



Student Handbook

2020-2021

*Revised 8/1/20*

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 faith, 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. **Loyola College Prep follows the tenets of the Roman Catholic Church and the edicts set forth by the Diocese of Shreveport. All students, faculty, and staff will stand for the Pledge of Allegiance, national anthem, prayer, and mission statement.**

A Loyola College Prep student's interests are best served by cooperative relationships among the student, his parents, his teachers and the school's administrators. The regulations and procedures set forth in this handbook are designed to serve the student's interests and to facilitate a spirit of cooperation. At times, however, disagreements may arise between a student's parents and the school concerning application of school regulations. In such instances, reasonable efforts are made to resolve the disputed issues. If cooperative efforts fail and an impasse results, the school reserves the right to require the parents to withdraw from the working partnership.

As new and unusual situations may arise, the principal will have the authority to make decisions in whatever circumstances the handbook rules do not precisely apply. Further, should unforeseen circumstances require it, the principal of Loyola College Prep reserves the right to amend this handbook.

**Short Form: Be there, on time, dressed your best, acting honorably, and ready to give your best effort.**

## **“BE THERE”**

### **Attendance**

**\*\*NOTE:** *These attendance requirements/regulations are for “normal” school year procedures. For COVID attendance policies, please see the Appendix at the end of the handbook.*

Louisiana requires students to attend school for a certain number of days to be promoted to the next grade and earn credit for a course. Under the law, students must attend school from age 7 to 18 or until they graduate from high school. Students are required to attend school regularly and must attend a minimum number of days per semester to earn credit and be eligible for promotion to the next grade.

When a student misses school, his/her absence falls under one of the following categories:

- **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- **Non-Exempted and Excused (Parent Note):** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent’s note. The number of non-exempt and excused absences allowed per semester is **four**.
- **Unexcused:** The student is not allowed to make up the missed work for full credit and the absence is counted against the attendance requirement. 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 assignments missed during the absence, but will only receive 80% credit for the assignment. **Louisiana Dept of Education**

**regulations state that students with excessive unexcused absences may not receive credit.**

- **Suspensions:** The student is allowed to make up the missed work for 65% credit, but the absence is counted against the attendance requirement.
- **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 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.

Absences are accumulated by semester and all absences are posted to students' attendance record. Unexcused absences in any class period exceeding six per semester may result in a student not receiving academic credit for that class. Only educational absences, a death in the family, professional medical or dental appointments, or illness in which a student turns in a doctor's note are not included in the six days allowed per semester.

Absences due to illness in which a parent note is provided are excused and all missed work can be made up for 100% credit, but will be included in the six days. After the 6th parent note in one semester, the absence will be unexcused, and the student will not receive more than 80% credit for his/her makeup work.

In order for any other anticipated personal absence to be excused, it must be cleared with the Principal two days or more in advance in writing. These absences are counted as days absent from school and are subject to the six-day per semester rule.

**Decisions for a personal absence to be excused will be granted by the Principal who will determine if the absence requires the student to make up lost time or**

**other appropriate action. A parent note does not automatically result in an excused absence.**

Absences that are not cleared in advance, or if the student is absent (or checks out) for an unjustifiable reason or simply as a matter of convenience to self or family may be counted as UNEXCUSED. For example, any absence such as out of town trips, work, physicals for sports teams, haircut appointments, senior pictures, etc. An absence or dismissal just before the start of a school holiday is also considered unexcused.

**Administration considers the circumstances of the absence to determine action taken for the absence. The student receiving an unexcused absence (or one without a parent note or doctor's note) will not receive full credit for makeup work, regardless of when it is turned in. The student will begin with 80% credit.**

The school does not concede to parents the right to alter the school calendar for personal convenience.

According to Louisiana's Compulsory Attendance law, "If a student is less than eighteen years of age and is habitually absent or tardy..., the Department of Public Safety and Corrections may, upon notification from the school board, deny or suspend the driver's permit or license of the student."

### **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. Parent and/or doctor's notes must be turned in when the student returns to school. Notes will not be accepted after the fact.**
- **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 activities 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 more than half of the school day in order to attend or participate in extracurricular school activities. 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 4th day of a class (per semester), the student may receive an "F" in that class. The student will be required to make up credit for the failed class in summer school. The Administration will hear appeals from students and their parents for reinstatement of credit.**

**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 Administration 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 Administration, plus that of a parent. All absences due to checking in or checking out still require written documentation in the form of a parent note/doctor's note and count against the "six absence" rule.

Attendance at Mass is a foundational piece of spiritual formation, which is a critical part of a Loyola education. **See "Liturgy" section of handbook for the specified Mass attendance/participation requirements.**

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 Administration.

### **Leaving Campus**

To teach responsibility and adhere to safety protocol, students will not be allowed to leave campus to go to their vehicle to retrieve a forgotten item. In rare circumstances that a student is allowed to go to their vehicle, an administrator of the school must accompany them.

### **Makeup Work**

Whether excused, unexcused, or educational absence, students are held responsible for any and all material covered or work completed in class. It is the responsibility of the individual student upon his/her return to school to see his/her teachers to make arrangements for completing work missed. For excused and educational absences,

students will be allowed to make up any work missed and will be given full credit. **For unexcused absences, a student must make up any work missed (including tests) but will only receive 80% of the grade earned. Students may be given an alternate form of the test or assignment to be made up.**

Students have as many days to make up any assigned work as they are consecutively absent. Lack of cooperation on the part of the student in making up the work or tests in a timely manner may result in a grade of F for the missing work or test. Students who are absent on the day a major project or paper is due for a class must make arrangements to have the project or paper delivered to the teacher that day. Students missing exams should schedule make up exams with the Academic Assistant Principal. Incomplete grades at the end of the marking period have one week to be made up, unless special permission is granted by the Academic Assistant Principal.

### **Semester Exam Absence**

Students who are absent on Exam Days will be required to make up the missed exams following the conclusion of all regularly scheduled exams; an alternate version of the exam may be used. No exams will be administered early.

### **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 they have 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.

### **Liturgy and Retreats**

Liturgy is an important part of the student's formation and the Catholic culture of Loyola College Prep. Liturgical celebrations include but are not limited to, the mass, the recitation of the Rosary, penance services, the praying of the Stations of the Cross, adoration, etc. Students are required to participate in all liturgies scheduled by the

school. Thus, a student may not check out for a period of one hour prior to the liturgy that is scheduled through the conclusion of that liturgy.

Attendance at - and participation in - liturgies will be directly tied to a student's religion grade. College visits should be scheduled when liturgies are not scheduled. Scheduled sporting events for Loyola teams or school related activities will be considered excused. Each unexcused absence for a liturgical celebration will result in a reduction in that student's participation grade in religion. All decisions as to excused absences will be made by administration.

All students are required to participate in liturgical celebrations they attend. This participation includes kneeling, sitting, standing, remaining silent at the appropriate times, responding, singing and other traditional means of participating in the liturgy or as required by administration.

Retreats are also a means of formation as well as a way for students to bond with their classmates and faculty. Sharing within the spiritual environment provided, away from the regular workings of the school day, often fosters many positive results.

Attendance at the yearly retreat is mandatory. Failure to attend will result in a reduction in one's Religion grade for that semester and the need to make up the retreat on a weekend announced by the school administration. If you have a valid excuse from a doctor for the original retreat date, have had a death in the family, or are participating in an LCP sponsored event previously excused by administration, you must make up the retreat on a day set by administration.

A fee of \$100.00 will be due for such make up retreat to provide for the costs of the additional retreat day. College visits are not to be scheduled on a retreat day and are not an excused absence.

Late arrivals or early check out from the original or make-up retreat will result in a fine and a reduction in the student's religion grade.

## **“ON TIME”**

### **Recording Absences and Tardiness**

A student must be on time for every class. **There are no excused tardies.** Any student tardy for ANY 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. Missing more than half of a class due to tardiness results in a recorded absence.

The consequences for tardies are listed in the chart below.

Number of Tardies	Consequence
1	None
2	Warning
3	Warning
4	Lunch Penance Hall (PH)
5	Lunch PH
6	Lunch PH
7	ISS
8	ISS
9	ISS
10	Suspension pending conference

Accumulated tardies will reset at the end of each semester.

## “DRESSED YOUR BEST”

### Student ID Badges

The purpose of this policy is to ensure safety and security on the Loyola College Prep campus. Student Identification badges will be provided to every student. Just as a driver’s license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. EVERY student must wear **HIS/HER OWN** ID card at all times while on school grounds. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers; they also allows students, faculty, and guests access to the locked exterior doors of the buildings on campus

1. **All students must wear their IDs in order to:**
  - a. Be in class

- b. Move between classes and to the restroom
- c. Buy lunch
- d. Borrow library books
- e. Be on campus before or after school

**2. The ID Card must be worn on a lanyard hanging from their neck or a retractable/pulley ID holder attached at the collar or pocket.**

- a. School IDs can not be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
- b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- c. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
- d. Lost, stolen, altered, damaged, and defaced IDs must be replaced IMMEDIATELY through the Loyola office.
- f. Cost for replacement is \$20.00 for a new ID.
- g. Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.

3. Temporary/sticker IDs may be purchased in the morning before school for \$1.00. A student without his/her permanent ID or a temporary ID will have to stay for PH that afternoon.

4. Teachers will do an ID check at the beginning of each class period each day. Any student who is not wearing his/her ID will be sent to the office for disciplinary action. **STUDENTS WHO ARE FOUND WEARING/BORROWING SOMEONE ELSE'S ID WILL BE SUBJECT TO DISCIPLINARY ACTION.**

### **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. The school also has a uniform closet is located in the Anderson Building.

Any type of boot, and high-top or three-quarter top shoes, Toms, and sandals are forbidden (unless designated by the Administration, sandals must be closed heeled or have a heel strap). Tennis shoes may be worn during the first and fourth quarters with shorts and skirts only. Tennis shoes must be in good repair and tied at all times.

## **MALES**

- Uniform khaki pants only, not white or gold.
- Uniform khaki shorts, not white or gold (1<sup>st</sup> and 4<sup>th</sup> nine weeks only). Cargo shorts or Dickies are not allowed.
- Light blue or white oxford cloth, button-down collar, short or long sleeve
- Navy or white polo shirt with LCP logo may be worn (1<sup>st</sup> and 4<sup>th</sup> 9 weeks only), but it must be tucked in.
- Rainboots/duck boots will only be allowed on days of inclement weather.
- Tennis shoes may be worn with shorts during the 1<sup>st</sup> and 4<sup>th</sup> quarters only. All shoes must be in good repair and laces are to be tied.
- 2nd and 3rd 9 weeks students may not wear tennis shoes; loafers or other appropriate footwear may be worn. Boots are not allowed at any time.
- Socks must be worn at all times. Socks should be a solid white, black, navy, or grey color; socks with patterns or designs may be worn on casual Friday only.
- Belts must be worn with shorts and pants.
- 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. Headbands are not permitted. 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**

- White, navy, columbia uniform skirt. Hems should not be shorter than 2" above knee in front and in back. Failing to meet this length requirement will result in the parent being contacted with an option to bring a new skirt or to remove the hem from the existing skirt, or sending the student home. It is the expectation of the

Administration that parents will assist the school in helping promote proper skirt lengths. **Skirt waists should not be rolled.**

- Uniform khaki shorts (first and fourth nine weeks only) hemmed no more than 3 inches above the knee.
- Uniform khaki pants.
- Light blue or white oxford cloth, button-down collar, short or long sleeve.
- Navy or white polo shirt with LCP logo may be worn (1<sup>st</sup> and 4<sup>th</sup> 9 weeks only), but it must be tucked in.
- Rainboots/duck boots will only be allowed on days of inclement weather.
- Tennis shoes may be worn with shorts during 1<sup>st</sup> and 4<sup>th</sup> quarters only. All shoes must be in good repair and laces are to be tied.
- 2nd and 3rd 9 weeks students may not wear tennis shoes; loafers or other appropriate footwear may be worn. Boots are not allowed at anytime.
- Socks must be worn at all times. Socks should be a solid white, black, navy, or grey color; socks with patterns or designs may be worn on casual Friday only.
- 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**

- Student ID access badges must be visible at all times on campus. In the event the ID badge is lost or becomes inoperable the office is to be notified immediately. Replacement cost is \$20.00.
- No visible tattoos (permanent or temporary) or skin branding, ear lobe spacers, or contact lens alterations.
- All hats are to be worn correctly, when allowed by the Administration.
- If t-shirts are worn under uniform shirts, they must be solid white only -- undershirt sleeves may not hang out below blue oxford cloth shirt sleeve.
- All shoes designed with lace eyelets must have shoe strings.
- All Fridays (unless specified otherwise) shall be Casual Fridays. All students will be allowed to wear Loyola tshirts/spirit wear with uniform bottoms. Students may also wear printed socks or socks with designs. However, on occasions when Mass is on a Friday, proper uniform must be worn.
- For safety reasons, hoodies may not be worn at ANY time.
- Official navy LCP sweaters fleece, and sweatshirts are available at Shreveport Gymnastics. These may be worn at any time; however, during the 2<sup>nd</sup> and 3<sup>rd</sup>

quarters, they must be worn under a student's blazer. Any athletic pullover worn during cold weather must be worn with uniform shirt and tie visible at the neckline and must be worn under the blazer or letter jacket.

- The only apparel that replaces the blazer is a letter jacket or letter sweater. No student is allowed to wear another person's letter jacket or letter sweater at school.
- "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. School uniform must be worn if the student is not dressed in the designated theme.

All dress code infractions will be handled through Penance Hall, suspension or expulsion. The Administration is the final judge in matters relating to the school uniform.

The consequences for no ID and/or dress code violations are listed below:

Number of Offenses	Consequence
1	Warning
2	Warning
3	Lunch PH
4	Call Parent
5	Send home
6+	Call parent/send home

## **“ACTING HONORABLY”**

### **Honor Code**

Academic dishonesty will not be tolerated. Cheating in any form is damaging to the Loyola school community, and is both an academic and disciplinary issue. Cheating goes against the biblical principles on which the school was founded and is a violation of the trust of the faculty, administration and other students who complete their work by honest means.

Academic dishonesty includes a wide spectrum of activities including, but not limited to, presenting completed work as your own when in fact it is a prohibited collaboration or copying of another's work, improper use of electronic devices, creating and using electronic devices to share answers or information that the student is expected to complete without assistance, 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, stealing or usurping tests or other work intend for use, etc.

All students and their parents or guardians are required to sign an honor code, which is a binding agreement. Violation of this honor code may result in disciplinary action which may include suspension or dismissal. The honor code reads, "On my honor, before God, I have not given or received any unauthorized information on this test, nor am I aware of anyone else doing so."

On the first instance of cheating, students will be given appropriate disciplinary consequences and will receive a zero for the work, The individual teacher will then decide whether the student thereafter earns the opportunity to do additional bonus work to try to increase his or her grade. Such bonus work is not a right but a privilege granted by the teacher as he/she evaluates the student's efforts to reform and perform in that class. Such cheating must be reported to administration by the teacher(s) who discovers and investigates the cheating episode and the event will be recorded in the student's school record.

On the second instance of cheating in any class spanning the student's entire career at Loyola, the student's parents will be required to meet with the teacher and administration, the student will serve a two day in school suspension and receive a 0 on the work, with no opportunity to receive bonus credit. In addition, the student will not be allowed to participate in extra-curricular activities sponsored by the school, including, but not limited to, attending club meetings, attending or participating in sporting events or practices, attending school dances, etc. for a period of seven school days from the date of the formal imposition of the discipline. Such cheating must be reported to administration by the teacher(s) who discover and investigate the cheating episode and the event will be recorded in the student's school record.

On the third instance of cheating, the student may be expelled permanently from LCP. Such cheating must be reported to administration by the teacher(s) who discover and investigate the cheating episode and the event will be recorded in the student's school record. If exceptional mitigating circumstances warrant the student's continued enrollment, the student will be on a probation status with regularly scheduled meetings

and with an assigned probation teacher and will be required to complete a reformation program. Such mitigating circumstances, as mentioned above, will be defined and determined by administration.

If a student is caught cheating during final exams or on any final assignment designed to contribute 20 percent of the student's grade, and suspension is thus not available as a means of correction of behavior due to lack of school days remaining, the suspension will be replaced with a requirement that the student complete 10 hours of service within 10 days following the infraction, such service to be assigned by the administration and may not be counted toward any other community service requirements.

### **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 students 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.

### **Respect**

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 whether seriously, in jest or online - including on social media - 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.

Electronic harassment, such as misusing social networks and texting, is subject to disciplinary action. Impersonation of a classmate or faculty member is also considered a form of harassment. Authorities may be involved in these types of cases. All students, parents, and fans are expected to abide by a code of conduct which incorporates Catholic values at all athletic and other school sponsored events. Foul or otherwise profane language will not be tolerated. Arguing, booing, throwing items or any behavior towards athletes, officials or administrators which is disruptive to the event will not be tolerated. Any person showing unsportsmanlike conduct may be asked to leave and may not be allowed to return to future events.

Conduct that digresses from what is considered to be good behavior, following policy, or is contrary to Christian principles is subject to appropriate disciplinary action. Loyola reserves the right to take disciplinary action and or/suspend a student either temporarily or permanently if the administration feels that such action is in the best interest of the individual, the student body, or the school. Should corrective action be necessary, Loyola administration will choose from among counseling, denied privileges, detentions, suspensions, and expulsions depending upon the severity of the incident.

## **Alcohol & Drugs**

Loyola College Prep is a drug-free and alcohol-free zone. Using, consuming, possessing, or dealing in illegal drugs or alcohol by a student or his/her date at school or any school-related function is not permitted. Students are not permitted to consume alcohol or use drugs prior to their attendance at school or any school activity. All students in vehicles in which alcohol or drugs are found or consumed will be subject to suspension or expulsion from school even if they may not have consumed. The school reserves the right to subject the student to testing procedures to detect the presence of drugs or alcohol. Parents of all parties involved are notified to pick up the students in the event of an alcohol violation. In the case of drug possession or use, the principal is mandated by law to contact law enforcement officers, as well as parents. Any student violating any regulation is subject to expulsion. Any student who violates the above rules and is allowed to stay in school may be required to do any/all of the following:

### **FIRST OFFENSE:**



- The student may be suspended for a period of three days. The student will not receive a grade higher than a 65% on any homework, test, or other assignment 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

### **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.

### **Sexting**

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Shreveport Police Department will be notified.

### **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 profane, demeans or harasses others.
- Engaging in any activity that is harmful to the network (i.e. spreading viruses, hacking).

- Using online materials that allow for plagiarism.
- Violating the privacy of any individual.
- Taking, posting, transmitting, or possessing inappropriate and/or nonconsent pictures of students including in bathrooms or locker rooms.
- Bypassing the school filters by using VPNs or “hotspots”.

#### **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, book bag, 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 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:**

- **Student cell phones should be in their backpacks throughout the school day.** Students may use their cell phone to make a call in the main office or in an administrator's office only. Students caught using phones during the school day will have the phone taken up immediately and serve a Penance Hall. **Phones may be used on campus at lunch only and when the school day ends.**
- iPads are the only electronic device allowed on campus. Laptops, personal computers, wireless devices or any non-iPad tablets will not be allowed on

campus and will not be allowed to access the school network. Any student requesting to use an electronic device other than an iPad must request permission from the IT Director. Students caught using these devices will have them taken up immediately and serve a Penance Hall that day. Loyola College Prep is not responsible for any lost, stolen, or damaged iPad.

- Students will not be allowed to access phones, iPads, or other electronic devices at anytime during the duration of a midterm or final exam period, even after everyone in their classroom has turned in their tests.

**Tobacco, Vaping, Juuling:** Smoking or the use of smokeless tobacco (including vapors or e-cigarettes) by a student is strictly prohibited at all times on school property (including the athletic complex and school parking lots) and area immediately adjacent to the school. Use or possession of any of these products is prohibited at all **school or school-related functions** and is subject to corrective action including, but not limited to, a minimum of 2 day suspension.

**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:** Penance Hall- Habitual offenders will be dealt with by the administration.

**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. Penance Hall is served Monday - Thursday after school until 3:45 p.m. All students assigned Penance Hall will be required to serve it that day or the following day. No exceptions will be made.

Multiple days served in PH is considered to be a problem. After three PHs, students will be required to serve ISS. Repeat offenders will be subject to suspension and/or expulsion.

**Probation:** A student may be placed on behavioral probation if in the judgment 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.

**In School Suspension (ISS):** A student may be placed in In School Suspension for first time suspensions or suspensions related to occurrences of less serious behavior. The student must make up the assignments missed during the suspension time. The student shall not receive higher than a 65% 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. **Students serving ISS will not be allowed to participate in extracurricular activities, including athletic events or practices.**

**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 within three days. The student shall receive a maximum grade of a "65%" for all work missed (including tests) on his/her first suspension. After the first suspension, the student will receive a 0 on any work (including tests) for each subsequent suspension.**

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 Administration will meet with the student and recommend either for or against expulsion.
- The parents will be called in for a conference with the Administration.
- The Administration will review the information and recommendations concerning the case. The Administration 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”**

**For participation in athletic games or practice, students must meet the following requirements:**

### **CO-CURRICULAR ATTENDANCE ELIGIBILITY:**

- A. A student must be in school the last half of the day in order to participate in practice.
- B. A student must be in school the entire day on the day in which they are to participate in a contest/game/performance.
- C. A student must be in school the full school day following a scheduled interscholastic game/event.
- D. Exceptions to the above would include:
  - a. School sponsored activity
  - b. Case of family emergency
  - c. Written medical release from a physician
  - d. Doctors/Dentist appointment
  - e. Others at the Activities Director discretion
- E. Unexcused absences from school result in the suspension from one or more contests/events to be determined by the building principal and/or the Activities Director.

### **CO-CURRICULAR ACADEMIC ELIGIBILITY:**

One of the school's primary goals is the college and career preparation of all students; therefore, we expect each student-athlete to perform within reasonable academic standards:

- A student who has 1 or more F in any progress report or semester report card will not be allowed to participate in any athletic or extracurricular events until passing grade(s) have been achieved. For athletes, this overrides LHSAA eligibility.

A student who becomes academically ineligible may regain eligibility any time upon

receipt of a grade change from the subject teacher which indicates a passing grade in the failed course.. A student may erase ineligibility status following the last grade-reporting period (2nd Semester) of the school year through summer school courses (including school approved online/correspondence courses).

The ineligibility status described above will be adjusted as follows for students in fall sports/co-curricular activities in which the date of earliest allowed competition/performance is before the first day students are in class. The minimum ineligibility period shall be the lesser of:

- Twenty one consecutive calendar days, beginning with the date of earliest allowed competition in a sport, or
- one-third of the maximum number of games/meets/performances allowed in a sport/extracurricular activity (rounded up if one-third results in a fraction).

### **Co-Curricular Parent-Student Behavior:**

What does it mean to be a championship parent? Your most important responsibility as a Loyola sports parent is to make sure that your child enjoys being part of our team. You can help him/her to get the most out of their sport experience by being supportive and encouraging at all times. Avoid offering detailed instructions before, during or after the game or evaluating the coaches' or your son/daughter's performance at home. Simply stated, "let coaches coach, players play, officials officiate." The parents role is to support their child. Your second responsibility as a sports parent is to create a positive atmosphere in the stands or on the sidelines in which both teams can bring out the best in each other during competition. While we can't control the behavior of the opponents, their coaches, and their fans, we can hold ourselves and each other to higher standards. We expect that you will set a good example by refraining from negative or sarcastic comments to opponents, referees, coaches, or our players, especially your own child. Remember fan behavior teaches children important moral lessons.

**Playing or participation in extracurricular activities is a privilege not a right and can be revoked due to behavior detrimental to the school/program.**

### **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 be required to remediate both credits 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.

### **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, students 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**

### **Buckley Amendment**

Loyola College Prep adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to the privacy of students' records and the rights of non-custodial parents. It is the responsibility of the parents to share any custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of a court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

### **Cafeteria**

Students are encouraged to eat in St. Vincent's Hall, the school cafeteria, but are also permitted to bring their own lunches. This year we are beginning a new program that will enable students to pre- order lunch on the days the cafeteria does not prepare lunch, which will be every Friday (and other days throughout the year as needed). For your student to be able to dine with us, or pre-order lunch, you will need to create an account with [www.myschoolbucks.com](http://www.myschoolbucks.com), accounts must be kept current, and students with a negative balance of more than \$20.00 will not be allowed to purchase lunch or



other items from the cafeteria; his/her Net Classroom access will also be blocked until the balance is paid. Parents are encouraged to set up their student's lunch payment accounts through MySchoolBucks at [www.myschoolbucks.com](http://www.myschoolbucks.com), or they may send a check to the Business Office. This account will also be used if a student needs to make copies or print. Due to COVID-19 restrictions, visitors to campus must be kept to a minimum. Parents are not allowed to come to school to deliver lunches or forgotten items. No deliveries from outside restaurants or delivery services (i.e. pizza delivery, GoWaiter, etc) will be accepted in the office.

Students are encouraged to bring large water bottles to stay hydrated throughout the day, as school water fountains must be turned off due to COVID.

### **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, nor has completed his/her community service requirement, 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 all As and Bs.

**PRINCIPAL'S HONOR ROLL:** To be a member of the Principal's Honor Roll, a student must have all As.

### **Library**

- The library will be open from 7:30 a.m.- 2:45 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. ID badges will be required for printing and for checking out materials from the library.
- 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.

### **Google Classroom/Blackbaud Portal**

The Blackbaud My School portal is a link accessed from the Loyola homepage where parents and students can log in to view a student's schedule, check grades, and view report cards. Report cards will not be mailed; they can be printed from the portal. If at any time a student's financial obligations have not been met, access to the portal will be blocked. All students and parent will be sent via email at the beginning of the school year. Class announcements, assignments and documents will be posted via Google Classroom. Guardian notifications can be turned on via your child's teacher.

### **Visitors**

Due to COVID-19 restrictions, visitors to campus must be kept to a minimum. Parents are not allowed to come to school to deliver lunches or forgotten items. Parents needing to see faculty or members of administration are encouraged to make an appointment. All visitors to campus are subject to a wellness screening before entry.

### **Parking**

A student who drives to school and all school functions must comply strictly with the provisions of the Parking Regulations. Loitering in cars or in the parking areas is strictly prohibited. Violations of parking regulations or 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 reserved areas without the parking permit will be towed without warning at the owner's 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.

In the event of school cancellation, Loyola will implement its Cyber Day policy, which is outlined in the Appendix of this handbook.

### **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, PE, softball, etc. – please contact the applicable coach as soon as possible after the injury has occurred and let him/her know you need a claim form. Claim forms can also be obtained from the Business Office.

### **Parents as Partners**

As partners in the educational process at Loyola College Prep, we ask parents:

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;

- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

Mass is an important part of the spiritual formation of the student. Please refrain from making appointments and checking students out during Mass.

Each student will be sent home with an Honor Code and Handbook Acknowledgement Form that must be signed by both the parent and the student and returned to the school.

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

# APPENDIX A

## COVID-19 Attendance Policies and Procedures

The policies for isolation/quarantine related to a COVID diagnosis are listed in the document from Louisiana Department of Health and CDC guidelines. A link to the official document is below:  
<https://drive.google.com/file/d/1N2RT5QrnwA-jcggz9DoehEDrxo3sMC42/view?usp=sharing>

- Parents/guardians should contact Kristy Watts at 318-221-2675 or kwatts@loyolaprep.org
- Because the number of times a student will be absent due to COVID or quarantine/isolation will increase, it is especially important that a student is present at school (or virtually if he/she has chosen that option for the 9 weeks) at other times. **Students will not be allowed to check in or out for haircuts, senior pictures, or other matters of convenience.** If a student checks out of school for a doctor's appointment, he/she will not be allowed to return without a doctor's note.
- Students (and faculty) who are sick should stay home (regardless of illness).
- Students in isolation (or students at home with symptoms but well enough for school work) will attend class virtually via Zoom and not be marked absent.
- Students sick at home and unable to attend virtually will be marked absent, but it will be excused if there is **clear communication** to the teacher and office from the student or parent.
- **Parent/school communication is essential.** For absences to not count against a student, we must be aware of the absence, it must be illness-related, and there must be clear communication throughout the duration of the illness.
- Teachers will work with students regarding makeup work and tests, but the **student** must communicate with the teacher via email regarding deadlines.
- Students found to be taking advantage of the COVID attendance policy or teacher makeup work policy risk a makeup/late work penalty or unexcused absences.

### Temperature Screenings

- Students will report to 1 of 4 areas in the morning before school to be screened for a temperature. **(Front door of the main building, outside of the gym, the library/compound, or the breezeway in between the main building and Residence building)**. Students cleared will be given a colored sticker to place on his/her ID and will be allowed to enter the building. Students with a temperature higher than 100.4 will be sent to the sick room and rechecked in five to ten minutes. If a student still has an elevated temperature after the recheck, he/she will be sent home.
  - A student sent home with fever must be free of fever for 24 hours before returning to school.
- After a student is screened and enters the building, he/she will report straight to their first class of the day and wait there for class to begin.
- All students checking in or arriving late will be screened in the front office before being admitted to class.
- Even if a student passes the initial morning screening, he/she may be checked again later in the day if a teacher/administrator determines that it is necessary.

## Healthy Hygiene Practices

- Hand sanitizers have been installed in each classroom/office throughout the building. Students should sanitize before entering and leaving a classroom.
- Students will be given a disinfectant wipe and will be asked to wipe down their desk/area when leaving a classroom.
- Students will sanitize before and after lunch.
- **Students are encouraged to bring their own large water bottles (with a lid) to stay hydrated throughout the day as water fountains are turned off.**

## Face Coverings

- Students will not be allowed to enter the building in the morning without being screened for temperature and without wearing a mask.
- Masks may be personalized, but they cannot have any political or inflammatory sayings, phrases, or messages on them. All masks must be school appropriate.
- Only students with documented medical conditions (and a doctor's note) will be allowed to wear a face shield in lieu of a mask.
- Masks will be worn in the class and in class transition (in the hallways). Opportunities to go outside for "mask breaks" (where students can spread out at least 6 feet apart) may be given during the day in certain classes.
- With a state-wide mask mandate, students should already be used to wearing face coverings appropriately, but we will issue gentle reminders when needed. For those students who refuse to comply or need constant reminders, the following consequences will issued:

1st offense	Email/phone call to parents
2nd offense	Lunch PH
3rd offense	ISS
4th offense	1 day suspension
5th offense	Additional suspension