - On open weekends, students must sign out and in (in person) with the Campus Supervisor so the School knows whether the student is on campus. If you cannot find the Campus Supervisor, students should call (219)

363-3928 to receive instructions from the Campus Supervisor about where to check in or out.

- On weeknights, students should sign out with the Campus Supervisor 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 will require visual verification of return.
- Students may not check out via text message. They must speak with the Campus Supervisor prior to leaving campus.
- When departing for and returning from major school breaks such as Fall Break, Thanksgiving Recess, Christmas Recess, Spring Recess, and Easter Recess, permissions procedures will remain the same; however, students may also 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 Campus Supervisor 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.

Weekends

Many 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 into the Main Office switchboard at 219-326-7450 or emailed to permissions@lalumiere.org no later than Thursday evening.

If weekends are closed, boarding students that need to leave for emergencies, important family commitments like weddings, or medical appointments must get the permission of the Director of Residential Life.

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 Campus Supervisor at 219-326-3928 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 Campus Supervisor. Students are expected to call the Campus Supervisor when they arrive on campus.

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. Students who want to leave campus for part of the day during the school week with anyone other than their parents or guardians will also need approval from the Director of Residential Life. If a trip is planned during the weekend, the Campus Supervisor will also need to know when a student is leaving and returning to 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. Students may not leave campus for overnight stays without proof of adult supervision when school is in session.

Vacations and Campus Closures

ALL STUDENTS MUST BE OFF CAMPUS DURING POSTED SCHOOL BREAKS AND VACATIONS – NO EXCEPTIONS. 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 email (permissions@lalumiere.org) travel itineraries NO LATER than TWO WEEKS BEFORE scheduled departures so the School can arrange necessary transportation to and from airports, airport limos, and/or trains. **La Lumiere School will allow students traveling by plane to stay on campus until 10 a.m. on the day following dismissal for a break.**

Students are expected to schedule flights that depart after 9:00 am on the day after classes end for break. Additionally, students are expected to schedule return flights to arrive before 4:00 pm 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 for breaks and holidays. 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.

2023-2024 Campus Closures

Fall Break: Campus closed for local students from 5:00 pm on Oct. 11 to 11 am on Oct. 15*

Thanksgiving Recess: Campus closed from 11 am on Nov. 18 to 11 am Nov. 26

Winter Recess: Campus closed from 11 am on Dec. 16 to 11 am Jan. 7

Spring Recess: Campus closed from 11 am on Mar. 2 to 11 am Mar. 17

Easter Break: Campus closed for local students from 5:00 pm on Mar. 28 to 11 am on Apr. 1*

End of the Year: Campus closes to students with flights at 11 am on May 25

***Campus will remain open for students that live more than 4 hours from campus.**

Transportation

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 rearview mirror so the tag number is clearly visible from outside the vehicle. Students will be assigned a parking spot.

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

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

All cars should be locked and parked in the tennis court parking lot. Vehicles may only be used with permission from the parent or guardian and the Campus Supervisor. Students returning to campus from a weekend are considered “on campus” and may not leave without the permission of the Campus Supervisor. 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.

Transportation to Buses, Trains, and Airports

By Public Transportation

For weekends and recesses, 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. If a student takes any other train without the approval of the Director of Residential Life, the student will be charged a \$50 fee to cover the cost of transportation. If the school cannot find a driver, the family will be responsible to get their student from the public transportation to La Lumiere.

La Lumiere may provide transportation during the school week for appointments and family emergencies. Students will only be taken to public transportation after the end of classes with the approval of the Director of Residential Life. ***If the school does not have transportation available, the family is responsible for getting their student to and from the commitment.***

By Air

Communication of Itineraries: In order for La Lumiere School to assist your student in organizing transportation to the airport, all itineraries for breaks are due 2 weeks before your departure date. Families that do not meet the deadline may have to arrange their own private transportation. The Transportation Coordinator will make an effort to make arrangements through our independent contractor, but we cannot guarantee that we can book transportation after the 2 week deadline.

O’Hare and Midway

Departures:

La Lumiere Provided Transportation: When La Lumiere's campus closes for breaks, La Lumiere will provide one trip to the Chicago airports, which will depart on the day after the end of academic classes. Please schedule all flights to depart after 8:00 am on that morning. Students will be taken to the airport to accommodate the earliest flight and will have to wait at the airport for their scheduled departure.

Private Transportation: If you schedule a flight outside of that window, it is the family's responsibility to get your student to the airport. The Transportation Coordinator will work with our independent contractors (Epic Limo and Royal Excursion) to book your student a ride to the airport, but ***the fee for the trip must be paid to our business office prior to booking the trip.*** We will not allow students to charge airport trips to school accounts.

Lastly, if your student will be providing their own transportation, please inform our Transportation Coordinator.

Arrivals:

La Lumiere Provided Transportation: When returning from breaks for which campus is closed, La Lumiere will provide one pick-up from Chicago area airports at 6:00 PM on the day before classes resume. Please schedule your flights to allow enough time for your students to get through customs and security. We recommend booking your flight to arrive prior to 4:00 PM.

Private Transportation: If you schedule a flight outside of that window, it is the family's responsibility to get your student from the airport to La Lumiere. The Transportation Coordinator will work with our independent contractors (Epic Limo and Royal Excursion) to book your student a ride to the airport, ***but the fee for the trip must be paid to our business office prior to booking the trip.*** We will not allow students to charge airport trips to school accounts. ***If a student arrives at the airport outside of the arrival window (see above) without prior communication, La Lumiere will not pick them up.*** They will have to utilize a ride-sharing service or train service from Chicago (via the CTA and South Shore Line) to get to campus.

Non-compliance: If a family does not follow our transportation policy and circumstances require a student to be provided private airport transportation by the school, your family will be billed a \$300 fee to cover the cost of providing transportation. The Business Office may restrict charging to your student's account until that fee is paid.

Cancellation Policy: Once a student has asked the school to arrange transportation with our contractor to or from the airport, the student cannot cancel the trip. The student's account will be held financially liable for their portion of the independent contractor's bill.

Liability: If the student's family elects to provide private transportation to or from the airport outside of La Lumiere's arrangement with the independent contractor, the family assumes full responsibility for transporting the student to La Lumiere's campus.

South Bend Airport

The school provides transportation for all departures and arrivals through South Bend International Airport beginning at the end of school on Friday through 10:00 am Saturday for departures and from 12:00 pm to 10:00 pm on the day before classes resume for arrivals.

Uber or Lyft

Students wishing to use ride-sharing services must have their parents written permission. Students may only use ride-sharing to travel to airports, a specified guardian's house, or to return to school. La Lumiere will not allow individual students to use a ride-sharing service (students leaving campus via ride-sharing services must do so in groups of two or more). If the administration is not comfortable, La Lumiere reserves the right to deny permission, regardless of parental consent. 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 per our handbook.

Long Distance Student Summer Storage Policy

La Lumiere will allow students to store some of their items on campus over the summer. The following list is intended to outline the procedures and terms of storing items at La Lumiere.

- La Lumiere assumes no liability for items left at La Lumiere over the summer. This service is a free convenience to assist our international students. While the items will be placed in a secure location, faculty, staff, outside vendors, and other students may have access to the location without the student owner being present. Also, La Lumiere School is not responsible for any damage to your belongings due to flood, fire, humidity, etc.

- Only the following items are allowed: clothing, bedding, books, classroom materials (pens, paper...), and furniture items (desk lamps, fans...); For clarification, food and sundries (laundry detergent, shampoos...) are prohibited; it is not recommended that you store valuable items like designer clothing, jewelry, or electronics over the summer.
- Students must store all items in labeled plastic storage containers or suitcases purchased at the student's expense. Only larger furniture items may be stored outside of containers. Students may not use furniture items like laundry baskets as storage containers.
- Students must pack their rooms by May 24 at 6 pm. The Director of Residential Life will assist students with transporting the items to the designated storage area. Students will be responsible for removing the containers from the dorm to the designated storage area. La Lumiere will provide a truck to transport the containers from the dorm to the designated storage area
- Any items left in the dorm after May 24 at 6 pm will be donated or disposed of by La Lumiere. Students spending the night on May 24 may keep a pillow and blanket for sleeping. The pillow and blanket must be placed in a provided labeled bag and left on the bed to be transported to the designated storage area by La Lumiere faculty.
- Students will be responsible for retrieving their items from the designated storage area when they return to school in August. All items must be removed by Friday of the first week of school or face donation or disposal by La Lumiere.

Services

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).

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 Campus Supervisor by calling the duty phone, (219) 363-3928, prior to placing the order.
- The food must be delivered to the Main Office Parking Lot.

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 the Main Office Coordinator. Items shipped to La Lumiere that are inconsistent with our handbook may be returned to sender or confiscated by Administration.

Dry Cleaning

Dry cleaning may also be sent out and returned each week, charges will appear on the monthly bill.

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 Monday through Friday from 7:30 a.m. to 4 p.m.

In the case of an emergency, please contact the AOD phone (219) 363-3928. In addition, parents of resident students will receive their Dorm Parent's phone number for emergency purposes. Lastly, all dorms have posted emergency contact numbers in the dorm common area.

Security, Health, and Safety

Medical

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 Aquinas, is staffed Monday through Friday from 7:15 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 Magnus Health, a secure web-based electronic health record system, to collect student health information for the upcoming school year. To access Magnus you will log into your Vericross Family Portal to complete the required documentation as part of the registration process **due by August 1st**. 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 traveling to school.
- Out of concern for the health and welfare of our students, La Lumiere 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.

Health Center Information- Students may access the health center anytime during the school day for illness, injury or other health needs. Students may also come to the health center to obtain their daily and weekly prescription medications. Resident students who are ill should report to the school nurse at 7:30 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 health center 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 Magnus 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 Magnus 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 Magnus portal under the medication form.

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. **It is the responsibility of the parent to refill medications prior to running out.** 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 Magnus 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 Magnus will be destroyed in the presence of a witness. Routine medications are dispensed twice daily in the Health Center, 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 Health Center 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.

Fire

All dorms are equipped with fire safety equipment. Regular fire drills will be conducted to ensure student awareness of fire procedures. In general, students should safely leave any facility when a fire alarm sounds by means of the closest available exit and proceed to the designated fire safety area, which will vary by facility.

Tornado

In the event of inclement weather, students should proceed to the designated tornado safety dorm in each facility. Regular tornado drills will be conducted to ensure student awareness of tornado procedures.

Security

All of La Lumiere's dorms are equipped with keyless entry systems, which are locked 24 hours a day. Only students who live in the dorm and faculty/staff will have access to the dorm. Please immediately notify Mrs. Uryga if you have lost your keycard so that it can be deactivated.