Dear La Lumiere Families,

Whether you’re brand new to La Lumiere School or have been a part of this place for years, I’m thrilled that you’re going to be a part of our community next year. This document has lots of information and hopefully answers questions you might have about how things work and what to expect. The goal isn’t to overwhelm you but rather to help you start thinking about the year ahead, make planning easier, and clarify in advance as much as we can. The list of folks responsible for overseeing various areas of the school is a good starting point if you have question marks after looking through this packet. Never hesitate to drop a line, even if it’s not clear in your mind who’s the right one to ask. You should find that whomever you contact will happily loop in the relevant parties on our end.

As I always say, this is your school as much as anyone else’s, so dive in, swim around, and join us in the process of becoming the best versions of ourselves.

Gratefully,

Adam Kronk
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## Boarding Students

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Calendar

2019-2020 Fall Semester

Saturday, August 17  
Return date for boarding students traveling by air

Sunday, August 18  
Opening Day

Monday, September 2  
Labor Day (no classes)

Friday, September 20  
24th Annual Golf Outing

Friday and Saturday, September 27-28  
Parents Weekend (mandatory event)

Saturday, September 28  
Fall Break begins after Parents Weekend

Saturday–Tuesday, Sept. 28–Oct. 1  
Fall Break

Tuesday, October 1  
7:30 PM  
Resident students return

Wednesday, October 2  
Classes resume

Friday, November 22  
3:10 PM  
Thanksgiving Break begins*

Friday–Sunday, Nov. 22–Dec. 1  
Thanksgiving Break

Sunday, December 1  
7:30 PM  
Resident students return

Monday, December 2  
Classes resume

Tuesday–Friday, December 17-20  
Semester Exams

Friday, December 20  
3:30 PM  
Winter Break begins*

* Campus is closed during this break. All boarding students must return home or to a host family.

(CONTINUED: 2019-2020 SPRING SEMESTER)
Calendar

2019-2020 Spring Semester

Sunday, January 12 7:30 PM Resident students return
Monday, January 13 Classes resume
Friday, February 28 3:25 PM Spring Break begins*
Friday–Sunday, Feb. 28-Mar. 15 Spring Break
Sunday, March 15 7:30 PM Resident students return
Monday, March 16 Classes resume
Thursday, April 9 2:40 PM Easter Break begins*
Thursday–Monday, April 9-13 Easter Break
Monday, April 13 7:30 PM Resident students return
Tuesday, April 14 Classes resume
TBD Spring Gala
Wednesday, May 13 6:30 PM Convocation (mandatory event)
Monday–Thursday, May 18-21 Semester exams
Thursday, May 21 Sixth Form Baccalaureate Mass and Dinner (mandatory for senior students)
Friday, May 22 10:00 AM Commencement (mandatory event)

* Campus is closed during this break. All boarding students must return home or to a host family.
Attendance

Attendance Policy 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. The school will rarely grant special permission for students to be absent from school. Calls or emails taken by the front desk do not constitute permission for a student to miss school – they simply serve as notification of a student’s whereabouts.

We expect students to attend school every day and class attendance is required. If a day student is ill and unable to attend classes or after-school activities, parents or guardians are to call the school at 219-326-7450 or email attendance@lalumiere.org before the start of the school day. If domestic boarding students are off-campus for the weekend or for any other reason and are unable to return to school due to illness, their parents should call the Main Office at 219-326-7450 or email permissions@lalumiere.org as soon as possible.

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.

Excused Absences

Absences are considered excused if they are due to illness, a school event, or a special family event. Parents or guardians must call the school to report absences due to illness. For special family events, parents or guardians must contact and receive prior approval of the absence from the Director of Student Life. For excused absences, teachers will work with the student to make up missed work. Only seniors who follow the procedures in the College Counseling Handbook may receive excused absences for college visits.

Coordinated Absences

Parents or guardians must call or contact the Director of Student Life, Kasey Leake, for permission for their child to miss school due to travel. Requests and permissions must take place prior to the day of travel. For coordinated absences, the student is responsible for contacting their teachers directly about arrangements to make up homework and tests. While students can make up most work, they may not be able to make up labs or special class activities due to logistical factors. Where applicable, students may lose participation points.

(CONTINUED: EVENTS WITH MANDATORY ATTENDANCE)
Events with Mandatory Attendance (2019-2020 School Year)

**Fall Semester**

- **August 18-23**: Orientation Week
- **September 3**: Picture Day
- **September 6**: First Freshman Friday (Freshmen Only)
- **September 27-28**: Parents Weekend
- **October 16**: Freshman Service Day (Freshmen Only)
- **October 16**: Senior Prep Day (Seniors Only)
- **October 18**: Second Freshman Friday (Freshmen Only)
- **October 23**: Senior Retreat (Seniors Only)
- **October 24**: Junior College Day (Juniors Only)
- **October 24**: Class Trips for Freshmen and Sophomores Only
- **December 6**: Third Freshman Friday (Freshmen Only)
- **December 9**: Christmas Concert
- **December 17-20**: Mid-Term Exams
- **TBD**: Speech Contest

**Spring Semester**

- **February 12 & 13**: Drama Performances
- **April 18**: Taste of La Lumiere
- **April 23**: Class Trips for Seniors and Juniors Only
- **April 23**: Freshman Retreat (Freshmen Only)
- **April 23**: Sophomore Service Day (Sophomores Only)
- **May 6 & 7**: Drama Performances
- **May 13**: Academic and Athletic Convocation
- **May 14**: Senior Candle Ceremony (Students & Faculty Only)
- **May 18-21**: Exams
- **May 21**: Graduation Practice (1:00 p.m.)
- **May 21**: Baccalaureate Mass and Dinner (Seniors Only)
- **May 22**: Graduation

To show support for the athletic efforts of La Lumiere students, certain games will be mandatory to attend during the fall and winter seasons. Those dates are TBD. However, if a student is a member of a team, all scheduled games/meets for that team are mandatory.
In anticipation of the coming school year, please review the dress code below. We believe that a more specific dress code creates a sense of community and connection amongst the students, and at the same time generates school spirit and the ability to present a consistent appearance.

Please contact Kasey Leake, Director of Student Life, at (219) 326-7450 or kleake@lalumiere.org with any questions regarding dress code and uniforms.

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

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

**School Dress**

School Dress is the uniform students wear to school and on certain special occasions such as Convocation, Commencement, and on other occasions as announced.

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

**SHIRTS** (Must be tucked in at all times)

1. Oxford cloth button down (long or short sleeve)
   a. Solid white, blue, yellow, or pink (approved colors are on Land’s End)
   b. Male students must wear a tie
2. La Lumiere Polo (Land’s End ONLY) (to be worn in August, September, and May ONLY)
   a. Navy blue, blue, cobalt blue, white or heather gray
   b. No La Lumiere Layer needed
3. Turtleneck shirts in lieu of the dress shirt/tie (to be worn in December, January, and February ONLY)
   a. Solid color with no buttons or zippers
   b. No mock turtlenecks

**LA LUMIERE LAYER**

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

**PANTS/SKIRTS** (Khaki, navy blue, gray only)

1. Slacks (Dockers or similar slacks)
2. Bermuda shorts (Land’s End ONLY) (to be worn in August, September, and May ONLY)
3. Skirt (solid color or plaid - from Land’s End ONLY) (maximum of 2” from the top of the knee)

(Continued)
School Dress (cont’d)

**SOCKS**

1. Must wear dress socks (no athletic socks)
2. Solid color tights (for girls) - navy, blue, or gray ONLY

**SHOES**

- Oxblood, Brown, or Black Penny Loafers
- Brown Sperry
- Blue Sperry
- Oxblood, Brown, or Black Oxford (incl. Wingtips and Cap Toes)
- Black or Brown Ballet Flats
- Black or Brown Bucks
- Black or Brown Leather Loafers (Men’s)
- Black or Brown Leather Loafers (Women’s)

Boots may be worn for inclement weather.

**JEWELRY**

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

**HAIR**

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

*(CONTINUED: OUTERWEAR)*
School Dress (cont’d)

**OUTERWEAR**

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

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

**Casual Dress**

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

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

**Brooks Brothers Corporate Membership Card (optional)**

All La Lumiere School affiliates have the opportunity to enroll for a complimentary Brooks Brothers Corporate Membership Card. As a Brooks Brothers Corporate Member, you will receive an everyday 15% Savings* on full priced merchandise at Brooks Brothers U.S. and Canadian stores, by phone and online at BrooksBrothers.com.

**To Enroll for Your New Membership Card:**

Enroll at membership.brooksbrothers.com using Organization ID# 10030 and Pin Code# 73301. You will need to wait 30 minutes after you enroll before you register to shop online.

**To Shop Online at www.BrooksBrothers.com:**

At the top of the page, click My Account and then Create An Account. Create a new profile and click I Have a Corporate Membership Number at the bottom of the page. Enter your 12-digit Membership Number. Click Create and you will receive a welcome letter. You’re now ready to shop!

(CONTINUED)
Brooks Brothers Corporate Membership Card (cont’d)

You will have the opportunity to print a temporary shopping pass at the end of the enrollment process. Your personalized membership card will be mailed to you in approximately 5-7 business days. If you have any questions during your enrollment process, please call our toll-free number below. Representatives are available Monday - Friday, 9am-5pm, ET.

Brooks Brothers Corporate Membership  1 (866) 515-4747

* Your membership entitles you to a 15% savings on full priced merchandise at all Brooks Brothers U.S. and Canadian stores, by phone and online at BrooksBrothers.com (for shipments to U.S. or Canada only). In order to receive your discount online, your billing and shipping address must match the address provided when enrolling for a Corporate Membership Card. Please present your non-transferable Brooks Brothers Corporate Membership Card, temporary shopping pass or email confirmation to receive your discount in stores. Use of this card constitutes acceptance of all published Corporate Membership program terms and conditions. Discount cannot be combined with any other offer, discount or promotion and does not apply to taxes, shipping and handling, monogramming, engraving, alterations or personalization. Excludes charitable items, sample sale merchandise, gift card purchases, online custom shirts and suits, Suiting Essentials clothing purchases and applies to select accessories and select Brooks Brothers shoe styles only. No adjustment on previous or future purchases. If you return all or some of the merchandise, the dollar value of this discount will not be refunded or credited to your account. This Program may be modified or cancelled by Brooks Brothers at any time. For member assistance please call Corporate Incentive Services toll-free at 1.866.515.4747, M-F 9am – 5 pm, ET. For store locations please visit www.BrooksBrothers.com/stores.
Freshman Experience (Summer Program)

Freshman Experience Program Details

All of our incoming first-year students are invited to join us for the Freshman Experience. This six-day program gives students a chance to spend time on campus, brush up on math skills, learn about the writing process at La Lumiere, practice organization skills, sample various athletic offerings, and get to know their future classmates. While it is not required, most of our families have participated in a similar program in the past and found it invaluable in helping their student transition to life at La Lumiere.

This year’s program will run from **Sunday, June 16 to Friday, June 21**. We can accommodate students missing days at the beginning or end of the week, so students can attend if other commitments conflict with part of the program.

The fee for the week is $700. In hopes that all of our students will be able to participate, this rate will be adjusted to reflect the percentage of financial aid each student has received. Room and board are included in the program cost, but families may choose to have their student stay at home.

Registration Information

Details on how to register and pay for the Freshman Experience program will be communicated with freshman families on **June 1, 2019**. Families who choose to participate in the program will receive a schedule for the week, packing list, and confirmation of their payment after the registration has been finalized.
Orientation

All-School Orientation

Domestic boarding and returning international students traveling by plane and/or train must arrive at La Lumiere on Saturday, August 17, 2019. School personnel will be waiting at Chicago O’Hare and Midway airports to direct students to transportation to the school starting at 9:00 a.m., and others will be on hand to pick students up from the Coach USA bus stop in Michigan City, the South Shore train station in Michigan City, and the South Bend Airport. Arrival on August 17 allows for all boarding students to be here for Opening/Registration Day on August 18. School personnel will not be available to pick students up on Opening Day, August 18, which means that all other students must seek their own transportation to campus on that Sunday.

On August 18, all students will register for the 2019-20 school year. We encourage parents, if possible, to accompany their child through the registration process. On this day there are forms and permissions that will require a parent signature. Below you will find a schedule for Opening Day.

Opening Day Schedule (August 18, 2019)

<table>
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<th>Event</th>
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<tr>
<td>11:00 a.m.</td>
<td>Boarding student registration &amp; move-in</td>
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<tr>
<td>12:00 p.m.</td>
<td>New day student registration</td>
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<tr>
<td>12:00-2:00 p.m.</td>
<td>Lunch</td>
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<tr>
<td>1:30-2:30 p.m.</td>
<td>Returning day student registration</td>
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<tr>
<td>3:00 p.m.</td>
<td>Athletic practice for all students (meet at Marsch Gym)</td>
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We will once again offer Early Bird Registration for returning students, the date to be communicated with families in advance.

Day Student Orientation Information

During the first week of school, day students are expected to be on campus for all orientation, athletic, and academic activities. Below you will find information about drop-off and pick-up times for orientation week.

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<th>Date</th>
<th>Pick-up/Pack-up Information</th>
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<td>Aug. 18</td>
<td>Pick-up at 8:30 p.m.</td>
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<tr>
<td>Aug. 19-21</td>
<td>Drop-off at 8:30 a.m. Pick-up at 8:30 p.m.</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Drop-off at 8:15 a.m. Pick-up after students' individual afternoon commitments.</td>
</tr>
<tr>
<td>Aug. 23</td>
<td>Drop-off at 8:15 a.m. Pick-up around 8:30 p.m.</td>
</tr>
<tr>
<td>Aug. 24</td>
<td>Varsity athletic practices will be held at the coach’s discretion.</td>
</tr>
</tbody>
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Orientation Attendance

If your child will not be in school or will be delayed in getting to school on time, please notify the school before 8:00 a.m during orientation week by calling (219) 326-7450 or emailing attendance@lalumiere.org.

Planning for Orientation and the First Weeks of School

Casual clothes may be worn during the majority of the day from August 18 to the start of classes. Please bring athletic clothing, equipment, and shoes for twice daily athletic activities each day of Orientation Week. You should also plan to bring a change of clothes, bathing suit, and towel for swimming in the lake.

From the first day of class until to Friday, August 30, La Lumiere polo shirts, dress shorts, slacks (no jeans), or skirts may be worn for classes. Sandals, deck shoes, or other casual footwear may be worn. All students must be in school dress with blazer on Tuesday, September 3, 2019.

New International Student Orientation

New international students participate in their own orientation program before the all-school orientation. We will help you get to know our school and surrounding areas so that you can thrive in your new home. The orientation will cover important topics such as registering for classes and classroom expectations as well as give you a chance to connect with administrators and other international students. (Note: Returning international students do not need to attend this orientation.)

Please consult the New International Student Orientation page in the International Students section for more detailed information.
Commencement Requirements for Seniors

Final Exam Expectations for Senior Students

Senior resident students who are exempt from finals may check out of the dorms with proper permissions after packing and receiving a check-out slip from the dorm parent. Senior day students who are exempt from finals do not need to come to school. If you have only one exam and it is on Monday you may leave after that exam. If you have an exam any other day, you will need to return to school for study hours the night prior to that exam. Final exams begin on Monday, May 18, 2020 and conclude on Thursday, May 21, 2020.

Male graduates should wear a shirt and tie, dress pants, dress socks, and dress shoes. (NO shorts, jeans, athletic shoes, or white socks.)

Mandatory End-of-Year Events for Senior Students

First Week of May, 2020
- Cap and Gown Fitting – SAC – During students’ free periods

Wednesday, May 13, 2020
- 6:30 p.m. Academic Convocation – Marsch Gynasium – All students are required to wear formal, navy blazer dress. Please note that awards will be given to students in all grades.

Thursday, May 14, 2020
- Senior Candle Ceremony – All students are required to wear school dress (location TBD)
- Senior Class Photo – Sullivan Field – Seniors are required to wear their college shirt or sweatshirt

Thursday, May 21, 2020
- 1:00 p.m. Commencement Practice – Marsch Gymnasium
- 5:00 p.m. Baccalaureate Mass – Queen of All Saints Catholic Church (606 S. Woodland Ave., Michigan City, IN 46360)
- 6:15 p.m. Senior Dinner – The Uptown Center (907 Franklin St., Michigan City, IN 46360) – Seniors and their parents are requested to wear formal attire (Please see Commencement dress code)

Friday, May 22, 2020 (Please see Commencement dress code)
- 8:00-8:45 a.m. Cap and Gown Pick-up – Marsch Gymnasium
- 8:50 a.m. Class Photo – Students should be ready in their caps and gowns by this time
- 9:15 a.m. Assemble for Commencement
- 10:00 a.m. Commencement Ceremonies – Marsch Gymnasium
- 11:30 a.m. Luncheon for all family members and guests
- 1:00 p.m. Cap and Gown Return and Sign Out – Main Office

Commencement (May 22, 2020) Dress Code for Senior Students

Male graduates should wear a shirt and tie, dress pants, dress socks, and dress shoes. Female graduates should wear a formal dress, skirt, or dress pants, and dress shoes. (NO shorts, jeans, athletic shoes, or white socks.)
Healthcare

For New Families

La Lumiere uses SchoolDoc.com for student health management, which is an electronic health record system that helps us consolidate and integrate student health information into a centralized and secure location.

Their system gives our nurses instant access to student health information, a key component in providing quality patient care. Designed by school nurses and directors, their secure, easy-to-use web-based solution manages health forms, allergies, medications, and illness/injury tracking for our school throughout the school year.

The security, confidentiality and privacy of your student’s personal health information will always be protected. Only La Lumiere School’s health staff or other authorized personnel will have access to student health information, and the SchoolDoc.com site is secure, encrypted, and password-protected. Information regarding security can be found at http://www.schooldoc.com/security.

You will receive a “Welcome Email” from SchoolDoc.com with a temporary password and information about how to complete your student’s health information. Click the link in this email to /register/sign in. Next, you will set a new password for your SchoolDoc.com account. Please make sure to write your login information and password down for future use.

Follow the instructions, and complete the health profile for your student. Attached is a detailed list of each section that you will complete on the Health Profile tab. The medical forms and health records are required for attendance at La Lumiere School. This requirement not only fulfills our school policy, but the Indiana State requirements as well. All sections are to be completed in their entirety including the upload of all required documents to your student’s SchoolDoc.com profile. Alerts will appear for any missing required information.

You may return to SchoolDoc.com at any time to make changes/updates to your student’s health information before the deadline.

Please be aware: If you do not receive an email within 5 days of this letter, contact Rachel Uryga at (219) 326-7450 or by email at ruryga@lalumiere.org.

(CONTINUED: FOR RETURNING FAMILIES)
La Lumiere School will continue to use SchoolDoc.com electronic health record system to collect and access student medical records for the coming academic year. Please access your SchoolDoc account to review and update your child’s medical records and required forms for enrollment. You won’t be able to access your student’s profile until June 15, 2019.

When you log into SchoolDoc, you will see that all of the information you entered is still in your student’s health profile. Attached is a more detailed list of what is required for each section of the health profile. Here is a quick breakdown of what will need to be completed in SchoolDoc:

- **Read and e-sign consents.** Please note that some consents need to be signed by both the parent(s) and the student.
- **Review and Confirm.** Update any information that has changed regarding the vital health history and/or proof of insurance. Please note that a copy of both the front and back of the insurance card is required.
- **Medications.** Please add, change, or delete any medications that your Student is taking. You will need to sign and upload a new Medication Confirmation verifying the information is correct every year.
- **Standing Orders.** Please review the Standing Orders tab and make any changes regarding over the counter (OTC) medication that may be given to your student to treat minor aches/pains while at school. **You may send your own supply** of any of the OTC medications listed to the infirmary for your child to use. It is the student’s responsibility to remind the nurse that they have their own supply and not to use the school’s supply, which will show up as a charge on their monthly statement.
- **Annual Physical Exam.** Download and print form to take to your physician. PLEASE NOTE: The Physical Examination Form found on SchoolDoc is the only physical form that will be accepted.
- **Immunizations.** Required and recommended school immunizations are updated yearly by the State of Indiana. Immunization requirements are to be met prior to enrollment.
- **Allergy, Diabetes, Asthma, and Seizure Disorders.** Answer the relevant questions. If answered yes to any, download/print template. Upload form with medication and treatment orders, along with physician signature. Allergies can range from minor to severe so it is vital to answer honestly to avoid any possible complications for the safety of your child. **A new allergy form is required every year with a physician signature.** PLEASE NOTE: If your child has dietary needs, list as a food allergy.

*(CONTINUED: FOR ALL FAMILIES)*
For All Families

Your SchoolDoc profile must be completed by August 5, 2019 including all required documents. Thank you for providing accurate and up-to-date medical information for your child.

Any questions or complications uploading the forms must be directed to SchoolDoc.com by clicking the question mark in the upper right hand corner, emailing help@schooldoc.com, or calling (734) 619-8310.

It is important for you to set the domain schooldoc.com as a “safe sender” in your email to avoid accidental delivery to junk and spam folders.

PLEASE NOTE:

• No hard copy documents will be accepted by La Lumiere School. All documents must be uploaded as digital copies to SchoolDocs. Do not upload cell phone pictures.
• Your student’s profile will not be 100% complete until all sections of the Health Profile are complete and it has been reviewed by the school nurse.

Completing the Online SchoolDoc Profile

Follow the instructions and complete the health profile for your student. The medical forms and health records are required for attendance at La Lumiere School. This requirement not only fulfills our school policy, but the Indiana State requirements as well. All sections are to be completed in their entirety including the upload of all required documents to your student’s SchoolDoc.com profile. Alerts will appear for any missing required information.

You may return to SchoolDoc.com at any time to make changes/updates to your student’s health information before the deadline.

Below is a detailed list of each section of the Health Profile and what is required:

1. Consent for Medical Treatment. This form is vital and is required for us to provide any medical care for your child. Read and e-sign document.
2. Vital Health History. Medical history is confidential, so please provide a complete history. Health emergency contact information is required. Should you wish to discuss your child’s medical history or individual needs please feel free to contact the school nurse, Andrea Smith, by phone at (219) 326-7450 or by email at asmith@lalumiere.org.
3. Annual Physical Examination. Download and print out the template to take to your physician. This physical form must be uploaded to profile. No other physical forms will be allowed.
Detailed list of each section of the Health Profile and what is required (cont’d):

4. **Immunizations.** Download and print out template to take to your physician. Immunization requirements are to be met prior to enrollment. **PLEASE NOTE:** International students are **required** to have a yearly tuberculosis (TB) test. Regardless of what your physician says, a TB test **must** be completed every year in order to come to La Lumiere School. If your student has had a positive TB skin test in the past, then a current chest X-ray (no older than 90 days) can be used instead.

5. **Internal Office Use Only - Immunizations.** School use only.
6. **Allergies.** *
7. **Diabetes.** *
8. **Asthma.** *
9. **Seizure Disorder.** *
10. **Medications.** Answer questions. Upload signed Medication Confirmation. Should your child require routine prescription or non-prescription medication, a copy of the prescription and/or a physician statement is required for dispensing. All medications are to be in their original container and turned into the infirmary at registration. **If any medication is not in its original container, it will not be accepted.** Medication labels **must be in English** or they will not be accepted.

11. **Standing Orders.** Authorization to dispense the listed over the counter (OTC) medications to treat minor aches/pains for your child. Medications will only be given if the need arises. Please click “no” for any medications that you do not want your child to receive. Medications not listed on this section will need to be entered in the Medications section. **PLEASE NOTE:** You may send your own supply of any of the OTC medications listed to the infirmary for your child to use. It is the student’s responsibility to remind the nurse that they have their own supply and not to use the school’s supply, which will show up as a charge on their monthly statement.

12. **Proof of Insurance.** Download/print the template. Upload the form with a copy of both the front and back sides of your insurance cards. Boarding students please upload a copy of your dental and prescription cards in addition to the medical insurance. Please make sure the copy is clear and legible.

13. **Influenza Vaccine.** Answer yes or no if you would like your student to receive the annual flu vaccine.

14. **Consent for Testing.** This form is a requirement for attendance at La Lumiere School.

15. **Concussion/Cardiac Arrest.** Download and read the fact sheets. Both parent and student signature are required.

16. **Mathematical Background.** Answer and follow instructions.

17. **Vehicle Consent Form.** Answer and follow instructions.

18. **Electronic Information & Device Acceptable Use Student Authorization.** Review and sign. make sure to write your login information and password down for future use.

* Answer questions. If answered yes to any, download/print template. Upload form with physician signature.

A new form with a physician signature is **required every year.**
Academic Preparation

Course Selection

A personalized email will be sent to each family before Orientation. This will include a copy of each student’s tentative schedule with links for purchasing textbooks. Please keep in mind that digital textbooks are not refundable, so students should wait to make purchases for classes that they may change. Students are welcome to purchase paper copies of books, but they are responsible for confirming that the book is the equivalent of the digital edition.

Technology/Use of iPads

All La Lumiere students are required to have an iPad on which to store and read digital textbooks and to carry out academic work. Below are some iPad purchasing guidelines.

- Students who currently own an iPad do not need to purchase a new iPad.
- Students may not use a MacBook or an iPod/iPhone in place of an iPad.
- Due to the storage demands of textbooks and videos that students may download or create, we recommend purchasing a device that has at least 32 GB of storage.
- La Lumiere School strongly recommends that students purchase protective cases for their iPads. These can be purchased directly from Apple or from multiple third-party companies. Cases with built-in keyboards are popular and helpful for students who plan to write papers on their iPad.
- Each family should evaluate whether or not to purchase the Apple Care plan for their iPads. This program adds an additional cost but provides two years of accident repair/replacement for a small fee.
Athletics & After-School Activities

Student Participation Requirements

- Students must participate in an activity in each of the three athletic/activity seasons (fall, winter, and spring), including **one athletic component** per year.
- Students must participate in **one team-oriented activity** (e.g. sports, drama, Science Olympiad, etc) per.
- 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).

Athletic & Activity Offerings

Athletic offerings may be found on the La Lumiere website at [lalumiere.org/athletics](http://lalumiere.org/athletics). A general listing of activity offerings can be found online at [lalumiere.org/activities](http://lalumiere.org/activities), although more detailed information will be provided to students throughout the year. All athletic and activity offerings will be made widely known to the students at school as they enter new seasons.
Finance

Tuition and Fees: How to Make Payments

Domestic Payments

Families of day students and domestic boarders can visit https://lalumiere.diamondmindinc.com/ to make tuition and fees payments to La Lumiere. A 3.00% fee applies to credit/debit card payments. ACH (eCheck) payments are processed without an additional fee.

International Payments

Visit https://www.flywire.com/pay/lalumiere to make payments to La Lumiere without hidden fees, using wholesale exchange rates, and with 24-hour multilingual customer support.

School Store

Supplies, La Lumiere apparel, beverages, and snacks are available in the School Store. Students are allowed to pay cash or they may charge to their school account. The charges will be billed on your regular monthly statement. If you would prefer your student to only use cash, please advise the Business Office at time of registration.
La Lumiere Online

School Website

Much of the information covered in this document can be found on our school website, lalumiere.org.

You may find the Parent Portal under the My La Lu tab (in the navigation bar at the top of the website) particularly helpful, as it includes links to access student grades, SchoolDoc health records, photos of campus life and events, and the tuition payments webpages, among other useful tools.

On our website you can also access the daily and athletic events calendars, and find information about virtually any aspect of student life. The daily school calendar can be found on the Calendar page under the About La Lumiere tab or by accessing lalumiere.org/calendar.

Using Vidigami (Photography Resource)

Photos taken of happenings on campus, in the classroom, and at special La Lumiere events are uploaded to an online photography resource for schools called Vidigami. The website is accessible via the URL www.vidigami.com or by visiting the La Lumiere Parent Portal.

All new parents and students will have the opportunity to open a Vidigami account at the beginning of the school year in order to access these photos. Returning parents and students should already have a Vidigami account, but may request to have information re-sent to them if it has not yet been activated.
Faculty

Administration

Mr. Andrew Hoyt, Assistant Head of School, Dean of Academics  ahoyt@lalumiere.org
Mr. David Church, Assistant Head of School, Student Life  dchurch@lalumiere.org
Ms. Megan Stiphany, Director of Enrollment Management and Marketing  mstiphany@lalumiere.org
Dr. Peter Campbell, Director of College Advising  pcampbell@lalumiere.org
Mrs. Susie Eguizabal, Senior Advisor for SSC, Academic Events  seguizabal@lalumiere.org
Mr. Mike Heffron, Director of Residential Life  mheffron@lalumiere.org
Mrs. Kasey Leake, Director of Student Life  kleake@lalumiere.org
Mr. Matt Marvin, Director of Athletics  mmmarvin@lalumiere.org
Ms. Marje Monroe, Director of Wellness  mmonroe@lalumiere.org
Mrs. Cindy Pagels, Director of Finance and Operations  cpagels@lalumiere.org
Mr. Chad Perney, Director of Student Leadership and Activities  cperney@lalumiere.org
Mrs. Andrea Smith, Director of Health Services  asmith@lalumiere.org
Mrs. Rachel Uryga, Registrar  ruryga@lalumiere.org

Academic schedules and textbooks  Andrew Hoyt, ahoyt@lalumiere.org
Admissions and financial aid  Megan Stiphany, mstiphany@lalumiere.org
Athletics  Matt Marvin, mmmarvin@lalumiere.org
Attendance and vacations  Kasey Leake, kleake@lalumiere.org
Dress code  Kasey Leake, kleake@lalumiere.org
Health updates and SchoolDoc registration  Andrea Smith, asmith@lalumiere.org
Student support/counseling  Marje Monroe, mmonroe@lalumiere.org
Student Accounts  Cindy Pagels, cpagels@lalumiere.org
Sandy Allshouse, sallshouse@lalumiere.org
Orientation Week  Chad Perney, cperney@lalumiere.org
Transcripts and I-20s  Rachel Uryga, ruryga@lalumiere.org
Parents Association and volunteering  Stacy Glidden Bobillo, sglidden@lalumiere.org
All other questions  Susie Eguizabal, seguizabal@lalumiere.org

View a comprehensive list of faculty online at  lalumiere.org/faculty

Points of Contact

Mr. Andrew Hoyt, ahoyt@lalumiere.org
Ms. Megan Stiphany, mstiphany@lalumiere.org
Dr. Peter Campbell, pcampbell@lalumiere.org
Mrs. Susie Eguizabal, seguizabal@lalumiere.org
Mr. Mike Heffron, mheffron@lalumiere.org
Mrs. Kasey Leake, kleake@lalumiere.org
Mr. Matt Marvin, mmmarvin@lalumiere.org
Ms. Marje Monroe, mmonroe@lalumiere.org
Mrs. Cindy Pagels, cpagels@lalumiere.org
Mrs. Andrea Smith, asmith@lalumiere.org
Mrs. Rachel Uryga, ruryga@lalumiere.org

View a comprehensive list of faculty online at  lalumiere.org/faculty
International Students

I-20 Process

After your contract to attend La Lumiere School has been signed, scanned, returned to the school, and funds have been wired for the deposit noted in your contract, it is time to begin the I-20 process. The Form I-20 is also known as the Certificate of Eligibility for Nonimmigrant Student Status in the United States.

Once La Lumiere has received your signed contract and deposit, we will ship a Form I-20 to you via FedEx, and send the tracking number for the package to your email address on file.

When you have received your I-20, you will need to make an appointment with the U.S. Embassy nearest to you in order to obtain your F-1 Student Visa. The F-1 Visa indicates that you are an “F” student – a designation meaning an "Academic or Language Student."

When you travel to the United States for school, you will need to bring the following documents with you:

- Passport
- I-20 signed by a representative of La Lumiere School
- A valid visa containing the SEVIS ID and La Lumiere School noted in the document
- Proof of payment of the SEVIS 901 Fee
- Official transcripts from your school
- Financial paperwork required for your visa

For more information on the Form I-20 and F-1 Student Visa, visit [https://studyinthestates.dhs.gov/what-is-the-form-i-20](https://studyinthestates.dhs.gov/what-is-the-form-i-20) or contact the Registrar at La Lumiere School, Rachel Uryga, at ruryga@lalumiere.org with any questions.

Health Insurance

International students are required to enroll in a health insurance plan that is valid in the United States. Although you may choose your own company and plan, we recommend enrolling in an International Student Accident and Sickness Insurance plan from ISM Insurance company. All international students will need to present proof of valid insurance to La Lumiere prior to attending.

For information on insurance plan levels and coverage from ISM, and to access the enrollment form, please visit: [https://secure.visit-aci.com/Insurance/ISM/Docs/NBOA%20Standard%20Rates%202018.pdf](https://secure.visit-aci.com/Insurance/ISM/Docs/NBOA%20Standard%20Rates%202018.pdf)

For questions regarding health insurance and enrollment, contact Cindy Pagels, Director of Finance and Operations, at cpagels@lalumiere.org.
ESL (English as a Second Language)

The ESL program at La Lumiere, taught by Christina Massey (cmassey@lalumiere.org), consists of three strands:

1. A year-long ESL course for first-year students to:
   • develop skills in listening, speaking, pronunciation, grammar, and academic vocabulary;
   • build confidence, knowledge, and abilities for studying and living in the United States, specifically as a boarder at La Lumiere.

2. A semester- or year-long course for upper-level students that supplements their literature and history classes, which meets twice per week – once as a group and once as a one-on-one. The goals are for students to:
   • better comprehend literary, historical, and academic texts;
   • develop vocabulary, writing, discussion, and study skills;
   • build confidence for regular class participation.

3. Individualized, student-initiated study help and social support. (This, and other activities, are also offered to non-ESL international students.)

New International Student Orientation

La Lumiere has organized an orientation program for new international students from August 13-16, preceding the all-school orientation (returning international students should only attend the all-school orientation). We will help you get to know our school and surrounding areas so that you can thrive in your new home. The orientation will cover important topics such as registering for classes and classroom expectations as well as give you a chance to connect with administrators and other international students.

International students should arrive at Chicago O’Hare Airport on August 13 before 5:00 p.m. local time. We understand that coordinating international flights to arrive just on time is difficult, so we ask that you communicate your student’s arrival flight information with us per the guidelines found in the Transportation section, and we will accommodate your student accordingly.

Christina Massey, our International Student Advisor, will be waiting at the airport to personally greet and transport new international students to La Lumiere School. Please contact her at cmassey@lalumiere.org if you have any questions or concerns prior to your arrival.

You will find a description of the events for New International Student Orientation week on the following pages. Parents are welcome to travel with their student and join the orientation activities on Tuesday and Wednesday, August 13-14, but this is not required.
New International Student Orientation Events

Tuesday, August 13

Students will be picked up by Ms. Christina Massey at O’Hare Airport in Chicago until 5:00 p.m. local time. Students will be transported to campus, have a tour of their dorms, and begin to unpack. Medical paperwork will be checked at this time. After dinner, students will have the option to take a trip to the local supermarket for anything they might need.

Wednesday, August 14

Students will tour campus with current La Lumiere students, fill out any necessary paperwork with the Business Office, and take science and math placement exams. Students will then tour the neighboring town and visit important places they may need to know about.

Thursday, August 15

Students will participate in a session with current La Lumiere students on what it means to study abroad, discussing culturally-relevant social, academic, and study skills. Then, they will take a trip to South Bend, where they will have an informational session and tour of the University of Notre Dame. After, they will visit a market and a shopping center, and finish the day with a social activity.

Friday, August 16

Students will be able to finalize their class schedule and order textbooks. Then, they will discuss their summer reading with current La Lumiere students. In the afternoon, students will visit downtown Chicago or do a group activity in the local area.

Saturday, August 17

Students will get set up in their permanent dorm rooms. Other boarding students arrive and all-school orientation begins the following day.

(CONTINUED: SUMMER STORAGE)
Summer Storage

La Lumière allows boarding students to store some of their items on campus over the summer. The following list is intended to outline the procedures and terms of storing items at La Lumière:

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

- Only the following items are allowed: clothing, bedding, books, classroom materials (pens, paper, etc.), and furniture items (desk lamps, fans, etc.). For clarification, food and sundries (laundry detergent, shampoos, etc.) are prohibited. It is not recommended that you store valuable items like designer clothing, jewelry, or electronics over the summer.

- Students must store all items in labeled plastic storage containers or suitcases purchased at the student’s expense. Only larger furniture items may be stored outside of containers. Students may not use furniture items like laundry baskets as storage containers.

- Students must pack their rooms by 6:00 p.m the evening before Commencement. The Director of Residential Life will assist students with transporting the items to the designated storage area. Students will be responsible for removing the containers from the dorm to the designated storage area. La Lumière will provide a truck to transport the containers from the dorm to the designated storage area.

- Any items left in the dorm after leaving campus at the end of the school year will be donated or disposed by La Lumière.

- Students will be responsible for retrieving their items from the designated storage area when they return to school in August. All items must be removed by Friday of the first week of school or face donation or disposal by La Lumière.

When students transport items to the designated storage location, students will be presented with a version of this document and a place on the document to verify the number of containers. The student will sign the document to acknowledge what is stored and the policies regarding summer storage.

(CONTINUED: OPENING A STUDENT BANK ACCOUNT)
Opening a Student Bank Account

La Lumiere School has partnered with a local bank, 1st Source Bank, to offer an optional solution for money management for international students. 1st Source Bank offers a free checking account with no minimum balance, free online banking, and a Resource Plus Card (debit card) that can be used at ATMs for cash withdrawals or for purchases at retail stores.

Parents can replenish the account via ACH, money wire, check, or on our La Lu website using Flywire. The 1st Source debit card can conveniently be used internationally with notification to 1st Source bank of travel plans.

To request a Resource Plus Debit Card, the La Lumiere Business Office needs a copy of your passport and startup funds of $50.

New international students will have the option to meet with a representative from the bank during their orientation week to discuss setting up an account.

Questions may be directed to Sandy Allshouse at sallshouse@lalumiere.org or 219-326-7450 ext. 127.

How to Make Tuition Payments

International Payments

Visit https://www.flywire.com/pay/lalumiere to make tuition payments to La Lumiere without hidden fees, using wholesale exchange rates, and with 24-hour multilingual customer support.
Transportation (For Boarding Students)

Communicating Your Travel Itinerary with the School

Parents should email travel itineraries to permissions@lalumiere.org no later than one week before scheduled domestic departures and two weeks before scheduled international departures so the school can arrange necessary transportation to and from airports, airport limos, bus stations, and/or trains.

La Lumiere School will allow students traveling by plane to stay on campus until 11:00 a.m. on the day following dismissal for a break, and will provide transportation to the Coach USA bus in Michigan City.

Expectations for Travel Itineraries

Departing Campus for a School Break

Students are expected to schedule flights that depart between 6:00 p.m on the last day of classes and 6:00 p.m the next calendar day.

Arriving to Campus After a School Break

Students are expected to schedule return flights to arrive the day before classes begin again.

Exams will not be moved to allow for early departure and all students are required to attend Commencement.

PLEASE NOTE: We will still need to receive permissions for all boarding students when campus closes for breaks and holidays. Plane tickets or train tickets will not be accepted as permissions. Leaving earlier or returning later than the designated vacation time requires permission from the Student Services Office. Such permission may have both academic and disciplinary consequences.
Arriving/Departing by Train or Bus

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

Arriving/Departing by Air

La Lumiere School provides complimentary service to the Coach USA Airport Limo Service (Michigan City station), which provides transportation to and from both Chicago-area airports. The cost of Coach USA tickets to/from Chicago are $31 one way and $58 round trip.

La Lumiere School can also arrange private transportation to and from the Chicago-area airports via a local limo service. Average cost for this service is $160 plus gratuity for a one-way trip.

We also provide complimentary service to and from South Bend Regional Airport.

Airport Transportation for the Start of the School Year

Each year on arrival day for domestic and returning international boarders at the start of the school year, La Lumiere School places staff at O’Hare International Airport and Chicago Midway International Airport to direct students to the Coach USA terminal. The students take the Coach USA bus and get picked up by La Lumiere staff at the Michigan City terminal.

New international boarding students have their own arrival date at the start of the school year, and are always personally greeted at the airport and transported to La Lumiere School by a La Lumiere faculty member. Please consult the New International Student Orientation page for more information.

Please contact our transportation coordinator at (219) 326-7450 or permissions@lalumiere.org to schedule your child’s travel arrangements for the start of the school year.
Accommodating Student Travel Itineraries

La Lumiere will make all efforts to accommodate student travel itineraries for the start of the year, the end of the year, and breaks. La Lumiere will provide transportation on scheduled travel days. Students arriving after or departing before the scheduled day may be charged a transportation fee of $50.

During the school year, La Lumiere will provide transportation only during regular business hours, 8:00 a.m. to 8:00 p.m. Students requiring transportation outside of that window may be charged a fee of $50. If a transportation need cannot be met by our staff, the student may be required to book private transportation with Epic Limo.

Airline & Flight Information

Should you need assistance getting your student from the airport to La Lumiere School, please send all below information to permissions@lalumiere.org:

- Student Name
- Airline
- Flight Number
- Departing Airport
- Arriving Airport
- Arrival Date
- Arrival Time
- Student Cell Phone Number
- Student Email Address
- Emergency Contact

Use of Ridesharing Services (i.e. Uber or Lyft)

Students wishing to use ride-sharing services must have their parents sign a form that releases the school of liability. Students may only use ride-sharing to travel to airports, a specified guardian’s house, or to return to school. La Lumiere will not allow individual students to use a ride-sharing service (students leaving campus via ride-sharing services must do so in groups of two or more). If the administration is not comfortable, La Lumiere reserves the right to deny permission, regardless of parental consent. All ride-sharing services must pick students up from the Main Office parking lot. The usage of a ride-sharing service without the proper permissions and administrative approval will be considered a check-out violation per our handbook.
Breaks & Campus Closures (For Boarding Students)

Break & Vacation Policy

All boarding students must be off campus during Christmas Break — no exceptions. For all breaks except Christmas, boarding students may stay on campus for a fee of $150 a night. As such, La Lumiere School strongly recommends that international students have a guardian in the United States with whom they can stay during school breaks and campus closures.

Campus Closures (2019-2020)

- **Thanksgiving Break**: Friday, November 22 to Sunday, December 1, 2019
- **Christmas Break**: Saturday, December 21, 2019 to Sunday, January 12, 2020
- **Spring Break**: Friday, February 28 to Sunday, March 15, 2020
- **Easter Weekend**: Thursday, April 9 to Monday, April 13, 2020

Campus Closure Hours

All breaks begin immediately following dismissal from classes on the first day listed above. Campus closes at 11:00 a.m. the following day and will not reopen until 11:00 a.m. on the last day of break for Thanksgiving, Christmas, and Spring breaks. Campus closes immediately following the school day Easter Weekend and does not reopen until 11:00 a.m. on the last day of the break. For all breaks except Christmas, students may stay on campus for a fee of $150 a night.
Open Weekends (For Boarding Students)

Open Weekend Permissions

Most weekends are “open,” which means that students may leave after a specified time if they do not have any community obligations. Permission to leave for a weekend must be phoned in to the Main Office switchboard at (219) 326-7450 or emailed to permissions@lalumiere.org no later than Thursday evening before the intended weekend departure.

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

Weekend Trips Policy

All boarding students are expected to return to campus by 7:30 p.m. on Sunday before the school week begins. Parents or guardians should call the Main Office switchboard at 219-326-7450 before 6:00 p.m. on Sunday if there is any reason their child will be late or not returning to campus. Boarding students spending the weekend with day students may not return to campus with day students on Monday morning without prior approval from the School. Doing so may result in the loss of future weekend privileges.

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

Important Open Weekend Dates (Fall 2019)

Boarding students will be able to leave campus on Friday, August 30 for the first open weekend, Labor Day weekend. They may leave after their after-school commitment. Boarding students must return by 7:30 p.m. on Monday, September 2, unless their athletic team has an afternoon practice. Please check with your coach before leaving for the weekend.
Trips (For Boarding Students)

**Day Trips**

Parents are allowed to visit and take their child off campus. When doing so, parents should call ahead and make sure the visit does not interfere with any of the child’s commitments such as study hall or practice. In general, we will only allow one visit or off-campus trip a week. Students are not allowed to stay off campus for the night during the week. Exceptions can be made for appointments or family emergencies by the Director of Residential Life.

On occasion, students may be allowed to go on off-campus school-night trips with someone other than their parents. Students who want to leave campus only for the evening on week days after school with anyone other than their parents or guardians will also need approval from the Director of Residential Life. If a trip is planned during the weekend, the Weekend Coordinator will also need to know when a student is leaving and returning campus.

Permission may be denied even though parents have called in if the travel is believed to not be in the best interest of the student or the school. This policy also applies to students wishing to take the South Shore train to visit their parents.

**Weekend Day Trips**

Day trips to Chicago will be permitted only on designated weekends. Students must leave and return on the trains designated by the Weekend Coordinator. Failure to adhere to the Weekend Coordinator’s schedule may result in loss of this privilege for the remainder of the year.

**Weekend Overnight Trips**

Students may not leave campus for overnight stays without proof of adult supervision when school is in session. All boarding students are expected to return to campus by 7:30 p.m. on Sunday before the school week begins. Parents or guardians should call the Main Office switchboard at 219-326-7450 before 6:00 p.m. on Sunday if there is any reason their child will be late or not returning to campus. Boarding students spending the weekend with day students may not return to campus with day students on Monday morning without prior approval from the School. Doing so may result in the loss of future weekend privileges.

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

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

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

- When a boarding student is invited to a day student’s home, the school needs permissions from both sets of parents. It is always best to plan ahead because there may be times when a student has an academic, disciplinary, or room inspection “hold” and may not be permitted to leave, or when students are required to attend a school event. Exceptions may be made only by the Director of Residential Life.

Sign-In/Sign-Out Procedure

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

On weeknights, students should sign out with the administrator on duty by calling (219) 363-3928. This person will arrange a location to sign out in person. When returning from a trip on the weekdays, students should check in by calling the administrator on call who may require visual verification of return.

Signing Out on Major School Breaks

When departing for and returning from major school breaks such as Thanksgiving Break, Christmas Break, Spring Break, and Easter Weekend, permissions procedures will remain the same; however, students will sign out and in with their dorm parents in the dormitories.

(CONTINUED)
Sign-In/Sign-Out Procedure (cont’d)

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

Failure to follow the above guidelines will result in the suspension of the privilege to leave campus for a period of time deemed appropriate by the Student Services Office.
In the Dorm: What to Bring (For Boarding Students)

We strive to create a safe, comfortable, and welcoming environment at La Lumiere that helps each student feel at home. Boarding students are offered opportunities in and out of their dormitories that help make for an enriching educational school experience that goes beyond the classroom.

We recommend bringing only items that are absolutely necessary for daily use, as there is limited space in the dorms for storage. Rooms will be inspected daily for cleanliness and organization.

Each dorm room includes a bed, desk, dresser, and a closet. The rooms vary in size from 8’x10’ to 16’x16’ (2.5 x 3.5 m to 5 x 5 m).

What to Bring

**Clothing and Shoes**
- Dress-code and school uniform clothing
- Dress pants or skirt/dress for special occasions
- Dress shoes
- Dress socks
- Belts
- Jackets
- Sweaters
- T-shirts (short- and long-sleeve)
- Jeans
- Sweatpants
- Pajamas
- Sandals
- Sneakers
- Athletic socks
- Winter boots, coat, hat, and gloves
- Underwear

**Linens**
- Bath towels (2-4)
- Washcloths (2-4)
- Beadspeed or quilt
- Blankets
- Pillow
- Pillowcases (4)
- Sheets (extra-long twin sheets) (4)

**Toiletries**
- Shampoo and conditioner
- Body wash or soap
- Toothpaste and toothbrush
- Shower caddy
- Hairbands, hairbrush, and comb
- Containers for jewelry and hair items
- Cosmetics
- Feminine hygiene products
- Tissues

(CONTINUED)
What to Bring (cont’d)

**Electronics**
- iPad (used for textbooks)
- Alarm clock
- Camera
- Desk lamp (not halogen)
- Fan
- Flashlight
- Mp3 player
- Reading lamp for bed

**Miscellaneous**
- Backpack
- Athletic equipment as appropriate
- Laundry bags, basket, or hamper
- Laundry detergent
- School supplies (pencils, pens, etc.)
- Small duffel bag
- Trash can
- Water bottle

**Prohibited Items**
- Electric heater
- Hot pot or hot plate
- Ironing board
- Microwave
- Halogen lamps
- Toaster or toaster oven
- Mini-fridge
- Television
- Computer monitor greater than 32 inches
- Hoverboard