



# HANDBOOK 2020-2021

LAKE FOREST ACADEMY  
1500 West Kennedy Road  
Lake Forest, IL 60045  
847-615-3210  
[www.lfanet.org](http://www.lfanet.org)

# HANDBOOK

## 2020-21

LAKE FOREST ACADEMY  
1500 West Kennedy Road  
Lake Forest, IL 60045  
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Lake Forest Academy does not discriminate on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, or any other identifier protected under federal or state law in administration of its educational policies, scholarship programs, and other school-administered programs.

Please note that the Academy may adopt and implement at its discretion reasonable policies, rules and regulations as may be published from time to time within this handbook or by other means. These policies, rules and regulations can be incorporated by reference and are binding upon the student.

# Table *of* Contents

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MISSION	4
WELCOME FROM HEAD OF SCHOOL OFFICE	5
WELCOME FROM PREFECTS	6
SCHOOL HISTORY	7
STUDENT LEADERSHIP	9
THE ACADEMIC SCHEDULE	12
ACADEMIC AFFAIRS	14
COLLEGE COUNSELING	28

# Table *of* Contents

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ATHLETICS	29
CODE OF CONDUCT	32
CAMPUS LIFE	51
APPENDICES	67
WHOM TO ASK	74
CONSENT FORM	75
INDEX	76

## OUR MISSION

Lake Forest Academy strives to embody in its practices and to cultivate in its students excellence of character, scholarship, citizenship, and responsibility.

**Character** encompasses respect for others and their beliefs, dedication to honesty in every sphere of life, realization of moral clarity and conviction, and pursuit of virtue and value in life.

**Scholarship** encompasses acquisition of knowledge, development of critical thinking, enthusiasm for discovery and learning, and exercise of a powerful imagination.

**Citizenship** encompasses appreciation of diversity and multiculturalism, involvement in the Lake Forest Academy community, participation in service to others, and commitment to global awareness and understanding.

**Responsibility** encompasses development of self-reliance, ability to seek guidance, dedication to cooperation and teamwork, and action based upon informed decisions.

The Academy aspires to instill these qualities in its students to help them become responsible citizens in a pluralistic, global society characterized by increased technological complexity. At the same time, the school remains rooted in traditional values—integrity, honesty, hard work, and respect for the ideas and property of others.

## LETTER FROM HEAD OF SCHOOL OFFICE

Dear LFA Students, Parents, and Guardians,

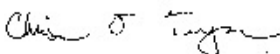
The *LFA Handbook* contains advice, general guidelines, and contact information for LFA students and their families and is designed to help you understand the expectations, policies, and procedures at the Academy and also to provide a valuable directory of key school personnel. It is important to the Academy that we maintain clear lines of communication between the school, its students, and their families that help define expectations and enable the school to operate at the highest level.

We want to maximize the progress and potential of all of our students, including helping them solve their own problems within clearly stated guidelines and expectations. We hope that the Handbook will reinforce the trust that exists between the Academy, our students, and their families so we can work together successfully as partners.

We also anticipate that this Handbook will help our students become more responsible and help our families recognize the importance of allowing each individual student to develop independence. The role of both teachers and parents is to guide our students to a position where they can generate success for themselves through their own decisions and actions and to trust them to make significant progress in their lives as they address the issues around them during their high school years.

Together with the Deans, faculty, and staff, I look forward to the coming year and to working with our students and families to the benefit of every student individually and the LFA community as a whole. I want to thank our students for their commitment to the mission of the Academy—excellence in character, scholarship, citizenship, and responsibility—and our families for all of their support as we begin the 164<sup>th</sup> year of the school.

Sincerely,



Christopher Tennyson  
Associate Head of School, Dean of Students and Academic Affairs



## LETTER FROM THE PREFECTS

Fellow Caxys,

On behalf of the Prefects and the entire student body, we are honored to welcome you to a new school year at Lake Forest Academy.

Lake Forest Academy is a strong educational institution where students, faculty, and administrators go above and beyond to represent the school with integrity. Your willingness to explore new things, respect different opinions, and grow as a person is what has brought you here. As students, you will be asked to challenge yourselves and to contribute in a variety of ways. You will learn about character, scholarship, citizenship, and responsibility and why these fundamental values are so important in our increasingly global community.

Built upon over 160 years of academic excellence, strong values, and tradition, Lake Forest Academy expects each member of the community to uphold, preserve, and protect the school's reputation and mission. Please read this Handbook carefully so that you are familiar with the expectations and opportunities of the LFA community. Each of you will be asked to sign a statement similar to the one in the back of the book acknowledging that you are familiar with what is inside. We hope this will allow all of us to have a wonderful school year.

You are now part of an energetic and strong community, and we hope that you participate fully in all things LFA. We look forward to working with you (and for you) in the coming year.

Sincerely,  
The Prefects

## OUR HISTORY

Four years before the outbreak of the American Civil War and during the Panic of 1857, farseeing Presbyterian ministers selected the highest bluff on Lake Michigan between Chicago and Milwaukee on which to build a group of institutions of learning. Lake Forest Academy, an all-boys college-preparatory school, was founded in 1857 with Ferry Hall, an all-girls seminary, opening in 1869.

By 1933, under the leadership of former headmaster John Wayne Richards, the Academy was known as one of the most prestigious boys schools in the Midwest. The *Chicago Tribune* wrote that the Academy was “woven deeply in the history of the Central states ... its sons moving into places of influence, numbering hundreds of men of prominence.” In that same decade, Ferry Hall was enjoying a heyday, too, under the leadership of former headmistress Eloise Tremain, who also played a national role as matriarch at the annual convention of headmistresses.

In the midst of these successes, though, tragedy struck the Academy when a fire gutted old Reid Hall in 1946, precipitating a move from east Lake Forest to the school’s current location at Melody Farm, the site of the former estate of J. Ogden Armour, in 1948. Carried from the ashes of old Reid Hall was the Bowditch Bell, which now sits at the front of the Armour mansion, the new Reid Hall.

The demographics of the 1960s and its attendant cultural dynamics had an enormous effect on all independent schools, including the Academy and Ferry Hall. Many schools were filled to the brim with “baby boomers,” and students were not resistant to the national cynicism that accompanied the rise of the Vietnam War. In the 1970s, the energy crisis and an alarming inflation rate overlapped with a serious contraction of boarding school students nationwide. With costs rising and the number of applicants declining, many boarding schools closed their doors. In the wake of these developments, the trustees of Ferry Hall and Lake Forest Academy decided to face the future together, merging the two schools in 1974. Today, the Academy upholds many of the traditions that



characterized both LFA and Ferry Hall. Sports teams ring the Bowditch Bell when they return to campus with a victory in hand. Other traditions include Move-Up Day, an end-of-year ceremony carried over from Ferry Hall. The Academy's athletic teams are known as the Caxys—a nickname adopted in the 1900s that refers to a sound frogs make in a Greek comedy by Aristophanes.

Lake Forest Academy is an institution where history, scholarship, and school spirit are promoted and where students acquire the skills necessary to face the future with strength and confidence. LFA is a community that strives to fulfill former Headmaster Harold Corbin's belief that education requires the constant and purposeful coordination of "many hearts, many hands, and many minds."

## STUDENT LEADERSHIP

Lake Forest Academy is the oldest educational institution on Chicago's North Shore. A merger of Ferry Hall and Lake Forest Academy in 1974 brought together two student bodies—an Academy for boys and a School for girls—that fully embraced Lake Forest Academy's coeducational mission. This distinct history includes a robust student leadership element that has grown from both the Academy and School histories and provides our students with a wealth of meaningful leadership opportunities. Given the role that student leaders have within our community, any student listed for Warning or Probation as a result of citizenship issues should expect to have to petition the Dean of Students Office in order to participate in the leadership selection process.

**Prefects** – Prefects are conscientious and dedicated students who serve the school community and advance the school's mission. The Prefects work closely with students and faculty to ensure the proper ordering of school life and oversee student leadership at the Academy. Proctors, club leaders, and class presidents will periodically report to the Prefects on the state of their clubs, dorms, activities, and classes respectfully. The Prefects also act as a resource to the school community and provide information and education on current issues of importance. They assist with the opening and closing of school, New Family Day, Healthy Choices Day, Multicultural Celebration Day, Red Ribbon Week, and others. As part of the opening of school, Prefects will help coordinate and organize new student activities during orientation and during the fall semester through the Peer Mentor Program.

**Head Prefects:** Calvin Osborne & Tyler Watts

Constantine Alexos	Ramya Herman
Sebastian Delgado	Rachel Johns
Lizzie Dozois	Briana Murphy
Christina Franco	Gigi Taillon
Frank Gu	

**Proctors** – Leadership in the dormitories rests with Lake Forest Academy’s Proctors. Proctors are boarding seniors who serve the school by helping their fellow boarding students manage safe, successful, and happy lives in the dormitories by providing leadership and guidance. Proctors assist dorm faculty in all aspects of residential life and oversee their respective Dorm Councils.

**Atlass Hall**

Sebastian Delgado  
Frank Gu  
Thomas Langston  
Tri Vien Le  
Dylan Quane

**Field House**

Abby Dandrow  
Christina Franco  
Briana Murphy  
Alina Wang

**Ferry Hall**

Rachel Johns  
Trang Pham  
Tyler Watts

**Warner House**

Halbert Kim  
Ed Nunez  
Arthur Pan

**McIntosh Cottage**

Eden Kalaj-Rice

**Dorm Council** – Dorm Councils are responsible for the planning and execution of activities in their dorms. Students of all grades may nominate themselves for their Dorm Council. All students are elected by the members of their dorms in the fall. Dorm Council members are expected to be involved and enthusiastic, to maintain an active presence in the dorm during the week and on weekends, and to uphold Lake Forest Academy’s standards of citizenship and responsibility.

**Student Council** – A President and three Representatives from each class are elected by their peers during the spring term, except the freshman class, whose elections take place early in the new fall term. Prior to these elections, an All-School President is elected. The All-School President presides over the Student Council. The Student Council provides a forum to discuss ways of improving the school community, to plan social events, and to organize fundraising activities.

All-School President

Nick Alutto

Please note that elections for class presidents and class representatives for all four classes will take place in the fall.

**Discipline Committee Representatives** – During the spring term, the Dean of Students and current Student Chair of the Discipline Committee nominate one student to act as Student Chair for the following year. The nominee is then confirmed by the Prefects and Head of School. The Student Chair oversees the student membership of the Discipline Committee and runs the Committee hearings. After the opening of the new academic year, any combination of three juniors or seniors is named to the Committee. These students are selected by the Prefects and Student Chair on the basis of faculty nominations and subsequent interviews. The Prefects serve as alternates to the Discipline Committee.

**Student Chair** – Lizzie Dozois

## THE ACADEMIC SCHEDULE

Daily classes are based on a seven-day, rotating cycle (A through G day). The academic schedule begins at 8:10 a.m., except on D day and G day, when the schedule begins at 8:40 a.m. The academic day ends at 3 p.m., except on F day, when it ends at 3:15 p.m. and on G day, when it ends at 1:30 p.m. G day afternoon is reserved for club meetings and all school activities. In addition, the Tuesday schedule has been adjusted so that classes end at 2:30; however, there is a meeting period which runs until 3:15 that students and faculty may use. All students will receive a personal academic schedule at the beginning of each term. All parents will be able to download the Student Planner, which identifies the cycle days for the whole year and notes our holidays and other special days.

Lake Forest Academy has a closed campus during the school day. All students, boarding and day, are required to stay on campus until the end of the academic day. In general, there are only two exceptions to this rule. One is on G day when students are permitted to leave campus after 1:30 p.m. as long as they return in time for sports.

The second exception is when seniors are allowed an off-campus lunch privilege (details are provided to seniors and their families). In all cases, students must follow proper sign-out procedures.

Advisory takes place on Mondays and Thursdays.  
 Morning Meeting takes place on Wednesdays and Fridays.  
 School Begins at 8:10 except on D & G Days – 8:40 start.

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P 2 8:55 9:40	P 2 8:55 9:40	P 2 8:55 9:40	P 1 8:40 9:25	P 2 8:55 9:40	P 2 8:55 9:40	P 1 8:40 9:25	P 2 8:55 9:40
Advisory/ Morning Meeting 9:40–10:00	Advisory/ Morning Meeting 9:40–10:00	Advisory/ Morning Meeting 9:40–10:00	P 2 9:25 10:10	Advisory/ Morning Meeting 9:40–10:00	Advisory/ Morning Meeting 9:40–10:00	P 2 9:25 10:10	Advisory/Break/ Morning Meeting 9:40–10:00
P 3 10:00 10:45	P 3 10:00 10:45	P 3 10:00 10:45	Advisory/ Morning Meeting 10:10–10:30	P 3 10:00 10:45	P 3 10:00 10:45	Advisory/ Morning Meeting 10:10–10:30	P 3 10:00 10:45
P 4 10:45 11:30	P 4 10:45 11:30	P 4 10:45 11:30	P 3 10:30 11:15	P 4 10:45 11:30	P 4 10:45 11:30	P 3 10:30 11:15	P 4 10:45 11:30
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Break 1:00–1:30	Break 1:00–1:30	Break 1:00–1:30	P 6 12:45 1:30	Break 1:00–1:30	All-School Meeting 1:00–1:45	P 6 12:45 1:30	P 7 1:00 1:45
P 7 1:30 2:15	P 7 1:30 2:15	P 7 1:30 2:15	P 7 1:30 2:15	P 7 1:30 2:15	P 7 1:45 2:30	Clubs & Activities	P 8 1:45 2:30
P 8 2:15 3:00	P 8 2:15 3:00	P 8 2:15 3:00	P 8 2:15 3:00	P 8 2:15 3:00	P 8 2:30 3:15		

**NOTE:** All Tuesdays will begin with 1st period at 8:10 a.m. and will exclude the scheduled break or All-School Meeting and end at 2:30 p.m. **EXCEPT** G-days and D-days when classes will run on normal G-day and D-day schedules.

## ACADEMIC AFFAIRS

**Academic Requirements** – Students normally take five or six courses each year. At least four of these courses must be from the liberal arts disciplines of English, mathematics, science, history, and foreign language.

**The Academy's minimum graduation requirements are as follows (18.5 credits total):**

- **English:** four years (each year at LFA)
- **Mathematics:** three years (including at least algebra I, geometry, and algebra II)
- **History, Science, Languages:** three years in at least two of these disciplines and two in the third, including at least two full year lab sciences. All students must take either World History II or Advanced Placement World History and either U.S. History or Advanced Placement U.S. History.
- **Fine Arts:** three semesters for incoming freshmen and two semesters for any incoming sophomore, junior, or senior.

Students need at least two additional full-year credits to meet the minimum graduation requirements (one of these must be from the areas of math, science, English, history, or languages) and must also fulfill the requirements of the Athletic Department and Seminar Program. All students are assigned to a seminar group, with whom they are required to meet every cycle.

Students who join the Academy from other countries and who are already fluent in a non-English native language are encouraged, but not required, to study a language in addition to English while they are at LFA. If they choose not to do so, they must successfully complete at least three years in both science and history in addition to meeting the total credit requirements.

All students at the Academy are expected to pass all semester and full-year courses. Students who fail a semester of a course will be placed on Academic Probation. A student who fails a semester of a course during the senior year faces the possibility of a delayed or denied diploma. The faculty review the

granting of diplomas for all seniors and likewise determine the promotion status of all students on Academic Probation.

From an academic perspective, students who fail a semester of a course do not receive credit for that semester. In order to be eligible to meet graduation requirements students who fail a semester of a year-long, required course must successfully complete a LFA-approved course or program to receive credit for the semester they failed. Students will earn credit towards graduation by successfully completing the approved course or program. The F grade, however, will not be changed on the transcript and the grade earned in the approved course or program will not be included on the LFA transcript.

**Academic Course Load** – LFA students are expected to maintain a schedule of five or six courses. Any reduction or expansion of a student’s course load beyond those parameters requires the approval of the Dean of Students in consultation with the student, parent, advisor, and department chair.

**ESL Program** – Students who join the Academy from other countries and who are not already fluent in English will be required to join the ESL program. This full-time program offers intensive instruction in English as a Second Language. The multi-level content areas include Grammar, Reading/Writing, and Speaking/Listening. Upon completion of the highest level of the program, students may begin a full-time program of LFA academic courses.

**Grading System** – Four times per year, letter grades and comprehensive teacher comments are reported to students and their parents. Semester grades are reported on student transcripts for year-long (one credit) and semester-long (half credit) courses. Final determination of any grades rests with the teacher. The following descriptions are guidelines for the final letter grades assigned:

- A+ A A- Excellent achievement: outstanding overall performance
- B+ B B- Good achievement: commendable quality of performance
- C+ C C- Satisfactory performance: competent completion of assigned work



D+ D D-	Minimal competency: unsatisfactory achievement
F	Failure to fulfill minimal expectations
I	Has not earned credit for the course

**Grade Point Average** – The grade point average is computed only from the semester grades a student earns at Lake Forest Academy. For the purpose of computation, each grade is assigned as follows: A+ 4.33, A 4.0, A– 3.67, B+ 3.33, B 3.0, B– 2.67, C+ 2.33, C 2.0, C– 1.67, D+ 1.33, D 1.0, D– 0.67, F 0.0.

For the computation of the yearly grade point average or cumulative GPA, semester courses count one-half the equivalent of a yearlong course.

**Monitoring Students of Academic Concern** – Lake Forest Academy aims to provide an academic environment that supports a fundamental expectation that each and every student will work to the absolute best of his/her academic ability. An integral component of this is a *proactive* and *supportive* process of academic monitoring that has the following goals:

- to enhance and encourage communication at all levels, including faculty, administration, students, and parents
- to establish clarity of procedure
- to set out structured guidelines to ensure consistency in approach

In short, the academic monitoring process follows a three-tiered structure and is supported by four academic review meetings per year (interim, semester, interim, semester). It is important to note that a student could be considered of academic concern at any time during the year. The following is the three-tiered approach used in monitoring a student's progress:

- Academic Watch
- Academic Review
- Academic Probation

### **Academic Watch**

Any student who finishes the interim, semester, or the year with a GPA of between 1.68 and 2.00, or who has two Ds

and/or one F at the end of any grading period, is considered a student on academic watch. The Academy approaches these students and their families in the following way:

- A letter is written by the Dean of Students to the student and the parents (copied to the advisor and dorm parent, if appropriate). The letter notifies the student of the concern and outlines subsequent policy and procedure.
- The student's attendance record is monitored for absences, lateness, etc. The student's pattern of handing in homework and other assignments, as well as his/her work habits, is also monitored.
- At the end of the first grading period, the student's advisor and the Dean of Students decide on the next course of action. Options could include placing the student back in "good standing," extending the period of academic concern, or placing the student on academic review.

### **Academic Review**

Any student who finishes the interim, semester, or the year at or below a 1.67 GPA is considered for academic review. Also, any student who is on the academic watch list and who has not demonstrated the required academic improvement (i.e., has not moved above the minimum standard) will be placed on academic review. The Academy approaches these students and their families in the following way:

- The Dean of Students hosts a meeting, which includes the student's teachers, coaches, the Learning Resource Coordinator, and the School Counselor, to discuss the student's academic performance and progress as well as his/her future prospects for academic success at LFA.
- This meeting is followed by a letter from the Dean of Students to the student and to the parents (also copied to the student's advisor and dorm parent, if appropriate), setting out the conditions of the review.

- At the end of the next grading period, a full faculty discussion takes place regarding each student on academic review. Individual grades and comments for these students will be completed and available for this meeting, as well as attendance records. The Dean of Students leads the discussion by presenting each student's history to the faculty. The faculty then vote whether to continue with the academic review period or to place the student on academic probation.

**Academic Probation** – Any student who finishes the interim, semester, or the year at or below a 1.67 GPA can be considered for academic probation. Also, any student who is on academic review and has not demonstrated the required academic improvement can be placed on academic probation. The probationary period lasts for a minimum of an interim. Failure to meet the conditions of the probation usually leads to the removal of the students at the end of the semester or the end of the year.

**Academic Honors** – Students who achieve a grade point average of 3.75 or higher for the semester earn a place on the Head of School List and Honors Study Hours privileges in the evenings. Students who achieve a grade point average between 3.5 and 3.74 earn a place on the Honor Roll for that semester.

**Academic Performance List (APL)** – Students may also be recognized by their teachers at the end of each semester for the quality of their performance in areas which cannot be measured by grades: enthusiasm for the subject, commitment to excellence, positive attitude, seriousness of purpose, and reliability. An “APL” is added to the earned letter grade in a course if a student has demonstrated these qualities during the semester. Students who receive an “APL” in three or more subjects earn recognition by being placed on the Academic Performance List.

**Cum Laude Society** – Cum Laude is a national society that recognizes student scholarship and the pursuit of excellence in the classroom. The cornerstones of Cum Laude – excellence, justice, and honor – resonate with the pillars of the Academy's mission – character, scholarship, citizenship, and responsibility.

Students are nominated for induction into Cum Laude by faculty members, including those on the Cum Laude Selection Committee. The Selection Committee holds meetings after the interim marking period of each semester. After thoroughly reviewing cumulative transcripts and teacher comments, the Committee votes on whether or not to select a student as a candidate for induction into Cum Laude.

The Academy strictly adheres to the national guidelines for induction outlined by the Society. The Society permits the school to induct 20 percent of a graduating class into the school's Cum Laude Chapter. The induction ceremony is held in May at the annual Chapter Luncheon. Students are selected as candidates for induction during their junior or senior years. The Society permits the school to select up to 10 percent of a class during their junior year and the remainder during their senior year. Juniors who have been selected as candidates for induction will be recognized at the luncheon, and they will be officially inducted at the end of their senior year. All candidates for induction into Cum Laude, whether selected in their junior or senior years, will be formally inducted at the end of their senior year.

If a candidate for induction commits an egregious violation of the school rules or exhibits a significant drop in academic performance, the Selection Committee may rescind the student's candidacy.

Faculty members comprise the Cum Laude Selection Committee. The faculty members listed below serve on the Selection Committee and have all been inducted into the Cum Laude Society, Phi Beta Kappa Society, or National Honor Society during their high school or college tenure:

Becky Arrowood  
 Dr. Kerry Cedergren  
 Sarah Collins  
 Kim Graham  
 Ardelle Hagar  
 Jackie Leib  
 Connie McCabe  
 Tim Plambeck

Olivia Poska  
 Valerie Sorenson  
 Dr. Ruth Smith  
 Chris Tennyson  
 Maggie Tennyson  
 Kristine Von Ogden  
 Lydia Wells  
 Ben Wetherbee

**Reporting Procedures** – There are four marking periods each year (first interim report, first semester grades, second interim report, and second semester grades). Also, there are four informal progress reports, which are sent out three cycles before the interim grades and semester grades. The interim and semester grade reports are posted online, while the progress reports are communicated by each student’s advisor. At the end of each grading period, all students and their parents receive grades and progress reports with specific comments from each teacher. Advisors also maintain consistent contact as necessary or agreed upon with parents regarding advisee progress.

**Advanced Level and Advanced Placement** – LFA’s Advanced Level and Advanced Placement (AP) courses have the distinction of being our most challenging programs. Students planning to apply for admission to an Advanced Level or AP course need to perform well in their current academic course. Admission to Advanced Level and AP courses is based on the department’s recommendations. Students who are not recommended may petition their current teacher and department chair to be considered. LFA does not weight grades for Advanced Level and AP courses in computing a student’s GPA.

**Homework and Course Content** – The amount of time it takes to complete homework varies from student to student. However, as a general guide, students can expect about 30 minutes per night prior to a class meeting for regular courses and about 45 minutes per night for Advanced Level/AP classes.

No homework is assigned during Thanksgiving, Winter Vacation, and Spring Vacation.

Issues that might, from particular social, historical, or cultural viewpoints, be considered controversial, including references to ethnicities, nationalities, religions, races, dialects, sexualities, gender, or class, may be addressed in sources that have been deemed appropriate for LFA courses. Fair representation of issues and peoples may occasionally include controversial material. Since LFA students have chosen a school that emphasizes citizenship, scholarship, responsibility, and character, participation in LFA courses requires empathy and the level of cognitive maturity consistent with students who have engaged in thoughtful analyses of a variety of sources (Adapted from the AP College Board).

**Course Changes** – Lake Forest Academy aims to provide a challenging and supportive academic setting for students. Occasionally students may be in the wrong level of a course. If such a concern arises and a change of level is deemed appropriate and able to be accommodated by the student's schedule, the Dean of Students and department chair may authorize the change. If an adjustment to a course level is made in consultation with the teacher, parent, advisor, and department chair, the course completed by the student at the end of the semester is the one that will appear on the final student transcript.

Student requests for changes in course level may be implemented at the conclusion of the first progress report or at the end of the semester. A teacher-initiated change in course level must be made by the conclusion of the interim. Otherwise, the change will need to wait until the end of the semester. Changes after the interim will only be made if there are extenuating circumstances with the Dean of Students working in consultation with the student, advisor, department chair, and parent. For any change in course level, the grade that the student has earned at the time of the change will carry with them to their new class.

Any student-initiated add, drop, or change in course level must be acknowledged and approved by the parents as well as Lake Forest Academy. To do this, a course modification process must be completed and this involves the student, teacher, advisor, parent, and department chair. The office reserves the right to change a student's schedule for appropriate placement or section balancing. Students earning a grade of C- or below in an Advanced or AP course may be moved to a regular section by the department. Lake Forest Academy cannot guarantee that an elective course will run or that a student will get into his/her first or second choice in electives.

Students may add a course no later than two calendar weeks into the semester.

During the first two cycles of the semester, students may drop from six to five courses after consultation with the teacher, advisor, parents, and department chair. Courses that are dropped during this period do not appear on the student's transcript. In certain circumstances students may be permitted

to drop a class after the deadline. This decision can only be made at the discretion of the Dean of Students after consultation with the teacher, advisor, parents, and department chair. Withdrawals are not recorded on a student's transcript and no academic credit is given for the course.

**Student Reclassification** – For reclassification to another grade level, the student in question must have an outstanding academic record, have demonstrated him/herself to be a positive member of the community, and be in the position to secure successful admission into college. The request will be considered by the Academic Council as well as the student's advisor and individual teachers. The Dean of Students will make a recommendation to the Head of School, who will make the final decision on the student's placement.

**Independent Study** – Lake Forest Academy believes in the concept of Independent Study for interested, qualified, and mature students. To assist our students in acquiring the techniques necessary to work independently outside the framework of standard, courses, and to encourage and cultivate intellectual curiosity, LFA offers students the opportunity to construct and pursue an approved independent course of study.

Independent Study is open to students of all grades, but because of the qualifications necessary for admission, our expectation is that juniors and seniors are the most natural candidates. The following general procedures are used in requesting the Independent Study program (each department may have specific guidelines or criteria that require consideration):

- An independent study **must be a 6th class** on a student's schedule.
- The student must have completed the highest level of class work available leading into his or her area of interest.
- The student must enlist a faculty supervisor and generate a written proposal to be submitted to the Dean of Students during the first cycle of the semester. The proposal should include a detailed course summary, materials covered, activities, methods of

evaluation, and a schedule of meetings. Student and supervisor should expect to meet between one and three times a cycle.

- The faculty supervisor is to serve as a guide, meeting with the student for encouragement, answering questions, and reviewing work.
- The student and faculty supervisor must obtain approval for the Independent Study from the appropriate Department Chair. The completed written proposal must include the signatures of the student, supervisor, Department Chair, Advisor, and parent/guardian. This should be completed and submitted to the Dean of Students no later than the end of the semester preceding the proposed Independent Study.
- The Dean of Students will make the final decision and communicate it as soon as possible.
- Assessment will follow the normal grading procedures for a semester course. The grade is determined by the supervisor of the project. All Independent Studies are graded on a semester basis. Generally, an Independent Study represents one-quarter credit. If the student wishes to extend the study beyond the semester, a revised proposal must be submitted. The revised proposal must include the same elements as the original.
- Once an Independent Study is entered on a student's schedule, it will be subject to all of the same conditions as any other course.

**Daytime Study Halls** – All freshmen are assigned to study hall during the academic day, but individual students with a GPA of 3.5 or higher may be excused from some or all of those study halls. Returning sophomores, juniors, and seniors may be assigned to study halls as deemed necessary by the advisor and Dean of Students based on their academic record from the previous marking period.

**Evening Study Hours** – Evening study hours provide students with time to complete their academic obligations and develop good organizational and time-management skills. From 8 p.m. to 10 p.m., Sunday through Thursday evenings,



the dorms are quiet, and students are expected to be productive. Students may sign out with the dorm faculty if they need to use the Library or Writing Center or see a teacher for extra help; otherwise, they are expected to work in their rooms with their doors open. Students may not listen to music without headphones or sleep during study hours.

**Honors Study Hall** – Sophomore, junior, and senior students who have achieved at least a 3.75 grade point average during the previous marking period earn Honors Study Hours privileges. Students with Honors may be in the Student Union or lower Corbin during study hours as long as they have signed out properly with the dorm faculty and do not interrupt the academic activity of other students or faculty. Students who live in single rooms and have Honors may keep their room doors closed during study hours; students in doubles may only do so if both students in the room have Honors.

**Evening Structured Study Hall (SSH)** – Boarding students who earn three grades at C or below, two grades at D+ or below, or a single F during any marking period are placed in Evening Structured Study Hall (SSH) for the following marking period. Students who have been placed on Academic Watch, Academic Review, or Academic Probation are placed in SSH for the entire semester. Exceptions may be made at the discretion of the Academic Counselor, School Counselors, Advisor, and/or Dean of Students.

**Daytime Structured Study Hall** – Any student who earns three grades at C or below, two grades at D+ or below, or a single F during any marking period will be placed in a Daytime Structured Study Hall as their schedule allows for the following marking period. Exceptions may be made at the discretion of the Academic Counselor, School Counselors, Advisor, and/or Dean of Students.

**Tests** – Students are not required to take more than two full-period tests per day. If more than two have been scheduled, students may be excused from taking one by making a request to the teacher. These requests should be submitted by the start

of study hours the night before the test. If a postponement is granted, students should expect to make up tests the next day. Please note that any request after the deadline will be granted or denied at the teacher's discretion.

**AP Exams** – All students in Advanced Placement courses are expected to take the AP exams for those courses. Students who are **not** considering taking the AP exam must consult the teacher and Department Chair for further guidance.

**Extended Time Testing** – Any eligible student(s) can request up to 50 percent extra time accommodation for tests and timed quizzes or examinations. Consideration can only be given to those students whose families submit a formal request. This request must be made to the Deans Office at least three weeks before the examination, and must be deemed satisfactory and appropriate by the school. Approval of the request will be communicated to the family before the examination.

Any request for extra time accommodation on external standardized examinations, such as AP, SAT, or ACT, must be submitted directly to the College Board and/or American College Testing. The process of applying for such an accommodation requires the collaborative effort of the parent/guardian of the student as well as the College Counseling Office and the Deans Office. Concerned parties are advised to contact the Deans Office for further details and guidance.

**Tutoring** – The school program provides regularly scheduled opportunities for extra help from teachers; students and teachers also frequently make their own appointments to meet for review. When students are having difficulty with a course, the school regards outside tutoring as a last resort, to be considered after every effort has been made to resolve the situation with regular extra help sessions from the teacher. At times, however, the department or advisor may recommend more formal remedial instruction. Lake Forest Academy faculty are not available during the academic year for tutoring. Requests for tutoring should be directed to the Learning Resource Specialist or Dean of Students.

**Information Services** – The Information Services Department at Lake Forest Academy is a research instruction and media literacy department as well as a traditional library facility. The primary goal of the Information Services Department is to assist students in developing 21st century research and media literacy skills, which will prepare them for college-level research, as well as successful navigation through an information-driven world. To that end, students receive formal media literacy instruction through the Seminar Program, as well as project-specific research and bibliographic instruction integrated within the classroom across curricular areas. Students are taught to evaluate, analyze, synthesize, create, and present information across a variety of media platforms. In keeping with the one-to-one iPad program, the Information Services Department embraces the concept of the “mobile library”, placing special emphasis on mobile access to library resources.

The Information Services Department manages and makes available to the LFA community a wide array of electronic and physical media collections. Students have mobile access to a number of online research tools including: scholarly research databases; current and historical newspaper article databases; subject-specific guides to web resources; ebooks; bibliographic management and citation programs; and the LFA digital history archives. Students may also access and borrow physical media including: print books, graphic works, DVDs (documentary and feature films), video games, and magazines.

- *Library Hours Policy:* The Library Reading Room is open on school days between the hours of 7:30 AM and 3:30 PM. During that time, it is staffed by a Librarian who is available to provide research and library assistance.
- *Circulation Policies:* Overdrive ebooks may be checked out for 2 weeks; print books for 1 month; DVDs for 1 week; and video games for 2 weeks. Items are renewable for the equivalent lending period, although overdue items will preclude the student from checking anything else out.
- *Long Overdue or Lost Items:* The Library does not apply daily fees for overdue items, but any item not returned

within 30 days after its due date will be considered lost and the student will be billed for replacement costs via the Business Office.

- *Expected Behavior:* Students are expected to maintain a respectful decorum in the Library Reading Room, keeping in mind that it is primarily a quiet study space. Headphones or ear buds should be used when listening to electronic media. Covered drinks and small snacks are allowed, but students must clean up after themselves. Furniture should be left in place, and the room should be treated with care to maintain the historical integrity of the surroundings.

## COLLEGE COUNSELING

**Philosophy** – The Lake Forest Academy College Counseling program is student-centered and endeavors to help students find the best college and university matches. Lake Forest Academy views college counseling as a process, not an event. With this in mind, though the formal meetings begin in junior year, the college counseling process is one that spans from the freshman to the senior year. Although punctuated by specific activities and time-driven deadlines, a student's search for the right college is the culmination of several years of careful thought, serious reflection, and thorough investigation. As part of the program, seniors and juniors will devote some Seminar time to the issues surrounding the process.

**College Visits** – Seniors and their families are strongly urged to plan ahead and use school vacation times for college visits. When that is not possible and seniors must miss class time for college appointments, they and their parents or guardians must make advance arrangements in consultation with their college counselor. **Students must fill out an Anticipated Absence Form**, which must be signed by their teachers and coaches, and parents must confirm the absence with the Dean of Students Office no later than one week before the planned trip. The student is responsible for taking the initiative to make up missed class work, and all assignments due during the absence must be completed and turned in prior to departure. Additionally, students should not plan trips that will compromise athletic team commitments. If these guidelines are not met, the absence may not be excused and may be subjected to Appendix C's point system.

Juniors, sophomores, and freshmen are also advised to use vacations for college visits, but they should make no plans to miss any classes or school commitments without first securing permission from the Dean of College Counseling and the Dean of Students Office. If a trip is not pre-approved, the absence may not be excused. If the trip is approved, the family and student must follow the same guidelines indicated above for seniors.

## ATHLETICS

**Philosophy and Objectives** – In keeping with the traditional independent, college-preparatory school philosophy, Lake Forest Academy believes that a strong athletic program is an essential complement to its academic program. The feelings of physical well-being along with the lessons in commitment, sportsmanship, self-discipline, and teamwork that come from this type of participation are benefits that the Academy holds in high regard.

Our ultimate goal is to provide a program that is positive and successful. Open communication among coaches, athletes, and parents is essential in providing an environment that will foster growth to all involved. However, keep in mind that our students are developing into young adults and their responsibilities are increasing. Clear communication is expected between our athletes and their parents, coaches, teachers, and fellow teammates.

**Athletic Requirements** – Freshmen and sophomores are required to participate in the athletic program for three seasons per year (fall, winter, and spring). Juniors and seniors must participate in at least two seasons and are encouraged to participate in the third. Participation is defined as being a member of one of our many interscholastic teams or enrolling in the physical education program. All students must participate in at least one interscholastic team per year. (A student may choose to be a team trainer or manager to fulfill a PE requirement.) The winter musical and fall play are each equal to one PE season requirement. All freshmen and sophomores who choose the fine arts option in the winter must be involved in the athletic program in the fall and spring seasons. Juniors and seniors in the musical are required to participate in one interscholastic sport in either the fall or the spring. Any student choosing to participate in an organized sport outside of LFA is still expected to participate in all school commitments.

In general, if a student chooses to participate in a club sport then all LFA commitments (academic, artistic, and athletic) must take priority over the outside obligation.

**Athletic Practices** – Athletic practices normally begin at 3:30 p.m., Monday through Friday. All students participating in varsity or junior varsity sports can generally expect practices to last two hours. Students participating in a physical education program in lieu of a competitive sport have a minimum of 18 after-school sessions throughout the season. Students are expected to attend all team practices or physical education sessions. Winter season sports hours may vary and are announced in November.

**Waivers** – For a student involved in a particular athletic pursuit not offered at Lake Forest Academy, the Athletic Department may grant a one- or two-season waiver to allow that student to continue his/her activity in lieu of the physical education requirement. Students are still required to participate in the LFA athletic program during at least one season per year. For a waiver to be considered, the student must complete an Athletic Waiver Form before the first day of the season practice. This form can be obtained from the Athletic Department and will require an explanation of the activity, a personal statement by the student indicating why he/she wants to be considered for a waiver, and the signatures of a parent and the coach or trainer who will directly oversee the activity. Follow-up documentation may be required. Once the request is made, the Athletic Director will consider it and render a decision. Any student choosing to participate in organized sports outside of LFA is expected to prioritize all LFA commitments.

**No Quit Policy** – Lake Forest Academy maintains a “no quit” policy in its athletic requirements. This policy requires all students to fulfill their seasonal commitments to athletic teams or activities. Students may change sports or activities only during the first five days of any new season. To change athletic status, a student must obtain permission from the Athletic Director and the head coach. Exceptions to this policy are limited to instances where removal from a team is initiated by a head coach, the Athletic Director, or the Academy.

**Games and Schedules** – Interscholastic game schedules are given to players at the start of each season; schedules are also posted on the school website at [www.lfanet.org](http://www.lfanet.org). We welcome

parents' presence at both home and away games. All schedule changes and directions to the games are posted on the LFA website, under the Campus Life/Athletics tab.

## SPORTS OFFERINGS

	GIRLS	BOYS	CO-ED
<b>FALL</b>	Cross-Country Field Hockey Tennis Swimming Volleyball	Cross-Country Soccer Prep Ice Hockey	Cheerleading Golf Physical Education
<b>WINTER</b>	Basketball Ice Hockey Squash	Basketball Ice Hockey Swimming Squash	Physical Education
<b>SPRING</b>	Badminton Soccer Softball Track & Field Lacrosse	Baseball Tennis Track & Field Lacrosse Volleyball	Physical Education

**Uniform Return Policy** – If a student does not return their uniform then the school will bill that student's account and that student will be placed on a business office hold until that bill is paid or the uniform is returned. This means that seniors would not be allowed to participate in graduation and the contract for underclassmen would be held.



## CODE OF CONDUCT

Lake Forest Academy students are expected to behave in a socially mature and responsible manner, to respect the rights and property of others, and to obey school regulations. Regardless of whether this handbook specifically defines a certain action as right or wrong, an Academy student, having in mind the school's tradition and his/her own character, is expected to distinguish between what is right and in keeping with school policy, and what is wrong. The same applies to actions which are detrimental to the good name of the Academy, whether on or off campus, during school sessions, or on vacations.

Discipline is handled in a manner appropriate to the individual and the institution. Disciplinary action is not tailored to meet the personal schedules of students or their families. LFA reserves the right to remove from the community, with no further reason given, any student who, in its opinion, is unable or unwilling to cooperate with the regulations as they are described herein, or whose influence in the school does not promote the general welfare.

**In Loco Parentis** – The school takes its *in loco parentis* role very seriously. Accountability procedures for students are for their safety and protection, and therefore, are thoroughly enforced. It is very important that the school know the whereabouts of students whenever they are under school jurisdiction. All students and parents should note that the school reserves the right to deny a request to leave campus that is deemed not in the interest of that student's safety or well-being.

**School Jurisdiction** – Moreover, in an effort to be as explicit as possible on the issue of school jurisdiction, the school takes the following position:

- All students (day or boarding) are subject to school jurisdiction at all times while on campus or at an off-campus school-sponsored function.
- Day students, when in the company of any boarding student who is under the school's jurisdiction, are also regarded as being subject to school jurisdiction and school rules.

- Boarding students who leave the campus without proper permission, or without the transfer of jurisdiction to a parent or responsible adult under conditions agreed upon by the school and the parent/guardian via school permission forms, continue to be subject to school jurisdiction and school rules.

It is essential for all students and parents to reflect on and to understand fully the implications of this definition of jurisdiction as it relates to important school rules.

This definition notwithstanding, any conduct by a student (boarding or day) that the school finds to be prejudicial to its best interests or which has an adverse effect on the reputation of the school or its standing in the community, regardless of whether the conduct occurs at school or elsewhere, or whether the school is in session or on vacation, will be treated as grounds for disciplinary action, including dismissal. Please note that Lake Forest Academy has a reporting agreement with the local authorities. When appearing before the Discipline Committee, a student will be charged both with misconduct prejudicial to the school as well as with the underlying act of misconduct. Examples of conduct prejudicial to the school, or which will have an adverse effect on its standing in the community or its reputation may include, but are not limited to, the following:

- use, possession, or distribution of alcohol, illegal drugs, including medically prescribed marijuana, performance-enhancing drugs, or other controlled substances, which are also subject to the Academy's policy on the storing of prescribed medications contained herein
- presence at or hosting an off-campus party or event where illegal activity takes place
- acts of violence or threatened violence
- possession of dangerous or unauthorized materials, such as weapons of any kind
- acts of vandalism
- any other conduct in violation of criminal law

- dishonesty, including lying, stealing, cheating, and plagiarism
- intimidating, threatening, aggressive, reckless, or violent behavior directed at a member of the school community, or any action that threatens the health, safety, or well-being of a member of the school community or the community as a whole, including practical jokes or pranks
- harassment of others (physical, verbal, online, etc)
- unauthorized visitation in the dorm or room of a student
- possession or unauthorized use of a school master key or any unauthorized use of another community member's LFA ID.
- failure to follow our sign-out procedure

The above list does not include all types of conduct for which discipline may be expected. However, this list and the exercise of common sense and good judgment should be used as a guide in determining appropriate conduct.

For a first occurrence of one of the above rules, disciplinary action up to and including dismissal may result. A second offense will most likely result in dismissal.

**Proximity Rule** – Lake Forest Academy adheres to a Proximity Rule: When students are in the presence of a school rule violation, all students present should expect to suffer consequences. Therefore, those not participating in such activities should use common sense and remove themselves from these situations. Roommates and others who find themselves in dangerous or compromising positions should challenge the problem behavior directly, and/or speak to a student leader or faculty member about the situation. Students should also be aware that behavior on their part, either on or off campus, that brings discredit to them and thereby to the school, may subject them to disciplinary action.

**Alcohol and Drug Policy** – The Academy takes a very strong position against alcohol and drug use by adolescents; distribution, possession or use of these substances is illegal in addition to being harmful. In particular, while a student is

under the school's jurisdiction, regardless of whether the infraction occurs on or off campus, the school forbids the following: possession or use of alcohol or drugs; possession of alcohol or drug paraphernalia, including empty containers for either; being intoxicated or under the influence of alcohol or drugs. Any student found misusing or having unauthorized possession of prescription or sports enhancement drugs or over-the-counter medications that are not enumerated in the forms signed during the summer registration process is also in violation of our alcohol and drug policy. In addition, nitrous oxide cartridges of any kind are forbidden on the campus. Dismissal from the school is the traditional result for any violation of this rule.

The Academy reserves the right to use a Breathalyzer or require a drug screen at the family's expense when a reasonable suspicion of alcohol/drug use exists. The drug screen must be performed by the school nurse or approved professional recommended by the Academy within 24 hours, and the results must be shared with the Dean of Students and the Head of School. A refusal to comply with a drug screen request may result in dismissal from the Academy. In some circumstances the Academy may choose a nondisciplinary path in order to help the student and family with recovery. A student who seeks help or counseling about a drug or alcohol problem before being caught supplying, possessing, or using drugs or alcohol will be dealt with in a nondisciplinary manner. (See Appendix A regarding the policy for Safe Haven.)

The Dean of Students Office reserves the right to authorize a room or locker search, should a rule violation be in question.

**Weapons** – The possession of weapons or explosives of any kind (including paintball guns, BB guns, pellet guns, knives and martial arts weapons) is prohibited on campus and at any school-related activity, whether or not the activity is on campus. Any student found in possession of these materials will be subject to disciplinary action.

**Tobacco** – The possession and use of tobacco and tobacco products (including cigarettes, chewing tobacco, etc.) by any student, over or under the age of 18, is prohibited anywhere on campus. Any student found in possession of or using tobacco should expect discipline to follow. **E-Cigs, Vaping, and JUUL's also fall into this category and will be treated**

**accordingly. Additionally, any device or product found in possession or proximity of a student(s) will be tested and discipline will ensue accordingly.**

**Fire Regulations** – Because of the nature of the hazard to life, property, and the community in general, students found in possession of flammable materials (including cigarettes, matches, lighters, candles, incense, and firecrackers) unsupervised in any school buildings are subject to disciplinary action. Tampering with smoke detectors, fire alarms, etc. results in a \$500 fine and possible prosecution from the local fire department.

**Anti-Harassment** – Lake Forest Academy does not tolerate harassment or hazing of any kind and seeks to promote an environment that is free from actions and comments that demean a person on the basis of race, color, gender, gender identity, sexual orientation, national origin, religion, age, disability, economic status, or personal qualities. Such conduct is demeaning and contrary to the school's philosophy of providing a respectful environment for all, and it will not be tolerated. It is the long-standing policy, as well as tradition, of Lake Forest Academy that every person in the community has the right to participate fully in the life of the school without harassment.

At Lake Forest Academy, we are proud of our diversity. Students and adults studying, living, and working at Lake Forest Academy can expect an atmosphere of courtesy, mutual respect, tolerance, supportiveness, and sensitivity to individual differences. Simply stated, we are at all times to respect the dignity of every individual. It is the obligation of every member of the community to be aware of his/her rights and responsibilities with respect to appropriate behavior.

Prohibited harassment may take different forms and may be based on any of the different factors listed above. Examples of inappropriate behavior include, but are not limited to, the following:

- obscene, suggestive, intimidating, or demeaning remarks, jokes, or insults, either in person, in writing or via the internet
- display of offensive, explicit, or demeaning materials, including via email, social networking or other means

- threatening or intimidating behavior, either in person, in writing or via the internet
- unwelcome touching or violation of a comfortable personal space

Any student or faculty member who observes conduct which he/she feels is prohibited by this policy or who feels he/she has been the target of such harassment should report the matter to the Dean of Students, the School Counselor, or any appropriate Department Chair. Any questions about whether a specific situation is a violation of this policy should be directed to the Dean of Students.

In addition, using technology to threaten, intimidate, demean, or harass any member of the LFA community is destructive to the dignity of the individual being targeted and to the fabric of the community as a whole. Electronic devices (iPads, phones, laptops, etc.) should never be used for taking video or photos without expressed consent of those being photographed or recorded. Furthermore, the Academy reserves the right to investigate claims of harassing, threatening, and/or intimidating uses of technology, even though they may take place off campus, after school hours, and/or on non-school equipment. Where the Academy determines that such conduct has harmed the learning environment and/or adversely affected a member of the community, the offending student will be subject to discipline, up to and including expulsion.

Please be aware that LFA prohibits sexting through the use of a computer or any electronic communication device, regardless of whether it is LFA-owned or not. Sexting can generally be defined as the distribution or dissemination of an indecent visual depiction of another minor and this behavior is contrary to school policy. It is also worth noting that Illinois law states that a child who violates this statute could be criminally charged under the state's pornography laws.

**Offensive and Derogatory Language** - Derogatory language is comprised of words that tend or intend to detract, disparage or belittle and can often be considered offensive. Often derogatory language includes stereotypes and/or negative references to ethnicity, race, sexual orientation, gender, class, religion or disability. The use of such language, whether spoken, written, recited as published material (i.e. song lyrics), or shared using

social media, will result in some form of term review – either Censure, Warning or Probation. Multiple offenses may lead to the student being removed from the LFA community. Please note that the Academy contextualizes any derogatory language used in academic materials.

**Violence** – Threats, threatening behavior, intimidation, or acts of violence against students, visitors, guests, or other individuals by anyone on Lake Forest Academy property will not be tolerated. This includes behavior that is reasonably perceived by others to be threatening, intimidating, or violent. Such behavior can include oral and written statements, gestures, expressions, or anything that communicates a direct or indirect threat of physical and/or mental harm. Any actual or implied threat of violence will be treated as a real and serious danger and will be thoroughly investigated. Violations of this policy may lead to disciplinary action, up to and including suspension and/or dismissal.

Any student who makes threats, exhibits threatening behavior, or engages in violent acts on campus may be removed from the premises and required to remain off campus pending the outcome of an investigation. Lake Forest Academy will initiate an appropriate response.

All students are responsible for maintaining a safe environment, and all students are responsible for notifying either a faculty member or a member of the administration of any threats they have received or threatening behavior or violent acts they have observed. Even without an actual threat, students must report any behavior they have witnessed that they regard as threatening, intimidating, or violent. Lake Forest Academy understands the sensitivity of the information requested, and all information will be treated as confidentially as possible.

**Sexual Intimacy** – Lake Forest Academy recognizes that adolescence is a time of developing sexuality. The Academy is aware, however, of the potential for damaging physical, emotional, and social consequences that can result from intimate sexual contact. Therefore, the Academy encourages students to abstain from sexual intimacy. Students engaged in sexual acts on campus should expect disciplinary consequences, up to and including dismissal.

Pornographic material is considered inappropriate for students to possess, distribute or view. Print form, video, or online por-

nography does not have a place in our community. Students found in possession of pornography should expect a disciplinary response.

**Academic Honesty** – As members of an academic community, students and faculty alike commit themselves to the honest pursuit and use of knowledge. Students are, therefore, expected to avoid placing themselves in any position that would call into question their integrity or sense of academic honesty.

Some of the more obvious forms of academic dishonesty are cheating on a test and plagiarism of a written assignment.

**Plagiarism is the use of another person’s words, thoughts, or ideas without crediting the source. Students are especially cautioned that using or copying material from Internet sites and presenting it as one’s own work is entirely dishonest and easily distinguished by one’s teachers as the work of another writer.** The complete definition of plagiarism is discussed in classes early in the academic year. Other forms of academic dishonesty include collaborating on work without the teacher’s knowledge or consent, receiving unauthorized assistance on work, and providing others with the opportunity to benefit from one’s work. The definition of “work” extends beyond tests and papers to class notes, lab reports, projects, daily homework, and any other class materials.

Any act of academic dishonesty on a minor assignment will result in the student earning a zero for that assignment. An act of academic dishonesty on any major assignment will result in the student earning half credit upon completion of a rewrite of the paper or retake of the assessment. When a student takes credit for work that is not his or her own, the teacher will inform the Department Chair of the concern. The Dean of Students Office will then initiate full disciplinary proceedings through the DC, with dismissal as a possible consequence.

### **Technology Use Policy**

**21st Century Education** – Technology is essential to the LFA experience and factors heavily in both academic and non-academic realms of student life. Each student is given a school-owned iPad as a tool for active learning and as a “life device”. Dedicated localized resources such as desktop computers and multi-media production/consumption tools supplement the iPad and serve to give students a superior experience with all



levels and manner of ubiquitous technologies. The technology program at LFA ultimately aims to facilitate the development of essential skills relating to collaboration, creative problem solving, and content creation and distribution while preparing students to be effective and engaged global citizens.

**Digital Citizenship** – Your digital footprint is an increasingly vital part of your overall identity and, as such, should be treated and managed no differently than any traditional aspect of your identity. With regards to character and responsibility, students are expected to adhere to the same code of conduct in both the virtual and physical worlds while understanding that all electronic activity remains both transparent (easily viewable) and reflective of who you are.

Students are expected to utilize a variety of social media platforms as part of meaningful electronic interaction with LFA teachers, fellow students, and the world at large. As these platforms are essential to any effective use of technology, it is critical that all students understand the responsibility of digital citizenship and the consequences that unacceptable online behavior will inevitably have (see Code of Conduct).

#### Tools

- iPads: each student is issued a 32GB iPad 4 with a smart cover/case. The iPad is your primary academic tool and so should be fully-charged at the start of each day, brought to class every day, and protected in its case throughout. Students are responsible for keeping up with frequent software updates and operating system upgrades via iOS notifications. Your iPad should also be treated in accordance with its design to help to bridge your academic, social, and personal worlds. As such, you are encouraged to download any and all software of interest so long as it is consistent with the Apple App Store Terms of Use Policy. You are not to jailbreak or unlock your iPad in any way. Jailbroken devices will not be supported by the technology team. Damaged iPads should be promptly brought to the IT department for assessment.
- Local Machines and Peripherals: open access computers, multi-media production hardware, gaming consoles, media players, and other interactive devices are available for student use. Video monitors are installed in specific academic areas to provide real time informa-

tion feeds regarding school events, broadcast television, streaming video services, gaming solutions, and digital media displays. Student-derived damage and/or misuse of these peripherals will result in disciplinary action consistent with the Code of Conduct.

- Student-owned Machines: you are welcome to use your own laptop or other device, but please remember that all network policies (see below) apply.
- Printing: as a rule, electronic submission of student assignments is preferred and generally expected. When applicable, open access printers are available for student use. A small fee per copy/page for color documents will be charged to student accounts through the Business Office.

**Network** – Access to the internet is paramount to student success. The Academy maintains a robust and secure wireless network for on-campus internet activity. To ensure efficiency and security, LFA technology faculty periodically monitor systems and accounts used by members of the community; therefore, all internet activity conducted through the local network remains necessarily transparent. As with the aforementioned social media and digital citizenship points, it is critical that all students adhere to the same code of conduct that guides behavior in the physical world when engaging in any dialogue or activity on the school’s network.

- email and network accounts: each student is issued an LFA email account and network login. Students must check their LFA email throughout the day for important school and class communications. While on campus, students can login to the network to access all internet and local network resources including shared server space (S drive) and private data storage folders (U drive).
- passwords: students will likely accumulate a vast and growing number of online accounts while at the Academy. It is strongly recommended that each student develop and maintain a secure method for account login management and recording so that passwords are not easily lost and/or forgotten. Technology

faculty can help students identify and exploit an approach to password management that best serves their needs. Never share an account password with another individual, as virtual impersonation is a serious violation of the code of conduct.

- intellectual content: the ambiguity of copyright and other issues surrounding digital content as it pertains to intellectual property in the digital age can often obscure the line between acceptable use and outright violation. If you are unsure about the legality of a particular act, whether it be downloading or uploading/sharing a file or set of files, it is best to refrain from doing it. The Academy is not liable for any illegal act committed by students while on the school's network. Technology faculty are eager to work with students on issues surrounding copyright and digital content, and all students should seek support and instruction from faculty whenever questions about digital copyright arise.
- social networking: Students cannot use social media to harass, threaten, or intimidate. The Academy's anti-harassment policy applies to use of social media. Students who utilize social media and choose to identify themselves as students of the Academy must state explicitly, clearly, and in a prominent place on the site that their views are their own and not those of the Academy or of any person or organization affiliated with the Academy. Students cannot use the Academy's logo or trademarks on any personal blogs or other online sites unless their use is sponsored or otherwise sanctioned, approved, or maintained by the Academy. Students cannot post photographs of Academy events, other students or faculty engaged in Academy activities or events, unless students have received the Academy's explicit permission.

The Academy reserves the right to monitor students' use of social media including but not limited to statements/comments posted on the Internet, in blogs and other types of openly accessible forums, diaries, and personal and business discussion forums.

Students should have no expectation of privacy while using the Academy's equipment and facilities for

any purpose, including the use of social media. The Academy reserves the right to monitor, review, and block content that violates its rules and guidelines.

LFA will investigate and respond to reports of violations of the Academy's rules and guidelines on social networking. A violation of this policy may result in discipline up to and including expulsion.

**Discipline Committee** – The primary purpose of the Discipline Committee is to uphold the school's rules. The Committee comprises both faculty and students, with students holding the majority. Students breaking major school rules during their careers (or when an offense involves multiple infractions) will be called before the Discipline Committee, bringing into question their continuation as members of the Lake Forest Academy community. The Committee meets at the discretion of the Dean of Students and Chair(s) of the Discipline Committee to determine whether a particular offense warrants a Committee hearing. The Committee meetings are not open to parents or attorneys and are not conducted like a trial. The Dean of Students has the sole discretion to accept or reject the Committee's recommendation and to impose disciplinary action as the matter warrants. Students may appeal decisions to the Head of School. The ultimate decision of the Head of School is final and binding on all parties. (Refer to Appendix B for a full description.)

**Disciplinary Responses** – The circumstances of each disciplinary matter are different, and Lake Forest Academy reserves the right to impose disciplinary action appropriate to the situation. The following serves as a general guide of disciplinary responses.

Responses to minor disciplinary concerns, especially those related to timeliness, attendance, driving, and dress code, can be administered by faculty at any time and are sent to the Dean's Office and recorded under a point system. The point system is a method of assigning points for infractions of Academy rules by faculty and/or the Dean's Office so that students are clearly held accountable for their actions. Missing a required appointment with a teacher, being late to a school meeting, or not being in school dress code are but a few examples. It is only when an unacceptable number of points accumulates that a student is subject to a graduated

series of penalties. These measures may include, but are not limited to, loss of free periods, restriction of privileges, being sent home to change, and detention. Repeated violations of these rules can result in more serious disciplinary consequences. Dorm faculty, in consultation with the head of dorm, may also require that a student be restricted to campus or to his/her dorm room for a limited time in response to the breaking of a dorm rule. Whenever discipline is administered, a report about the incident becomes a part of the student's file. (Refer to Appendix C regarding the point system.)

Responses to major disciplinary concerns or repeated violations of behavioral guidelines may include, but are not limited to, the following:

- Detention – Students with an unacceptable accumulation of points may be assigned to attend a Friday or Saturday evening detention (7- 10 p.m.) or a Saturday morning detention (7 - 10 a.m.). Students are expected to use that time to complete homework. A student can only attend two detentions during an academic year. Failure to attend a detention will result in a Discipline Committee hearing.
- Reprimand – A formal letter of reprimand, in which the school's dissatisfaction is expressed, is placed in the student's file.
- Censure – When the school invokes censure on a student, a letter is placed in the student's file, and the student will be listed for term review.
- Warning – A warning signals a serious misbehavior. When a student is given a warning, a second offense warranting warning usually results in dismissal. Additionally, a student placed on warning undergoes a review period of 6-10 weeks during which time the student's relationship with the school is under a formal review. The student must, during this time, demonstrate his/her positive contributions to the school through a respectful attitude, concentrated academic effort and a clear commitment to our community, and desire to live within the school rules. At the end of the review period, the Dean of Students will review the student's citizenship and either recommend to the faculty that the student come off review or that the student

leave the Academy for failure to meet the terms of the review. A majority vote by the faculty is needed to uphold the recommendation.

Seniors placed on warning after May 1 may forgo commencement exercises.

- **Probation** – A student may be placed on probation only ONCE during his/her time at the Academy. A second probationary offense usually results in dismissal. A probationary period of a minimum of 6-10 weeks may be established during which time the student's relationship with the school is under a formal review. The student must, during this time, demonstrate his/her positive contributions to the school through a respectful attitude, concentrated academic effort, a clear commitment to our community, and a desire to live within the school rules. The student will also be asked to meet with a faculty member who will be designated as a probation counselor. Oftentimes the student's advisor plays this role. In their meetings, they will discuss the student's progress and share any concerns. At the end of the probation period, the Dean of Students will review the student's citizenship and either recommend to the faculty that the student come off probation or that the student leave the Academy for failure to meet the terms of probation. A majority vote by the faculty is needed to uphold the recommendation. A student who commits a second probationary offense is usually dismissed.

Students placed on probation will likely have to report this to colleges during the application process (please see the Student Records section on page 52 for more information regarding reporting procedures).

**Dress Code** – The Lake Forest Academy Dress Code reflects the Academy's belief that how you present yourself communicates engagement and a seriousness of purpose and positively impacts the quality of life and social standards of the school.

While the dress code is defined by gender, the Academy recognizes that not all students express their gender in line with their biological sex and thus supports any student's expression of gender within the spirit of the dress code.

It is the responsibility of each student to adhere to these ideals daily. Students not adhering to the Academy's Dress Code will be recorded by the Dean of Students Office under the point system. Repeated violations will result in more serious disciplinary action. It is important to note that a faculty member makes the final decision as to whether a student's dress and appearance is appropriate; when a student is asked to change, he/she will be expected to respect that faculty member's judgment and act upon the request immediately and without argument. Reports to the contrary will be addressed to the Dean of Students. Repeated reports will result in a detention and may also be considered by the Discipline Committee.

Academy students are expected to look "academically professional" and clothes must be clean, in good repair, and neatly worn for the three categories of the Dress Code, which vary according to time, place, and occasion. The guidelines for each are as follows:

**School Dress Code:** This category applies to the academic day on the Academy campus.

**MALE:**

- Collared, button-down shirt that is tucked in and accompanied by a tie.
- Dress pants, khakis, nice-colored denim, or corduroys, accompanied by a belt. *Pants with pockets down the legs, athletic pants, sweat pants, shorts, leather pants, low-riding pants, or pants that are frayed or ripped are not allowed.*
- Dress shoes or nice sandals. Non-athletic socks are encouraged with both.
- Sweaters, jackets, blazers, or LFA sweatshirts are optional on regular school days. *Non-LFA sweatshirts are not allowed.*

**FEMALE:**

- Nice tops of modest fit and at least three fingers of shoulder coverage. Collared shirts, collared blouses and polo shirts are strongly recommended. *Plunging necklines and uncovered spaghetti straps are not allowed.*
- Khakis, nice-colored denim, or corduroys. *Pants with pockets down the legs, athletic pants, sweat pants, shorts, leather pants, low-riding pants, or pants that are frayed or ripped are not allowed.*
- Dresses and skirts of mid-thigh or longer length. Dresses must also allow for three-finger shoulder coverage. Spaghetti strap or razor-back dresses must be covered with a sweater, jacket, or blazer.

- Leggings are only acceptable with dresses or skirts. *Leggings worn alone as pants are not acceptable.*
- Dress shoes or nice sandals (flip-flops are not acceptable).
- Sweaters, jackets, denim jackets, blazers, or LFA sweatshirts are optional on regular school days. *Non-LFA sweatshirts are not allowed.*

After the conclusion of the academic day, students may wear clothing of their own choice as long as it is in good taste, good condition, clean, and neat. Regardless of the time, place, or occasion, clothing that is indecent or provocative is inappropriate and not permitted. For all students, neither hats nor hoods are appropriate or allowed during the academic day, either in the academic buildings or in the dining hall. At times throughout the year there may be periods of Relaxed Dress Code. Relaxed Dress Code will be announced and defined so that the students are aware of what is acceptable during those periods of time.

**Formal Dress:** School Dress Code plus a sport coat or suit jacket is required attire for boys and dresses or skirt outfits are required for girls. This attire may be requested for special campus events such as Move-Up Day and Graduation as well as some school trips.

**Jeans Days:** Occasional jeans days are announced by the Dean of Students Office. These days are casual dress. Students may wear jeans or shorts and other casual clothing. Sweatshirts are acceptable on jeans days. Sweatpants, torn or ripped clothing, and baseball hats are not suggested attire on jeans days. Team jerseys may be worn to school only after head coaches have requested permission from the Dean's Office.

**Academic Decorum** – Reid Hall, Corbin Academic Center, the Cressey Center for the Arts, and the Science Center are the academic heart of the school, and all of us contribute to the academic atmosphere needed to conduct our daily business. During class periods, it is courteous to fellow students and teachers to keep hallways and stairways quiet in the academic areas of the school. When in the halls at these times, students should be involved in academic pursuits. Food should not be delivered to the academic buildings during the week.

**Student Records** – Lake Forest Academy treats student records as confidential information. Requests for review of specific records must be made in writing to the Head of



School, and will be evaluated on a case-by-case basis.

Generally, parents and legal guardians are permitted access to the records of a student who is under 18 years of age or a dependent for tax purposes. Lake Forest Academy also may provide school officials (including colleges to which a student is applying) information regarding a student's academic, extra-curricular, and disciplinary record.

College counselors and students may be asked on application forms whether an applicant has been suspended or expelled or faced severe disciplinary action; when asked, counselors will acknowledge the violation, and students will be told to do the same. Should there be any significant change in a student's record after applications have been filed, counselors generally will report those changes to colleges. Likewise, if a student has been suspended on a long-term basis or dismissed from Lake Forest Academy, it is the Academy's policy to share with the school to which the student seeks or intends to enroll whatever information the new school requests in the enrollment process. If, for any reason, a family chooses to withdraw the student from Lake Forest Academy during the course of the year, we must have a letter on file indicating this decision by the family before we can release the student's transcript.

**Academy Standards** – The Academy expects students to uphold both academic and citizenship standards. The minimum academic standard is a 1.67 grade point average (a C– average) for the year; the citizenship standards are promoted throughout this Handbook. Those who are experiencing difficulty in either area are reviewed by faculty regularly throughout the year and, in conjunction with advisors and parents, arrangements are made to help improve the situation. Students who are unable to meet the Academy's academic standards are usually asked to leave the school community; this is generally a result of the faculty meeting at the end of the academic year, but may occur as early as the end of the first semester, should circumstances warrant. Breaches of citizenship standards are addressed on an ongoing basis. Separation of students from the community for failure to meet academic or citizenship standards may be required at any time throughout the year. Lake Forest Academy reserves the right to require the withdrawal of any student at any time as determined by the Head of School.

**Attendance** – A student at Lake Forest Academy is required to attend all scheduled classes, athletic obligations, advisories, morning meetings, and assigned study halls. A student must attend 90 percent of scheduled classes in order to earn credit for the course. Any exception to this rule would be at the discretion of the LFA administration.

**Warnings will be given as limits for absences are approached and please be aware that both excused and unexcused absences count towards the maximum number of absences allowed per course.**

All absences and tardies from obligations are recorded by faculty members, and the Dean's Office keeps track of all absences and tardies by assigning points. (Refer to Appendix C.) Students are informed daily of their absences. Only the Dean's Office or the Health Office may excuse absences.

Students are responsible for meeting their school commitments, and the school views regular attendance at all obligations as essential to the progress of each student. Therefore, the school assumes that students will be present at all advisory meetings, morning meetings, classes, all-school meetings, sports practices, and other commitments unless ill. Students who are absent from a commitment, but are not excused, will face consequences administered by the faculty member in charge of that commitment. In some cases, the problem will be referred to the Dean of Students Office. Teachers are not obligated to give credit for work that is incomplete as the result of an unexcused absence. Subsequent unexcused absences may result in further disciplinary action. Continuing failure to attend classes, advisory, practices, or other obligations may result in probation, suspension, or dismissal.

If a day student cannot attend school because of illness, a parent must call the Dean's Office before 9 a.m. Boarding students who feel ill should visit the Health Services Office before the beginning of the academic day. **Students who miss half of their class periods during the school day may not engage in sports, fine arts, or extracurricular activities that day.**

It is frequently not feasible to reproduce missed classwork for an individual student. Excessive absence may make it impossible to pass a course. In the case of a prolonged illness, please refer to the medical leave policy. If, for whatever reason, whether excused or unexcused, a student misses an excessive number of

class meetings in a particular subject during the course of one semester, the student's ability to pass the course is jeopardized. The school expects that parents and students will not schedule outside appointments at times that conflict with the school day. Likewise, families should plan vacations in accordance with the published academic calendar.

**Planned absences from school and/or college visits must be cleared through the Dean of Students Office at least one week before the absence by completing an anticipated absence form.** When the absence has been approved, students should notify their teachers with a form from the Dean of Students Office, which must be returned prior to the absence. Teachers need not permit students to make up missed work if these procedures are not followed (i.e. make up quizzes, presentations, tests, etc.).

**Inclement Weather/Class Cancellations** – As a boarding school, Lake Forest Academy holds its daily classes and extracurricular activities as scheduled during severe weather. However, we recognize that day parents may have some concerns about their children's personal safety with regard to transportation issues. Therefore, we ask that you communicate directly to the Dean of Students Office any absence due to the weather by calling the attendance line before 9 a.m. If weather issues arise during the school day or if you have other questions, you should contact the Dean of Students Office.

In the event the school finds it necessary to call an "e-learning" day due to weather, or other unexpected situations, a regular class schedule for the "e-learning" day will be followed. All students and faculty should plan to be available for their classes as scheduled and the school will communicate the details accordingly. Attendance will be taken on e-learning days.

In the rare instance when classes are cancelled, Lake Forest Academy primarily uses email, but will occasionally use an automated phone-tree system while also posting the announcement on its website, social media, and the Emergency Closing Center to display it on TV.

## CAMPUS LIFE

## DINING HOURS

*Monday – Friday:*

Breakfast, 7 a.m. – 8 a.m.

Lunch, 10:45 a.m. – 1 p.m.

Dinner, 5 p.m. – 6:30 p.m.

(Extended dinner hours during winter season)

*Saturday – Sunday:*

Brunch, 10:30 a.m. – 12:30 p.m.

Dinner, 5 p.m. – 6 p.m.

## DORMITORY HOURS

*Sunday – Thursday:* in dorms at 8 p.m., study hours 8 p.m. – 10 p.m., in rooms at 11 p.m. Doors closed and all quiet.

*Friday* – Freshmen/sophomores in dorms at 11 p.m. Juniors/seniors in dorms at 11:30 p.m.

*Saturday* – Freshmen/sophomores in dorms at 11 p.m. Juniors in dorms at 11:30 p.m. Seniors in dorms at midnight.

**Room Inventory** – At the opening and closing of school the dorm rooms are inspected and inventoried by the dorm head and the resident(s) of the room. At vacation times and at the end of the school year, students are expected to leave their rooms neat and clean. Students will be charged if there is damage to the room or its furniture beyond normal wear and tear, if keys or furniture are missing, or if the room requires special cleaning by the school staff.

**Personal Property** – Students may have hair-care appliances, fans, electric blankets, clocks, humidifiers, radios, stereos, computers, and small, dorm-room-sized refrigerators. Hot pots that automatically shut off are acceptable. Students may **not** have televisions, infrared lamps, halogen lamps, ovens, toasters, toaster ovens or any other type of cooking appliance on campus. Permission for any other electrical appliances or equipment must be obtained from the Dean of Students Office.

Students are expected to keep rooms neat and clean. This means that clothes are in closets, dressers or laundry bags, excess trash is removed, and food is properly stored. Students

who fail to maintain these standards can expect to receive disciplinary consequences at the dorm level initially, and from the Dean's Office if the problem persists.

The school assumes no responsibility for personal property. Students are encouraged to leave valuable personal property at home or to secure it in their dorm room lockboxes. The school provides each boarding student with a lock for their lockbox. Boarding students are expected to lock their doors when they are not in their room. Parents should check their insurance regarding coverage of their child's belongings while away at school. LFA is not responsible for loss or damage to student property.

**Roommates** – Most students live in double rooms; there are a few triple rooms in Warner, several singles in Field, and scattered singles in Ferry Hall, Warner, McIntosh, and Atlass. Returning boarders choose roommates and rooms each spring according to seniority. All new students should expect to live in a double room with a roommate who is not from the same country.

Roommates are an integral part of the boarding school experience. Living with another person is a lesson in learning to share and compromise; it is also a lot of fun. Roommates should spend time together at the beginning of the year working out similarities and differences in music preferences, tastes in decor, sleeping and study patterns, styles of housekeeping, etc. The school makes every effort to match students with suitable roommates. Sometimes difficulties in adjusting to a new year, new school, and/or new living arrangement result in disagreements between roommates. Good communication can eliminate misunderstandings and roommates are expected to make every effort to work out these conflicts. However, proctors and dorm faculty are always willing to help students resolve their differences. Should living styles prove to be irreconcilable, there is one opportunity to switch rooms during a designated weekend in October. After that weekend, all room assignments are final.

**Leaving Campus** – Boarding students must ask for permission to leave the campus at any time. **However, all students must obtain permission from the Dean of Students Office**

**in order to leave campus during the academic day.** During the week, students may obtain an off-campus pass from the Dean of Students Office; on weekends, boarders sign out with the faculty on duty in their dorm. After school, students may ride the LFA bus into Lake Forest (day students making train connections have first priority, and boarding students must get a pass from the Dean of Students Office). Boarding students may ride in other students' cars only with parental permission. Students leaving campus without permission or without following the sign-out protocol remain under the jurisdiction of the school and are subject to serious disciplinary consequences. For more information on this rule, please contact the Dean of Students Office.

**Cars** – Day students may use cars only to drive to and from school; all cars must be registered with the Dean of Students Office and have school-issued parking tags displayed when on campus. Students are expected to park in designated parking areas and to leave their cars parked until they leave school after their last commitment. Athletes are not normally permitted to drive to away contests.

**Driving Privilege** – Senior boarding students have the privilege of keeping a car on campus for use in accordance with the terms of their car contract. The speed limit on the main road is 30 m.p.h.; on the side roads it is 15 m.p.h. The school expects student drivers to be responsible; those who are not will lose their driving privileges without warning. Please be aware that our roads are patrolled by the Lake Forest Police Department.

As the campus is not designed for heavy car traffic, students who drive should consider it a privilege to do so on campus. A complete outline of driving rules and expectations is sent out during the summer and reviewed in detail at the opening of school.

**Driving Off Campus** – Students who drive off campus during the academic day without first obtaining the proper permission are subject to serious disciplinary consequences. Students in cars without permission are also in violation of the off-campus permission rule and are subject to discipline. **Due to liability concerns, students may not use Uber (or companies like it) to travel off campus.**

**Check-in** – Hours for check-in are designed to enable students to get a good night's sleep during the week. Boarding students must be in their rooms, quiet and with the doors closed, at 11 p.m. on weeknights. On weekends, check-in times are consistent with local curfew laws. If a student cannot be in his/her dorm when expected, it is his/her responsibility to contact the faculty member on duty to explain the situation. Disciplinary consequences may result from such lateness; students who leave the dorm after check-in time face serious disciplinary action.

**Weekend Sign-Out Policy** – Boarding students wishing to stay off campus overnight for all or part of a weekend must follow the established sign-out procedure. This involves two or three steps, depending on parental preference. First, the student must enter his/her weekend plans on the computer outside the Dean of Students Office by 4 p.m. on Wednesday afternoon. If the student is going home for the weekend, the boarding parent must call the weekend approval line to confirm the student's plan. If the student will be a guest in someone else's home, the host parent must call the weekend line to confirm that he/she is expecting the student as a guest for the weekend. If parents prefer to allow their child to stay at someone else's home with only that host family's permission, they may designate that preference on the general permission form that is filled out during the summer. All parent approval calls must be received on the weekend approval line at (847) 615-4782 by 4 p.m. Thursday.

Boarding students who are signed out for the weekend may leave after their last commitment on Friday and are expected to return before study hours begin at 8 p.m. on Sunday night. Students are still expected to fulfill any athletic commitments, such as games or practices, or other school commitments that may be scheduled during the weekend.

**Weekend Activities** – A variety of trips and on-campus activities is offered each weekend for boarding and day students. Schedules of the upcoming weekend activities are posted in the dorms, on the window of the Dean of Students Office, and on the LFA website each Thursday. Students should keep track of upcoming events, as some off-campus trips require advance sign-up. Requests for particular activities should be directed to the Director of Student Activities. All students who travel to an activity on an LFA van must remain at the site of the

activity and be back at the appointed place at the arranged pick-up time. They should return to campus by LFA transportation unless prior arrangements have been made with the faculty chaperone before the trip. All students riding in school vans must wear seat belts.

On weekends, boarding students are permitted to take taxis off campus or ride the Metra trains to Chicago provided that they sign out properly with the dorm faculty. If parents are uncomfortable with letting their child ride in taxis or on trains, they should share that concern with their child and agree upon the circumstances under which such trips are acceptable.

**Day Students in the Boarding School** – Although day students do not live at the Academy, they are invited and encouraged to take part in the residential experience. All programs and activities planned for weekends are open to all students. Day students may be required to attend certain evening and weekend activities (athletic contests, class trips, speakers, performances, etc.).

All day students must live with their parent(s) or, with the school's permission, a legally-designated guardian. Day students are welcome to spend weekends in the dorms with boarding friends but must first notify the Dean of Students Office by Wednesday at 4 p.m.

**Visitors in School** – Permission to bring friends to school must be sought through the Dean of Students Office. Exceptions are made when the visitors are serious admission candidates.

**Weekend Visitors** – There are times when boarding students may want non-LFA students to visit the campus and stay overnight in the dorms. Guests who are not of high-school age are generally not permitted to stay in the dormitories. Guests are generally not permitted to stay in the dormitories during the week due to the nature of the daily schedule.

All overnight guests on campus must be registered with the Dean of Students Office three days before they arrive on campus. Additional requirements are imposed on guests



who intend to stay overnight in a dormitory, and guests are expected to obey all dorm rules. Any student planning to invite a guest to the campus should check with the Dean of Students Office before finalizing his/her plans.

**House System** – Upon entering the Academy, each student is placed into one of four Houses: Bird, Lewis, Sargent or Welch. Members of the same family always belong to the same House. A House is not a physical location, but a group that includes students from all four grades, both day and boarding, as well as faculty and staff members. Each House is named after an influential leader in the history of Lake Forest Academy and Ferry Hall. Under the supervision of the Master of the Houses and the leadership of House Captains, the four Houses compete throughout the year to earn House points for achievement in academics, athletics, community service, random acts of kindness, and other fields. The winning House earns the coveted House Cup at Move-Up Day. The color of this Student Handbook as well as the Day Planner is also the color of the previous year's House Cup Champion.

**Clubs** – The Academy offers dozens of clubs each year, reflecting the diverse interests of the community. Perennially popular clubs include Interact (LFA's community service club), Caxy Keys, Cultural Diversity Club, Asian Exploration, the Black Student Union, Unidos, Model United Nations, Gay-Straight Alliance (GSA), Caxy Debate, Future Business Leaders of America (FBLA), Robotics, and Co-Ax, the student-faculty band. Other clubs are always being introduced based on particular shared interests. A list of all clubs is available from the Dean of Students Office, and students sign up for clubs at the Club Fair in the early fall.

**Student Government** – Students have the opportunity to be involved in the life of Lake Forest Academy through student government. School-wide elections are held in the spring for rising sophomores, juniors, and seniors. Elections are held early in the fall for freshmen. There are also many times when non-elected students can and should be part of the activities of student government.

## Class Advisors for 2020-21

### Freshmen

Stephanie Ramirez  
Garry Sloan

### Juniors

Marianela Gonzalez  
Debbie Witmer

### Sophomores

Andrew Poska  
Suzy Vaughn

### Seniors

Kim Graham  
Paul Makovec

**Service Learning** – Lake Forest Academy is proud to provide opportunities on and off campus for students to participate in our service learning program. This program is intended to enable students to discover the joy that comes from service to others while developing initiative, responsibility, compassion, and commitment.

Within the Seminar program, sophomores are introduced to issues of globalism, ethics, and service. Individual classes then work to research and address community needs on local and global levels. Other students interested in service are encouraged to take part in Interact, the service club at Lake Forest Academy. All students are required to participate in Service Day, the school-wide program held during the spring when students leave campus to complete service projects in the greater Chicago area. Please contact the Director of Service Learning for more information on how to become involved in these programs or explore the LFA website at: [www.lfanet.org](http://www.lfanet.org).

**Advisory Program** – Upon entering LFA, each student is assigned an advisor from the faculty or staff. The advisor is the chief advocate for his/her advisees as well as the primary liaison between his/her advisees' parent(s) and the school. Fostering a sense of mutual trust and understanding is one of the goals of the advisor-advisee program, and students are encouraged to view their advisor as an important adult in their school life. After their first year here, students may request a particular advisor, although most students choose to remain with the same advisor throughout their LFA career.

**Student Health Services** – Communication, the cornerstone of effective physical and emotional health care, is particularly critical in providing timely health services for

every LFA student. The Student Health Services Office is staffed by licensed registered nurses who rely on good communication with faculty, parents, and students about health concerns and needs. Parents are encouraged to contact Student Health Services or the School Counselor directly with their concerns.

In an effort to educate and promote the active involvement of each student in the health care process, the Student Health Services staff tries to instill in each student a sense of responsibility for the maintenance of personal health. Located on the second floor of Reid Hall, the Student Health Services Office provides health care service to all members of the LFA community. Services include treatment and/or referral for acute and emergency illness or injury, first aid, and preventive health maintenance programs. The Student Health Services staff also act as parent-student-school liaisons with health care providers and services in the local area.

**Student Health Services:** (847) 615-3253

**After-hours cellular phone:** (847) 997-0291

### **Infirmary Hours**

Monday – Friday: 7:30 a.m. – 7 p.m.

Saturday – Sunday: 9 a.m. – 1 p.m.

After hours, emergencies or sudden illnesses are reported to the dorm parent on duty or the on-call person.

**Admission to the Infirmary** – Students are encouraged to see the nurse in the Student Health Services Office any time they are ill, injured or simply concerned. An absence from class or athletics requires an evaluation by the nurse. There is no charge for a visit to Student Health Services or for an examination by a nurse. However, there is a small fee for immunizations and flu shots, and prescriptions will be billed to the student's account if the nurse or on-call administrator pays for them. Immunizations and flu shots are given only with parental permission.

**Parental Notification** – Parents or legal guardians are notified if a student

- requires emergency medical services for any reason
- sustains an injury that requires the services of a doctor
- requires an appointment with a medical or dental specialist
- requires a prescribed medication

**Appointments Off Campus** – To ensure the best health care for your child, it is best for the nurses to schedule appointments for boarding students who need to see a doctor. Transportation for boarding students to and from appointments is arranged by Student Health Services. It is important for parents of day students to keep the Student Health Services staff up-to-date on all medical conditions that may have an impact on a child's performance or condition at LFA.

**Prescribed Medications** – To ensure comprehensive medical care, parents are asked to notify the Student Health Services Office of all prescribed medications their son or daughter is taking. Any and all prescribed medications will be dispensed by LFA's nursing staff. Please know that some exceptions may be made (i.e. inhalers and acne medication).

**Controlled Medications** – All controlled medications, including, but not necessarily limited to, stimulants, pain control and sleep medications, anti-depressants, and tranquilizers, may be dispensed solely through the SHS Office. The staff must be notified immediately when such medications are prescribed, and these medications must be submitted to the SHS Office. Medications dispensed or refilled by SHS must have a physician's order in the student's chart. Without this documentation, medication will not be dispensed or refilled. Physician's orders may be faxed to the SHS Office at (847) 615-4706. Failure to meet these expectations may result in a disciplinary response.

Nurses will assist students in obtaining refills for prescriptions by coordinating information between physicians and our local pharmacy. Prescription medications will be filled at the pharmacy and are charged to parents.

**Billing by Outside Providers** – All charges incurred for health care services by agencies other than the Lake Forest

Academy SHS are the responsibility of the student's parents or legal guardians. Requests for payment will be sent directly from the health care provider to the parents, or to the insurance company designated on the Emergency Information Form provided by all parents. Note that there is no charge for routine medical supplies or medications available in the SHS Office, for an evaluation by a school nurse, or for admittance to the infirmary.

**Health Insurance** – The school requires every student to be covered by a health insurance policy and to have a copy of their proof of insurance on file in the SHS Office. Copies of students' health insurance policies are also kept on file at Lake Forest Hospital. Lake Forest Academy does not provide health insurance; however, information regarding accident and health insurance providers is available through the Dean of Students Office. Please contact the Dean of Students with questions about insurance for international students.

**Statement of Confidentiality** – Detailed information concerning an individual's health status is restricted to other professionals on a "need to know" basis. This confidentiality facilitates a foundation of trust that promotes the honest, uncensored communication necessary for effective health care.

To ensure the safety and health of all students, appropriate faculty members may be notified of acute or pre-existing student health conditions.

**Influenza Vaccinations** – Vaccination for influenza is optional. Flu vaccination is, however, highly recommended for persons living in a residential community such as LFA. We have found that when the vaccine is given to a majority of students, the number of influenza cases decreases, and symptoms for those infected are less severe. Flu shots are administered only with parental consent, and there is a fee for this service.

**Meningococcal Vaccinations** – All students entering the 12th grade must show proof of having received two doses of meningococcal conjugate vaccine prior to entering the 12th grade. The first dose must have been received on or after the 11th birthday, and the second dose must have been received on or after the 16th birthday, at least eight weeks after the first dose. If the first dose is administered when the student is 16 years of age or older, only one dose is required.

**Medical and Permission Forms** – LFA’s medical and activity permission forms serve parents and the school in two important ways. First and foremost, the forms provide those who work with your child information about his/her health and what we need to do to ensure that he/she receives the best care possible. Second, these forms provide you with information about areas of normal school life in which there are inherent risks. **Those students without complete forms authorizing treatment and/or physical examination forms at registration will not be allowed to participate in sports.**

Read all of these forms carefully and discuss them with your son or daughter. Conversation will help your child understand your expectations and help you recognize an essential component of your child’s development as he/she learns to exercise freedom and common sense.

**Student Illness** – Day students who are not well enough to be at school by the beginning of the school day are expected to stay home for the day. If a day student becomes ill during school hours, he/she may be sent home only with the permission of his/her parents or guardian, as well as the school nurse. If the parents or guardian are not available, the student remains in the infirmary until regular dismissal time.

Boarding students who are too ill to attend classes must report to the infirmary before school; under no circumstances should boarding students stay in the dorm during the school day when they are ill. If a student has an urgent medical need during class time, he/she must go to the infirmary after first obtaining permission from a teacher or administrator. Boarding students who become ill in the evening should contact the dorm faculty on duty. Patients in the infirmary may not have student visitors. If a boarding student needs to see a doctor, the school nurses will make the appropriate arrangements and will transport students to these diagnostic appointments. If the family makes its own appointments, or if the appointment is not diagnostic in nature, the school may not be able to make the transportation arrangements necessary for meeting that obligation. In these cases, it may be the family’s responsibility to provide transportation. The school encourages parents of sick students to keep them at home. If a boarding student becomes ill during the week and the nurse feels that he/she is unable to attend classes for any length of time, the student’s parents will be contacted so that arrangements for recuperation can be made.

**Medical Excuses** – Boarding students may be excused from school commitments (including athletics) for medical reasons only by the school nurse before the activity in question. If a day student needs to be excused from a commitment because of illness or injury, he/she must bring a note from a doctor. Day students who have notes from parents or no note at all must report to the nurse in order to be officially excused. If a student has an injury that limits athletic participation, the nurse may still require that student to report to athletics, bearing a note that indicates the limitations he/she must observe until the injury is healed. Coaches may ask students to remain at practice should they feel that, even with the injury limitations as prescribed by the nurse, the student could benefit from being at the practice. Students excused from activities because of illness are expected to be in the infirmary, in the dorm, or at home. Students returning after an injury or an extended absence due to illness must have a note from the doctor that clears them for their return and participation in LFA activities.

**Medical Leave Policy** – Lake Forest Academy occasionally encounters student medical issues that are physical and/or emotional in nature and that interfere with the student's ability to function in the school setting. When such a situation arises, the student's family or the school administration may initiate a medical leave for the student. Given the unique nature of prolonged illnesses or injuries, the details of each medical leave will be negotiated with each family individually, but will meet, at a minimum, the following guidelines:

- LFA reserves the right to determine the legitimacy of the issue after consultation with the health professionals involved and the appropriate school officials (nurse, school counselor, advisor, head of school, and deans).
- The Academic Dean and Dean of Students will approve both the student's leave from and return to Lake Forest Academy. The terms for return will be laid out at the time of the leave.
- Leaves may be short-term (less than 20 class days) or long-term (more than 20 class days).
- During a short-term leave, students will be encouraged to complete as much work as possible while absent.

The family may be encouraged to have an outside tutor work together with our teachers to help the student stay current with the work. Upon return to school, the student and his/her advisor will meet with teachers to determine how the student can best resume his/her place in the class, and the extent to which any other form of reasonable accommodation is required.

- During a long-term leave, students will be dropped from Lake Forest Academy classes and required to withdraw for the remainder of the semester. Within the context of the nature of the illness or injury, the family will determine whether the student will complete that semester's work somewhere else or wait until the following year to repeat the grade. Re-enrollment status will be determined by the Academic Dean and the Dean of Students in consultation with department chairs, advisor, and dorm staff (where relevant).
- In all cases, the school reserves the right to determine whether a boarding student returning from medical leave can be appropriately supported in our dorms.

**Counseling and Support Services** – At times during adolescence, students face issues that they may wish to discuss with an adult other than their parents or advisor. A variety of opportunities exist for students to discuss these matters: with the School Counselor, during the Seminar Program, with a Prefect or Proctor, with their advisor, or with any member of the faculty or administration. Support groups are formed as the need arises in the community, and the school can make referrals to outside agencies and individual therapists. It is important for students to be aware that assistance is available to them at many levels.

**Statement of Confidentiality** – All personal contact with the school Counseling Office is confidential unless the counselor determines that there is a risk which specifically endangers the student, another person or the community at large.

In the case of a personal crisis, parents are notified immediately. Emergency consultation or hospitalization of a student is authorized by the parental medical release form. Students are routinely encouraged to identify and use all of the adult supports available to them, especially



their parents, but parents will not be notified of a referral or routine counseling unless there is a serious concern about a student's immediate or ongoing well-being. With a student's knowledge and approval, situations involving physical well-being will be handled in conjunction with LFA's Student Health Services Office. If you are concerned about your child, you may contact the Counseling Office to request a referral or to find out if adequate support has been established.

Cases of suspected physical, psychological or sexual abuse must, by law, be reported to the Illinois Department of Children & Family Services (DCFS).

**Food Service** – The LFA cafeteria is located in the Student Union and provides food services for students and faculty. When the weather is nice, the patio is available for dining. Students are expected to conduct themselves in an appropriate manner in the Commons. Food and drink may not be taken out of the dining area. Appropriate attire is expected in Hutchinson Commons, meaning that during breakfast and lunch on school days, all students are expected to be in dress code.

**Mail Service** – Student mail is distributed daily; each student has a mailbox, and all mail should be addressed as follows:

Student Name  
 Box Number  
 Lake Forest Academy  
 1500 W. Kennedy Rd.  
 Lake Forest IL 60045

Outgoing mail is picked up daily from the letter boxes in the Campus Services Office, and stamps are available in the Campus Store each academic day. DHL, FedEx, and UPS deliver and pick up at the school Monday through Friday.

**Bus Service** – The school provides bus service to and from the two train stations in Lake Forest:

Monday – Friday:

- Pick up from the Union Pacific/North Line and the Milwaukee District/North Line at 7:35 a.m. - 7:45 a.m.
- Depart from Lake Forest Academy Cressey Center at 4 p.m., 5 p.m., and 6 p.m.

To accommodate boarding students returning to campus after the weekend, the On-Call faculty will pick up students from the Lake Forest train stations between 5:35 and 5:45 p.m. on Sunday evenings if notified in advance. Students who are unable to make this bus should make other arrangements to return to campus, such as a taxi or day student with a car. Faculty on duty are not required to provide train pick-up service. Arrangements for transportation to O'Hare are made through a limo service when necessary. LFA does offer Caxy van shuttles to O'Hare at the beginning of Thanksgiving, Winter, and Spring breaks, but does not provide transportation from O'Hare back to campus at the end of those vacations.

Students who ride the train should see the Dean of Students Office Manager to receive letters entitling them to a discount on train fares during the school year.

### **Campus Store, Student Charge Accounts,**

**Student Bank** – The Campus Store, where school supplies, sundries and LFA gear are sold, is located next to the Student Center. The Store accepts cash and credit cards, but students may make purchases using a valid LFA ID card. Sonia's Snack Bar is located in the Student Center and carries a variety of snacks. Purchases in the Snack Bar can be made with cash or with a valid LFA ID card. Students may also use their student accounts to pay for prom tickets, food on pizza night, certain weekend activities, t-shirts, fundraisers, etc.; these charges will be billed to the student's family.

It is suggested that each boarding student make a minimum deposit of \$100 in the Student Bank at the beginning of the year. If no restrictions are placed on the account by parents, students are allowed to make unlimited withdrawals to a maximum of \$50 per week. Students are encouraged to keep their money in the Student Bank and not in their rooms. The school is not responsible in any way for cash that is lost or stolen. The Student Bank is open two days a week for students to make deposits and withdrawals.

**Campus Safety** – Lake Forest Academy has taken several steps to ensure the security of its students. At the foundation is the LFA ID Card. Students should have their LFA ID Card with them at all times. Each card is programmed to allow access to buildings and rooms on campus during specified hours. The issuance and required use of the card is to ensure access

is limited to those who belong here. Safety goes further than a plastic ID card, though. Students have a responsibility to act in ways that help ensure not only their own security, but the safety and security of those around them. Doors should not be propped open and people who want to enter a building without an LFA ID should be refused entry until an LFA employee can confirm the identity of the visitor. Doors propped open should be reported to an LFA employee. Suspicious individuals or activity should be reported to an LFA employee. Lake Forest Academy's campus safety personnel are on campus 24/7, and students are encouraged to contact them in any situation where they feel a potential problem exists. Campus Safety personnel constantly monitor activity both in LFA buildings and on the grounds. The campus safety number is (847) 997-3685 and the campus safety office is located in the Student Center.

## APPENDIX A

**Safe Haven**

Students who suspect that their own involvement with alcohol, drugs or other illegal substances may be endangering their health and well-being are encouraged to approach the School Counselor, Prefect, Proctor or any school administrator or faculty member to ask for help. Prior to any incident leading to disciplinary action, another student, faculty member, or other member of the staff may also seek a referral for any student who is suspected of using alcohol or other drugs by speaking with a counselor, faculty member, or administrator with the goal of securing help for that student. If there is no self-referral, parents will be contacted before the School Counselor approaches the student with the suspected problem to give him/her an opportunity to ask for help.

At the discretion of the Dean of Students in consultation with the School Counselor, a student who asks for help with a substance problem may be allowed to enter into the Safe Haven program. At this point, a therapeutic intervention will replace disciplinary action as long as the student is an active participant in compliance with the program as outlined below. Parents or guardians will be responsible for any fees associated with the implementation of the Safe Haven program.

If a student enters the Safe Haven program,

- parent(s) and necessary administrators are notified by a school counselor.
- protection from normal disciplinary procedures will be granted only once for any student. Any student admitted to Safe Haven for the second time will be subject to disciplinary action. Even if a student may face disciplinary consequences, his/her fellow students are encouraged to seek adult assistance when the health and safety of that student are at risk.
- the School Counselor will oversee and monitor the implementation and progression of the Safe Haven program.
- the School Counselor will complete an initial assessment for the student to identify the appropriate course of treatment.

- the student will be placed on a “No-Use” contract. Failure to honor the contract will result in dismissal.
- if another student is needed to assist the student in jeopardy, he/she will not be cited for complicity with the student in question, but will be expected to be helpful to medical staff in clarifying the circumstances of the general situation.
- any student who assists another in getting to Student Health Services will not be given immunity after he/she leaves the building. Normal disciplinary regulations will apply if he/she is involved in a school rule violation. The student’s anonymity will be honored unless the student is separately involved or implicated in a school rule violation.
- the student will participate in and complete an on-campus therapeutic group for alcohol and drug abuse if there is a significant number of students and depending on the timing of entry.
- the student’s ongoing abstinence will be monitored through random drug/alcohol testing and random searches.
- the student and parent(s) will sign a behavioral and treatment contract that outlines the specific interventions outlined above.
- the student will be expelled from the school if he/she is found to be non-compliant with treatment (i.e., positive drug/alcohol screen, failure to continue counseling, paraphernalia found in dorm rooms, etc.).
- the student may need to take medical leave or enter a more intensive therapeutic program that could necessitate him/her withdrawing from the school.

## APPENDIX B

**The Discipline Committee**

**Composition** – The Discipline Committee is composed of four student representatives and three faculty members. The proceedings are chaired by a student.

**Faculty Membership** – The Dean of Students will ask for nominations from the faculty, and members and alternates will be selected from that pool. The term is the entire academic year.

**Student Membership** – The Dean's Office will recommend one student to act as Student Chair of the Committee. That recommendation will call for a vote of confidence by the Prefects. The three remaining student positions will be named by the Prefects in the form of a letter of recommendation to the Dean's Office. While the Prefects will consider members of the junior class, their charge is to put in place students who are of exceptional character and respected by their peers and the faculty. Any Prefect may serve as an alternate should a sitting member be absent or abstain from a particular inquiry. A student member of the Disciplinary Committee who breaks a rule and finds himself/herself called before the Disciplinary Committee will be asked to resign his/her position on the Committee.

**The Charge** – The Discipline Committee will act as a recommending body to the Dean of Students and the Head of School. While its purpose is not fact-finding, it may call before it individuals either directly or indirectly connected with the incident. The Dean's Office will submit to the Discipline Committee materials relevant to the alleged infraction and report, in person, the case coming before the Committee. It is neither the privilege nor right of the Dean's Office to direct the Discipline Committee on recommendations of response.

**Initial Proceedings** – When an infraction is reported to the Dean of Students Office, the Dean determines whether a school rule has been broken or a fundamental value of the community has been challenged.

Then, the following are engaged in the process:

- The Dean and/or Associate or Assistant Dean of Students meets with other students involved in the infraction so that all of the facts can be gathered. If the facts are in dispute, the Dean and/or Associate or Assistant Dean will submit all sides and versions of the story.
- The Discipline Committee can then call those involved before it.
- A student who lies to the Discipline Committee will be subject to further disciplinary action and dismissal will be considered.
- The student's advisor and head dorm parent (if applicable) are contacted. If the infraction involves academic concerns, the Department Chair and Academic Dean are consulted.
- The Dean of Students and Associate Dean of Students review all of the information gathered and determine whether there is a need for a Discipline Committee. Committee cases are those that require a serious response from the community or where the situation calls for the discernment of the community. In very unusual cases, however, the Head of School may determine dismissal independent of the Discipline Committee.
- The Head of School is contacted and consulted about the Discipline Committee meeting.
- The parents are called and notified about the offense and the calling of the Discipline Committee.
- The Dean of Students notifies the students and faculty serving on the Discipline Committee of the impending meeting.

## Meeting Protocol

- Members and persons coming before the Committee shall be in school dress code.
- The Student Chair calls forth a member of the Dean of Students Office to report on the incident.
- The student involved in the infraction waits outside of the meeting room while the Dean's Office presents all of the information gathered to the Committee.
- The Discipline Committee is reminded of the confidentiality of the meeting.
- The Student Chair of the Committee may ask other students involved in the incident to speak to the Discipline Committee about their experience and impression of the event. Those students will be invited into the Discipline Committee before the accused student speaks to the group.
- The student involved and his/her advisor enter the room, and the student is advised of the need for honesty in the context of the proceedings. The Student Chair must inform the student that lying to the Discipline Committee is grounds for dismissal.
- The Discipline Committee members then ask the student any questions they have about the situation. The Committee must make sure that it has a thorough understanding of the situation before the student is allowed to leave the meeting.
- The advisor is invited to add any comments he/she may want to make on behalf of his/her advisee.
- The student and advisor are excused from the meeting.
- After the student leaves, the Discipline Committee members discuss the infraction and the possible responses. The Chair takes that information under advisement and the Committee is dismissed. They are again reminded of the confidentiality of the meeting



and that a breach of that confidence will likely result in removal from the Discipline Committee.

### Meeting Follow-up

- The Dean of Students discusses the proceedings of the Discipline Committee case with the Committee. The Student Chair may be asked to join the reporting of the recommendation. The Dean of Students is a non-voting member of the Committee and must approve all recommendations before presentation to the Head of School. The Dean of Students has the sole discretion to accept or reject the Discipline Committee's recommendation and to impose disciplinary action as the matter warrants. Students may appeal the decision to the Head of School. The decision of the Discipline Committee may be communicated to the student either that night or the following morning.
- The student's parents are called and informed of the consequence.
- The advisor is informed of the consequence.
- If the student is a boarding student, the head dorm parent is informed.
- Any notes from the Discipline Committee proceedings are put in the student's file, along with a copy of any follow-up letter that is sent to the student, parent, advisor, and head dorm parent (if applicable). For example, a letter is sent to the student with copies to his/her parents, advisor, and dorm parent.

## APPENDIX C

**Points**

A system of assigning points for infractions of Academy rules has been developed whereby points are assigned by faculty and reported to the Dean of Students. A student missing a required appointment with a teacher, being late to a school meeting or not being in compliance with school dress code are but a few examples. It is only when an unacceptable number of points accumulates that a student becomes subject to a graduated series of penalties.

The following examples offer a framework as to how minor violations are recorded. Points are not limited to these examples and may be applied to any and all minor and major school rules:

- Tardy to any Morning Meeting/Advisory/Class = 1 point
- Absent from Morning Meeting/Advisory= 3 points
- Unexcused Class Absence = 5 points

Students receive daily emails from the Dean of Students Office if they have missed an obligation. When a student enters a range of 10-12 points his or her advisor is emailed. At that point, the advisor will discuss the current point situation and inform the students that accumulating a total of 15-19 points will result in a Saturday Night Detention. Parents will be notified by the Dean of Students Office, in an email, when a student has amassed enough points to have a detention. Students will also be given a clear warning that the Discipline Committee will be called if the student continues to accumulate points. If a student earns more than 20 points then he or she will appear before the Discipline Committee.

It is understood that few students go through the academic year without some minor infractions of the rules, and a few occasional recorded points carry no penalty. It is at the Dean's discretion to consider the time period as well as the total accumulation of points when assessing disciplinary measures.

## WHOM TO ASK

Everyone has questions. The following people are readily available to help in the areas outlined below. They may be contacted during normal school hours.

School number: (847) 234-3210

Fax: (847) 615-4781

Academic Policy	Chris Tennyson	615-3248
Academic Schedules	Chris Tennyson	615-3248
Admission	Admiss. Office	615-3267
Advisor System	Chris Tennyson	615-3248
Athletics	Darrin Madeley	615-4878
Athletic Office Fax	Darrin Madeley	615-4780
Attendance	Attendance Line	615-3283
Automobile Permissions	Chris Tennyson	615-3248
Boarding Policy	Jon Freeman	615-4871
Campus Store	Linda Styczen	615-3226
College Counseling	Andrew Poska	615-3279
Communications	Grace Kim	615-3285
Computers	Chris Kozlov	615-3211
Counseling	Jen Madeley	615-4784
Counseling	Sarah Collins	615-4809
Dining	Debbie Lindstrom	615-3257
Emergencies	On Call	997-0291
Facilities	Kevin Von Bergen	615-3252
ESL Program	Connie McCabe	615-3260
Financial Aid	Caroline Pugliese	615-3265
Health Questions	Health Office	615-3253
International Students	Adam Gerber	615-4779
Lost & Found	Dean's Office	615-3247
Multicultural Affairs	Lusanda Mayikana	615-4883
Off-Campus Permission	Dean's Office	615-3247
Parents Association		615-3238
School Archives	Rita MacAyeal	615-3273
Student Finances	Business Office	615-3228
Seminar Program	Jen Madeley	615-4784
Service Learning	Sarah Collins	615-4809
Student Activities	Jon Freeman	615-4871
Transcript Requests	Shannon Bradac	615-3241
Weekend Sign-out	Weekend Sign-out Line	615-4782

If you need to e-mail an LFA employee, please use the following system: initial of the person's first name, last name, @lfanet.org. For example, Chris Tennyson can be reached at [ctennyson@lfanet.org](mailto:ctennyson@lfanet.org).

Consent Form

I have read the Lake Forest Academy Handbook and agree to the rules and regulations as stated herein. I am also looking forward to a great school year!

\_\_\_\_\_

Student Name (print)

\_\_\_\_\_

Date

\_\_\_\_\_

Student Signature

Please print and sign your name above and return this sheet to the Dean of Students Office.

Academic Course Load .....	15
Academic Honesty .....	39
Academic Honors.....	18
Academic Performance List (APL) .....	18
Academic Requirements.....	14
Academic Schedule .....	12,
13.....	
Academy Standards.....	48
Advanced Level Courses.....	20
Advanced Placement .....	20
Advisory Program .....	57
Alcohol and Drug Policy.....	34
Anticipated Absence.....	28, 50
Anti-Harassment .....	36
AP Exams.....	25
Athletic Practices.....	30
Athletic Requirements.....	29
Attendance .....	49
Bus Service.....	65
Campus Store .....	65
Campus Safety .....	66
Cars.....	53
Check-in .....	54
Class Advisors .....	57
Clubs .....	56
College Counseling.....	28
College Visits .....	28
Computer/Internet Services .....	40
Corbin, Reid, and Academic Decorum .....	48
Counseling and Support Services .....	63
Course Changes .....	21
Cum Laude Society.....	19
Day Students in the Boarding School .....	55
Dining Hours .....	51
Disciplinary Responses.....	43

Discipline Committee .....	11, 43, 69
Dorm Council .....	10
Dormitory Hours.....	51
Dress Code .....	46
Driving Off Campus.....	53
Driving Privilege .....	53
ESL Program.....	15
Evening Study Hours.....	24
Extended Time Testing.....	25
Fire Regulations .....	36
Food Service.....	64
Games and Schedules.....	30
Grade Point Average .....	16
Grading System.....	15
Health Insurance.....	60
Homework.....	20
House System .....	56
In Loco Parentis.....	32
Information Services .....	26
Inclement Weather/Class Cancellations .....	50
Independent Study.....	22
Infirmary Hours.....	58
Leaving Campus .....	52
Mail Service .....	64
Major School Rules.....	33
Medical Forms .....	61
Medical Leave Policy.....	62
Medications .....	59
Mission .....	4
Monitoring Students of Academic Concern.....	16
No Quit Policy .....	30
Personal Property.....	51
Points.....	73
Prefects.....	9
Proctors.....	10

Proximity Rule.....	34
Reporting Procedures.....	20
Roommates .....	52
Safe Haven.....	67
School History .....	7
School Jurisdiction.....	32
Service Learning.....	57
Sexual Intimacy.....	38
Snow Days (see “Inclement Weather”).....	50
Sports Offerings .....	31
Structured Study Hall .....	24
Student Bank .....	65
Student Charge Accounts.....	65
Student Council.....	11
Student Government.....	56
Student Health Services .....	58
Student Records.....	48
Study Halls .....	24
Technology Use Policy.....	39
Tests.....	25
Tobacco .....	35
Tutoring .....	25
Violence.....	38
Visitors in School.....	55
Waivers .....	30
Weapons .....	35
Weekend Activities.....	54
Weekend Policy .....	54
Weekend Visitors.....	55
Welcome from Prefects .....	6
Welcome from the Head of School .....	5







## LAKE FOREST ACADEMY

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