# TABLE OF CONTENTS

MISSION STATEMENT .......................................................................................................................... 4
IDENTITY STATEMENT ....................................................................................................................... 4
VISION STATEMENT .......................................................................................................................... 4
GOVERNANCE .................................................................................................................................... 4
ACCREDITATION/MEMBERSHIPS ........................................................................................................ 5
HOLIDAYS/MAJOR SCHOOL DATES .................................................................................................. 6
ORGANIZATION OF THE SCHOOL AND HOURS OF OPERATION ..................................................... 6
  LOWER SCHOOL: EARLY CHILDHOOD – GRADE 4 ........................................................................ 6
  MIDDLE SCHOOL: GRADES 5 – 8 .................................................................................................... 6
  UPPER SCHOOL: GRADES 9 – 12 ................................................................................................... 6
CAMPUS MAP AND CARPOOL DIRECTIONS ...................................................................................... 8
PORTRAIT OF A LAUSANNE GRADUATE .......................................................................................... 8
LAUSANNE COLLEGIATE SCHOOL POLICIES .............................................................................. 9
  ADMISSION AND RESIDENCY REQUIREMENTS .................................................................... 9
  MOVING FAMILIES’ FINANCIAL OBLIGATION POLICY ............................................................ 9
  PARENT, STUDENT AND FACULTY PARTNERSHIP ................................................................ 10
  COMMUNITY EXPECTATIONS: KNOWLEDGE, TRUTH, HONOR ............................................... 11
  BELIEF STATEMENT ...................................................................................................................... 11
  AGREEMENT STATEMENT ........................................................................................................... 11
  EXPECTATIONS .............................................................................................................................. 11
  PROCEDURES ............................................................................................................................... 11
  STEPS ............................................................................................................................................ 11
  PROBATION, SUSPENSION AND EXPULSION ......................................................................... 12
  RELIGIOUS DIVERSITY ............................................................................................................... 14
  COMMUNITY BEHAVIOR ............................................................................................................. 14
  ILLEGAL DRUG USE .................................................................................................................... 14
  ON CAMPUS USE OF ALCOHOL, DRUGS AND VAPORIZERS ............................................... 14
  OFF CAMPUS USE OF ILLEGAL DRUGS, TOBACCO AND ALCOHOL ..................................... 15
  WEAPONS POLICY ....................................................................................................................... 15
  EXPELLED/withdrawn/former STUDENTS ON CAMPUS ............................................................ 15
  LEGAL COMPLIANCE ................................................................................................................... 15
  SCHOOL COUNSELORS’ SERVICES ............................................................................................ 16
  STUDENT ACCOMMODATIONS AND LEARNING PLANS ......................................................... 16
  ATTENDANCE POLICIES/PROCEDURES ..................................................................................... 17
  HOMEWORK POLICY .................................................................................................................. 18
  ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) STUDENTS ............................................. 19
PROMOTION/CONTINUED ENROLLMENT ................................................................. 19
STUDENT DRESS CODE .................................................................................. 20
STUDENT HEALTH PROCEDURES ................................................................ 21
INCLEMENT WEATHER POLICY ..................................................................... 22
SAFETY AND SECURITY .................................................................................. 22
CAFETERIA SPECIAL REQUEST FOR MEDICAL OR RELIGIOUS REASONS ........................................ 25
CAFETERIA VISITORS ...................................................................................... 25
LIBRARY POLICIES .......................................................................................... 26
TECHNOLOGY ACCEPTABLE USE POLICY ................................................... 26
PARENT COMMUNICATIONS .......................................................................... 27
LOGO AND BRANDING USAGE ...................................................................... 28
PHOTOGRAPHS ............................................................................................... 28
MISSION STATEMENT
Lausanne Collegiate School’s mission is to prepare each of its students for college and for life in a global environment.

We accomplish this mission through the Lausanne Way:

- We create a joyful and challenging learning process.
- We encourage continual self-reflection.
- We provide opportunities to succeed.
- We embrace global mindedness.
  - We forge meaningful relationships.
- We build character through service to others.
- We empower individuals to seek their own journeys.

IDENTITY STATEMENT
Building on the mastery of traditional college preparatory skills and high academic and ethical standards, Lausanne Collegiate School develops the individual talents, intellects, creativity and character of boys and girls through innovative teaching strategies and passionate and engaged learning within our diverse Pre-Kindergarten–12th grade setting.

VISION STATEMENT
Building upon NAIS Principles of Good Practice (NAIS.org), Lausanne Collegiate School will gain a national reputation for providing a superior education and for taking a leading role in promoting positive educational change. In particular, we will be noted for providing differentiated instruction for students, integrating technology in the classroom, promoting independent schools as public resources and embracing diversity of race, religion, class and learning styles among the constituents of our educational community. Recognized for our exceptional campus, we will offer a well-balanced blend of academics, athletics and the arts in an East Memphis neighborhood setting.

GOVERNANCE
Lausanne is governed by a Board of Trustees whose mission is “to ensure the future viability of the institution for the children of the present children.” The Board is comprised of parents, past parents, alumni and other community leaders who think strategically about the future of our school. The sole employee of the Board of Trustees is the Headmaster, who is responsible for all day-to-day operations. They do not serve as a board of appeals for operational issues.
ACCREDITATION/MEMBERSHIPS

Lausanne holds memberships in professional organizations in numerous specific subject/content areas of the curriculum and belongs to the following organizations:

- International Baccalaureate (IB)
- Southern Association of Independent Schools (SAIS)
- Tennessee Association of Independent Schools (TAIS)
- Commission on International and Trans-Regional Accreditation (CITA)
- Southern Association of Colleges and Schools (SACS) /Council of Accreditation and School Improvement (CASI), a division of AdvancED
- Memphis Association of Independent Schools (MAIS)
- Educational Records Bureau (ERB)
- The College Board

Accreditation, which is sought on a voluntary basis, ensures that the institution has met the standards established by the association and simplifies the transfer of credits from one school to another. No school can be accredited, regardless of its resources, unless it engages in a continuing program of school improvement.
HOLIDAYS/MAJOR SCHOOL DATES

August 6, 2018 New Teacher In-Service Day (No classes)
August 7 – 10, 2018 In-Service Week (No classes)
August 13, 2018 First Day of School
September 3, 2018 Labor Day (No classes)
October 4 – 8, 2018 Fall Break (No classes; Thursday-Monday)
October 26, 2018 Parent/Teacher Conferences (No classes; Extended Care Available)
November 5, 2018 Professional Development Day (No classes; Extended Care available)
November 20, 2018 Grandparents & Family Friends Day (½ day of classes and early dismissal; Extended Care available)
November 21 – 23, 2018 Thanksgiving Break (No classes)
December 14, 2018 Last Day of School before Winter Break (½ day of classes and early dismissal, Extended Care available)
January 2, 2019 Classes Resume after Winter Break (Wednesday)
January 21, 2019 Martin Luther King Day (No Classes)
February 15, 2019 Professional Development Day (No classes; Extended Care available)
February 18, 2019 President’s Day (No classes)
February 22, 2019 Parent/Teacher Conferences (No classes; Extended Care available)
March 11 – 15, 2019 Spring Break
April 19 – April 22, 2019 Easter Break (No classes)
May 24, 2019 Last day of classes (1/2 of classes; Extended Care available)
May 25, 2019 Class of 2019 Baccalaureate
May 26, 2019 Class of 2019 Graduation

ORGANIZATION OF THE SCHOOL AND HOURS OF OPERATION

Three divisions in the school meet the needs of students at their developmental and academic levels.

LOWER SCHOOL: EARLY CHILDHOOD – GRADE 4

School day is 8:00 a.m. – 3:00 p.m. Early room begins at 7:30 a.m. in the classrooms for Grades PK-4

MIDDLE SCHOOL: GRADES 5 – 8

School day is 8:30 a.m. – 3:30 p.m. Zero Hour help sessions 7:30 a.m. – 8:30 a.m.

UPPER SCHOOL: GRADES 9 – 12

School day is 8:30 a.m. – 3:30 p.m. Zero Hour help sessions 7:30 a.m. – 8:30 a.m.

AfterCare is offered to grades PK–6 from the close of school until 6:00 p.m. Extended Care will also be offered on certain school holidays and half days. For detailed schedule, contact the AfterCare Office at 901-474-1013 or check the website at lausanneschool.com/aftercare.

Lausanne provides supervision of students from 7:30 a.m. until 4 p.m. (MS/US) and 7:30–3:15 (LS). PK–6 students who are still on campus after dismissal and not participating in school-sponsored activities must be in AfterCare. Students in grades 7–12 who are still on campus after 4 p.m., but not involved in a Lausanne activity, must report to the Library. The Library will be open until 5 p.m.

Students are not allowed to remain on campus and roam around the buildings in unsupervised areas.
**Blue Heron Café** Hours: 7-10:30 a.m. and 3-5 p.m.  
**Lynx Store** Hours: 3-5 p.m.

The Blue Heron Café and Lynx Store are open to all students, faculty, parents and guests. Student customers may pay by cash, check, credit card or student ID. Student ID charges will appear on monthly school statements. Parents have the ability to block this option completely or to set a monthly limit on their student’s account. If you wish to block your student’s account or set a monthly limit, please email abuchanan@lausanneschool.com.
A Lausanne graduate is...

- **a seeker of knowledge** who understands the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
- **a thinker** able to recognize and approach complex problems, make ethical decisions and understand and capitalize on his or her strengths and limitations.
- **a confident risk-taker** with understanding of a broad and balanced range of disciplines.
- **an open-minded global citizen** with a strong sense of fairness, justice and respect for other individuals, communities and the environment.
- **an effective communicator** who seeks and evaluates a range of viewpoints.
- **a caring and reflective person** who respects the needs and feelings of others and acts to make a positive difference.
- **an inquirer** with a passion to continue a lifelong love of learning.
LAUSANNE COLLEGIATE SCHOOL POLICIES
Lausanne Collegiate School is proud of its standing among the top college preparatory schools in the country. Lausanne seeks to admit those students with the drive to succeed in a global community. Lausanne instills in its students the values necessary to achieve in life through the parent, student and faculty partnership approach to education. Lausanne’s motto, Knowledge—Truth—Honor, is at the core of all school policies.

ADMISSION AND RESIDENCY REQUIREMENTS
Lausanne seeks to admit bright, college-bound students who possess intellectual potential, motivation and parental support to succeed in our academically challenging International Baccalaureate programmes. Successful candidates will have a strong work ethic, positive attitude, a cooperative spirit, a pleasant nature and a genuine commitment to Knowledge, Truth and Honor.

Lausanne Collegiate School admits qualified students of any race, color, religion (creed), gender, gender expression and national ethnic origin.

MOVING FAMILIES’ FINANCIAL OBLIGATION POLICY
Should Lausanne receive from the parent or guardian written notice, delivered by hand or by certified mail/return receipt, notification of their intent to move more than 75 miles from Lausanne Collegiate School after the deadline date of withdrawal written on all contracts, the financial obligation of the parent will be modified as follows, following official notification of the move from a third party (letter from employer or other):

- Notification received prior to June 1 — Deposit will not be returned but no further payments will be due.
- Notification received June 1–30 — Deposit will not be returned and 70% of the full year’s tuition will be due.
- Notification received July 1 or after — Full year’s tuition will be due.

Families who chose to take TRP (Tuition Refund Plan Insurance) will be able to file for financial help as long as the student(s) has been in school at Lausanne Collegiate School for a minimum of ten consecutive full days of the contracted school year. TRP must be purchased on or before the first day of school.
PARENT, STUDENT AND FACULTY PARTNERSHIP

Part of the Lausanne tradition is the school’s belief that a positive and constructive partnership between it and a student’s parents or guardian is essential to the fulfillment of the school’s mission. The school re-enrolls a student if such a partnership exists but reserves the right to dismiss a student if it does not.

_Lausanne Collegiate School Commitment (As Stated in The Enrollment Contract) Students—Teachers—Parents_

**Lausanne’s Mission:** To prepare each of its students for college and for life in a global environment

Lausanne’s students, faculty, staff and parents are co-equal members of our student-centered learning community. To be successful, all members of the community must commit to abiding by standards and principles that strengthen our bonds and create an enduring foundation for the educational process.

**THE STUDENT(S)**

Students at Lausanne Collegiate School commit to:
- doing quality work
- being honest in truth, word and deed
- respecting self, others and property
- displaying age-appropriate responsibilities
- conducting themselves in accordance with the school’s expectations and reputation

**THE SCHOOL**

Teachers, administrators and staff commit to:
- offering a rigorous college-preparatory program
- being student-centered
- seeking and valuing parents’ perspectives on the student
- keeping parents well informed
- remaining current in their profession and knowledgeable of the students with whom they work
- maintaining a personable and professional relationship with all of the school’s constituents
- conducting themselves in accordance with the school’s expectations and reputation

**THE PARENT(S)**

Parents commit to:
- acting in the best interest of children
- reading and responding to school-home communications
- being familiar with and supportive of the school’s policies and procedures
- maintaining a respectful relationship with all of the school’s constituents
- conducting themselves in accordance with the school’s expectations and reputation
- communicating directly with appropriate school personnel when concerns arise
- contributing “Time, Talent and Treasure” by
  - volunteering when able
  - sharing professional expertise with students and faculty
  - giving annually to The Lausanne Collegiate Fund and other fund-raising efforts of the school
COMMUNITY EXPECTATIONS: KNOWLEDGE, TRUTH, HONOR

KNOWLEDGE: Do quality work, self-advocate and develop a sense of academic purpose.

TRUTH: Be honest in word and deed.


BELIEF STATEMENT

The Lausanne Collegiate School’s community believes in Knowledge, Truth and Honor. This motto expresses the values and character that distinguish Lausanne Collegiate School faculty, staff and student community.

AGREEMENT STATEMENT

All members of the Lausanne Collegiate School community, past and present, including but not confined to parents, students and faculty/staff, acknowledge the privilege with being associated with Lausanne Collegiate School and agree to support the Belief Statement and a community environment that is positive and collaborative.

EXPECTATIONS

As members of the community, all Lausanne constituents are expected, at all times, to demonstrate Knowledge, Truth and Honor to self, others and property. They must have a strong work ethic, positive attitude, cooperative spirit, pleasant nature and a genuine commitment to Knowledge, Truth and Honor.

PROCEDURES

Lausanne Collegiate School has clearly defined expectations that are meant to uphold the standards of respect, responsibility and honesty. The school strives to develop a high degree of personal responsibility in each student; therefore, while the school community acknowledges and rewards positive contributions, it also imposes age-appropriate consequences for behavior that is damaging to the individual and/or the community. The following procedures are put in place to help students reach the goal of becoming positive members of the community. Expectations, procedures and consequences will be supervised and/or administered and overseen by the Division Head.

STEPS

Students who fail to function consistently, as outlined in the student’s role, will be subject to a point system that will determine the level of community action. Points are on a 1–5 scale and last for 12 calendar months.

- Students are assigned points by the Student Support Team (SST) with approval of the Division Head.
- Students who accumulate four points are suspended from school. Students cannot participate in any on or off-campus school activities while under suspension.
- Students who accumulate five points will be recommended for expulsion.
Step 1: Intervention by Administrator
Should a student not adhere to community expectations, they may be referred to the Division Head and/or Assistant Division Head for a meeting. At this point, the Division Head and/or Assistant Division Head will decide whether to convene the Student Support Team. Student Support Team (SST) members may include:

- Teachers from the division
- Student’s Advisor
- School Counselor
- Division Head/Assistant Division Head in the Lower/Middle School

Step 2: Student Support Team Convenes
The Student Support Team meets to hear the Division Head/Assistant Division Head’s report and to discuss the support and possible consequences to follow. In the Lower and Middle school, the Advisor/Counselor will meet with the student prior to the SST, and that adult will serve as the advocate for the student. In the Upper School, the SST meets with the student directly. The Student Support Team may recommend any one or more of the following actions:

- Designate between one and five points for each infraction
- Give an assignment or activity related to the infraction
- Suspend student (one or more days)
- Place student on probation

The Division Head/Assistant Division Head intervenes with student and communicates to the parents the consequences developed by the Student Support Team. Parents will always be asked to collaborate with and support the actions of the Student Support Team and the administrative staff. Exceptions in the process will be made if the school’s administrative team deems a student’s dangerous, destructive, disruptive or abusive behavior undermines the safety of others or the learning environment.

PROBATION, SUSPENSION AND EXPULSION
It is a privilege for students to attend Lausanne Collegiate School. To that end, the expectation is for all students to conduct themselves at all times in a manner that demonstrates the values outlined in our motto Knowledge—Truth—Honor.

When a student is on probation, it means two things. First, the student’s privileges may be suspended. The student may not be allowed to attend extracurricular activities, such as social or sporting events. The Division Head or Assistant Division Head may remove the student from any positions of responsibility, such as membership in the Student Government or president of a club.

Secondly, probation means the student’s advisor will monitor the student’s progress. The advisor will keep a record of the student’s behavior. Probation is set for a specific amount of time. During that time, if the record shows that the student’s behavior is acceptable, the Student Support Team takes the student of probation at the end of the set term, and no further action is taken. If the record shows any infractions during the term of probation, the advisor will refer the student back to the Student Support Team to recommend further action. If infractions occur at any point during the probationary period, the Student Support Team will meet to determine further action.

Probation—Academic (Middle/Upper)
When a student’s grade falls below 70% in any subject, the following actions will be taken:

- Teachers in the related subject area will request the student meet during before/after school study/help
sessions.

- If a student continues to function below 70%, the student will be required to attend help sessions by the core teacher and placed on academic probation until progress report or report card time.
- Academic probation will remain in effect until the student achieves above 70% in each of the core subjects.
- Students in grades 11 and 12 are required to stay in proctored study hall.
- Lausanne Collegiate School reserves the right to deny continued enrollment for students who enter Academic Probation status at any point in the year and who fail to demonstrate sufficient academic progress.
- During probation, a student’s involvement in extracurricular activities will be determined on an individual basis by the Division Head.

**Probation—Behavioral**

- If a student continues to demonstrate behavior that is unacceptable, that student will be placed on probation.
- Probation will be set for a period of time by the members of the Student Support Team and the Administrative Team. Teachers, along with the Division Head, will monitor and supervise the student during the probationary period.
- Lausanne Collegiate School reserves the right to deny continued enrollment for students who enter Behavioral Probation status at any point in the year and who fail to demonstrate sufficient behavioral progress.
- During probation, a student’s involvement in extracurricular activities will be determined on an individual basis by the Division Head.

**Suspension**

During the term of suspension, a student temporarily loses the privilege of being a member of the community. At the end of the suspension period, the student and parents meet with the Division Head prior to the student’s reentry. All work due at that time must be submitted to the Division Head upon return to the school. Assessments are to be completed within two days of return. Failure to complete the work will result in zeros. The length of the suspension is recommended by the Student Support Team.

**Expulsion**

Expulsion is a permanent dismissal from Lausanne Collegiate School. Students may be permanently dismissed for the following reasons:

- Student’s continued disruptive behavior once consequences are in place
- Student’s blatant disregard for the rules, regulations and community expectations
- Violation of the law
- Lack of communication and/or cooperation on the part of the parents
- Circumstances which would not allow the school to meet the needs of a child
- Personal and emotional maladjustment issues that make the child unable to function as a student
- Any behavior on or off campus that reflects negatively on the school

The family will receive a letter outlining the situation upon which a student may return to campus or, in some cases, a letter forbidding them to return to campus.
RECOMMENDED DIVERSITY
It is Lausanne’s firm commitment to send each Lausanne graduate of to college and to adulthood with a keen understanding and enthusiastic appreciation for the entire patchwork of humankind. Isolation, prejudice, intolerance and ignorance will never be tolerated at Lausanne. In keeping with this creed, Lausanne has adopted a statement of philosophy and suggested guidelines for sensitivity to religious positions of all students and staff of Lausanne:

As we seek to help students understand each other, it is important that we respect, honor and celebrate each other’s race, creed and ethnic origin. Sensitivity to the feelings and traditions of others has long been a strength of the Lausanne educational experience. Lausanne is entirely supportive of students’ faiths.

COMMUNITY BEHAVIOR
Violent, abusive or destructive behavior in any form will not be tolerated. This includes, but is not limited to, behaviors such as:

- physical aggression
- sexual harassment
- verbal, nonverbal and physical bullying
- verbal or written (inclusive of social media) threats
- destruction of property

Being a student at Lausanne is a privilege, not a right. Failure to act in accordance with the school’s expectations and overall reputation places the student’s continued enrollment in jeopardy.

ILLEGAL DRUG USE
Lausanne Collegiate School endeavors to develop and sustain a community environment that supports students at all times in making healthy and appropriate choices, while promoting and protecting the positive reputation of the school. This is achieved through a pervasive commitment to Knowledge, Truth and Honor, both on and off campus, and applies to students, faculty and family and all of those associated with the school. In supporting students making healthy and appropriate choices that will further their growth towards responsible adulthood, the school takes the approach of ongoing education regarding wellness issues such as drugs and alcohol. Individual counseling and consequences may result from poor student decision making. To that end, all students are required to comply with federal, state and local laws regarding the use of alcohol, drugs and prescription pharmaceuticals.

ON CAMPUS USE OF ALCOHOL, DRUGS AND VAPORIZERS
Possession or use of alcohol, vaporizers (e-cigarettes) or illegal drugs are not allowed on campus or at school sponsored activities at any time. Students may only use prescription drugs that are prescribed to them and only in the manner prescribed.

Similarly, it is a violation of this policy for a student to enter the campus or to attend school sponsored activities under the influence of illegal or improperly used prescription drugs or alcohol. Students who violate this policy will be subject to suspension and/or expulsion. This policy also includes the possession, delivery of, transfer or sale of alcohol or drugs, either illegal or prescription, by students while in school or at school-sponsored events.
OFF CAMPUS USE OF ILLEGAL DRUGS, TOBACCO AND ALCOHOL

Of campus use of alcohol or illegal drugs and the abuse of prescription drugs is a violation of this policy. If the school suspects or becomes aware of alcohol or drug use by a student as a result of reasonable suspicion, rumor or student or faculty concern, such concern to include but not be limited to intoxicated behavior, discipline issues, deviation from academic progress, unaccounted for absences or reliable information indicating such abuse, the school reserves the right to require such student to submit to a drug and alcohol test. If the school becomes aware of or suspects that a student is engaging in alcohol or illegal drug use or is abusing prescription drugs the school counselor will contact the family to make arrangements for a drug test. The drug test must take place within 24 hours of the request by the school. If this test occurs in the absence of any other circumstance involving school discipline, the first instance of a positive test result will be treated as a counseling opportunity between the school and the family. A positive drug test result for a student who is then under school disciplinary measures may be grounds for suspension or expulsion. This approach is meant to be supportive and directly in partnership with the parents to promote positive student decision making and overall student wellness. Failure of the family to cooperate in the timely submission to a drug test will be a violation of the home/school partnership and will lead to the student’s expulsion from the school. The drug test will be coordinated with the school counselor, and the results will be confidential, with the results returning to the school. Students who test positive, and who are allowed to remain enrolled at the school, will be required to undergo regular drug testing throughout the remainder of their school experience at Lausanne. A subsequent positive drug test will result in the student being expelled from Lausanne Collegiate School.

WEAPONS POLICY

No weapons of any kind are allowed on campus except by Law Enforcement and Campus Safety and Security Personnel. Students in violation of this policy will be subject to serious consequences, including suspension or expulsion.

EXPELLED/WITHDRAWN/FORMER STUDENTS ON CAMPUS

If the administrative staff views that the safety/welfare of the students/faculty and Lausanne’s institutional reputation is compromised by a former student returning to visit the Lausanne campus, the student will be asked to leave campus. The family will receive a letter outlining the situation upon which a former student may return to campus or, in some cases, a letter forbidding them to return to campus.

LEGAL COMPLIANCE

Lausanne Collegiate School complies with federal and state regulations in regard to reporting suspected cases of child abuse or sexual harassment. The school complies with court-ordered child custody decisions, environmental safety regulations, asbestos abatement, OSHA regulations and mandated health issues. Employment background checks are required for all school personnel.
SCHOOL COUNSELORS’ SERVICES
Lausanne’s school counselors provide group and individual counseling in the areas of academic, emotional and social support to all students enrolled. Group classroom counseling is the primary focus of our counseling staff. Programs are implemented that include all students in the guidance program. The counseling staff implements proactive counseling services that enable students to solve their problems within the school setting.

If, in the course of serving a student, the counselors, advisors or classroom teachers determine that outside counseling is necessary, parents will be called to set up a meeting to discuss this recommendation. The counselors and Division Head will work closely with outside psychological agencies to coordinate services if comprehensive ongoing counseling is required. Once a student is working with an outside agency, Lausanne requires that the School Counselor and/or Division Head be allowed to contact the outside counselors regarding student work and school-related issues.

STUDENT ACCOMMODATIONS AND LEARNING PLANS
Lausanne Collegiate School is a college preparatory school whose mission includes providing students with the curriculum and skills necessary for success in college and life in a global environment. Admission is selective, and students who enroll are expected to meet the academic demands of the program. Occasionally, a student qualifies, through a professional evaluation, to receive certain accommodations for a learning difference(s). While being sensitive and responsive to these students’ needs, Lausanne reserves the right to limit the diagnostician’s or psychologist’s specified recommendations to the following:

• Extended time on tests and in-class written work
• Use of software that enhances verbal and/or written processing of data and ideas
• Under special circumstances, a reader to read assessments to the student
• Teacher-developed differentiation of assignments that meet the curriculum goals and standards of courses

If testing is new or updated, an appointment must be made with the divisional Learning Specialist for a parent-teacher conference. Testing is required to be updated every three years. Each year, as the student is placed with new teachers, the parents and the school must ensure the teachers receive documentation for accommodations. Documentation is kept on file by the Learning Specialist. When a Lausanne student receives an educational diagnosis and request for accommodations for the first time in that student’s educational career, he or she must first use the accommodation(s) in the classroom for a minimum of two consecutive weeks prior to the week of semester exams. At the end of each academic year, the school administration will assess whether Lausanne can adequately accommodate the needs of a student with learning differences or whether that student would be better served in a different school setting.
ATTENDANCE POLICIES/PROCEDURES

The development of a strong sense of personal responsibility is an important goal at Lausanne. Presence in each class is necessary for academic progress. Attendance is required at advisory, assemblies, grade level meetings, field trips and all classes. We ask parents to make every attempt to schedule medical and dental appointments so they do not interfere with school attendance. Each student’s absence and tardy record becomes part of his/her official educational record.

Tardies

Part of the emphasis we place on personal responsibility hinges upon a student being prompt and prepared. A student arriving late to class disrupts the flow of a daily lesson. We ask parents and students to be punctual. A student is marked tardy any time he or she is late arriving to school or to an individual class. All tardies will be marked unexcused. All students arriving late must check in at the Division Office. Students and parents will be notified with the number of tardies becomes excessive and may require a meeting with the Division Head.

Absences—Lower School

Unless there is a medically documented reason or planned absence, students may not miss more than 10 days of school before the Holiday Break or 20 days before Summer Break. Chronic absences and tardies may subject the student to administrative review regarding status for re-enrollment.

Absences—Middle and Upper School

Students’ presence in their courses is critical to maximizing achievement and scholarship. Students who are chronically absent from one or more classes deprive themselves and their fellow students the gifts of their scholarship and engagement in their daily lessons. Leadership is often described in the terms of “showing up.”

All absences in grades 5–12 are recorded by class period, and it is attendance by class that determines whether or not credit is earned. Exceptions include religious holidays, three days of preapproved college visits (for the entire school year and only for juniors and seniors), school-sponsored trips, extended illness (three or more days in a row) with a doctor’s verification on each occasion and chronic illness (repeated absences of one or more days due to the same medical circumstances) with a doctor’s verification. Parents of students who are chronically absent need to proactively contact the Division Office and schedule a meeting with the Division Head and the student’s advisor. Documentation will be required for any ongoing health issue that is impacting a student’s ability to be in school on a consistent basis.

Upper School students with more than 10 absences in a semester class will be required to set up a meeting with the Head of Upper School to discuss whether or not credit will be granted for the course. Students with 20 or more absences in a full-year course are in jeopardy of losing academic credit for the course. Consequently, students reaching 7 absences in a one-semester course and 12 absences in a full-year course will receive a letter placing them on attendance probation for the remainder of the semester or school year. Once on probation, the student will be required to provide documentation for any further absences in the course. Students on Attendance Probation will not be eligible to travel on school trips/competitions that lead to further absences from classes without the permission of the Head of Upper School.

Middle School students with more than 10 absences in a semester will be required to set up a meeting with the Head of Middle School to discuss classroom performance and develop a plan to ensure that student is current and is obtaining mastery of skills. Students with 20 or more absences in a year may be required Summer Academic Reinforcement and/or repeat of the grade level. The Head of Middle School, after 10 absences, will place student on Attendance Probation and require student to
provide documentation for any further absences. Students on Attendance Probation will not be eligible to travel on school trips/competitions that lead to further absences from classes without the permission of the Head of Middle School.

Since the 2011–12 school year, attendance records have been included in all academic transcripts sent to colleges and universities.

Absence Reporting or Early Checkout
If a student is unable to attend school, parents should call the Division Office by 8:30 a.m. If a student is checking out early for any reason, a parent or legal guardian will need to call the Division Office or send a note with the date, time and reason for early dismissal.

Makeup Work/Planned Absences
All divisions will accept makeup work. The time frame or the work to be handed in will be agreed upon between the student and each teacher when the Planned Absence Form is filled out. Any work missed during a non-planned absence will be agreed upon between the student and the teacher upon the student’s return. Students are reminded that they will need to obtain a Planned Absence Form (MS/US) from the Division Office any time they have prior knowledge of any absences, as this form provides proactive communication with the teacher(s) about any work to be made up.

HOMEWORK POLICY
Homework will be assigned to serve the following purposes:
• To develop and strengthen skills
• To train students in good study habits
• To increase ability in self-direction and self-discipline
• To promote growth in responsibility
• To prepare the student for the expectations of the next grade level

Students are expected to complete 100% of homework assigned and submit this work to the teacher on time. There are age appropriate consequences for non-completion of homework.

Homework assignments for grades 5–12 are made available weekly.

Parents and students are responsible for informing the teacher of any concerns. Teachers will then develop a plan to assist the child for a successful homework experience.
ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) STUDENTS
The EAL Program at Lausanne is designed to help international students learn the English they need to participate in mainstream academic classes in high school and university. They study the reading, writing, listening and speaking skills necessary to be successful in their studies. When they arrive at Lausanne, all students take an assessment test that will determine what level of assistance they need. Most new arrivals to Lausanne will take an “English for International Students” class that will teach them how to write essays, read native level texts and hold productive conversations in English. There will also be a cultural and service component to this class to help students integrate into the student body at Lausanne. Students who have the ability to read, write and converse in English but need assistance with mainstream classes will be assigned a tutor. There are fees associated with the class and with the tutors. Please contact the EAL Coordinator with any questions.

PROMOTION/CONTINUED ENROLLMENT
Lausanne reserves the right to ensure compliance with its policies and the right to cancel the contract at any point, including prior to the first day of school should a student fail to satisfactorily complete the current school year or should the administration, in its sole discretion, determine the student cannot be successful in the program then offered by Lausanne.
STUDENT DRESS CODE

In general, student apparel needs to be modest, clean, untorn, hemmed and properly fitted with consideration given to comfort and function within a learning environment. Students are expected to arrive on campus in dress code and remain in dress code until they leave campus. Students must be in dress code under jackets, coats, sweatshirts and any other outer layer. Flip flops may never be worn during school.

Lausanne students are not allowed to wear t-shirts, sweatshirts, etc. representing other local elementary or secondary schools.

Lower School and Early Childhood, PK–Grade 4
• Footwear must have a closed toe and closed heel with a rubber type sole. Tennis shoes are preferred.
• Appropriate shirts must fall below the waistline.
• Girls are encouraged to wear shorts under skirts and dresses.
• Hats and sunglasses may be worn outside only.

Grades 3–4
• Shorts, skirts and dresses must extend past the fingers when students are standing with arms at their sides.
• Dresses may not have spaghetti straps.

Grades 5–12 Dress for Boys
• Boys must wear collared shirts, tucked into pants, including under sweatshirts and sweaters. Polo shirts, button downs and turtlenecks are some examples.
• Belts must be worn if the pants have belt loops.
• The following pants are permitted: khakis, corduroys and non-athletic shorts that touch the knee-cap.
• Neat jeans (no tears/frays) may be worn on Fridays. T-shirts are not allowed except on spirit days.
• Sturdy shoes are to be worn with socks when appropriate. Laces must be tied.
• Hair must be above the eyes, above the collar and above the middle of the ear.
• No extreme hairstyles including ponytails, mohawks or extreme colors.
• No facial hair permitted, including, but not limited to, stubble, sideburns, goatee, etc.
• No piercings, including, but not limited to, earrings, nose rings, etc.

Grades 5–12 Dress for Girls
• Appropriate shirts must be worn. Halter-tops, spaghetti straps and athletic t-shirts are not permitted. No bare skin may be exposed at the waist, bust, back or abdomen at any time, including when arms are raised.
• The following pants are permitted: khakis, corduroys, capri pants and nonathletic shorts that touch the knee-cap.
• Neat jeans (no tears/frays) may be worn on Fridays. T-shirts are not allowed except on spirit days.
• All skirts and dresses are to be modest and adhere to the same standards as shirts.
• Leotards, leggings, spandex pants and tights are allowed under a skirt or dress that is of modest length.
• Shoes are to be worn with socks, when appropriate. Laces should be tied.
• No extreme hair dyes or colors.
• No facial piercings, including, but not limited to, nose rings, lip piercings, surface piercings, etc. Gauge earrings are not permitted.
• All other items which the faculty/administration deem appropriate are allowed.
Assembly Dress for Middle and Upper School Students
Students are required to dress formally for days that involve an assembly or ceremony deemed to be formal in purpose. Boys are to wear dress slacks, dress shirt, tie, dress shoes and an optional blazer. Girls are to wear a dress or a blouse with dress pants or skirt that are modest and representative of a formal event. They should also wear shoes that are representative of a formal event. The key is to consider dressing as if you were interviewing for an important scholarship, future job or internship. Sweatshirts, hoodies, mocs and other forms of informal clothing are not allowed.

STUDENT HEALTH PROCEDURES
Lausanne will take measures to accommodate each student’s short-range needs posed by illness and will keep documentation to assist in that effort. Medical history forms and medical emergency forms will be submitted by the parents prior to the second week of school. Medication forms will be submitted as needed. Long-term health issues that prohibit the student from attending school will result in a student’s working with the district school to home school until the student is able to return to Lausanne.
To lessen the possibility for the spreading of ailments among students, we ask parents to keep their student home if that child poses a health threat to others. If a student becomes ill during school hours, the student will be sent to the Division Office. If a fever is detected or if the child is nauseated, we will request parents take the child home.

Doctor’s Appointments
Dental and other medical appointments should be scheduled after school. In the event that after-school scheduling is not possible, students will need to communicate with teachers about missing classes and agree on new due dates for any assignment(s) missed.

Medication Policy
• Prescription medication for all students must be sent to the Division Office in the original container. The container must display the student’s name, prescription number, date, medication name and dosage, time of dosage, physician’s name and pharmacy name, address and phone number.
• Designated trained staff in each division will assist in the self-administering of all medications, both prescription and nonprescription. An updated authorization for the Medical Information Form must be on file at all times or the student will not be allowed to take the medicine.
• Nonprescription medication must be sent to the Division Office in the original container with the ingredients listed and discontinuation date. The student’s name must be affixed to the container. All nonprescription medication must be listed on the Medical Information Form or the student will not be allowed to take the medication. Please contact the Division Office if the Medical Information Form needs to be updated. Lausanne requires written authorization for changes/additions.
• Particular health problems and any relevant emergency procedures should be noted in writing in detail to the Division Head. Students with special health concerns/needs, such as asthma, peanut allergies, bee stings etc., will be addressed on an individual basis under the supervision of the Division Head.
• Students are not allowed to have prescription or nonprescription medication in their possession, including Tylenol, Motrin or other nonprescription medications. The Division Office will secure all medications in a locked area at all times. Students may be subject to disciplinary action by the Division Head if found in violation of this policy. Exceptions will be made for individual students with prescription medication, for example: asthma, diabetes, etc. The Medical Information Form outlining these specific instructions must be on file in the Division Office.
• If a student has a temperature and/or the student vomits, the parents will be called to pick up the student.
• A student whose ailment is contagious will not be allowed at school with or without medicine. The student must be free of fever for 24 hours (without fever reducing medication) prior to returning to school.

**Immunization Policy**
Students must meet the required Tennessee state laws regarding immunizations before entrance to school. Immunization records will be kept on file for each enrolled student in the child’s Division Office. Parents will be sent reminders in the senior kindergarten and 7th grade years to consult their pediatricians regarding children’s age-appropriate immunization updates. Parents should be aware that some colleges and universities will not enroll students without up-to-date immunization records.

**Married or Pregnant Student Policy**
Any married student or student whose actions lead to a pregnancy will immediately be withdrawn as a student from Lausanne.

**INCLEMENT WEATHER POLICY**
Lausanne may close due to inclement weather and/or hazardous driving conditions. An announcement will be made via television, website lausanneschool.com, e-mail and/or text message alert about closing and reopening.

Lausanne does not follow the public school closings.
Given the extensive catchment area, parents are asked to use their own discretion when roads in their area are hazardous and school is not closed. Absences in this situation will be excused. If school is dismissed during the school day for bad weather, Lower School parents should go to their child’s classroom and sign out their child with the classroom teacher. Middle and Upper School students will return to their advisors and parents may sign out their child with the advisor. School personnel will remain on campus until all students are picked up. Students may communicate with parents through cell phones if an early dismissal becomes necessary.

Middle and Upper School Students
In the event of an unscheduled holiday (snow day, etc.), any assessments listed on the calendar for the day or days missed will be administered on the first day back to school. Missed assessments will take priority. Students are encouraged to communicate via e-mail with faculty during these unscheduled holidays.

**SAFETY AND SECURITY**
To promote student welfare, Lausanne has designed the following policies and procedures pertaining to campus and campus facility access and student regulations.

**Asbestos Notification**
Asbestos is an issue that all schools have been dealing with for many years. The Asbestos Hazard Emergency Response Act (AHERA) was enacted by Congress in 1986. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos. To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia.

Its properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA
began action to limit use of asbestos products in 1973 and most use of asbestos products as building materials were banned in 1978.

Facilities at Lausanne are inspected by certified asbestos inspectors as required by AHERA. The inspectors located, sampled and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management planner to develop an asbestos management plan, and an updated plan for our facilities has been developed.

This notification, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos containing materials and plans for regular surveillance of asbestos containing materials are a part of our efforts to meet government regulations (AHERA). A copy of our asbestos management plan is available for your inspection during regular offices hours. All inquiries should be directed to the Director of Operations. By implementing an asbestos management plan, it is our intent to comply with federal, state and local regulations. We plan on taking whatever steps are necessary to insure your children and our employees have a healthy and safe environment in which to learn and work.

**Fire, Earthquake, Tornado and Intruder Drills**

Employees are trained on the school’s Crisis Management and Emergency Operation Plans and good order must be strictly observed as a safety measure. In the event of an actual emergency, students will not be allowed to leave buildings or other designated areas unless accompanied by a parent or legal guardian.

**Visitor’s Policy**

In order to provide the safest possible environment student drivers, parents, faculty and staff will be provided a vehicle parking decal to streamline access to the campus by identifying the vehicle as being authorized on campus. The vehicle parking decal is to be displayed on the left side or top center of the front windshield.

Vehicles with parking decals arriving before school starts, arriving during morning/evening carpool hours and arriving after the school day has ended will be allowed unobstructed access to the campus. Visitors to the Lausanne campus during the school day without the appropriate vehicle parking decals must stop at the Welcome Center to obtain a visitor pass. This will be a short process that may require the driver and all adult occupants in the vehicle to present their identification so a pass can be provided to each adult.

For vehicles without a Lausanne vehicle parking decal, a validation using the parent/student/alumni roster will be performed and a visitor/alumni pass may be issued for each adult occupant. This process is not meant to impede access to the campus but to assure the safety of all by knowing who is on campus during the school day.

**Upper School Student Drivers**

Student drivers arriving after the start of the school day that have a current Lausanne 2018 vehicle parking decal will be allowed on campus without the need to obtain a visitor’s pass. Student drivers without a current parking decal must present their student identification and obtain a visitor parking pass. Students who do not have their student identification must present their driver’s license and be verified as a currently enrolled student using the parent/student roster prior to being granted access. The link for Student Drivers Parking Decal Form is [lausanneschool.com/vehicleregistration](http://lausanneschool.com/vehicleregistration). The form can be emailed to security@lausanneschool.com or dropped at the Welcome Center.

To leave campus, students much check in with the Upper School Office. If the parent is picking the student up, the parent must check in at the office and wait for their child to arrive. If the student is leaving on his or her own, the
parent is required to email or call the Upper School Office giving the student permission to leave. The student then gets a dismissal slip that he or she gives to the Campus Safety Officer at the Welcome Center giving permission to leave. Students without this dismissal slip are not allowed to leave before 3:30 p.m.

Upper School Student Parking Policy
Once students get a driver’s license, they may apply for a parking decal. The parking decal assigned to the student is valid for the duration of his/her time at Lausanne, by updating the month/year vehicle parking decal. If the student changes vehicles, they are required to notify the Upper School Office of the change and a new decal will be issued by Campus Safety.

Students are required to park in specific areas depending on his/her class year. All senior student drivers may park in the designated senior parking lot at the main entrance. Sophomore and junior student drivers must park in his/her class year designated area, labeled Faculty/Staff/10th/11th.

Upper School Student Parking Violations
If a student is found to be parking outside of his/her designated parking area, does not have a parking decal or attempts to leave campus without permission, he/she will be given a warning by administration. If the student continues to violate the parking policies, then he/she will not be allowed to park on campus for a period of time determined by the Upper School administration.

Deliveries from Off Campus
Flowers, balloons or special gifts sent to students at school will be held in the office until 2:45 p.m., at which time the student will be called to the office to receive them. Exceptions to this rule must be cleared through an administrator. Food delivered by parents is acceptable, but due to security concerns, deliveries from businesses/other sources must be organized through your class or advisory and ordered by a teacher or advisor and not by a student.

**CAFETERIA SPECIAL REQUEST FOR MEDICAL OR RELIGIOUS REASONS**

In recognition of special circumstances concerning a student’s diet, parents may request a special diet under the following circumstances:

**Allergies** – It is our policy and practice to be sensitive to any allergies on campus. Emergency forms with any health issues are maintained in each Division Office and pertinent information is entered into our family/student management database. The head of each division is responsible for giving information regarding a student’s serious health issues to the Director of Operations and Athletic Director.

The Lausanne Cafeteria makes a sincere effort to purchase no products containing peanuts or tree nuts for use in the cafeteria. Peanuts and peanut products are not allowed on the Lausanne campus. The students, parents and Lausanne faculty and staff should all be diligent to protect children from allergic reactions through education and a review of allergens. Any seriously allergic individual should have a personal prescription of epinephrine or other allergy medicine available at all times and the Lausanne medication forms should have parental approval for administering this medication. Before the start of the school year, the classroom teacher of a student with a serious allergy meets with the parents and discusses the allergy and the necessary antidote for the allergy as specified on the medication form. If a child has a prescription for epinephrine, the teacher follows the parents’ instructions for administering the drug and practices on an orange. Physical education teachers are similarly trained.

Parents: a student with an allergy must have the antidote (epinephrine, inhaler, other) with him or her at all times. Please be aware that items for parties or areas of campus other than the cafeteria do not have the intense scrutiny of the cafeteria director and should be suspect by anyone with severe allergies.

To notify cafeteria management of a child’s food allergies, use the following procedure:

- If a child is allergic to a particular food, parents must send written notification from the child’s doctor to the teacher/Division Head.
- The Division Head will then notify the Director of Operations of allergies at the beginning of the school year or anytime during the year a change needs to be made.
- The cafeteria staff will honor all identified allergies and a substitution will be made whenever possible.

**Religious Reasons** – Should a dietary alteration for religious reasons be required, use the following procedure:

- The parents will notify the teacher/advisor or Division Office and obtain and complete a Request for Modified Diet Form from the Director of Operations.
- The completed request form must be turned in to the Director of Operations.

**CAFETERIA VISITORS**

Lunch tickets can be purchased in the business office or Lower School office for $5.
LIBRARY POLICIES
Library hours are Monday – Friday, 7:30 a.m. – 5:00 p.m.

**Circulation** – Overnight items such as reference materials are due back at 8:00 a.m. the next school day. Books in the regular collection may be checked out for one to two weeks with the option to renew as needed.

**Student Overdue Books** – Students receive notices of overdue or lost materials from their homeroom teachers. Late charges for Middle or Upper School students are 20 cents per school day for materials checked out for two weeks and $1 per school day for overnight materials. The library will bill for lost or damaged materials. Please do not purchase a replacement unless requested to do so by the librarian.

All materials should be returned and charges paid before students can begin their exams at the end of each semester. Students who do not return materials or pay for fines in a timely manner may be subject to other consequences. Lausanne fines not paid at end of the year will be charged to the student’s account.

The Lausanne Library is a member of the following networking groups:
- OCLC (On Line Cataloging Library Center – National)
- SOLINET (Southeastern Library Network – Regional)
- MAISLIC (Memphis Association of Independent Schools Library Center – Local)

All of the library’s new materials are cataloged through OCLC, and the library catalog is networked with the other MAISLIC schools. Interlibrary loan is available.

TECHNOLOGY ACCEPTABLE USE POLICY
Students, teachers and administrators will act ethically, legally and efficiently when using Technology of any kind at Lausanne Collegiate School.

**Electronic Device Policy**
Devices, such as cell phones, etc., must be turned off during classes and kept hidden from sight unless otherwise instructed by a teacher. If an electronic device disrupts the class or is seen by the teacher, it will be confiscated. These devices are expressly forbidden to be turned on during an exam except when otherwise directed by the instructor. If a student is caught using one during an assessment, he/she will receive a zero and may be subject to further disciplinary action. All such devices should be used beyond the classroom, unless they are part of a classroom activity. No pictures or videos should be taken without the express consent of the Division Head unless it is for a class activity and under the supervision of a Lausanne employee.

**Software**
Lausanne Collegiate School respects all computer software copyrights and adheres to the terms of all software licenses to which the school is party. School employees or students may not duplicate any licensed software or related documentation for use on either school premises or elsewhere unless Lausanne Collegiate School is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject employees and/or students to both civil and criminal penalties under the United States Copyright Act. Employees may not give stand-alone software to any other employee or any software to nonemployees, including parents, contractors, students and others. Lausanne Collegiate School employees and students may use software on local area networks or on multiple machines only in accordance with applicable license agreements.
Legal Propriety
Comply with trademark, copyright laws and all license agreements. Ignorance of the law is not immunity. If students are unsure, they should ask a teacher or a parent for guidance.

Privacy/Safety
Student should not:
• open, use or change computer files that do not belong to them
• reveal their full name, phone number, home address, social security number, credit card numbers or password or those of other people

Language Appropriateness
Students should:
• always use appropriate language
• never use or transmit language/material that is profane, obscene, abusive or offensive
• NOTE that cyber bulling of any kind will not be tolerated and violators may be subject to disciplinary action up to and including expulsion.

Internet Use
Students should:
• maintain high integrity and focus while browsing for specific information
• have a specific topic of interest for educational research when using the Internet
If a student inadvertently accesses a web site that contains obscene, pornographic or otherwise offensive material, the student should notify a teacher or technology staff as quickly as possible so that such sites can be blocked from further access within the Lausanne firewall. This is not merely a request; it is a responsibility.

Student Use Policy
Students in grades 5–12, part of the 1:1 program, are responsible for adhering to the Student Use Policy available on the Lausanne web site.

PARENT COMMUNICATIONS
Several channels are used for general communication to the Lausanne community. In addition, each academic division has a specifically designed teacher-parent communication plan.
Lausanne Weekly eNews is sent to parents and faculty from news@lausanneschool.com on Wednesdays during the school year. It contains community news, special events and student achievements. eNews is designed to serve as an all-inclusive communication outlet for the school. On occasion, general e-mails are sent to raise additional awareness of upcoming events or special school accomplishments. Parents also may receive occasional updates from Lausanne Parent Connections (parent association) representatives and individual program organizers such as an athletic team, arts program or annual giving representative.

Weather-Related School Closings, Crisis Alerts
Weather-related school closings and crisis alerts are made through the website and sent via e-mail or text. Please ensure that we have your contact information correct by logging into the portal, and clicking the link labeled “Update Family Profile.”
Parent Portal on Lausanne Website

lausanneschool.com includes parent resources such as access to children’s grades, the school directory, account information, a customizable calendar and information such as menus and technology help. Student and faculty portals are also available. Parents can also customize the school calendar and download it to personal online calendars (Outlook, Google, etc.). You’ll also see a personalized calendar that displays your child’s upcoming assignments and activities, along with links to their classes, report cards and schedule.

Login to the parent portal on any page of the web site by clicking on the word LOGIN at the top of every page.

Social Media

As a student of Lausanne Collegiate School, it is your responsibility to be a positive representative at all times, including social media interaction. Online activities including social media interactions should follow the same community expectations outlined in the Student, Parent and Faculty Commitment.

Regular updates and pictures of what is happening at Lausanne are shared on the following official Lausanne social media sites:

FACEBOOK: facebook.com/lausannecollegiateschool
TWITTER: @lausanneschool
INSTAGRAM: @lausanneschool
LINKEDIN: linkedin.com/company/lausanne-collegiate-school
YOUTUBE: youtube.com/lausanneschool
VIMEO: vimeo.com/lausanneschool

We encourage you to take advantage of these lines of communication to stay connected. Please note, most important announcements are shared through most of these communication outlets at once in order to reach all members of the community as effectively as possible. If you have any questions or suggestions, please don’t hesitate to contact the Office of Communications at news@lausanneschool.com.

LOGO AND BRANDING USAGE

In an effort to protect the identity of Lausanne Collegiate School, the Office of Communications is tasked with ensuring Lausanne’s logos are used according to our brand standards. Please clear usage of any use of the school logos, branding by any and all school related constituents by sending the request to news@lausanneschool.com.

PHOTOGRAPHS

Parent/Guardian of all enrolled students have given consent by signing the enrollment contract, to the use, publication and copyright by Lausanne of photographs and videos in which students and student’s family may appear. Unless written notice of withholding images of the student and/or student’s family is given to the Office of Communications, this consent shall extend beyond student’s enrollment and shall survive any termination of their contract. This may include but not confined to all publications, brochures, websites and other promotional materials for the school.