

Loyola College Prep's primary goal is the total education of the student. The school believes it can attain that goal only within a highly disciplined environment. Therefore, Loyola College Prep has developed a Behavior Policy designed to provide for the orderly growth and development of the individual student and to promote health and safety of all.

Students must behave in a manner consistent with their status as members of the Loyola College Prep community at school, at school-sponsored events, and at all times. Students conduct, therefore must contribute to:

- meeting the personal and academic needs of the student as well as those of their classmates,
- advancing the educational process in general and
- supporting the good name, reputation and integrity of Loyola College Prep.

SPECIAL NOTE:

It is neither the province nor the desire of Loyola College Prep to prescribe what limits of freedom parents may specify for their sons' and daughters' behavior. Nevertheless, there are times and places in which the behavior of students reflects on Loyola College Prep and the school's policy will be administered judicially and rigorously by the school administration.

**SHORT FORM: BE THERE, ON TIME,
DRESSED YOUR BEST,
ACTING HONORABLY, READY TO GIVE
YOUR BEST EFFORT.**

“BE THERE”

ATTENDANCE

Regular and punctual attendance at school is required by state law (Louisiana Bulletin 741:6.005.02.) Credit is awarded for each course when the student has met standards established by the school for academic achievement and regular attendance. To receive credit, a student must pass the course and be in attendance at school with no more than 6 days absent (due to block scheduling) within a semester. Any student who misses any one class more than six times will not receive credit for that class. Remediation of failed classes must be made completed before the student progresses to the next grade.

PROCEDURE FOR HANDLING ABSENCES

- A student's parent is to notify the school as early as possible on the day of the student's absence by calling the school's main number (221-2675) after 8 a.m. The student is responsible for securing a signed note from a parent describing the reason for the absence and must present the note to the Office before the student may return to class.

- On the day a student is absent for other than an Education Absence (see definition below), the student may neither attend nor participate in an athletic event, practice, or extracurricular school activity without permission of the Principal or the Assistant Principal. If the absence is on a Friday, this rule applies through the entire weekend.

- Students must be in school at least two regular periods in order to attend or participate in an extracurricular school activity. Corrective action will be taken with any student violating this policy.

- Forging a parent's or guardian's name on a note, altering a note in any way, making (or having someone else make) a phone call in which the caller falsely claims to be a parent or guardian, are all illegal and dishonest. Such activities will be dealt with accordingly. Moreover, notes written by parents giving false reasons for absences are dishonest. Corrective action will be taken with any student violating this policy.

- When a student is absent for any reason whatsoever, beyond the 6th day of a class, the student will receive an "F" in that class. The student will be required to make up credit for the failed class. The Assistant Principal and/or Principal will hear appeals from students and their parents for reinstatement of credit.

TYPES OF ABSENCES

Excused Absence: An excused absence is one in which the student is absent for a legitimate reason as determined by the Assistant Principal. The student is allowed to make up any and all work missed during his/her absence.

Unexcused Absence: An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience to himself (herself) or his (her) family (e.g. out-of-town trips, work, getting a haircut or a driver's license, etc.). The student must make up the time and the assignments missed during the absence, but receives no credit for the work. Repeated unexcused absences may result in further corrective action.

Educational Absences: An educational absence is one in which the student is absent from regular classes to participate

in a school sponsored activity. Such absences are not counted as days absent from school, but the student must make up whatever assignments are missed.

College Visitation: In order to prevent student absences from school, students and their parents should begin early in making college plans and campus visitation. Students should try to plan college visits for times when Loyola College Prep is not in session. Junior and Senior students will be allowed two days only for college visitation. It is recommended that these visits take place before the fourth nine-week grading period.

Extended Absence: A student absent for an extended period must present a doctor's certificate to the Assistant Principal before the student will be readmitted to class. Before being readmitted to school, a student who has been absent 6 days or more in a semester will be required to meet with the Principal.

Checking Out During the School Day: Any off campus appointments for students (with doctors, dentists, etc.) should be scheduled for times outside of school hours. An excused absence may be arranged only if a parent has sent a signed note to the Assistant Principal prior to the beginning of the school day.

Any student who becomes ill during the school day must report to the school office. In no case will a student be allowed to leave school without the permission of the Principal or the Assistant Principal, plus that of a parent.

Attendance at Mass is a foundational piece of spiritual formation, which is a critical part of a Loyola education. Parents are strongly urged to support this mission by not scheduling appointments during Mass or otherwise allowing to miss Mass.

Attendance at school grade-level retreats is mandatory. Absence from a retreat will require documentation from a doctor or the prior approval of the principal. Students who miss a retreat will be required to make up the day in a manner prescribed by the principal.

TRUANCY

Any student who is away from school without a valid excuse or without parent/guardian consent, or who skips an individual class without an excuse or parental consent is considered truant. This also applies to students who do not follow the school's sign-out procedure. **Students who are truant will not receive credit for the work/tests he has missed.** Each case differs, but the following are the penalties ordinarily assigned for truancy:

- **FIRST OFFENSE:** Suspension.

- **SECOND OFFENSE:** Suspension, parent conference, and probation.

- **THIRD OFFENSE:** Liable for expulsion.

Each case will be handled on its own details, with penalties being stiffer for students with other discipline issues.

“ON TIME”

RECORDING ABSENCES AND TARDINESS

A student must be on time for every class. Any student tardy for first period class of the day must report directly to the Office to receive an admit slip.

Students shall be in their seats or assigned places when

the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment.

A student may accumulate three tardies, (delete) excused and/or unexcused, before a one-hour Penance Hall is assigned. (delete) Penance Hall is until 4:30 p.m. Subsequent tardies will each result in Penance Hall. Should six tardies be accumulated, the student must serve a Saturday detention, to be held at the discretion of the Assistant Principal. If the student continues to be tardy on a regular basis, a parent will be called for a conference with the Assistant Principal before the student is re-admitted to class.

Accumulated tardies will terminate at the end of each semester.

“DRESSED YOUR BEST”

UNIFORM & PERSONAL APPEARANCE

Students are expected to be well-groomed and neatly dressed. The uniform should be worn properly at all times during the school day.

The school uniform should be purchased at Shreveport Gymnastics, 4727 Line Avenue, telephone: 869-1206.

MALES

- Uniform khaki pants only
- Uniform khaki shorts (first and fourth nine weeks only)
- Light blue oxford cloth, button-down collar, short or long sleeve
- Navy polo shirt with LCP logo can be worn, tucked in (First and Fourth Quarters)
- Black, brown, navy or cordovan leather loafer, saddle oxford, or any low-quartered dress shoe. **Boat shoes or topsiders are specifically forbidden.** (Heel should be 1” or less.) Shoes are to be worn as designed. Any type of boots are forbidden.

• **Predominantly white or gray tennis shoes may be worn with shorts only. (No solid black, red, blue, etc., are allowed.)** Shoes must be in good repair and laces are to be tied.

- White crew socks or golf-type socks must be worn with shorts and must be visible. With slacks, white, black or navy socks must be worn.
- Appropriate belt.
- Standard Loyola school tie and navy blazer with emblem properly attached must be worn in second and third nine weeks.

• Hair is to be kept neat, clean and combed. The length must not extend beyond the top of the collar, nor fall below the eyebrows. Exaggerated styles, specifically color or excessive use of gels or sprays, are not permitted. All male students must be clean shaven. Neither hair nor sideburns shall extend beyond the mid-ear level. Male students are not to wear earrings to school or school functions. No hats or caps are to be worn by male students on campus during school hours.

FEMALES

- **Uniform khaki skirt with ten box pleats hemmed 1-2 inches above the knee.**
- Uniform khaki shorts (first and fourth nine weeks only)

hemmed no more than 3 inches above the knee

- Light blue oxford cloth, button-down collar, short or long sleeve.
- Navy polo shirt with LCP logo be worn, tucked in (First and Fourth Quarters)
- Shoes are the same as those required for the boys. Shoes must be in good repair and laces are to be tied. **No sandals of any type, deck shoes, topsiders, or slides may be worn.**
- White crew socks are appropriate. Navy or white tights are permitted and encouraged (for warmth) during the second and third nine weeks.
- Standard Loyola school tie and navy blazer with emblem properly attached must be worn in second and third nine weeks.
- No hats or caps are to be worn by female students on campus during school hours.
- Jewelry should be modest in size and quantity. Only visible piercings allowed are for earrings.

MALES & FEMALES

- For both boys and girls if T-shirts are worn, they must be solid white only -- undershirt sleeves may not hang out below blue oxford cloth shirt sleeve.
- For both the boys and girls, for additional warmth only, a white, Navy or columbia blue school Loyola sweatshirt is acceptable. No over shirts or jackets may be worn during the school day even if they are the correct color.
- Loyola hooded sweatshirts can be worn only on Fridays. No hooded sweatshirts may be worn on any other school days.
- “Dress Theme” days still follow the dictates of good taste and safety established by the school. Immodest attire or attire condoning immoral or illegal activity will not be allowed.

The Administration is the final judge in matters relating to the school uniform.

“ACTING HONORABLY”

HONOR CODE

- Cheating in any form is repugnant to the Loyola school community. *Academic dishonesty includes a wide spectrum of activities including, but not limited to, improper use of electronic devices, copying on a test or quiz, copying homework, “cheat sheets,” passing on of answers or answer keys, improper use of teacher textbook manuals, improper use of electronic media listing answers to tests, etc.*
 - All students and their parents or guardians are required to sign an honor code.
 - The honor code is a binding agreement.
- Violation of this honor code may result in suspension or dismissal.

DISHONESTY

Dishonesty, including but not necessarily limited to cheating of any kind, forging parents' signatures, stealing, plagiarism or willful lying, makes a student subject to Penance Hall, parent conference, suspension or dismissal at the discretion of the administration.

ASSEMBLIES AND SCHOOL FUNCTIONS

At all times a student must conduct themselves appropriately and in a manner befitting a student of a Christian school. The following is exemplary but not inclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority and furthering the mission of Loyola College Prep.

CONDUCT OFF CAMPUS

Students must conduct themselves off campus in a manner consistent with their status as a member of the Loyola College Prep community and with the philosophy, policies, goals and commitments of Loyola College Prep as set forth in this Student Handbook.

Violation of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of Loyola College Prep and/or the student by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophies, policies, goals and commitments of Loyola College Prep as indicated in the Student Handbook makes a student subject to corrective action, including suspension or dismissal at the discretion of the Principal.

Activities prohibited by the regulation include, but are not limited to, the following:

- Attending, sponsoring or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed and consumed.
- Committing or attempting to commit acts of vandalism that affect a person's life, health or property.
- Internet use or technology use that reflects poorly on the student's judgment or does not reflect the school's values is unacceptable.

HARASSMENT

Each person at Loyola College Prep has a right to his or her own dignity and individuality. Thus, anyone who harasses or demeans another person will be subject to appropriate corrective action. Harassment can involve verbal, electronic, internet, written, physical, or behavioral intimidation of another. In almost all cases, harassment would be determined not by what one "meant" or "intended," but by how the action affected or impacted the person to whom the action is directed.

Each person in the Loyola community has the right to exist free of interference from others. Those who do not practice this in interacting with others will be dealt with severely, especially for a repeat infraction.

USE OF INAPPROPRIATE LANGUAGE

It is very important for students and parents to understand that certain behavior perhaps condoned elsewhere is not permitted at Loyola College Prep. In this respect, a pertinent example is use of "strong and abusive" language.

The school administration realizes that, with changing mores, language once generally considered vulgar or profane is now freely used in movies, television and by many people in everyday situations.

Yet, in society the student must learn to moderate his or her behavior in accordance with time and place. Based on principles and judgement of the administration, the policy of Loyola College Prep considers certain language, although perhaps

condoned elsewhere, as inappropriate on campus and at school related functions off campus. Such language is considered disrespectful and completely unacceptable. Use of such language will result in disciplinary action.

ALCOHOL & DRUGS

Loyola College Prep maintains a "zero tolerance, no use" policy as to the consumption, possession, and distribution of alcohol, narcotics, hallucinogenic drugs and other intoxicants. It is the intent of Loyola to be totally free from the harmful effects that these substances may have on the lives of students, faculty, and staff. Loyola also recognizes that chemical dependency is a treatable health problem which does not respect any group or age.

The goal of this policy is to assure with certainty that all members of the school community are free from the harmful effects of the above substances. As well, this policy contemplates that the Louisiana Criminal Code expressly prohibits the consumption and possession of alcohol by any individual who is under 21 years of age and the consumption, possession, and distribution of any controlled substance by any individual who is physically subject to the jurisdiction of the State.

The school reserves the right to require random drug screens of its student body.

All students are to refrain from:

- Use of any substance classified as an illegal drug by the Louisiana Criminal Code. This prohibition extends not only to school hours, but also before and after school as well as before and/or during any school-related or sponsored activity.
- Possession of and/or transfer of such drugs in any way, at any time, on the school premises or at any school-related or sponsored activity.
- Use, possession and/or transfer of alcoholic beverages before and/or during school-related activities, both on campus and off, either on one's person, in one's vehicle, in one's locker, or in any other location on the school grounds.
- Use of illegal substance while driving a vehicle.

Any student who violates the above rules may be subject to dismissal. Any student who violates the above rules and is allowed to stay in school shall do the following:

FIRST OFFENSE:

- The student may be suspended for a period of three days. The student will receive a failing grade for any homework assignments or any exams (50 %) administered during the period of suspension.
- The student will attend and complete a mandatory drug and alcohol education program to be selected or approved by the principal. Successful completion of the program will be evidenced by a certificate or letter of completion signed by the program's official. The Administration may also mandate additional professional assessment and treatment.
- The student will be prohibited from attending or participating in any and all extra-curricular activities and school-sponsored events and activities for a period of two months. Extra-curricular activities and school-sponsored events include, but are not limited to, varsity, junior varsity, and freshman athletic teams; academic, social or service organizations; athletic and social events, including homecoming and prom; and any offices held in the Student Government Association.
- Any student subject to the above who fails to comply with Sections 1, 2 and 3 shall be expelled.

SECOND OFFENSE: If a student violates the above alcohol and drug policy after having been previously found to be in violation of the policy during his or her tenure at Loyola, the student shall be expelled.

SEARCHES

The school administration reserves the right to search both persons and belongings, **including but not limited to, lockers, vehicles or electronic devices, if the school has reason to believe, in its sole discretion, that a student is carrying illegal substances or alcohol. (Searches might also include e-mail accounts.)** These searches can occur at all school functions, both on- and off-campus. The school administration reserves the right to obtain a drug screen from an independent testing source in cases of probable cause. Probable cause is defined as, but not limited to the following:

- Repeated absences or
- Inappropriate conduct or radically impaired academic performance or
- Smell of illegal substance or alcohol on student
- Other evidence deemed sufficient by the Administration

DISRESPECT

Disrespectful behavior toward any person at Loyola College Prep is not tolerated. Such acts of disrespect make a student subject to corrective action, including suspension or dismissal.

FIGHTING

For Loyola College Prep students, fighting is a serious offense (on or off campus) that may result in suspension or dismissal. Fighting is defined as an act of physical aggression resorted to when alternatives are available for avoiding such an act.

GAMBLING

With the exception of school-authorized raffles, no form of gambling or games of chance are allowed on campus.

USE OF COMPUTER INTERNET, E-MAIL AND SCHOOL NETWORK

Recognizing the power of technology, Loyola College Prep's students, teachers, staff and parents seek to define an acceptable use policy for Internet use, e-mail use and school network use.

ACCEPTABLE USE:

The purpose of computer and Internet use at Loyola College Prep is to support educational opportunities for its students, teachers and staff. Educational opportunities may be defined as research, curricular, extra-curricular or career oriented. All use of the Internet in the classroom, library, and office must be consistent with this policy.

UNACCEPTABLE USE:

- Accessing, transmitting or posting information that is sexually explicit or promotes racism, sexism, or hatred based on religion, national origin or sexual orientation.
- Accessing, transmitting or posting information that promotes illegal activities, including violations of copyrights.
- Accessing, transmitting or posting information that is pro-

fane, demeans or harasses others.

- Engaging in any activity that is harmful to the network (i.e. spreading viruses, hacking).
- Using on-line materials that allow for plagiarism.
- Violating the privacy of any individual.

CONSEQUENCES OF VIOLATIONS:

- Suspension of network privileges.
- Revocation of network privileges.
- Suspension of computer access.
- Revocation of computer access.
- School suspension.
- School expulsion.
- Legal action by authorities.

INAPPROPRIATE OBJECTS OR MATERIALS ON CAMPUS

Certain substances and objects are considered harmful, dangerous or otherwise inappropriate for students to possess on the campus. The school reserves the right to examine a student's car, locker, bookbag, purse, wallet or other enclosure in order to confirm or deny possession of any questionable materials. Such materials, which are subject to confiscation, include but are not limited to the following:

Medication: The use of or possession of any medication while a student is on campus must be reported to the Assistant Principal. The school is not permitted to give a student even simple medication without the express written permission of one of the student's parents. Once all provisions have been met, the student may obtain the prescribed dosage at Office. All medications are to be turned in to the front office in clearly labeled packaging prior to the start of the school day.

Electronic Devices:

- Cell phones must be turned off during the school day. Students are to use cell phones only before and after school, unless given permission by the classroom teacher.
- Blackberry devices are covered by the same guidelines as cell phones. They may never be used during class for any reason.
- Pocket PCs, calculators and PDAs are to be used only with the permission of the classroom teacher.
- Boomboxes, personal CD players, MP3s or radios are not allowed on campus.

Tobacco: Smoking or the use of smokeless tobacco by a student is strictly prohibited at all times on school property and area immediately adjacent to the school. Use of any tobacco product is prohibited at all school related functions.

Weapons: A weapon is defined as any instrument that is used or may be used to cause bodily harm. No student is permitted to possess any type of weapon while on the school grounds or at any school related function. Anyone violating this regulation is subject to suspension or dismissal.

Chewing Gum: First offense -- Penance Hall; Second offense, Three-day suspension.

Other Prohibited Objects: Fireworks, water balloons, water guns, stink bombs and similar objects that serve no purpose at school must not be brought onto campus (including parking lots) or at the Athletic Complex. Bringing such objects onto the campus could result in corrective action including suspension or dismissal.

MAJOR BEHAVIOR SANCTIONS

Penance Hall (PH)

For more serious classroom offenses and for infractions of good order outside the classroom PH will be assigned. The school reserves the right to detain students after school hours as a result of inappropriate behavior or other violations of the behavior policy.

Five days served in PH is considered to be a problem. Parents will be notified. A student will be suspended after five days served in PH and placed on probation.

A student may be assigned to Saturday PH as a result of serious violations of the behavior policy. The Assistant Principal will set the punishment, dates and times of these detentions. Two Saturday detentions may warrant a suspension and probation. The student will face probable dismissal if his/her behavior does not improve.

Probation

A student may be placed on behavioral probation if in the judgement of the Loyola College Prep administration the student has experienced chronic behavioral problems and/or a serious behavior problem. Behavioral probation places the student in jeopardy of being dismissed from Loyola College Prep. During probation time, no serious misconduct will be tolerated and the faculty and administration will be looking for positive signs of responsible improvement in the student's behavior and overall attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended or the student may be dismissed from school.

Suspension

A student may be suspended for serious misconduct or repeated occurrences of less serious behavior. Suspension places the student in jeopardy of being dismissed from Loyola College Prep. A suspended student is not allowed to attend classes or any school related activities. The student must make up the assignments missed during the suspension time. The student shall receive a 50% once all missed work has been completed (including missed tests). If all work is not completed, the student shall receive a "0" for all work missed.

The Administration will inform the parents of any action taken regarding their child.

Dismissal

Dismissal requires that the student withdraw immediately from Loyola College Prep. The following procedure will be used in the case of a student subject to possible dismissal:

- The Assistant Principal will meet with the student and recommend either for or against expulsion.
- The parents will be called in for a conference with the Assistant Principal or Principal.
- The Principal will review the information and recommendations concerning the case. The Principal may establish a committee of faculty members to serve as a Discipline Board to make recommendations in disciplinary cases. The decision of the Principal is final.

"GIVING YOUR BEST EFFORT"

FAILURE POLICY

Any student who fails one class will be asked to remediate that credit during summer school. Any student who fails two classes during the year will remediate one credit during summer school but will be admitted back to Loyola on a provisional basis. He or she will sign an Academic Contract which requires them to maintain a 2.0 grade point average for the next semester with no failing grades. The purpose of this policy is to keep the student on a successful path toward graduation. If this standard is met, the student will remediate the second failure during the following summer and will no longer be on academic probation. If a student fails three subjects, he or she will be asked to find a different school situation. In extraordinary circumstances, the student will be allowed to repeat the entire year and thus remain at Loyola. The decision of the principal is final.

LEARNING DISABILITIES

If your student has diagnosed learning difficulties, it is the responsibility of the parent to provide the school counselor with appropriate medical documentation. The school counselor will work with the parents, student and teachers to develop appropriate accommodations according to federal guidelines. Loyola seeks to comply with 504 accommodations, but does not provide special education services outside of the scope of a college preparatory educational institution.

General information

DISTRIBUTION OF PRINTED MATTER

As the school is neither a public forum nor a public property, no person is allowed to distribute printed materials on campus without permission of the Principal or the Assistant Principal.

GRADUATION

A senior who has not earned the credits necessary to graduate will not participate in Commencement.

Attendance at Baccalaureate Mass and at Commencement is expected of all graduates as part of completion of graduation requirements.

All obligations to the school must be cleared in order for a diploma to be conferred. This could include finances, athletic uniforms, textbooks, service hours, academic requirements, etc.

HONOR ROLL REQUIREMENTS

REGULAR HONOR ROLL: To be a member of the Regular Honor Roll, a student must have a grade average between a 3.0 and a 3.99, with no grade lower than a B.

PRINCIPAL'S HONOR ROLL: To be a member of the Principal's Honor Roll, a student must have a 4.0 or better average, with no grade lower than a B.

LIBRARY

- The library will be open from 7:30 a.m.-3:15 p.m.
- The library is a place for quiet study, research, or recreational reading. The librarian may bar from the library any person who cannot conform to these rules.

- All books except reference books and those on reserve may be checked out for two weeks and renewed for two additional weeks.
- Reference books, magazines, and vertical file materials may not be checked out.
- Any library material taken from the library must be checked out at the desk.
- Failure in this regard is a serious offense.
- Each student is responsible for any books he/she withdraws from the library. Any book lost or damaged beyond reasonable wear and tear must be paid for by the student.
- Only school-related materials may be photocopied on the library copier.
- No food or drink is allowed in the library.
- Use of the library is not a right; it is a privilege, and must be used in the proper manner.

VISITORS

Visitors may be allowed on campus but only with the approval of the Principal or the Assistant Principal, plus the signatures of those teachers whose class they will be attending that day.

PARKING

A student who drives to school must comply strictly with provisions of the Parking Regulations. Loitering in cars or in the parking areas is strictly prohibited.

Violations of parking regulations or the careless operation of a vehicle may result in the temporary or permanent suspension of a student's driving privileges to school and parking privileges at school.

Reserved parking places are limited for those students who purchase reserve parking permits. The parking permit must be displayed clearly. Vehicles parked in reserve areas without the parking permit will be towed without warning at the owners expense.

Parking at Loyola College is a privilege granted to the school by the surrounding businesses and churches in the community. It is imperative that the students obey all parking regulations and that they enter and exit all parking lots in a safe and courteous manner.

CANCELLATION OF SCHOOL DAY

In case of general emergency in which school may be called off due to dangerous weather or other circumstances, Loyola College Prep will follow the action taken by the **Diocese of Shreveport**. Students and parents should use the radio or TV news reports concerning whether or not schools are open.

STUDENT ACCIDENT INSURANCE

Loyola carries student accident insurance on all Loyola students. It provides secondary coverage, but will cover what your primary carrier does not. If your child is hurt for any reason, football, softball, PE, etc., please contact the applicable coach as soon as possible after the injury has occurred and let them know you need a claim form. Claim forms can also be obtained from the Business Office.

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Loyola College Prep reserves the right to amend or add to the Student Handbook at any time as needed, at the discretion of