



La Lumiere School

Student Handbook

2023-2024

LA LUMIERE SCHOOL HANDBOOK 2023-2024

REIGNING HEADS' CUP CHAMPION: BUNTING

This handbook has been prepared to help students and families understand and anticipate needs for the coming school year at La Lumiere School. Please review this information carefully. If you have a question about the contents of this handbook, please contact the School for more details.

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.

La Lumiere School

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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 desires their safety and growth. Therefore the School requires all students, parents, faculty and staff to follow the rules and regulations of the School. This includes exercising courtesy and civility in all dealings between community members. Parents set an example for our students and therefore are subject to the rules, regulations, and policies of the School, on and off campus, when they are supervising and working directly with our students (i.e. if the School does not serve alcohol to our students, then parents should not serve it either; if the school takes care to supervise and preserve the safety of our students, then parents should do the same). 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, gender identity, 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 each 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 (21) credits.

A. Graduation Requirements

The following course credits are required for graduation:

- | | |
|---------------------|---|
| English: | Four (4) years. Students must take an English course each year. |
| Mathematics: | Four (4) years while in high school, and each student must pass Algebra II and Geometry. Students must take a Mathematics course each year. |

World 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:	At least three (3) years, including Biology
Social Sciences:	At least three (3) years, including one course in World History and one course in U.S. History
Creative Art:	One (1) credit
Theology:	Two (2) years, students must take Ethics during senior year
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 at the discretion of the Director of Academics and Student Life. Waiving of any graduation requirements may only be approved by the Director of Academics and Student Life. Credit earned at other secondary schools can be applied toward La Lumiere graduation requirements with the approval of the Director of Academics and Student Life. 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 Director of Academics and Student Life to ensure appropriate credit is granted.

La Lumiere courses are described in the [Course Catalogue](#), which is available on the La Lumiere School website. A student who needs more information about course offerings should consult the Assistant Academic Dean, his or her advisor, or members of the appropriate academic department.

B. Post-Graduate Students

Post-Graduate students enrolled at La Lumiere School will work with the Academic Office to develop a full class schedule that includes Ethics, Math, English, and at least two other courses. Students who attended La Lumiere for high school are not eligible to enroll as Post-Graduate students. Post-Graduate students are subject to the same academic policies as all other students, and Post-Graduate students receive a certificate of completion at the successful completion of the academic year.

C. Add/Drop Courses

The student designs their schedule with the Assistant Academic Dean. Registration for courses begins during the spring semester and continues over the summer. Students may make changes in their schedule at any time during this process through the second week of school.

A student may add and/or drop a course only after receiving permission from the Academic Office. Seniors must receive approval from the Director of College Advising, and all students must speak with the teacher before dropping a course. After the two-week add/drop period, a student's course registration is a matter of record. Dropping a course after this time may result in a grade of

“withdrawn while failing” or “withdrawn while 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 Director of Academics and Student Life in consultation with the student’s teacher and advisor.

D. 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:

Letter Grade	4.0 Scale	Letter Grade	4.0 Scale	Letter Grade	4.0 Scale	Letter Grade	4.0 Scale	Letter Grade	4.0 Scale
A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.0
A	4.0	B	3.0	C	2.0	D	1.0		
A-	3.67	B-	2.67	C-	1.67	D-	.67		

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

Letter Grade	5.0 Scale	Letter Grade	5.0 Scale	Letter Grade	5.0 Scale	Letter Grade	5.0 Scale	Letter Grade	5.0 Scale
A+	5.33	B+	4.33	C+	3.33	D+	2.33	F	0.0
A	5.0	B	4.0	C	3.0	D	2.0		
A-	4.67	B-	3.67	C-	2.67	D-	1.67		

Semester grades will be sent in a report card at the end of each semester.

E. Independent Study Policy

Rising seniors who have a scholarly or artistic interest that extends beyond La Lumiere's formal curriculum may apply to pursue an Independent Study under the guidance of a faculty mentor. The Independent Study is undertaken in addition to the student's five core classes and cannot replace a graduation requirement. Applications for Independent Studies should be submitted to the Academic Office for review in the spring semester of a student's junior year, and must include a detailed, written proposal and statement of support from the faculty mentor.

F. AP Exam Policy

Students who are enrolled in an Advanced Placement (AP) class at La Lumiere are required to take the AP exam in May. If a student is in an advanced class (e.g., Advanced Chemistry, Advanced Biology), they have the option to register for the AP exam in the subject area. Students who are not enrolled in an Advanced or AP class at La Lumiere or in an Independent Study approved by the Academic Office may not register for the AP exam in the subject area. The School will not transport students to AP exams offered at other locations.

G. GPA Reporting Policy

The purpose of the GPA reporting policy is to treat all La Lumiere students fairly. To that end, all students will have an official La Lumiere GPA resulting from their semester grades. The cumulative GPA will be calculated using all semester grades for courses taken at La Lumiere. This La Lumiere GPA is the GPA reported to colleges.

For students who transfer to La Lumiere prior to senior year, the official La Lumiere GPA begins with their first completed semester at La Lumiere, and their cumulative GPA will reflect only their grades at La Lumiere. This La Lumiere GPA is the GPA reported to colleges. The GPA from previous schools is not combined with the La Lumiere GPA. However, the transcript from previous schools is submitted along with the La Lumiere transcript. Colleges can recalculate the GPA using grades on both transcripts, and many colleges use this practice.

The exception to this GPA reporting practice will be for students entering La Lumiere in 12th grade. For those students, the GPA from their previous school will be reported to colleges. After the first semester, the GPA reported will be that one-semester La Lumiere GPA.

La Lumiere School will not put summer classes taken elsewhere (high school or college) on the La Lumiere transcript.

H. Semester Examinations

Final exams and assessments are given at the end of each semester. Every effort is made by the Academic Office to write an exam schedule that does not produce conflicts for students. If a student becomes ill and cannot take one or more exams, the Academic Office may schedule the make-up exams after the end of the semester.

The Academic Office will not change the exam schedule to accommodate a student's travel 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 Director of Academics and Student Life of the conflict a minimum of one month prior to the start of final exams. The Academic Office 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.

I. Academic Accommodations

Students in need of educational support can receive accommodations in the classroom and on assessments, such as school exams or standardized tests. Families will work with La Lumiere's Learning Specialist to develop, implement, and revise an accommodation plan as needed, and to submit any documentation required to use accommodations for standardized testing.

Students needing help short term with academic skills development and executive functioning may also schedule an appointment to meet one-on-one with the Learning Specialist during a free period, Study Hall, or Tutorial.

J. The Learning and Enrichment Center

The Learning and Enrichment Center provides a supportive environment in which students can access the following:

- If students need significant academic support for an extended period of time, they may enroll, at an additional cost to the family, in the Individual Support Program.
- Students may enroll for tutoring in individual subjects.
- Students may enroll for tutoring for SAT/ACT prep.

K. 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+.

L. 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 the student passes for the year but the teacher and the Director of Academics and Student Life agree that the student has not sufficiently mastered the content and/or skills, the student may have to make up work in the summer in order to progress to the next level or may be allowed to repeat a portion of or the entire course the following year. Failure of both semesters requires repeating the course at La Lumiere during the summer or the following school year. Failure of the second semester of a one-year course may require make-up work in the summer.

M. 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 Reporting Period. In this situation, a student and his or her parents or guardians must attend a meeting with the Academic Dean and the student's advisor in order to develop a plan of action to address the academic concerns.
- 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.

Students 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 recommendations for repeating a year, summer remedial requirements, or notification of non-re-admittance.

N. 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. Students may be given an academic hold for incomplete work, late or missing work, or at the discretion of the teacher/advisor. This policy is to encourage strong study habits, self-discipline, and the realization that strong effort and preparation will promote academic success.

An academic hold requires that the student attends a two-hour proctored study hall on campus on Wednesday afternoon in school dress.

Teachers may submit holds to the Academic Office through the end of the school day on Tuesday of each week. A hold must be served regardless of whether the work has been turned in prior to the hold, unless otherwise approved by the Academic Office. If the student is unable to attend an academic hold, either the student or the student's family should contact the Academic Office before the start of the hold.

Students who do not attend a hold will receive Laker Points, and repeat instances may result in additional disciplinary consequences.

O. 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 Wednesday afternoon 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 failing grade 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 (e.g., medical leave and extended absences) as determined by the Director of Academics and Student Life.

P. Advisory Program

The La Lumiere Advisory program is intended to provide broad based personal and academic support and instruction in community values for all students. Each student is assigned to a faculty member who will guide his or her academic, athletic, emotional, social and spiritual life at the school. The advisor role is composed of the following:

- Meeting weekly with advisees and communicating between the School and home, including regular advisor reports for each advisee.
- Monitoring the advisee's progress in all areas of school life and encouraging the student and bringing to the Student Support Team any academic, social, or emotional situation that may require additional resources and support.
- Facilitating the Advisory curriculum that focuses on the values of the La Lumiere community.
- Advocating for the student during Discipline Council, should the need arise.

All new students are matched with an advisor. The goal is for an advisor to work with a student for the time enrolled at La Lumiere.

Q. Academic Integrity Policy

La Lumiere expects all students, as members of our academic community, to demonstrate academic integrity in order to cultivate scholarship and form character; violations of our Academic Integrity Policy are not tolerated.

Examples of violations include, but are not limited to:

Quizzes, Tests, and Final Exams:

- Passing answers 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 or manner not approved by the teacher.
- Use of a calculator without prior permission.
- Use of a phone or another electronic device.
- Use of an unauthorized "cheat sheet" of any kind.

Classwork and Homework:

- Copying any part of a class assignment or homework.
- Copying any data or conclusions for lab work, unless authorized by the instructor.
- Sharing or lending your work with another student, including digital documents and photographs.
- Being in possession of work from another student, including digital documents and photographs.

Papers:

- Copying verbatim (word-for-word) the ideas of another person without attributing to the source in an in-text citation and Works Cited entry.
- Copying verbatim and attributing to a source but not putting the statement(s) in direct quotation.
- Summarizing or paraphrasing (putting in your own words) ideas on a topic and not attributing to a source in an in-text citation and Works Cited entry.
- Using outside research or sources without direct permission from the teacher.
- Using the same, or substantially the same, paper in more than one class without direct permission from the teachers involved.
- Presenting a paper generated by Artificial Intelligence Software.

Consequences of Violating the Academic Integrity Policy

All suspected violations will be brought before the Honor Council. Members of the Honor Council will review the situation, including reading a letter written by the student and hearing from the student's teacher and advisor, and determine the appropriate consequence(s). The decision of the school is final.

Warning

- After reviewing the situation, the Honor Council determines that the student has not violated the Academic Integrity Policy. The student receives a warning and must participate in a learning module with the Academic Office.

First Violation

- If the Honor Council determines that the student has violated the Academic Integrity Policy, the student will receive a grade penalty (to be determined by the teacher) and must participate in a learning module with the Academic Office.

Additional Violations

- Any additional suspected violations will be brought to the Honor Council, and its members will review previous warnings and violations, as well as the current situation. The student will not be eligible for the Honor Roll during the semester of the violation, must complete a learning module with the Academic Office, and may be placed on Academic Final Warning at the discretion of the Honor Council. Repeated violations of the Academic Integrity Policy may result in separation from La Lumiere School.

IV. School Schedules and Study Hall Policies

A. Daily Schedule for Residential Students

Monday through Thursday

7:15 to 8:00 a.m.	Breakfast in Moore House
8:10 a.m.	School Meeting in Fine Arts Building (FAB)
8:25 a.m. to 3:45 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
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

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 8:00 a.m.	Breakfast in Moore House
8:10 a.m.	School Meeting in Fine Arts Building (FAB)
8:30 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
7:00 to 9:00 p.m.	Discipline Hold in Library
9:30 p.m.	All Students in Dorms
11:30 p.m.	Lights Out for All

Saturday

10:30 to 11:00 a.m.	Brunch in Moore House
5:00 to 5:30 p.m.	Dinner in Moore House
9:30 p.m.	All Students in Dorms
11:30 p.m.	Lights Out for All

Sunday

10:30 to 11:00 a.m.	Brunch in Moore House
1:00 to 3:00 p.m.	Hold in Library
5 to 5:30 p.m.	Dinner in Moore House
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

B. Study Halls

Study Halls are offered during the school day and, for residential students, in the evening. Students may opt into a Study Hall or may be assigned to a Study Hall by the Director of Academics and Student Life.

Daytime Study Hall

During 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

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.

V. Discipline and Student Behavior

A La Lumiere student is expected to behave in a manner that reflects the dignity and respect that every individual deserves. Courtesy and respect of all people inside and outside the La Lumiere community is the basis for building strong personal character. La Lumiere's discipline model is founded on respectful relationships with the students. Consequences are meant to be redemptive, and students are expected to learn from their mistakes. The discipline rules that follow cover a variety of student behavior but they are not an exhaustive list.

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, theft, and an intent to deceive.
- **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 and about people and how they conduct themselves in public spaces. Students will also respect their own 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. Students will take ownership of their own words and actions and not attempt to blame others for things they have done.

Laker Points

Laker Points serve to identify students that may be struggling to meet basic expectations. The School recognizes that the accumulation 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 of school rules or the four Core Values. The points for each violation and the schedule of consequences are listed below. This is not an exhaustive list.

Laker Point Values

1	Tardy to Morning Meeting or After School Commitment
1	Pride in Place - Leaving Trash
1	Unauthorized return to a personal vehicle during the school day
1	Failure to complete Student Survey
2	Absent from Morning Meeting, Assembly, Athletics, or Co-curricular commitment
2	Not Following Classroom Rules/SAC/Moore House
2	Profanity
2	No Nurse Before School Meeting
2	Tardy to class
2	Failure to attend a scheduled tutorial or another meeting with faculty
2	Public Displays of Affection Violation
2	Dress Code Violation
3	Unauthorized driving of another student while on campus
3	Dorm violation (Day Students: being in a dorm without permission from the dorm parent, weekend coordinator, or AoD)
4	Phone used during the school day
4	Unauthorized departure from campus (leaving during the school day)
4	Unexcused absence from a class
4	Minor property damage that is not reported
5	Unauthorized possession of over-the-counter medications on campus
5	Unauthorized entry into any school building
5	Failure to attend a work detail
5	Minor violations of privacy (e.g. taking a picture of someone in class without their permission)
5	Minor instances of insubordination
10	Unexcused absence from a school day (max)

Schedule of Consequences

5	Warning
10	1 Hour Hold on Friday In Formal Dress with Blazer
15	2 Hour Hold on Friday In Formal Dress with Blazer
20	Sunday work detail (2 Hour) + Meeting with Assistant Head for Student Life
25	Sunday work detail (2.5 Hour)
30	Sunday work detail (3 Hour) + Meeting with Assistant Head for Student Life
35	1 Hour Hold on Friday Night In Formal 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 Assistant Head for Student Life
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.

Major Violations – Will Be Directly 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 Point system. A major rules violation will result in an investigation by the Director of Academics and Student Life who will present the findings to the Discipline Council. Major Violations may include the following:

- Possession or consumption of alcohol at any time
- Possession or use of tobacco or nicotine products on campus
- The possession or use of drugs (illegal, prescription, or limited by age restrictions) at any time, or drug paraphernalia
- Sexual acts on campus
- Major cases of property damage
- Theft and identity fraud
- Major instances of insubordination
- Leaving the dorm after hours without permission
- 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 of another person
- Possession of weapons on campus
- Sexual harassment
- Bullying or harassment policy violation
- Downloading or possession of pornography
- Electronics policy violation

Discipline Council Procedures

The Discipline Council, which consists of faculty and administrators appointed by the Director of Academics and Student Life, will review the findings and ensure each situation is handled fairly. The council may review any documented discipline infractions that are 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 separated from the School, placed on Final Warning, or given a consequence deemed appropriate by the Council.*

- The student and any witnesses speak with the Director of Academics and Student Life and give a formal statement.
 - Depending on the nature of the situation, the student may be suspended until the Discipline Council has convened.
- The student's parents or guardians are contacted by the Director of Academics and Student Life before the Council meets to talk through possible consequences and next steps.
- 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.
- The student and parents/guardians are informed of the School's final decision.
- A formal letter is sent to the student's parents or guardians.

Disciplinary Holds

A Disciplinary Hold is a Friday night study hall that is either 1 or 2 hours. The student must be in formal school dress. There are no electronics allowed during this time. A Disciplinary Hold may be assigned by the Director of Academics and Student Life.

Work Detail

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

Suspensions

The Discipline Council or the Office of Student Life will determine the duration and type of suspension in disciplinary cases. In some cases, the student serves the suspension in-school, on other occasions the suspension happens out-of-school. In some situations the Council may assign additional stipulations for a student to return from suspension such as loss of privileges, educational counseling, or restitution. When a student is suspended, they are suspended from all school activities that day.

Separation

Separation is the removal of a student from School. Separation of any student must be approved by the Head of School. Separation in most cases leads to a loss of academic credit and diploma.

A student who is separated from La Lumiere may return to the School premises only with the permission of the Head of School. A student who withdraws voluntarily may return to School premises with permission from the Director of Academics and Student Life.

Drug Testing Policy

The School will test students for nicotine, 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:

- Evidence of drug or alcohol use
- Inability to stay awake in class or study hall
- Sudden drop in grades
- Excessive lateness or absence from commitments
- Disappearance for extended periods 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 or School-approved counselor.

Review of Student Behavior at the Re-Enrollment Period

Early in the second semester, a student with a poor behavioral record may receive a letter informing them that their invitation to return is under review. A final decision is made at the close of the school year, when the student's behavior will be reviewed and a decision will be made about whether to extend an invitation to return.

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 a human being 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 action to stop any unwanted or harassing behavior. When warranted, that action 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 Health Services, the Director of Academics and 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 Health Services, the Director of Academics and 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 Health Services, the Director of Academics and Student Life and/or the Head of School. In addition, any parent who has himself 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.

Cyberbullying also deserves special mention. Cyberbullying involves the use of digital devices like cell phones, tablets and computers to bully, by wilfully and repeatedly making harmful posts about the victim. Examples of cyberbullying include:

- **Harassment:** sending repeated abusive or offensive messages to an individual or group. This is often done anonymously and over an extended period of time.
- **Cyberstalking:** sending threatening messages to the victims, including threatening physical safety.
- **Exclusion:** purposefully having conversations on social media platforms that the victim does not have access to. The excluded person is discussed in cruel and derogatory terms behind his or her back.
- **Outing:** the bully publicly shares private messages, pictures or information about the victim without his or her knowledge or consent. This is meant to embarrass, shame or humiliate the victim.
- **Masquerading:** the bully assumes another identity to anonymously harass the victim. This may involve impersonating someone else, using another person's account, creating a fake account, and is done for the bully's amusement or to humiliate the victim.
- **Fraping:** logging into someone's social media profile and posting inappropriate content under their name. This is meant to be funny or embarrassing.

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 Campus Supervisor Phone or email permissions@lalumiere.org **the evening before by 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 do not constitute an excused absence for a student to miss school. The School may ask for some clarification for the absence. Students will need to fill out an Absence Form before the date of travel.

Whenever a student misses school for an appointment, the student must bring a note from the Attendance Coordinator to return to class. 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 Academics and 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 8:10 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 **Library** before going to their 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 teams, academic teams, school trips, class trips, etc. The student will be allowed to make up all the work.

Excused Absences

Parents or guardians must call the School or email attendance@lalumiere.org to report absences due to illness. For special family events, parents or guardians must contact and receive prior approval from the Assistant Dean of Students. For excused absences, teachers will work with the student to make up missed work.

Students will need to fill out an Absence Form before the date of travel. This form must be approved by the Assistant Dean of Students in order for the absence to be excused. The Absence Form is available from the Assistant Dean of Students in the library and returned to the Assistant Dean of Students after the proper signatures have been completed.

Only Seniors may receive excused absences for college visits. Seniors may receive up to 5 excused days for college visits. For college visits, seniors must complete the excused absence form. The excused absence form must be signed by the Director of College Advising, guardians, and the student's teachers prior to the day of departure.

Unexcused Absences

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. Students who cut School or classes will be assigned Laker Points or another consequence decided by the Assistant Head for Student Life.

VII. Dress Code

We believe that a clearly defined dress code conveys a sense of community among the students, and at the same time it displays school identity and ability to present a consistent appearance. Please contact the Director of Academics and Student Life with any questions regarding dress code and uniforms.

Lands' End is our official supplier of school uniform clothing. Ordering uniforms through Lands' End provides you with order tracking, free hemming, and occasional discounts and special offers. They also offer sweaters and blazers with the school emblem. If you choose to order through Lands' 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 Formal Dress.

School Dress is the uniform students wear to school most days of the week. **Formal Dress** is worn twice a week and any special occasions such as Convocation, Commencement, and on other occasions as announced. When temperatures are forecasted to rise above 85 degrees, students will not be required to adhere to the formal dress code for that day. Instead, school dress will be permissible. To help everyone plan accordingly, we will notify the La Lu community via email the evening prior to such days.

Students are expected to adhere to the dress code while in the classroom, dining hall, or at special events. Coats must be removed when indoors.

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

School Dress

Option 1: La Lumiere polo with solid dress pants/shorts/skirts/skorts

Option 2: La Lumiere approved sweater or blazer over a solid color dress shirt with solid color dress pants/shorts/skirts/skorts

- ❖ Shirts must be tucked in at all times
- ❖ La Lumiere outerwear is allowed(**except for hooded items**) along with a collared shirt/polo underneath
- ❖ Ties are not required
- ❖ Belts are required
- ❖ **Solid** black or brown dress shoes are required

Formal Dress

La Lumiere approved **navy blazer** over a solid color dress shirt with solid color dress pants/shorts/skirts/skorts

- ❖ Ties are required for males
- ❖ Belts are required
- ❖ **Solid** black or brown dress shoes are required

Further Explanations of Dress Code Elements

Pants/Shorts/Skirts/Skorts:

1. Dress pants in solid khaki, navy blue, gray, black only (no cargo pockets, denim, sweat pants or drawstring pants, yoga pants, leggings)
2. Bermuda Shorts (no cargo pockets or athletic shorts) in solid khaki, navy blue, gray, black only
3. Skirt/Skort in solid color or plaid - Lands' End only

Shirts (must be tucked in at all times):

1. Dress shirt (long or short sleeve)
 - a. Solid color (white, blue or french blue)
2. La Lumiere Polo (Lands' End only)

- a. navy blue, blue, cobalt blue, white or heather gray
3. Solid colored turtleneck shirts in lieu of a collared shirt (during cold weather typically November through March)

La Lumiere Layer:

1. Navy Blue blazer
2. Any La Lumiere logo item with the exception of any hooded item or t-shirt.

Shoes:

Every day, students must wear solid black or brown dress shoes. Dress shoes have a leather or synthetic leather upper. Gym shoes, hiking shoes or work boots, croc-like clogs, house slippers, sandals or flip flops, are not considered “dress shoes.” In the winter months, during inclement weather, students may wear appropriate winter boots.

Jewelry:

No extreme jewelry (eyebrow or lip piercing, gauges, more than three piercings per ear, etc.)

Hair:

Hair should be well kept and clean. No extreme hairstyles such as mohawks, but using hair color is permitted. Males must be close shaven; mustaches and beards are not permitted.

Outerwear

1. Coats/Jackets without oversized logos.

Not Allowed in School Dress:

1. No tears, rips, or holes in any of the clothes or shoes
2. Multicolored pants and shirts. All pants and shirts must be solid color.

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 shoes in good condition and worn in good taste
 2. Students may not wear tube tops, spaghetti strap tops, tops that expose bare midriff, or excessively short shorts. They may not wear clothes advertising drugs, tobacco, alcohol, or sex.
- 1.

Masks:

Community members may choose to wear a face mask in order to keep themselves safe or prevent the spread of any respiratory illness to others. Depending on the prevalence of respiratory illnesses in the general public, the School may require mask-wearing for a designated period of time. On any of these occasions, we expect students and community members to comply with expectations and respect those that are acting in the interest of public safety.

Consequences:

Students who are deemed out of dress code will be asked to correct their dress. If the student is unable to correct their dress, the student will be assigned Laker Points. Laker Points will be totaled and displayed for the student, guardians, and advisor to view on Veracross.

VIII. Specific Information for Day Students

All students are to be on campus for the start of School which begins at 8:10a.m. with Morning Meeting in the FAB 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.
- Day students are not allowed to drive off campus between their arrival in the morning and their last commitment in the afternoon without permission from the AHSL (Assistant Head for Student Life).
- Day student drivers are only allowed to return to their cars with permission from a faculty member.
- Day students are not allowed in dorms.
- Unless taking part in a school event, day students are to be off campus by 8:00 p.m. On the weekends, day students who are on campus should check in with the Weekend Coordinator and state their intentions for being on campus.

IX. 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 are required to participate in a sport or activity in each of the three athletic seasons (fall, winter, and spring). At least one must meet physical fitness standards (any sport or “personal fitness” will qualify); at least one must meet “team” standards (most sports and activities include team dynamics).
- 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.

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 the end of third period, 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.

A player may be held out of practice or suspended from a game for not meeting academic obligations 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 Change Requests

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. When they have done that, they must speak to the Director of Athletics to seek final approval for the change. If the change is approved, the SSC Office will update the sport and activity rosters to reflect the change.

Athletic Offerings

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

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
	<i>Theater Arts*</i>	<i>Academic Super Bowl*</i>

<i>Theater Arts*</i>		Baseball (Boys)
<i>Literary Magazine*</i>	<i>Literary Magazine*</i>	
<i>Yearbook*</i>	<i>Yearbook*</i>	
Cross Country (Co-ed)	Basketball (Boys & Girls)	<i>Theater Arts*</i>
Personal Fitness (Co-ed)	Cheer (Co-ed)	Tennis (Girls)
Golf (Girls)	<i>Vex Robotics*</i>	Personal Fitness (Co-ed)
Soccer (Boys & Girls)	Personal Fitness (Co-ed)	Golf (Boys)
Tennis (Boys)	<i>Chess*</i>	Lacrosse (Boys)
Volleyball (Girls)	Pilates (Co-ed)	

**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 five 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.

X. 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 to parents and students. If you do not receive an automated message, please contact the Student Services Center so we can resolve the problem. **The most important part of our policy is that it will always be at the parent's or guardian'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 list of mandatory events is handed out at the beginning of the year and posted on the website.

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 an onsite licensed Registered Nurse, who serves as the Director of Health Services. Students have access to direct medical attention at the Health Center, located in the Moore House, Monday through Friday from 7:30 a.m. to 3:30 p.m. The faculty and staff of La Lumiere School have received CPR, AED (Automated External Defibrillation), and basic first aid training.

Residential students needing to see a physician are taken to a local facility. For day students requiring physician intervention, parents are contacted and expected to take their child to their physician of choice to receive the necessary care. Emergency care for all students 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 when there is any situation of concern.

Student Health Records:

The School uses Magnus, a secure web-based electronic health record system, to collect student health information for the upcoming school year. As this is a web-based system, you will have access to your child's health record as well as the ability to make updates when needed. In June, you will have access to your Magnus Health SMR account through the LaLumiere website and logging into your Veracross Family Portal. We ask that parents enter the health information required within your Magnus Health account for each child as part of the registration process prior to August 1st. Please note the following:

- A physical exam is required every year for all students.
- Immunizations are required to attend school. Please note-- all international students are required to have an **annual** tuberculosis test **prior** to traveling to school.
- All students are strongly encouraged to get a COVID-19 vaccine.
- 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 should continue at least till 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 Health 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 Health 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 Health portal under the prescription 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 be taken, matching the physician's order. The student's name must be on the bottle and the prescription **MUST** be current. **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 every month for dispensing over-the-counter (OTC) 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. Please make every effort to promptly inform the School Nurse of any changes in a student's medication regimen or health status. **It is the parent's responsibility to make sure the school is supplied with refills.**

Please note - ordering medication and supplements online that have not been ordered by a physician and entered into Magnus Health 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 them home on breaks. Any medication or supplement that is found in your student's possession not listed on Magnus Health 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 7:30 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 cannot store medications over the summer. At the end of the school year, all medication that was stored in the Health Center 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.

Emotional/Mental Health Care

Students needing emotional/mental health care have access to this through the Health Center. The Director of Health Services is available to all students during the academic day, and to boarding students 24/7 when school is in session, to assess students' specific needs and to address them as needed. If necessary, residential students may be referred to a therapist or psychiatrist at a local facility. If a student is already working with a practitioner and would like to continue to do so remotely, a secure space is provided to facilitate this. For day students requiring mental health care, parents are contacted and expected to take their child to their practitioner of choice to receive the necessary care. Day students will also have the option for teletherapy on site during the academic day if needed. Parents will be contacted as soon as possible when there is any situation of concern.

Wellness Check

Any time a student makes a threat of self harm, the following steps should be taken:

1. If a student becomes aware of this threat, the student should report it immediately to one of the following:
 - a. School Nurse
 - b. Director of Academics and Student Life
 - c. Head of School
 - d. If a student chooses to go to any other available adult, that adult should direct the students to one of the four persons mentioned above.

2. The student may encourage and accompany the student in distress to the Health Center or the SSC.
3. For boarding students, if a student becomes aware of a fellow student in distress during study hours or after, it should be reported to the person on duty, the dorm parent, or a call should be made to the campus supervisor who will contact the Director of Residential Life and the Director of Health Services.
4. The Director of Health Services will make an assessment and determine what steps need to be taken that are in the best interest of the student.

Any one who becomes aware of a student threatening another student, or behaving in a manner that causes another student to feel unsafe, should report the incident to the Director of Academics and Student Life or the Director of Health Services. They will work with the appropriate personnel to determine what steps should be taken.

Medical/Psychological Leave of Absence

A Leave of Absence is a planned and approved absence from campus for the ongoing evaluation and management of a physical and/or psychological illness needing critical attention. The School Nurse in consultation with the Director of Academics and Student Life will determine if the student cannot be adequately treated or best served if he or she remains on campus.

When a student's return to school from a Leave of Absence 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 decide on the student's eligibility to return to campus. La Lumiere will work closely with the student and his/her family to determine the correct level of remote support while on leave, and 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 describing the Leave of Absence will not be part of the student's official academic record or transcript.

D. Consent Forms

There may be situations during the year where special guardian consent is required. In these cases a consent form will be sent home to be signed by the parent or guardian. Only students with signed consent forms will be able to attend the event.

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, 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 CFO or Business Office Associate. 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 and official transcripts.

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 the Business Office Associate 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.

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 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.

Day Students – Day student vehicles are only for travel to and from home. Students must park in assigned locations. The following rules will apply to day student vehicles:

- 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.
- Students are not allowed to return to their cars during the School day without permission.
- 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 Assistant Head of School for Student Life.

Failure to obey the stated rules may result in the loss of driving privileges for a designated period of time or other consequences deemed appropriate by the Student Life Office. A second offense after losing driving privileges will result in the loss of driving privileges for the remainder of that semester. Speeding and reckless driving, on or off campus, will result in the loss of privileges indefinitely.

XI. 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. Cell Phone and Smart Device Usage

Students are allowed to bring electronic devices to campus. Students must let the School know if they change their phone number over the course of the year.

The rules for smart devices (e.g., cell phones, smartphones, smart watches) are as follows:

- Students are **not** allowed to use smart devices during the school day (beginning at 8:10 a.m. and continuing through the final bell of the school day), practice, study halls, meals, or after lights out (unless otherwise instructed by a teacher or administrator).
- For boarding students, 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 device during the school day will be asked to hand over the device until the end of the school day, and will receive Laker Points. If the same student violates the policy for a second time, the device will be turned over to the Director of Academics and Student Life who will keep the device for three (3) days and will contact the parents/guardians 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.

XII. 2023-2024 SCHOOL CALENDAR

Fall Semester • 2023

Wednesday, August 9 – Friday, August 11	New International Student Orientation
Saturday, August 12	Return date for boarding students traveling by air
Sunday, August 13	Opening Day
Monday, September 4	Labor Day (No classes)
Friday, September 15 – Saturday, September 16	Family Weekend (<i>Mandatory event for students</i>)

Friday, September 22	Annual Golf Outing & Alumni Weekend
Thursday, October 12	Fall Break Begins
Sunday, October 15	Resident Students Return
Monday, October 16	Classes Resume
Saturday, November 18	Thanksgiving Recess Begins*
Sunday, November 26	Resident Students Return
Monday, November 27	Classes Resume
Tuesday, December 12	Semester Exams Begin (Tuesday through Friday)
Saturday, December 16	Winter Recess Begins*

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

Spring Semester • 2024

Sunday, January 7	Resident Students Return
Monday, January 8	Classes Resume
Monday, February 19	Presidents' Day (no classes)
Saturday, March 2	Spring Recess Begins*
Sunday, March 17	Resident Students Return
Monday, March 18	Classes Resume
Friday, March 29	Easter Recess Begins*
Monday, April 1	Resident Students Return
Tuesday, April 2	Classes Resume
Monday, May 20	Semester Exams Begin

	(Monday through Thursday)
Wednesday, May 22	Convocation (Mandatory for all students)
Thursday, May 23	Senior Baccalaureate Mass and Dinner (mandatory for Senior students)
Friday, May 24	Commencement (mandatory for all students), Underclassmen check out following Commencement

**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.*

Note: Breaks begin at the end of classes, Residents return is at 7:30pm the day before classes resume.

XIII. A PARENT'S GUIDE TO LA LUMIERE

Dear La Lumiere Parent(s),

As the parent or guardian 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 Lumiere parents.

We look forward to meeting and working with each of you.

Sincerely,
Michael and Nicole Guenin
Parents Association Co-Presidents

2023-2024 Parents Association Board

Office	Name
Co-Presidents	Michael and Nicole Guenin (Jack '21, Grantland '22, Sloane '24)
Co-Vice Presidents	Allegra Weiner and Jeff Rheeling (Nicholas '26)

Co-Secretaries	Julie and Brian Tegt (Avery '25, Camden '27)
Co-Treasurers	Mariana and Dennis Zeedyk (Thomas '21, Annalise '24)

XIV. TERMS AND TRADITIONS

Academic and Athletic Convocation: Our annual awards ceremony for students 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. Advisors are the first point of contact for questions for families.

Laker Fund: The Laker 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, Laker 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 Laker Fund makes the difference between simply preserving the status quo and innovatively preparing for the future.

Laker Points: Laker Points are given for minor discipline violations such as "tardy to class" or dress code violations. They are similar to demerits at other schools.

Blue Key Ambassadors: The Blue Key Ambassadors serve as points of contact for prospective families by giving tours, hosting prospective students, and assisting in the School's Visit Days each year. Blue Key is moderated by the Admissions Prefect, and is an opportunity for students to demonstrate their commitment to the La Lumiere community.

Bookstore Basketball: An annual ritual that is La Lumiere's version of March Madness. Co-ed faculty/student teams play 3-on-3 basketball games leading up to the start of the Winter athletic season.

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

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.

Veracross: La Lumiere's Learning Management 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.

CIALFO: 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.

Family 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 Family Weekend when the Senior class, rallying together, carry torches through the woods to ignite a bonfire in front of our entire community. Similar to the lighting of the olympic flame, this conflagration signals the beginning of the school year.

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 a 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 when seniors give speeches to the entire student body reflecting on their idea of character, scholarship, and faith during this period.

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 countries around the world to as many as 550 guests in the Marsch Gymnasium. This event is not considered a fundraiser but a community service.

XV. 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 served 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 came 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 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.

In August, 2022, Dr. Andrew Hoyt became the School's Interim Head of School during the 2022-2023 academic year. At this time, the Board of Trustees began their search for a permanent Head of School and the process is ongoing.