



*A Catholic School in the Jesuit Tradition*

# **2020-2021 Student & Parent Handbook**

15325 Pinehurst  
Detroit, MI 48238  
(313) 861-2407

[www.loyolahsdetroit.org](http://www.loyolahsdetroit.org)

# CONTENTS

## ABOUT LOYOLA HIGH SCHOOL

- Welcome
- Non-Discrimination Policy in regards to Students
- Mission, and Philosophy
- Goals of Loyola High School
- History of Loyola High School
- Board of Directors
- School Administration
- Faculty/Staff

## GENERAL SCHOOL INFORMATION

- Contact Information
- Hours of Operation
- Bell Schedules
- Bad Weather/School Closing
- I.D. Cards
- Lockers
- Lunch
- Telephone Calls
- Cell Phone regulations
- Other Electronic Devices
- Work Permits
- Student Drivers
- Transportation
- Voicing Student and/or Parent Concerns

## ATTENDANCE

- General Attendance Policies
- Absences
- Extended Absences
- Early Dismissal
- Tardiness
- Truancy

## ACADEMICS

- Academic program
- Academic Requirements
- Progress Reports and Access to Grades
- Graduation Requirements/ Course of Studies
- Grading Scale
- Transcripts and Access to Records
- Graduation and Honors
- Academic Probation
- Academic Integrity Policy
- Academic Support Services
- Guidance and Academic Services
- Online/Virtual Learning Requirement
- Textbooks

## CHRISTIAN FORMATION

- Philosophy
- Christian Service Program & Graduation Requirements
- Daily Liturgy
- Retreat Program

## STUDENT CONDUCT & DISCIPLINE

- Philosophy
- Expectations
- Search Policy
- Restricted Areas
- Lunch Behavior
- Gym/Outside Behavior
- Prescription Medication
- Sexual or Other Harassment
- School Policy on Bullying and Cyberbullying
- Tobacco-Free Campus
- Drug and Alcohol Policy
- Conduct at Extracurricular Activities
- Disciplinary Procedures
- Conferences, Infraction Slips, Detention, Class Removal, Loss of Privilege

## SUSPENSION

- Disciplinary Probation and Discipline Committee
- Discipline Levels
- Criminal Offense
- Expulsion & Dismissal
- Due Process

## DRESS CODE & APPEARANCE

- Philosophy
- Discipline
- Weather
- Standards of Dress
- All Students' Personal Appearance
- All Students' Spirit Dress

## ATHLETICS & STUDENT ACTIVITIES

- Program Philosophy and Guidelines
- Eligibility
- Clubs & Organizations
- Athletics
- Athletic attendance, eligibility, sportsmanship policies
- Athletic tryouts, role of parents, communication with coaches
- Concussion management
- Extracurricular Events
- Awards / Varsity Letters
- House System

## ADMISSIONS & FINANCIAL AID

- Admissions Policy
- Entrance Exams
- Transfer Credits and Readmissions
- Tuition and Fees
- Tuition Assistance/Fundraising & Family Commitment
- Tuition Policies, Payment Options, Refunds

## LOYOLA WORK EXPERIENCE PROGRAM (LWEP)

## MISCELLANEOUS

School Safety/Safe Environments

School Policy on Sexual Abuse

Volunteers

Student Image Publication Rights

Health Records, Immunizations, and Illness

Student Accidents

Asbestos Management and Pesticide Applications

## Mission Statement

Loyola High School of Detroit,  
a Catholic School in the Jesuit tradition,  
nurtures a culture of hope and academic success for young men  
challenged by an urban environment and prepares them to be men of  
Christian love, justice, and service  
who act with integrity, compassion, and courage.

## Educational Philosophy

Loyola High School is an independent high school for young men who face the challenges of an urban environment and who are serious about their future. This institution is a partnership of students, parents, the community, the Archdiocese of Detroit, and the Jesuits of the Midwest Province. Loyola High School seeks to provide strong academic, personal, and Christian formation for urban males.

Although a Catholic high school, Loyola welcomes students of all faiths who understand its philosophy and who are willing to be guided by and contribute to it. Rooted in the Jesuit philosophy of education that aims to shape and develop the entire person, Loyola fosters self-discipline, reflection, and service to others. Students prepare for college, technical training programs, and professions requiring the basics of traditional education and modern skills demanded by a technological society.

Loyola attains this goal by providing a safe, caring environment and strong role models and by working closely with parents and guardians. Its programs help students take pride in their own heritage, develop a commitment to their community, and appreciate a diverse and increasingly interdependent world. Loyola's academics, which stress basic reading, math and technology skills, seek to enable students to perform at or beyond their grade level. Its extracurricular program supplements classroom instruction with opportunities for students to develop skills and talents in a wide variety of areas.

## St. Ignatius and the Jesuits

Ignatius of Loyola was a poor nobleman who was born in 1491 in the Basque country of Spain. On May 20, 1521, while leading the defense of the frontier city of Pamplona against a superior French attack, Ignatius was hit by a cannon ball that shattered his right knee. During his painful convalescence in the castle at Loyola, he asked for books to read and out of boredom accepted the only ones available: The Lives of the Saints, and The Life of Christ. He came to discover that God was at work in his life, and his past desire for worldly success was transformed into a desire to know, love, and serve God. He decided to travel to Jerusalem and to imitate the disciplines and fasts of the saints.

When his wounds healed, he began his pilgrimage to the Holy Land. He stopped at the shrine of Montserrat in Spain. There on March 24, 1522, he hung his sword and dagger on the grill of Our Lady's chapel, resolving to lay aside his worldly garments and to don the armor of Christ.

Next, he journeyed on foot to the nearby town of Manresa, where he lived for almost a year. He begged for his basic needs and spent most of his time in prayer. Here he experienced God's grace deeply penetrating within him. While reflecting on the movement of the Spirit within him, he wrote notes that formed the basis of The Spiritual Exercises, the core of Jesuit training.

Ignatius traveled to the Holy Land, but he could not remain there because of the political and religious turmoil. Instead, he studied at the Universities of Alcala, Salamanca, Barcelona, and Paris during a ten-year period of preparation for the priesthood. During this period, he gave the Spiritual Exercises to some of his fellow students. On the Feast of the Assumption in 1534, Ignatius and six of his companions pronounced vows during Mass, forming the "Company of Jesus." On September 27, 1540, Pope Paul III approved the "Company" as a religious order, formally establishing the Society of Jesus.

Ignatius personally approved the foundation of forty Jesuit schools. By the time he died on July 31, 1556, he had established the foundation of the Jesuit enterprise: to work for the greater glory of God through preaching and spiritual counseling, but most especially through high school and college education. Saint Ignatius is the patron saint of retreats and spiritual exercises.

## **Prayer of St. Ignatius**

*Take, Lord, and receive all my liberty,  
My memory, my understanding, and my entire will.  
All that I have and possess You have given to me.  
To You, O Lord, I return it.  
All is Yours, dispose of it wholly according to Your will.  
Give me Your love and Your grace, for this is sufficient for me.*

## **Ignatian First Principle and Foundation**

Human beings are created to praise, reverence, and serve God our Lord, and by means of this, to save their souls.

The other things on the face of the earth are created for human beings to help them in working to the end for which they are created.

From this it follows that I should use these things to the extent that they help me toward my end and rid myself of them to the extent that they hinder me.

To do this, I must make myself indifferent to all created things in regard to everything that is left to my freedom of will and is not forbidden.

I ought to desire and elect only the thing that is more conducive to the end for which I am created.

## The Philosophy of a Jesuit High School: Men for Others

Loyola High School, in collaboration with parents and guardians, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and the promotion of justice: to be **“men for others.”**

As part of its mission, Loyola High School will provide an atmosphere of learning and spiritual development that reaches into the larger community. The goal of Loyola High School is to graduate young men who are marked by a number of characteristics.

A Loyola graduate is **open to growth**. He seeks opportunities to stretch his mind, imagination, feelings, and religious consciousness.

A Loyola graduate is **intellectually competent**. He possesses an appropriate mastery of the fundamental tools of learning. The graduate thinks independently and critically as he discovers his emerging intellectual skills for more advanced learning.

A Loyola graduate is **loving**. He is well on his way to recognizing and accepting his self worth. He is moving beyond self-interest and self-centeredness in his relationships with others. He is beginning to seek deeper levels of relationships in which he can disclose himself, accept the mystery of others, and learn to love.

A Loyola graduate is a **religious person**. He has a basic knowledge of the doctrines and spirituality of the Catholic Church. The graduate examines his personal religious attitudes and beliefs with a view to confirming his relationship with God through a religious tradition and community.

A Loyola graduate is **committed to doing justice**. He seeks to achieve a considerable knowledge of the needs of the local and global communities because he is preparing to take his place in these communities as a competent, concerned, responsible member.

A Loyola graduate is a **“man for others.”**

## Loyola High School Community Prayer

Before God and all humankind  
we pledge the love and loyalty of our hearts,  
the wisdom and courage of our minds,  
and the strength and rigor of our bodies to the service of one another.

We promise to work for justice, love, and peace, to think creatively and positively.  
We commit ourselves to develop ourselves to our fullest potential;  
so we can contribute to the growth of the whole human family.

We give thanks even for the personal and communal daily struggles of life  
through which we have been challenged to greater efforts.  
As we meet the daily contradictions of life,  
we know we walk together with one another and with God. We are not alone.

We pledge to develop an appreciation for our history,  
to build on its glorious gifts to us  
and to learn from its patience and long suffering.  
Our traditions teach us to care for one another,  
especially when any among us is in want.  
We ask one another's forgiveness  
for any time we have forgotten our heritage  
and forgotten our brothers and sisters in need.

We pledge our self-determination to speak for and name ourselves;  
so we can leave the world better than we found it.  
Give us the courage to deepen our faith,  
a gift from you through our ancestors.  
Strengthen our unity; do not let us succumb to division and divisiveness.  
Help us to appreciate our differences  
as well as cherish our common values and traditions.

Finally, to paraphrase the words of St. Francis, we pray:

Lord, make me an instrument of your peace;  
Where there is hate, let me bring love;  
Where malice, healing;  
Where unredemption, redemption in Christ Jesus, Our Lord.  
Amen.

Fr. Martin J. Carter, S.A.

## BOARD OF DIRECTORS

Cathy McNamara, *Board Chair*

Mr. David Smith, *President*

## SCHOOL ADMINISTRATION

Mr. Wyatt L. Jones, III '98  
*Principal*

Mr. Paul Davis '11  
*Director of Admissions*

Mr. Michael Black '01  
*Dean of Student Formation*

Adam DeLeon, S.J.  
*Director of Campus Ministry*  
*Theology Teacher*

Ms. Demetria A. Johnson  
*Administrative Assistant*

Ms. Therese Marz  
*Business Manager*

Mrs. Angela Hunter  
Mrs. Jennifer Fox  
*Guidance Counselors*

Mrs. Heather Gold  
*Business Office Assistants*

Mr. Kenneth Gardner  
*Director of LWEP*

Mr. Bill McGrail  
*Director of Advancement*

Mr. Dennis Morey II  
*Director of Athletics*  
*Social Studies Teacher*

## FACULTY/STAFF

Mr. Brandon Johnson-Baldwin	Student Programs
Fr. Adam DeLeon, S.J.	Theology, Campus Ministry
Mr. Tjuan Flowers	Security
Mrs. Deborah Flournoy	English
Mr. Daniel Geoghegan	Chemistry, Physics
Ms. Christia Wheeler	Biology, Integrated Science
Mr. Colin Horn	Physical Education, Health
Ms. Rhonda Morris	Registrar
	ACT/SAT – Study Skills
Mr. Philip Pettelle	American History, Government
Ms. Kimberly Rakestraw	Algebra I, Algebra II/Trigonometry
Mr. Damon DeBose	Music/Performing Arts
Mr. Matt McNamee	Geometry, Pre-Calculus
Mrs. Della Young	English
Ms. Kathy Gross	Spanish
Mr. Jack McLinden	Theology
Mr. Tanweer Khan	Maintenance

Emails are first initial and full last name @loyolahsdetroit.org  
(example: flast@loyolahsdetroit.org)

(exceptions: wjonesiii@loyolahsdetroit.org, dajohnson@loyolahsdetroit.org)

## GENERAL SCHOOL INFORMATION

### CONTACT INFORMATION

Loyola High School  
15325 Pinehurst  
Detroit, MI 48238

Main Office: (313) 861-2407  
Fax: (313) 861-4718  
Website: [www.loyolahsdetroit.org](http://www.loyolahsdetroit.org)

### HOURS OF OPERATION

Building Hours: The school building will be open at 7:00 a.m. and close at 4:30 p.m.

School begins promptly at **7:45 a.m.** Please do your best to have your son at Loyola with plenty of time to begin the school day on time.

If you are not able to collect your child before 4:30 or at the end of his activity, please inform the main office or his coach / moderator.

## Daily Schedule

The Loyola High School day begins promptly at 8:00 a.m. Students are expected to be at school at 7:45 a.m. to prepare for the school day. They should already be in full dress code when they arrive at school.

### **MONDAY - THURSDAY**

7:00-7:45	Cafeteria Open
7:45-7:55	Lockers
8:00-8:20	Morning Prayer
8:25-9:15	1st Period
9:20-10:10	2nd Period
10:15-11:05	3rd Period
11:10-12:00	4th Period
11:10-11:30	Lunch (10 <sup>th</sup> & 11 <sup>th</sup> graders)
11:35-12:25	5th Period
12:05-12:25	Lunch (9 <sup>th</sup> & 12 <sup>th</sup> graders)
12:30-1:20	6th Period
1:25-2:15	7th Period
2:20-3:10	8th Period
3:15-4:00	9th Period

### **DELAYED START**

7:00-8:45	Cafeteria Open
8:45-8:55	Lockers
9:00-9:20	Morning Prayer
9:25-10:05	1st Period
10:10-10:50	2nd Period
10:55-11:35	3rd Period
11:40-12:20	4th Period
11:40-12:00	Lunch (10 <sup>th</sup> & 11 <sup>th</sup> graders)
12:05-12:45	5th Period
12:25-12:45	Lunch (9 <sup>th</sup> & 12 <sup>th</sup> graders)
12:50-1:30	6th Period
1:35-2:15	7th Period
2:20-3:00	8th Period
3:05-4:00	9th Period

### **FRIDAY**

7:00-7:45	Cafeteria Open
7:45-7:55	Lockers
8:00-8:20	Morning Prayer
8:25-9:05	1st Period
9:10-9:50	2nd Period
9:55-10:35	3rd Period
10:40-11:20	4th Period
10:40-11:05	Lunch (10 <sup>th</sup> & 11 <sup>th</sup> graders)
11:10-11:50	5th Period
11:25-11:50	Lunch (9 <sup>th</sup> & 12 <sup>th</sup> graders)
11:55-12:35	6th Period
12:40-1:20	7th Period
1:25-2:05	8th Period
2:10-2:35	9th Period

### **FRIDAY SPECIAL ACTIVITY**

7:00-7:45	Cafeteria Open
7:45-7:55	Lockers
8:00-8:20	Morning Prayer
8:25-9:00	1st Period
9:05-9:40	2nd Period
9:45-10:20	3rd Period
10:25-11:00	6th Period
11:05-11:40	4th Period
11:05-11:25	Lunch (10 <sup>th</sup> & 11 <sup>th</sup> graders)
11:30-12:05	5th Period
11:45-12:05	Lunch (9 <sup>th</sup> & 12 <sup>th</sup> graders)
12:10-12:45	7th Period
12:50-1:30	8th Period
1:35-2:35	Activity Period

### **HALF DAY**

7:00-7:45	Cafeteria Open	10:10-10:40	4th/5th Period
7:45-7:55	Lockers	10:45-11:15	6th Period
8:00-8:20	Morning Prayer	11:20-11:50	7th Period
8:25-8:55	1st Period	11:55-12:25	8th Period
9:00-9:30	2nd Period	12:25-12:30	Examen
9:35-10:05	3rd Period		

\*No 9th Period (Academic Seminar) on half-days and Special Activity days.

## **BAD WEATHER/SCHOOL CLOSING**

All parents are aware that freezing temperatures may be dangerous to students who must wait in the cold. It is up to the individual parent to determine whether or not their student's health is at risk when the cold is intense. When there is snow on the ground, or it is snowing, or there is a threat of snow, please watch the TV news stations. Loyola reports to the school-closing network, which is listed on all major networks.

In addition, TV news station websites list the school closings.

## **IDENTIFICATION CARDS**

All students will be issued one ID card at the beginning of the school year. The ID must be worn at all times during the school day. Anyone who needs a replacement ID for any reason must order one for \$10 from the main office. Any ID found to be defaced or damaged in any way must be replaced at the expense of the student.

## **LOCKERS**

All students will be assigned a locker for convenient storage of their educational and personal belongings and one combination lock. The use of backpacks/school bags is prohibited during school hours. They may be stored in the locker. The only exception is the use of laptop computer storage bags. No other bag/pack may be used to carry books to class. Students should not give out their locker combination for other student's use or manipulate their locker latch so that a combination is not needed to open his locker. Loyola is NOT responsible for any items that are lost or stolen.

There will be a cleanup fee added to each student's account for not cleaning his locker out at the end of each school year. The cleanup fee will be \$25.

## **LUNCH PROGRAM**

Students can bring a lunch daily or receive one from the provided vendor. Multiple microwaves are available for student use in the lunchroom. Students are expected to maintain the cleanliness and operation of these resources. All lunches must be eaten in the Lunchroom.

## **TELEPHONE CALLS/ MESSAGES**

A telephone is available at the main reception desk for student use in emergency cases. If a student is ill, he should report to the Main Office and a phone call will be made to their parent/guardian so that the student can be picked up. Students must ask for permission to use the school phone. Parents/guardians calling the school to contact their child should keep messages to a minimum. Disruption of class time is discouraged; students will not be called out of class for telephone messages. In the case of an emergency, a message will be delivered. Parents should not phone or text message a student's cell phone, as cell phones are to be turned off during school hours.

*Faculty and staff members may be contacted by calling the main office and a message will be taken.*

## **CELLULAR PHONE REGULATIONS**

While we at Loyola High School understand the need for cell phones in today's society, students must keep all cell phones in their lockers during the school day. Students may use their cell phones before and after school in the common areas of the school. When school begins, cell phones must be turned off and locked in lockers.

**Any student who is found carrying or using his cell phone during the school day will have his phone confiscated and given to an Administrator. A \$5.00 fee will be charged to the student prior to return of his phone. If the phone is confiscated a second time, a parent must come in and pick up the phone after school.**

*Students bring cellphones to school at their own risk. Loyola is NOT responsible for any cell phone that is lost, damaged, or stolen.*

## **OTHER ELECTRONIC DEVICES**

No laser lights, radios, electronic games, radio transmitters or other sound emitting devices may be used in school. These devices will be confiscated and returned only to the parents or guardians. Students will receive an infraction slip for having/using said device. The school takes no responsibility for the loss of any such device.

Furthermore, any form of video or voice recording on cell phones or other media equipment at any time of the day while inside of the school is strictly prohibited. This includes photographs.

Any student found having any form of recorded material on their media equipment will automatically receive an infraction slip and, depending on the severity or nature of the material, may appear before the Discipline Committee.

## **WORK PERMITS**

Work permits may be obtained from the Main Office. A letter from the employer stating what hours will be worked and the occupation a student is applying for are needed for a work permit to be completed. There will be no early job dismissals for students.

## **STUDENT DRIVERS**

The use of motor vehicles on campus is a privilege that can be denied. Only those sophomores, juniors, and seniors who secure a parking permit may park on campus. Students must park only in the designated student areas and display their permit in the front window.

Parking permit registration requires a description of the car and license plate number. The permits are available for a nominal fee of \$5. Vehicles without the proper parking permit displayed will be subject to being towed off campus.

## **USE OF MOTOR VEHICLES**

The use of motor vehicles on campus is a privilege that can be denied. While driving on campus, students are expected to be cautious and drive only on established, paved roads at a speed of 10 mph. Reckless and irresponsible driving will result in the loss of the privilege to drive on campus.

## **TRANSPORTATION**

Students being transported in Loyola vehicles for clubs, sports, retreats or other school sponsored activities must display proper conduct and respect for drivers. Any student reported for poor conduct on school vehicles will be subject to removal. Food, beverages, smoking, tobacco, radios, pets, unbecoming language, excessive noise or misbehavior, etc. are not permitted. Boisterousness, clowning, heckling, any abuse of window, equipment, driver, fellow riders or outsiders, etc. will not be tolerated. Riders are to be ready and prompt in both boarding and leaving of vehicles.

*Failure to abide by these regulations can jeopardize the safety of lives, serenity of drivers, or reputation of school. Therefore, both parents and students must clearly understand that bad conduct (as listed above) will not be tolerated and may result in immediate and permanent removal from the vehicle, the use of school transportation, and/or from school.*

## **ADDRESSING CONCERNS**

We are committed to preparing our students to be capable and ready for the challenges of college and beyond. We encourage and ask that students advocate for themselves whenever possible. The following is our policy in regards to addressing student and/or parent concerns of a “non-serious” nature. In the case of serious and sensitive issues involving the safety of our students, parents are always encouraged to contact the administration immediately and they will be responded to with all diligence, prudence and confidence.

All student classroom concerns/issues (i.e. grades, assignments, conduct, assistance, treatment, etc.) must first be addressed by the student with the teacher directly. While this might be challenging for some students, Loyola teachers are committed to being patient and understanding. (Step 1)

If the student is not satisfied at the student-teacher level, the student may discuss the matter with his counselor. The counselor can be an independent, objective observer of the situation and a student advocate. (Step 2)

If the student does not reach a satisfactory resolution at this level, he can address the issue with the principal. Steps 1 and 2 are required before principal involvement.

If after all of these steps have been taken and still no resolution is reached, the student may involve his parents.

In the event that the teacher directly contacts the parent, communication may continue; however, it is our recommendation that the student is involved in the discussions. We also recommend that whenever possible telephone and/or face-to-face communication is used despite the ease of email.

The administration will not engage with parents unless the students (and parents, if needed) have met with the teacher and counselor first. Meetings must be scheduled in advance and parents should not expect to meet with the administration unannounced. Parent involvement must be face-to-face with the administration, not through electronic communication such as email.

Again, in the case of serious and sensitive issues involving the safety of our students, parents are always encouraged to contact the administration immediately. Loyola Administration will respond with all diligence, prudence and confidence as stipulated by our employee handbook, the Archdiocesan safe-environments, and state & federal law.

# ATTENDANCE

## **GENERAL ATTENDANCE POLICIES**

Attendance is very important for a student's progress at Loyola. A student can make significant academic, social, and formational progress only if his attendance is consistent.

Absence from school greatly affects the learning process. If an absence is necessary, the parent/guardian must call the main office by 8:00 am to report the absence. A phone call must be made to the Main Office each day the student is absent and documentation for extended or special circumstances must be received immediately upon the student's return.

*It is strongly recommended that appointments with doctors, dentists, and the like be made outside the normal school day. In addition, long vacations outside of the school vacations are frowned upon.*

## **ABSENCES**

Students must attend a course at least 90% of the class sessions per semester to receive credit.

A student will not be excused from any class or activity without the explicit permission of an Administrator. Assemblies or special programs/activities during the school day are considered part of the school day, and students are expected to be present for the entire time set aside for these programs.

A student must be in attendance a minimum of one-half day (before 12 p.m.) in order to be eligible to participate in an extracurricular activity / athletic event, including practice of any kind that same day.

*Excused absences* are those that have been confirmed with a note or phone call to the office.

*Unexcused absences* have no documentation. Absences will be treated the same in that there will be no distinction made in regard to excused and unexcused absences. Missing a class is considered an absence, whether excused or unexcused. It is the responsibility of the student to obtain missed work and submit it in a timely manner.

Students missing **more than 10 minutes of class** will be considered absent for that class.

Exceptions to this attendance policy can be granted by the Administration.

A student may have the same amount of days missed to make up any work missed during their absence. (If a student misses three days for an illness, he has three days to make up the work.)

During any semester, a student who is absent from school for **10 days**, or from any individual class **10 times**, will likely receive a **failing grade (F)** for the courses missed. The Dean of Students and Principal will review the situation of a student in violation of this policy. Prior to the tenth absence, measures will be taken to forewarn the student of the possible impending violation.

### **EXTENDED ABSENCES**

Students seeking to be excused from school for an extended period of time must complete the "Absent Work Request" form and submit one week before beginning the absence (i.e. surgery, family vacation, sickness, etc.). All assignments must be turned in on the day of the student's return to class in order to receive credit. This form will be available in the Main Office.

Extended absences for serious illness or other extenuating circumstances will be handled on an individual basis. Parents/guardians should contact the school as soon as possible when such an absence occurs or seems likely and should contact teachers on a regular basis to receive assignments from them. The school has the sole right to determine the validity of such an absence.

### **EARLY DISMISSAL**

For early dismissal, a phone call or note from a parent/guardian stating what time the student is to leave must be received in the main office no later than 9:00 am on the day of the dismissal. Parents picking up students for an early dismissal must arrive and inform the office with time to spare and recognize the disruption early dismissals have on classroom instruction. Students of driving age may only sign themselves out with a phone call or note from parents received that school day by 9:00 am.

### **TARDINESS**

Tardiness is extremely disruptive of the learning process and will not be tolerated. Students will be considered tardy if they are not in their assigned classroom/area/chapel seat when the bell rings or the service has started. A 15 minute detention will be assigned as a result.

Students who are late for class because another teacher or staff member legitimately detained them will not be counted tardy. To be admitted to class, the student must bring a note, signed by the respective teacher/staff member, to the classroom teacher.

*If a student is late to school, he must secure an admit slip from the Main Office before attending his first class.*

## **TRUANCY**

A student is considered truant from class and/or school if he is missing without permission from a parent/guardian, teacher, or other person of authority. A detention will result for every class/period a student is truant from up to three periods, after which it becomes an all-day truancy. An all-day truancy is considered to be any absence from school of three or more classes/periods without the proper approval. Is it listed as an unexcused absence.

No make-up work is allowed for classes missed due to truancy.

In extreme cases of truancy a student will be referred to the Discipline Committee. Under State Law, Loyola must report extreme cases of truancy to the Wayne County Truancy Officer.

## **ACADEMIC**

### **ACADEMIC PROGRAM**

Loyola is best described as a college preparatory high school that focuses on a comprehensive liberal arts curriculum. Students are required to take courses in English, Math, Science, Social Studies, and Theology. Also, each student is required to take a certain number of courses in World Languages and the Arts. All courses offered at Loyola have an academic purpose designed to prepare a student for collegiate study.

### **ACADEMIC REQUIREMENTS**

1. ENGLISH	4 credits required
2. FINE AND PERFORMING ARTS	1 credit required
3. MATHEMATICS	4 credits required
4. PE/HEALTH	1 credit required
5. SCIENCE	4 credits required
6. SOCIAL STUDIES	4 credits required
7. THEOLOGY	4 credits required
8. WORLD LANGUAGES	2 credits required
9. ONLINE EXPERIENCE	1 credit required
10. ELECTIVES	3 credits required
11. LOYOLA WORK EXPERIENCE	2 credits required

Total – **30 credits**

**Freshman curriculum (7 credits)**

**Full-year:** English I  
 Algebra I  
 World History/Geography  
 Culinary Art/Integrated Science  
 Physical Education/Health  
 Freshman Study Skills  
 Theology I

**Junior curriculum (8 credits)**

**Full-year:** English III  
 Algebra II  
 Chemistry  
 Government/Economics  
 Spanish I  
 ACT/SAT Study Skills  
 Theology III  
 LWEF

**Sophomore curriculum (7 credits)**

**Full-year:** English II  
 Geometry  
 Biology  
 U.S. History  
 Sociology  
 Health/Music  
 Theology II

**Senior curriculum (8 credits)**

**Full-year:** English IV  
 Pre-Calculus  
 Physics  
 Spanish II  
 Online Experience  
 Theology IV / Christian Service  
 LWEF  
 Elective: including  
     Current Events  
     Dual Enrollment  
     Weight Lifting

**PROGRESS REPORTS & ACCESS TO GRADES**

Loyola uses a web-based program to keep students and parents/guardians informed of student academic performance, classroom information, attendance, and graduation progress. Every student and his parents have their own username and password. Please refer to your registration materials or contact Director of Student Programs for your access information.

All grades are available remotely. Teachers are required to post/update grades weekly while school is in session. Parents/guardians and students are strongly encouraged to monitor academic progress *throughout the course of each semester* and contact any teachers when there are concerns regarding a student's performance.

The school year is comprised of four quarters. Quarters are divided into approximately 9- or 10-week periods. Semester grades are comprised of two quarters and a semester exam. Semester grades are the only grades that are reported on the permanent record. Semester grades are calculated as 40% first quarter, 40% second quarter and 20% final exam.

1<sup>st</sup> and 3<sup>rd</sup> quarter report card grades are not mailed home.

**Grading:** Grades are intended to gauge a student’s *academic* performance. They are not a measure of a student's personality or effort, and they are certainly not a measure of the “worth” of an individual. However, even though grades do not *directly* measure cooperation, effort, and attitude, students who exhibit good effort and positive attitudes tend to focus more on the material and hence to do better in their courses. Students should strive to obtain the very best grades they can and to discover and utilize their talents.

### Grading Scale

<u>Grade</u>	<u>Academic Points</u>	<u>Percent</u>	<u>Hon/AP Points</u>
A+	4.3	98-100%	5.3
A	4.0	92-97%	5.0
A-	3.7	90-91%	4.7
B+	3.3	88-89%	4.3
B	3.0	82-87%	4.0
B-	2.7	80-81%	3.7
C+	2.3	78-79%	3.3
C	2.0	72-77%	3.0
C-	1.7	70-71%	2.7
D+	1.3	68-69%	2.3
D	1.0	62-67%	2.0
D-	0.7	60-61%	1.7
F+	0.0	Below 60%	Conditional F
F	0.0	Below 60%	Unconditional F

For the final mark of *semester* courses, a teacher may not assign a grade of “F+.” The same is true for all *2nd semester classes*.

Failures remain on the student’s Loyola High School transcript. The student’s summer school grade(s) and credit(s) earned will be placed on the student’s transcript.

**Incomplete Grades:** Incomplete grades are a special consideration made by the teacher to allow the student additional time to make up work that may have been missed due to a long term absence.

Typically, there are two instances in which an incomplete grade requires attention:

1. If the incomplete is given to the student for a course during the first semester, it must be completed before the end of the second semester. Failure to do so will result in the incomplete grade becoming an “F.”
2. An incomplete grade received from the second semester, must be made up before the new school year. Failure to do so will result in the incomplete grade becoming an “F.”

**Credit Recovery:** If more than a semester of summer school is needed, the use of credit recovery coursework *may* be considered for upper level students. The student must make arrangements with the Senior Counselor, and receive the approval of the Principal. The student must complete the coursework in a prescribed manner from the program host with the consultation of a core teacher and the senior counselor. Two assessments must be taken during the duration of the course: a midpoint exam and a final exam to quantify student mastery of the materials. A student with a passing grade will be granted the credits for the course.

Credit recovery coursework host options include: Educere, Michigan Virtual High School, 21st Century Learning/Catapult, Adult Education Courses, or other specially arranged, independent study courses.

No more than two (2) courses, in junior or senior year, may be taken using a credit recovery program.

*Note: All credits must be made up within a year of the original graduation year.*

## **TRANSCRIPTS & ACCESS TO RECORDS**

In compliance with the Family Educational Rights and Privacy Act, parents, students, or involved staff have the right to inspect and review a student's educational records. Requests for inspection are made to the Main Office, with at least 48 hours' notice. Subsequent to the review, parents or students may make a written request for an amendment, when they consider facts in the records to be inaccurate or misleading. Written consent for disclosure of personally identifiable information contained in educational records, must be submitted by the parent or student. A complaint to the U.S. Department of Education may be filed if those involved feel the school has failed to comply with the requirements as stated.

- A student or his parent or guardian may request a copy of his transcript through [parchment.com](http://parchment.com). Only unofficial transcripts will be issued to an individual student or his parent or guardian. Unofficial transcripts will be available at the end of each school year. Official transcripts will be issued only to other schools, institutions, or organizations.
- Transcripts will be updated within four weeks of the semester's end.
- All financial obligations to the school must be met before transcripts will be sent.

## **GRADUATION & HONORS**

A diploma will be issued to a student only after:

- all academic and Christian service requirements have been met
- all financial obligations to the school have been satisfied
- all school equipment issued to the student has been returned (e.g. textbooks, library materials, sport uniforms.)

## **ACADEMIC PROBATION**

When the following conditions occur, a student will be placed upon academic probation:

- Student's cumulative GPA falls below a 2.0
- Student fails any core subject (English, Math, Science, Social Studies, Theology)
- Student engages in plagiarism/academic dishonesty

Academic Probation consists of the following:

- Student is placed on academic probation and parents are contacted to discuss a plan for  
improving the student's academic performance
- Student is required to: a) attend tutoring sessions with the teacher(s) and/or peer groups; or b) stay after school for X amount of time/days each week
- Student is given one semester to rectify the deficiency

The purpose of the Academic Probation policy is to encourage the discipline and study skills necessary to achieve academic success at Loyola. Parents/students concerned about academic performance may contact a faculty member, Dean of Students, and/or guidance counselor for support and assistance.

## **ACADEMIC INTEGRITY POLICY**

Academic integrity lies at the heart of our core values. As each student pursues the search for knowledge and "truth", he must understand that the health of our community rests on the trust and respect of each member. The faculty and administration will also work to set academic requirements to establish optimal conditions for honorable academic work and avoid creating situations that tempt violation of these policies. Cheating, plagiarism, and fabrication are serious ethical issues that are dishonest and unbecoming of a Loyola student. Offenses are handled on a case-by-case basis, treating each infraction as an experience from which to learn and grow. An important part of a student's education is also the right to make decisions and the responsibility to accept the consequences of these decisions. We hope that our students will make wise decisions and use their learning experiences to grow and find "truth" in all that they do. Infractions of academic integrity include, but are not limited to:

**Academic Dishonesty:** Loyola High School encourages each student to be actively engaged in the learning process. On the way to becoming the Graduate at Graduation, Loyola holds the expectation that "the student is beginning to see the need for intellectual integrity..." Students who submit materials that are the products of their own mind and effort to demonstrate respect for themselves and the community in which they study. Violations of this standard include, but are not limited to:

**Cheating:** Using or attempting to use unauthorized materials in any academic exercise or having work completed by another student.

**Fabrication:** Inventing or falsifying information.

**Facilitating Academic Dishonesty:** Helping someone else commit an act of academic dishonesty.

**Plagiarism:** Using words or ideas of another without attribution.

**Abuse of Academic Materials:** Harming, appropriating or disabling academic resources so that others cannot use them.

**Electronic Dishonesty:** Using network access inappropriately in a manner that affects the class or other students' work.

**Unauthorized use of Calculators:** Using calculators or calculator programs and/or data in a manner not approved by the teacher.

**Daily homework assignments:** Determining the penalties for cheating on daily homework assignments will be at the discretion of the teacher.

## **SCHOOL WIDE EXPECTATIONS & CONSEQUENCES FOR ACADEMIC INTEGRITY:**

### EXPECTATIONS

- Teachers will make classroom policies known on syllabi and during course orientations.
- Teachers will be specific as to whether work is to be cooperative/collaborative or individual. All work is to be done individually unless otherwise specified by the instructor. he will also be specific on written assignments. Students are expected to practice intellectual honesty and complete their own work.
- Whenever students are asked to "copy definitions or text directly from textbooks" they must indicate the page number from which the information was obtained.

### CONSEQUENCES:

Any infraction of the above policies of cheating, plagiarism, and fabrication will result in a grade of "0" on any test, quiz, paper, worksheet, homework or project regardless of offense. The teacher will inform the administration, fill out an incident report, and contact the parent/guardian as soon as possible.

- **1st offense:** Teacher calls parent; student receives a zero on the assignment; incident report filled out and Dean of Students notified.
- **2nd & 3rd offense** (in the same academic year): Teacher calls parent; student receives a zero on the assignment; incident report filled out and Dean of Students notified; Dean of Students will contact parent and make recommendations to address the incidents through detention or in-school suspension; student is placed on academic probation.

- **4th offense** (in the same academic year): Teacher calls parent; student receives a zero on the assignment; incident report filled out and Dean of Students notified; Dean of Students will contact parent and make recommendations to address the incident(s) through detention or in-school suspension; student is placed on academic probation with possible expulsion from Loyola. The student will face the Discipline Committee.
- **Cheating on a semester final exam** will be referred directly to the Dean of Students and/or Principal. Depending on the seriousness of the offense, this could result in forfeiture of credit for the semester.

## **ACADEMIC SUPPORT SERVICES**

### **THE HOUSE SYSTEM**

The House System groups students into “houses” that allows Loyola to accomplish a number of goals that can be elusive for many schools. There are numerous benefits schools have traditionally seen in using the house system. It is designed to encourage and increase competition between students and to create a supportive environment. The houses provide not only an increased feeling of identity and belonging; it also provides students with a sense of tradition and abundant leadership opportunities. With the establishment of the houses, constant encouragement for students to do their best will be prevalent, as well as positive attitudes toward one another. Loyola has five houses, each named after a former President or Principal.

### **GUIDANCE & ACADEMIC SERVICES**

Guidance and academic services are overseen by the Dean of Students and Principal. The guidance department provides personal, academic and college counseling, as well as some vocational counseling. Since the overwhelming majority of students matriculate to college, a strong emphasis is placed on college counseling through the Dean of Students. The guidance and counseling department strives to assist students in becoming self-directed and goal oriented, in solving personal problems, and in making wise choices in their present lives, as well as thoughtful decisions concerning their future plans.

### **GUIDANCE COUNSELING**

- Individual counseling and assistance with personal and academic needs.
- Continued review of student’s academic progress and coordination of support services for students at all levels.
- Coordination of drug and alcohol awareness programs, bullying prevention programs, and digital ethics programming.
- Resources for students with documented learning disabilities and coordination of services.
- Coordinated resources and programming for Survey courses and staff.
- Coordination of career internship programs.

## COLLEGE COUNSELING

- Pre-college counseling including individual and small group meetings and whole grade presentations.
- SAT preparation courses and registration assistance.
- Coordination of school-wide testing and ACT/SAT/PSAT testing as set forth by College Board guidelines.
- Individual appointments with college counselors for juniors and seniors.
- Coordination of college and financial aid information nights and career exploration days and events.
- Coordination of all college representative visits and off-campus visits.
- Assistance with college, scholarship and financial aid searches and applications.
- Assistance with interviewing skills and resume development
- Detailed letters of recommendation for seniors in college application process.

## **TEXTBOOKS**

School-owned textbooks and other materials issued to students during the year are the responsibility of the students. The cost of lost or damaged books will be charged to the students to whom the books were issued. Students must return all books issued to them. Grades / transcripts will not be released until books are returned and any fines paid.

# CHRISTIAN FORMATION

## **PHILOSOPHY**

The program is intended to help each individual recognize his own unique gifts and talents and to develop these talents to their fullest potential. The students, along with the faculty and staff, constitute a faith community, which seeks to grow in love of God and neighbor through the process of education, participation and cooperation as they spend time together in the environment.

The Campus Ministry Office provides many opportunities for each student to enrich and develop his spiritual life. Throughout the course of the year there will be Mass, celebrations of the Sacrament of Reconciliation, formal prayer opportunities, opportunities for individual prayer, and retreat programs. All religious programs, as well as four years of formal classroom instruction in Religion, are designed to cultivate a solid foundation in the Christian life.

All senior students must attend the “senior retreat.” This retreat is a graduation requirement. The student can only be excused with the permission of the Principal, provided arrangements for the makeup of the retreat are settled. All students should plan to attend their class retreat. Spiritual direction, pastoral counseling and the Sacrament of Reconciliation are always available from a variety of local priests.

In case of emergency, hospitalization or death of a close family member, students and/or parents should contact the Campus Ministry Office as soon as possible. The office serves as an outreach of pastoral care to parents, staff and alumni.

Apart from the religious program and academic instruction in religion at school, each student is expected to be practicing his faith with the family in their respective churches on the days normally set aside for this community worship. Wherever possible, each student is encouraged to become involved in church programs and activities.

## **RETREAT PROGRAM**

Freshman:

Sophomore

Juniors

Seniors are required to attend the annual Senior Kairos retreat. Details are provided at the completion of the junior year.

## STUDENT CONDUCT & DISCIPLINE

### **PHILOSOPHY**

In order to create an environment of Christian living where young men and women can be free to achieve their potential academically, spiritually, socially and athletically, it is essential to maintain a disciplinary system which stresses the responsibility each student has towards self and others. Loyola students are expected to manifest self-discipline and self-direction. One of the very important values we emphasize at Loyola is the place of discipline in our lives. Attending Loyola requires a commitment, not only to our academic standards, but also to our values as affirmed by our rules. All students are obligated to obey all rules from the day they are accepted as students until they graduate. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Maturity, character and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

Loyola Catholic High School, in an effort to help young men better understand themselves and their world, offers these guidelines and governing behavioral expectations. The following guidelines are intended to assist individuals to become self-disciplined and should not be viewed as a curtailment of individual freedoms. Students will be held to all policies and procedures both at school and at any school-related function. Any violations of these policies and procedures will be dealt with accordingly. Any student whose actions damage the reputation of the school (as determined by the administration) will be subject to disciplinary measures that may include, but are not limited to, detention, probation, suspension, or expulsion.

### **RESPECT FOR PROPERTY**

This school building and property upon which it is built are the property of Loyola. The jackets, books, and equipment that you own are your property. As you demand respect of your property, so do the other students, administrators, faculty, and staff members of Loyola. This includes keeping hallways, classrooms, lockers, and all other common areas of the school clean and presentable at all times.

Any student or group of students who tampers with lockers or locks, or who destroys or damages school or student owned property will be subject to suspension and/or expulsion and will be required to make financial restitution. Any student or group of students who steals school or student-owned property, or found to be in possession of stolen property (and/or refuses to cooperate in investigation of theft) will be immediately suspended and subject to expulsion.

### **RESPECT FOR FACULTY & STAFF**

Students will hold their teachers in the highest regard. NO rude or discourteous conduct toward a teacher will be tolerated at ANY time. The teachers should always be addressed by their proper titles: Father, Mr., Mrs., Sir, or Coach. Defiant disobedience is never tolerated. Any attempt to intimidate or assault a staff member will result in immediate expulsion. Students should adhere to staff directives; failure to obey will result in infractions. If a student fails to comply with a teacher's directive or warning, they will receive a detention or further disciplinary action(s).

### **RESPECT FOR SCHOOLMATES**

Students will at all times be courteous to each other and will not endanger the physical or mental well being of others by fighting or other kinds of harassment. Any student who is neglectful of the rights of others, as to engage in malicious harassment or physical assault, will be dealt with severely by the Principal or other staff member. Excessive noise or running in the hallways, name calling or general rough housing will not be tolerated. Concern and consideration must be shown on the part of all students toward one another.

### **SEARCH POLICY**

The Administrators of Loyola High School reserve the right to search school property or the cars, lockers, coats, backpacks, book bags, desks and personal belongings of any student at the school or at a school-sponsored event in order to properly supervise the welfare of students. Students who do not cooperate with the search will face appropriate action, up to and including possible police involvement.

### **BREAK/LUNCH BEHAVIOR**

Students, after completion of eating, are expected to make certain their table is neat and clean by discarding trash in the containers provided and are responsible for pushing in their chair. Food/drink is to be consumed in the Lunch areas and other designated spaces. NO food or drink of any kind is to be consumed in the hallways or classrooms unless a meeting or special function has been approved. All lunchtime activities are to take place in the lunchroom, the commons, the courtyard, or other approved areas. Students may use the library when it is open and monitored by staff. As lunch is also an "activity" period, we expect students to use this time wisely for participation in clubs, tutoring, homework, and productive behaviors. Students must sign out of a location and sign back in when they return.

### **GYM/OUTSIDE BEHAVIOR**

Students are expected to make certain that they leave the gymnasium and outside common areas clean and tidy. No one is to enter the gym unless an adult (faculty, staff, or parent) are in attendance. No food or beverages are allowed in the gym at any time. All equipment that is taken to the gymnasium and/or outside must be returned in a timely and orderly manner or students may receive loss of privilege. Trash receptacles are placed in both areas and should be used for all non-recyclables.

## **PRESCRIPTION MEDICATION**

Students are not allowed to carry prescription medications with them, nor have medications in their lockers during the school day. All prescribed medications must be turned in to the Main Office and be kept under lock during the school day. Students requiring prescription medication during school hours must submit medicines, doctor's notes, and required forms with parent signatures to the Main Office. Loyola personnel are not responsible for the timely administration of said medications; this responsibility is entirely up to the student involved. Loyola follows all administration of medication guidelines as set forth by the Michigan Department of Education in reference to storage, administration, record keeping, etc. Prescription inhalers, EpiPens, and emergency medications such as Glucagon may be carried and monitored by the student if necessary. If your child is prescribed an Inhaler/EpiPen for allergies, this information must be filled out on the Emergency Medical Authorization form that is kept on file in the school office. Each parent must also update this information on a yearly basis or if medical conditions change.

## **SCHOOL POLICY ON HARASSMENT (SEXUAL OR OTHER)**

Loyola will not tolerate sexual abuse, sexual harassment or other harassment of any kind, either among students, teachers, staff, administrators, or between any of these, or over social media. Such actions will be considered a **major violation of policy** and will be dealt with accordingly. Students who engage in sexual abuse, sexual or other harassment on school premises, at a school-sponsored activity, through the internet or other means, will be subject to appropriate disciplinary action, including suspension or expulsion.

Any student who believes he or she has been subjected to abuse or harassing behavior by another student or employee of the school is encouraged to do the following:

- Disclose the harassment to some adult you feel comfortable with.
- Whenever practical, make clear statements to an adult & the harasser, either in writing or verbally, that the harasser's actions are offensive and unwelcome.
- Look for and record the names of witnesses and detail incidents or other evidence.
- The student alleging the abuse or harassment, or the person of confidence to whom it has been revealed, needs to report this, verbally or in writing, to the Principal.
- Upon receiving the allegation, the Principal will promptly, thoroughly, and as confidentially as possible, investigate the charges and take appropriate action.

## **SCHOOL POLICY ON BULLYING/CYBERBULLYING**

As required by the Department of Education, Loyola will abide by the Federal School Bullying Prevention Act.

- Harassment, intimidation and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation and bullying" include, but are not limited to, a gesture or a written, verbal, or physical act.
- At school means on school grounds, in school vehicles, at school-sponsored activities, or at School-sanctioned events.
- Cyberbullying means to insult or harass or demean any student or group of students and/or faculty on social media, internet, email, chat sites, etc.

Administration will issue a bullying report on the student's first incident. If a second bullying report is made during the same calendar year, administration will then call for a conference with the parents or guardian of the student involved. The disciplinary action will be based on individual circumstances. Counseling may be required with other possibilities of suspension and/or disciplinary probation. If the problem continues, the student may be called before the Discipline Committee for review, which could result in expulsion.

## **TOBACCO-FREE CAMPUS**

No student, staff, faculty, parent and/or visitor may smoke on campus. Students may not possess smoking material of any kind on campus, including vaping materials. Use/possession of any type of tobacco, including chewing tobacco, will not be allowed anywhere in the school buildings or on campus. Smoking materials will be confiscated and/or destroyed in the presence of the student, unless needed for evidence.

## **POLICY ON ALCOHOL & DRUGS**

Loyola has a zero tolerance policy with reference to alcohol, drugs, and drug paraphernalia. Loyola High School recognizes the student use of alcohol and other drugs is illegal and has a damaging effect on the normal development, well-being and performance of students. We believe that the use of alcohol and drugs cannot be condoned as responsible or mature and that there are consequences for one's use. Thus, we are committed to a comprehensive program that disciplines and offers assistance as necessary. Loyola administrators, coaches, faculty/staff and/or sponsors shall be responsible for reporting a violation or suspicion that a violation of the Drug Policy has occurred, when an observation of possession or use of alcohol, performance-enhancing drugs or other illegal drugs by a student has been reported.

The consumption, possession, distribution and/or sale of alcohol and/or other drugs is illegal and shall result in disciplinary action which may include suspension or expulsion.

- “Alcohol” means any alcoholic beverage or “low-point beer” as defined under Michigan law.
- “Illegal drugs” means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Michigan law. This includes the possession, selling or abuse of all prescription drugs obtained without authorization, all prescribed and over-the-counter substances being used for an abusive or performance-enhancing purposes, all substances used to make, manufacture, or produce such drugs, and paraphernalia to use such drugs.
- “Performance-enhancing” drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term “performance-enhancing” does not include reasonable dietary or nutritional supplements such as vitamins, minerals and proteins that can be obtained lawfully over the counter.
- “Reasonable suspicion” means a belief based on specific personal observations (sight or smell) by a coach, teacher, parent or other staff member concerning the appearance, speech or behavior of a student and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion or “showing evidence of”.
- “In the possession of” includes participation in the use of, or being in the presence of drugs in automobiles, in the school building, or elsewhere on campus.
- “Extracurricular Activity” means any school-sponsored sport or activity, including, but not limited to, all sporting events, drama, school parties and mixers, and all other school-sponsored clubs, events, or societies.

These behaviors are forbidden at all times during the school day, on school premises, or during school-sponsored activities, whether on campus or off campus. Loyola reserves the right to search the locker, coat, vehicle, and personal belongings of a student at school or at a school-sponsored event when a reasonable suspicion exists. Students who refuse to cooperate may be expelled or face other disciplinary action.

### **POSSESSION, INFLUENCE AND/OR WITNESSED USE**

Any student of Loyola found to be under the influence of, in possession of, or having used alcohol, performance-enhancing drugs, or other illegal drugs either by observation or by reasonable suspicion, will be considered to have violated the Loyola Policy on Alcohol and Drugs. The following actions may occur:

- Immediate suspension for a minimum of three (3) days and notification of parents. The student must have a drug-screening test within 24 hours of leaving school. The student must bring evidence of having taken the drug-screening test to be readmitted to

school. *In the event of reasonable suspicion, a student will be requested to submit to an alcohol and/or drug test.*

- Principal will hold a meeting with parents; Discipline Committee will meet if necessary.
- The incident will be reported to the local police.
- The student will be required to undergo a drug and alcohol assessment and if deemed necessary, enroll in an Early Intervention Program at a **school-approved** agency, as soon as possible, at the parents' expense.
- A second violation of this policy will result in expulsion.

### **SALE AND/OR DISTRIBUTION**

Students who distribute, transport, share or sell alcohol and/or drugs at school or a school-sponsored event will be subject to the following disciplinary action:

- Immediate suspension and notification of parents.
- The parents will be notified that a Disciplinary Committee meeting is being set.
- The incident will be reported to the local police.
- Recommendations will be made for expulsion to the Discipline Committee.

### **CONDUCT AT EXTRACURRICULAR ACTIVITIES**

At school events, both home and away, students and parents of Loyola High School are expected to act as representatives of their own families and their school. All policies as set forth in the Loyola Student Handbook apply to extra-curricular and student activity participation including, but not limited to, drug, alcohol, and tobacco policy; harassment policy; bullying policy; respect for property, staff and peers, etc. Any student, therefore, participating in any action of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Principal's Office for review.

*As stated previously, students will be held to all policies and procedures both at school and at any school-related function. Any violations of these policies and procedures will be dealt with accordingly. Any student whose actions damage the reputation of the school (as determined by the administration) will be subject to disciplinary measures that may include, but are not limited to, detention, probation, suspension, or expulsion.*

### **DISCIPLINARY PROCEDURES**

The general norm of good conduct for students of Loyola High School is to act with genuine consideration and respect toward their fellow students, all school personnel, and visitors and guests. Respect must also be shown for the school building and property. All must strive to create an atmosphere in which real growth and learning can take place. The rules that follow reflect such concerns but are not meant to be an exhaustive list of all that must be done to achieve the goals of Loyola High School.

*Parents/Guardians and students must realize that the Code of Student Conduct is for the benefit of all and that the registration of a student is considered an agreement on the part of the student and his parent/guardian that he will comply with this code and all it represents.*

The Dean of Students interprets what is in keeping with the spirit of the Code and the mission philosophy of the school and is in charge of administering the discipline policy of the school. Students will be handled in a fair and unbiased manner that is equitable to all.

Loyola High School believes that each student is an individual and that there are varying degrees of disciplinary violations. The Administration reserves the right to make decisions based on each situation on a case by case basis; however we do follow guidelines and levels in guiding our decisions. Wherever possible the Administration will make judgements based on the needs of the individual student AND the needs and safety of all Loyola students and staff.

*The specific disciplinary action will depend on the severity of the offense and the circumstances.*

Loyola High School fully intends to be an asset to the local community. All members of the Loyola community are expected to treat with respect the people and property of the neighborhood. Every effort must be made to avoid any negative interaction with members of the surrounding neighborhood. Failure to live up to these guidelines will result in disciplinary sanctions.

*All must remember that the actions of every individual reflect on the entire Loyola community.*

Because of the school's reliance upon parents and guardians as a source of discipline, and its desire to work with the parents in promoting the best possible behavior for each student, an email or phone calls home will be used as much as possible by the school to reinforce communication between the school and the parents. Parents and guardians are encouraged to contact the school for clarification.

If a student is unable or refuses to practice the self-discipline required to meet the established school regulations, suitable disciplinary action will be taken in an attempt to correct the unacceptable attitude or behavior. Depending on the seriousness of the behavior problem, one or more of the actions listed below will be taken by school officials (teachers, administrators, counselors, or other staff).

Once a student is referred, one or more of the following interventions may take place:

### Conference

The teacher is always the first step of intervention for minor classroom infractions. Teachers will issue reasonable punishments that mirror the infraction by the student. A conference is documented in the student information system as having taken place in relation to the infraction / behavior. A student who complies with his teacher will seldom need intervention by an Administrator. Students will be referred to an Administrator for serious infractions and/or for non-compliance with teachers.

*Corporal punishment of any kind is an entirely unacceptable form of discipline at Loyola.*

### Detentions

Detention is an acceptable disciplinary means for student violations of school rules and regulations. This detention may be in the form of manual labor or spending time studying in a classroom. The detention period is both a time of discipline and reflection on the need for the existence and observance of school regulations.

*Detentions assigned by the Administration will be served after school or at the discretion of the Administrator.*

Daily Detention: Detention will be held Mondays through Thursdays at 4:05 p.m. for all students. Serving a detention takes precedence over any other commitment or activity a student may have.

Saturday Detention: A student who incurs repeated detentions or who violates a more serious rule may be assigned a Saturday morning detention, held from 10 to 12 p.m. Two or more Saturday detentions in a semester will result in a parent conference and/or suspension.

### Removal from Class

A student may be dismissed from class when he or she disrupts the learning process. A student removed from class must report immediately to the Dean's Office and stay for the remainder of the class period only. The student will then resume his normal class schedule. An infraction slip will be completed indicating the reasons for class removal and the incident will be logged in the student information system. The teacher will contact the student's parents/guardian notifying them of the action taken. Additional consequences following the class removal will be at the discretion of the Dean.

### Loss of Privilege

Loss of privilege may include the loss of driving privileges, loss of attending school events, etc. Loss of privilege will be used at the discretion of the Administrator or Discipline Committee.

### Disciplinary Probation

This is one step away from suspension or expulsion. This sanction will be used if the Dean determines that a student's attitude and/or behavior requires immediate improvement to avoid possible dismissal from the school. Probation may be invoked whether or not a student has already been suspended.

During Probation, the Loyola staff will monitor a student's attitude and conduct, and the student may participate in any extracurricular activity only at the discretion of the Dean. The Dean in consultation with the Counselors will determine the length of Probation, after which will be decided whether to remove the student from probation, continue it, or recommend dismissal from the school. Repeated or serious violations of school rules during Probation will subject a student to expulsion. Any student on suspension is ineligible to participate in any Loyola extra-curricular on that day.

The student will be readmitted to school following a meeting of the student, parent(s)/guardian(s), and an Administrator and the signing of a Disciplinary Probation Agreement by the student and parent(s)/guardian(s) that will list consequences and expectations for the student to fulfill. The student will be placed on Disciplinary Probation for a duration decided by the Administration. Upon fulfilling the Disciplinary Probation agreement the parent(s)/guardian(s) will be mailed an End of Probation letter. There will be a record kept in the student's disciplinary file. Disciplinary Probation, if fulfilled, will not be a permanent part of the student's record and will not accompany any transfer or college applications. If a student violates the Disciplinary Probation, then a Discipline Committee will be called to determine the future of the student at Loyola. Any serious offense after probation is over will result in an appearance before the Discipline Committee.

### School Suspension

This is the most serious form of punishment that allows a student to remain part of the student body. This procedure is used for very serious violations of school rules, or for chronic violation of minor infractions. This consequence can only be administered by an Administrator and/or the recommendation of the Discipline Committee. The suspension may be served in school or out of school at the discretion of the Administration. Normally, a student will be suspended at the time of the offense and when proper communication has been made with the parent(s). The student and parent(s) will be notified in writing of the course of action and the reason for the suspension.

Before the students can be readmitted to school after a multi-day suspension, there will be a meeting with the student, parent(s)/guardian(s), and an Administrator. This meeting will take place at least one full day after the suspension. It is at the Administration's discretion if the suspended student's action merit referral to the Discipline Committee. Students suspended from school are automatically placed on disciplinary probation.

Suspensions generally range from 1-3 days (extended suspensions may be given under certain circumstances) and take one of three forms, listed in order of severity:

- (a) In-School, from a particular class or from all classes and activities;
- (b) Out-of-School, from all classes and activities;
- (c) Indefinite, assigned when the school feels it is not in the best interests of the school community for a student to be in the building or at school-sponsored events.

*Note: While on suspension a student will not receive credit for assignments missed.*

In-School suspension: Removes a student from the classroom setting and places him in a supervised area for the school day. Whenever possible, the student's academic work will be forwarded from the classroom teacher so that the student has the opportunity to stay on track during the time of his suspension. The student must eat in a supervised area. In-school suspensions are utilized for behaviors that are non-threatening yet create disturbances in the classroom or school.

*Students on a full day suspension are ineligible to participate in any Loyola extracurricular that day.*

Out-of-School suspension: This type of suspension may impact student grades. Students are expected to complete missed work while out on suspension. It is the responsibility of the student to request missed work. Students will earn a zero for certain work that cannot be made up such as labs, participation as determined by the individual teacher's classroom policy on missing/absent work. Tests or other large assignments due during this time will be completed immediately upon the students' return to school.

*Students on a full day suspension are ineligible to participate in any Loyola extracurricular that day.*

Indefinite suspension: When a student commits a Category 3 violation (seriously unacceptable behavior), the student will be immediately suspended and face either expulsion or probation, following referral to Discipline Committee.

Expulsion: Expulsions may occur as a result of a serious violation of the Loyola High School Code of Conduct or Academic Dishonesty. The Principal will make the final determination regarding all expulsions. A student and his parent/guardian will be given the written or oral notification of the school's decision to expel the student and the reasons for this action.

*The school authorities reserve the right to dismiss any student who, by their misconduct on or off school property, or by repeated failures to perform required tasks, negatively impacts the school environment.*

**Expulsion will be a reviewed after one semester from Loyola.**

## **DISCIPLINE LEVELS**

### Category 1 Behaviors

*Minor infractions* – lunch detentions, service, after school detentions

- Disrespect to staff authority
- Dress Code violation – *see dress code*
- Cheating/Plagiarism – *see policy*
- Classroom, Mass or Lunchroom disruption – *language, behavior, or dress which is disruptive*
- Public display of affection – *romantic display of affection (kissing, excessive hugging, etc.)*
- Profanity – *improper use of language, written or spoken*
- Minor Vandalism of books/desks
- Misuse of technology
- Misuse of cell phones and/or electronic devices – *see policy*

### Category 2 Behaviors

*Serious infractions* – after school detentions, weekend detentions, in-school suspensions

- Gross Insubordination / Defiance of authority
- Missed Detention
- Profanity directed at adult staff
- Forgery of parent/guardian signature
- Excessive Tardiness – *see policy*
- Classroom, Mass or Lunchroom Disruption that results in removal from class
- Mischief – *tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person*
- Automobile misuse – *inappropriate automobile use on school property: includes parking in an unauthorized area, speeding or unsafe driving*
- Bullying – *see policy*
- Accumulation of more than three minor infractions in any combination.

### Category 3 Behaviors

- *Seriously unacceptable behavior* – immediate suspension, expulsion and/or probation, referral to discipline committee and further discipline as necessary
- Fighting – *with the intent to cause injury.*
- Alcohol, Drugs, Tobacco – *see policy*
- Harassment or bullying – *see policy*
- Sexual Offenses – *see policy*
- Assault – *attempt to commit the unlawful touching of another person which causes physical injury or would reasonably be expected to cause physical injury.*
- Battery -- *the unlawful touching of another person which causes physical injury*
- Theft – *taking, giving, or receiving property not belonging to you.*
- Vandalism – *intentionally damaging, defacing, or destroying property belonging to the school, school staff, or others.*
- Possession of weapons – *the possession, use of, or the threat to use, a dangerous weapon (or look alike), or any object which can inflict bodily injury to another person.*
- Arson/Bombs – *use of fire or explosives to destroy, or attempt to destroy property*

### **CRIMINAL OFFENSE & POLICE INVOLVEMENT**

If any student commits a criminal offense in school or on school property, the school is required to contact and notify police authorities. Any student charged with, or indicted for, a criminal offense, will be automatically suspended, pending legal clarification.

In regards to school discipline and disciplinary procedures, school officials have the option to notify the police authorities based on the severity of the offense. In cases of major violations or criminal activities, police will be notified and charges may be pressed for infractions that are criminal and/or break the law. If the authorities are notified, a reasonable attempt will be made to contact parent(s)/guardian(s). Any action taken by authorities will be in addition to action by the school. School officials will cooperate with authorities during any investigation.

### **DUE PROCESS**

The decision of the Discipline Committee is final in all cases except for the recommendation of expulsion. In the event a student receives notice that he or she has been recommended for expulsion, such student or a parent/guardian of such student may, within three (3) days following receipt of such notice, request a hearing with the Discipline Committee. The hearing to seek reconsideration of the expulsion recommendation will be held at the earliest possible time. After the hearing, the decision of the Discipline Committee will be final.

## **DISCIPLINE COMMITTEE**

Loyola has the right to form a Discipline Committee for any offense and to examine the discipline history of the student. The Discipline Committee will be made up of the Lead Counselor, a Faculty Representative, the Campus Minister, and other staff members as assigned by the Dean of Students. The Discipline Committee will recommend to the Principal the Committee's decision as to whether the student should remain in attendance at Loyola, and if so, what intervention measures must be followed in order to remain at Loyola.

The following *shall be called* before the Discipline Committee:

- A student, who despite repeated warnings or suspensions, and whose discipline record has been consistently poor, has no apparent desire for improvement, and has made no effort to improve;
- A student who commits some major offense;
- A student who is guilty of violation of the alcohol and drug policy;
- A student who possesses, brings or uses weapons to school;
- A student who shows malicious violence to others or property;
- A student who breaks his probation agreement; or,
- A student who is suspended three times within the year.

Appeal: The student and his parent(s)/or guardian have the right to request an Appeal of the Principal's decision to suspend a student indefinitely upon a disciplinary hearing. The request must be initiated within 48 hours (**two school days**) of the principal's decision. An appointment for the appeal should be made with the Dean of Students, who will chair the Disciplinary Review Team. The student and his parents may name one Loyola faculty or staff member to this team as an advocate for the student, and the Dean will select three others. After reviewing the matter carefully, the Discipline Committee will present their recommendations to the President, who will make the final decision regarding removal from the school.

The decision of the President will be final and will be effective immediately. If the student is allowed to return to Loyola, conditions will be set to ensure the overall well being of the school community and the student, who will be expected to show in a definitive and consistent manner his personal growth through this experience. Failure to adhere to the set conditions or to the Code of Student Conduct will result in immediate dismissal from Loyola.

## DRESS CODE & APPEARANCE

### **PHILOSOPHY**

Loyola expects our young men to be dressed for academic success. We believe that the appearance of students reflects their preparation for learning, their focus on study, and their desire to prepare themselves for adult life by following a standard of dress and appearance which reflects their commitment to their education. The dress code is meant to teach discipline, to enhance self-esteem, to break down social economic barriers, and to prepare students for professional careers. The young men of Loyola must realize that they represent the values and education of our school in public.

Throughout the school year students will be expected to adhere to specific standards of dress and appearance. Just like in traditional workplaces and society, specific styles and standards of dress apply to different activities, schedules, and weather. Loyola students, in learning to conduct themselves as future leaders in our society, must recognize the appropriateness of their dress and learn to make proper choices in dress and appearance.

The Administration reserves the right to adjust the dress code for inclement weather both warm and cold. Notification of changes will be transmitted to parents and students through the daily announcement system, school calendar, newsletter, and/or website and Facebook pages.

The Administration reserves the right to determine the appropriateness of a student's appearance based on the standards of dress listed below. The Administration is the final arbiter in all matters of interpreting and enforcing dress code.

The registration of a student at Loyola is an expressed agreement on both student and parent to comply with the regulations of the school dress code policies each and every day in attendance. Please contact the Dean of Students' office for dress code clarification when in doubt.

*If students are not properly attired, parents will be required to bring acceptable uniform clothing to the school.*

Students not in compliance with the dress code will first receive a verbal reminder or warning at the discretion of the staff member. This warning should be sufficient to correct the infraction. Verbal reminders are most appropriate for hair length, clothing fit, ties, shirts being tucked in, etc.

*If a student needs repeated reminders in the same day or other dress correction is needed, the student will be required to wear formal dress for a determined amount of time.*

***Stronger discipline will result if a student continues to show a lack of self-discipline and disregard for school policies; including loss of casual dress and spirit wear days, detentions, in-school suspension, or exclusion from school events until situation is rectified.***

## **STANDARDS OF DRESS**

**Regular Dress:** The standard dress for students at Loyola used for the majority of the school year is dress shirts, slacks, tie and dress shoes.

- Slacks: Any color of wrinkle free dress slacks that are sized to fit (no sagging, no cargo pants or tight fits) and hemmed to correct length. No denim or corduroy material. A solid color belt must be worn.
- Shirts: Solid, pinstripe, or small-patterned, woven or oxford cloth dress shirt. The shirt may be long, or short sleeved. Shirts must be tucked in pants at all times. T-shirts worn under shirts must be solid white with no printing.
- Ties must be worn properly at all times with top button of shirt buttoned and tie not loosened. Students may wear ties of their choice as long as they are suitable and not distracting.
- Sweaters: Choice of crew neck sweater, v-neck sweater, or sweater vest. Students may also wear ¼ zip fleece (in solid colors with small or no logo).
- Socks that are a solid, dark color must be worn at all times and must cover the ankles.
- Shoes: Hard-soled traditional leather dress shoes in brown or black. Shoes must be worn properly.

**Relaxed Dress:** A more relaxed, casual dress that is used primarily for warm weather, alternative schedule days, or retreats. Relaxed dress days will always be announced and scheduled as necessary. Students will begin each year in relaxed dress to allow for late admissions to acquire the appropriate regular dress attire.

**Summer Dress:** Near the beginning or the end of the school year, the Dean or Principal may relax the dress code on very warm days. On these days, students are not required to wear ties. In addition, students have the option of wearing polo style shirts in place of their dress shirts and ties. Shirts should have small logos (or no logo) and be solid color or a simple design.

## **PERSONAL APPEARANCE - CLOTHING**

- Belts should be worn if your pants have belt loops. Belts are to be worn inside the belt loops of the pants. The belt must be solid colored cloth or leather. Metal studs or decorations on the belt are not acceptable.
- Hats are not to be worn or carried around on campus during the school day and are prohibited from being worn in the school building at all times.

- Decorations, body “art”, tattoos, facial or body piercings that are visible are not allowed at school, school functions, and activities. Piercings in face, tongue, eyebrows, nose are not acceptable as they are distracting to the learning process.
- Earrings/studs /earrings that alter the shape of the ear or ear lobe are unacceptable on young men of Loyola and are not allowed during the school day or at school-sponsored activities. These items should either be left at home or removed before entering the building. They are not to be worn at LWEP sites.
- Other jewelry or adornments should be limited to a watch and one chain/necklace.
- Oversized (baggy) and undersized (tight) shirts, sweaters, slacks, blazers are not acceptable because they detract from the neat and professional appearance of Loyola students.
- Outerwear (winter coats, jackets) are not to be worn in classrooms or in the school building during instructional time or during school day.

#### **PERSONAL APPEARANCE - HAIR AND ADORNMENTS**

- Hair should be neatly combed, and not busy or unkempt.
- Young men should have reasonably styled hair that is above the eyebrows, showing the forehead, and above the top of the ears, and not extend below the top of the collar.
- Hair length should be modest and well-kept.

#### **GAME-DAY ATTIRE**

Athletes participating in events scheduled for a school day may wear team jerseys or shirts (no pullovers). Students must maintain the normal dress code for that day (including ties) or they will be asked to remove the jersey.

**NOTE: *Regular Dress Code* is always in effect unless explicitly stated otherwise by the Dean or Principal. If students are not sure if the dress code has been changed on a certain school day, they should appear in the **Regular Dress Code**.**

## STUDENT ACTIVITIES & ATHLETICS

### **PROGRAM PHILOSOPHY & GUIDELINES**

A high school education is far from complete without some form of participation in extracurricular sport or activity. It is only through interaction with others that the Loyola High School student, or any person, can truly grow and mature. It is only through involvement in activities and attendance at various dances, events, games, service outings, etc. that any real dedication and spirit for the school will grow. Students, faculty, and parents are encouraged to discuss any matter that will help build the extracurricular activities at Loyola High School. The Office of Student Activities, Student Government, and Athletic Department work together to provide meaningful experiences and opportunities to the men of Loyola.

Important in the development of the whole person is involvement in a variety of activities and experiences, including some a student has never previously considered. Students are offered a number of athletic and non-athletic possibilities, and they are encouraged to further develop skills they already know they possess and to explore new areas and interests. Families are assessed a **\$100 activity/participation fee** for all extracurricular activities in which the student participates during a given school year. This fee must be paid before the student may begin participation in the activity (tryouts excepted).

### **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

All students are encouraged to devote a part of his time to extracurricular activities. However, students should understand that success in academics must be his paramount consideration. For this reason, an eligibility code has been instituted to guard against students spending too much time in these projects to the detriment of their scholastic progress.

- Failing (F) two or more classes and/or falling below a 2.00 GPA will result in a student being placed on the ineligibility list.
- Student also receives a warning if he holds a "D" for two consecutive weeks in the same course. The student has one week to raise the grades or he will be placed on the ineligibility list until the next grade check that meets academic requirements of eligibility.
- A student also becomes ineligible for extracurricular activities if his conduct is less than becoming of Loyola student.
- Grade checks will be monitored by the Dean of Students and take place at the conclusion of the school day each Thursday.
- Eligibility runs from Monday thru Sunday of the following week. A student becoming academically ineligible by the weekly grade check must remain ineligible for one full calendar week before possibly becoming eligible again.

- When a student is ineligible, he may practice but may not participate in any team competitions until the next regularly-scheduled round of quarter grades are compiled. If at that time the student is not failing any courses and his GPA is not below 2.0, he may re-establish his eligibility. If these conditions are not met, he will remain unable to participate in team competitions.
- With approval from the Principal and Athletic Director, a coach/advisor may invoke a more stringent standard.

To be considered fully eligible at the beginning of a semester, a student must have passed and received credit toward graduation in at least six (6) classes during the previous semester and have a C- average for the previous semester.

Transfer students must contact the Director of Athletics to determine the MHSAA regulations for athletic transfer eligibility. Loyola follows all MHSAA and CHSL policies on transfer eligibility.

*Students and their families are encouraged not to see these measures as punishments, but as incentives to redirect energies and focus on academics.*

**In all cases, the Principal has the final authority in determining team sports eligibility.**

## **CLUBS & ORGANIZATIONS**

Student Clubs and Organizations are approved by the Administration based on student interest.

Clubs have included:

Ski Club, Debate, Student Government, National Honor Society, Rugby, and baseball.

Student Government: The Loyola High School Student Government consists of representatives from the freshman, sophomore, junior and senior classes. Elected offices of President, Vice President, Secretary and Treasurer are held each fall with candidates from the sophomore, junior and senior classes. The Student Government meets every other week with committee meetings held in between.

National Honor Society: Students who meet their chapter's cumulative GPA requirement are then considered for membership on the basis of service, leadership and character. Following an evaluation of candidates' qualifications for membership and having at least a 3.0 G.P.A (unless IEP student), these students represent the highest standards at Loyola. Students are inducted into this national society at an all school ceremony.

## **ATHLETICS**

As part of their time at Loyola, all students are encouraged to participate in at least one sport. Although coaches recognize the benefits of activities such as weightlifting, conditioning, and other independent play, they also recognize the benefits derived from participation in one or more sports. Participation by a multitude of students is important for the overall success of the Loyola High School athletic program.

While participation in more than one sport is encouraged, it is equally important for a student to finish one sport before starting another. Students will not be allowed to quit one sport simply to begin another. To that end, the following deadlines have been established for allowing a student to start a new sport *if the season for the previous one has ended*:

- Football:                   the day before the first scrimmage
- Cross Country:           final squad selection
- Basketball:               final squad selection
- Bowling                    final squad selection
- Track:                     final squad selection
- Baseball                  final squad selection
- Rugby                     final squad selection

Students may not participate in an interscholastic game if, without legitimate reason, he was not at school on a game day *by the start of 3rd Period*. Also, a student may not participate in practice, without legitimate reason if student was not at school *by the start of 3rd Period*.

Failure to behave according to the above code may result in disciplinary actions outlined elsewhere in the Code of Student Conduct.

In all matters the athletic program shall be guided by its desire to offer superior opportunities for Loyola student-athletes to develop their talents, to compete in a sportsmanlike manner, and to grow in their dedication to teamwork, honest effort, and ideals of Loyola. Currently Loyola offers six sports. We fully comply with the rules of the Michigan High School Athletic Association (MHSAA) and the Catholic High School League (CHSL) including adherence to eligibility and recruitment rules. Transfer students must refer to the MHSAA transfer eligibility guidelines. Please see Athletic Director for more information.

Physical: To participate in athletics at Loyola High School, a MHSAA physical form must be completed by a physician, and signed by both the physician and the parents/guardians. These forms may be obtained from the main office or Athletic Director. The physical form must be on file in the main office prior to the start of the athletic season. Physicals obtained after April 15 are good through the next school year (14 month period of April 15 – June 30).

Attendance Guidelines: A student who is missing from school in the morning and/or afternoon because of a physical illness may not participate in the practice or contest of any athletic activity that same day. If a student is too sick to attend school, the school will not allow the student to endanger his health by allowing him to participate in strenuous physical or mental activity.

A student who is missing from school in the morning and/or afternoon of a specific day because of an excused absence may return to active participation with the permission of the Athletic Director and/or Principal.

A student who is missing from school in the morning and/or afternoon of a specific day for visitation to a doctor, may return to active participation in the activity provided he has a written permission from the doctor to return to that activity.

Sportsmanship: Loyola High School seeks to instill a high degree of sportsmanship in all its students, especially those representing the school in interscholastic athletics. Moreover, each student athlete should strive to:

- Understand the responsibilities involved in being a team member in terms of willingness to participate in practices and games and to maintain satisfactory academic standards;
- Be generous in winning and gracious in losing;
- Gain a good knowledge and understanding of the rules of the game;
- Understand that winning is desirable, but to win at any cost defeats;
- Exhibit the qualities of good sportsmanship, dedication, pride, team spirit, and leadership;
- Demonstrate courtesy and respect towards officials;
- Understand that the only way to play the game is fairly and cleanly; and,
- Understand that fighting and obscenities are not acceptable behavior in athletic competition.

Examples of unacceptable sportsmanship include, but are not limited to, the following:

- Use of profanity
- Antagonizing players and coaches
- Yelling at officials
- Name calling
- Throwing things on the playing surface

Violation of these guidelines may result in the following consequences:

- Immediate removal from the contest or activity
- Upon investigation by school administration, a suspension from participating or attending activities based upon the severity of the infraction

Transportation: Athletes are expected to ride to and from an event with their team when traveling out of town. Students may travel home from an out of town event with either parent only if the coach agrees and is notified. Frequently games that are played in town allow the student to meet at the location of the event. In town travel is at the discretion of the coach, frequently provided by parents. The coach will inform students of all transportation plans.

Tryouts: Coaches are given the objective to create a competitive team that is well instructed and cohesive. Therefore the coaches must, in some circumstances, reduce the number of participants on their team. If a reduction is warranted, tryouts will be held prior to the start of the season and may occur in the preceding school year. If a student is currently involved in a Loyola sport, the coach holding the tryout will work with the athlete's current coach to determine when the athlete can try out.

The Role of Parents in Interscholastic Athletics: Parents and guardians are also expected to display good sportsmanship and support Loyola High School in the application of these expectations. Practicing good sportsmanship is a responsibility for everyone associated with an athletic event.

- Make sure your child knows that, win or lose, you appreciate his efforts.
- Teach your child to enjoy the thrill of competition.
- Teach your child the importance of working hard to improve skills and attitudes.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Do not compare the skill, courage, or attitude of your child with other members of the team.
- Do not compete with the coach. A child receiving mixed messages from two different authority figures can place the child in a difficult situation. Support the coach's policies and decisions.
- Temper your reaction and investigate before overreacting to any comments about the coach from players or others.
- Be a role model for your child when it comes to practicing good sportsmanship.

Communication you should expect from your child's coach:

- Expectations the coach has for your child as well as all players on the squad
- Locations and times of all practices and contests. This includes a timely starting and ending of practice
- Team requirements (fees, special equipment, off-season conditioning)
- Procedures should your child be injured

Communication coaches expect from parents:

- Notification of any schedule conflicts well in advance.
- Concerns expressed directly to the coach

Appropriate concerns to discuss with coaches:

- The treatment of your child physically and mentally
- Concerns about your child's behavior

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling

Appropriate Procedure for Discussing Concerns:

Do not confront a coach, athletic director, or other administrators before or after a contest or practice. These can be emotional times for all parties and do not promote resolution. If a parent has a problem, question or concern with an athletic program or policy, the following procedure is to be used.

1. If the concern is about a coach's rule or actions, the parent should set up a meeting with the coach.
2. If no resolution is reached, contact the athletic director and a meeting will be set up with the coach, parent and athletic director.
3. If no resolution is reached, contact the Principal's office and, if warranted, a meeting will be set up with the coach, parent, athletic director and Principal.
4. If the concern is about an athletic department rule or action the parent should:
5. Contact the athletic director and set up a meeting.
6. If no resolution is reached, contact the Principal's office and if warranted a meeting will be set up with the parent, athletic director and Principal.

Concussion Management: In an effort to safeguard our student athletes from traumatic brain injuries/concussions, Loyola mandates strict guidelines for the management, treatment, and return to play criteria for all student athletes who participate in extracurricular activities and sports as spelled out by the MHSAA and CHSL. Every student upon entering Loyola will undergo basic concussion education.

**EXTRACURRICULAR EVENTS**

At school events, both home and away, students of Loyola High School are expected to act as representatives of their own families and their school. Any student, therefore, participating in any act of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Principal's Office for review.

The following are rules and regulations for all events sponsored by Loyola:

- Students are to show their I.D. cards at the door/gate upon request.
- Smoking is not allowed.
- Alcohol or other drugs are forbidden on campus at all times, as is coming on campus under the influence of alcohol or other drugs.
- Anyone coming to a dance or game must enter the building as soon as he arrives and leave the grounds as soon as they depart the building. Re-entry will not be allowed.

Dances: Guests must show at least a high school ID to gain admittance to the dance. The guest must adhere to all Loyola rules, and the Loyola student is responsible for their guest. If a non-Loyola student is dismissed from the dance, that student will not be permitted to enter subsequent dances and the Loyola student who invited the guest will be required to confer with the Principal.

- All dances will run 7:30 p.m. to 11:30 p.m.
- Students leaving the building are not allowed to re-enter.
- No hats may be worn in the building.
- Shirts cannot be removed while at any dance.
- Girls' dresses worn to dances must:
  - a.) have a neckline that does not plunge;
  - b.) cover the midriff area entirely (if it is a two-piece outfit, the top must overlap the bottom);
  - c.) have the back modestly covered (note: a dress or outfit is unacceptable if there is no material under one armpit to the other armpit and no material down to the waist or below--straps or laces in this area do not count as a "back or a dress");
  - d.) be no higher than three inches above the top of the kneecap, when wearing a short length dress or skirt;
  - e.) not have a slit higher than three inches above the top of the kneecap.
- No inappropriate dancing will be allowed. If necessary, students will be given one warning. If students continue to dance inappropriately parents may be contacted and the student sent home from the dance.
- Once a student has checked his coat and/or shoes, the student will not have access to these items until leaving the event.

*The price of tickets for dances will be announced at least two weeks before the dance will be held.*

## ADMISSIONS AND FINANCES

### **ADMISSIONS POLICY**

Loyola High School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of physical disability, gender, race, color, national and ethnic origin or any other federally protected status in administration of its educational policies, admissions policies, financial aid program, athletic and other school administered programs.

Loyola High School accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. We seek to provide a high level of individual attention and a warm family atmosphere.

### **ENROLLMENT CONTRACT**

Parents understand that they are entering into a voluntary contract with Loyola High School for their child's Catholic high school education. They understand that, as parents/guardians, they are responsible to pay all tuition and fees by the due date which will be billed to them. They understand that the tuition policies explained in the Student/Parent Handbook will be enforced and they agree to abide by them.

Parents further agree to abide by, conform with, and support the rules and regulations of Loyola High School and be governed by those rules as published in the Student/Parent Handbook and as announced or published in other places by the school administration. Parents must be familiar with and will read the published rules, regulations and general policies and procedures governing enrollment, attendance, grading, and student discipline at Loyola High School.

Their signature, previously submitted on the enrollment contract, means that parents accept these conditions for their student's enrollment which are binding through my student's graduation from Loyola High School.

### **ENTRANCE EXAMINATIONS**

Entrance examinations for new students will ordinarily be given in November and February. All current 8th grade students interested in applying to Loyola must take the High School Placement Test and have academic files reviewed by the Admissions Team for entrance into Loyola High School.

## **TRANSFERS**

A student who wishes to transfer into Loyola High School must first submit an unofficial transcript and discipline record from his current high school. The Admissions team will determine whether or not the student has met the standards required here at Loyola. If the student is academically acceptable in accordance with Loyola requirements, the student and his parent or guardian will be invited for a personal interview with the Admissions Team. At this time, the student's discipline record from his previous school will also be reviewed. All transfer students entering Loyola will sign a contract, along with their parents/guardians, agreeing to follow all school regulations.

Termination of transfer students can occur at any time if they were accepted at Loyola under false pretenses or falsifying information relative to their acceptance.

*The MHSAA transfer rules apply for students wishing to play sports.*

**The Principal, in consultation with the Admissions Team, will make the final decision to allow, or not allow, the transfer to take place.**

# FINANCE POLICIES

## TUITION & FEES

### Tuition

\$4,300 per student per academic year.

### Registration Fee (Deposit) New Students Only

\$100: This non-refundable deposit and enrollment in FACTS Management Company are required to secure a place for any student new to Loyola High School. This deposit must be paid by July 1<sup>st</sup> or within two weeks of the student's acceptance letter and will be credited toward the overall family tuition charged.

### Student Activity Fee

\$100: Students who participate in at least one athletic or club activity are required to pay this fee per academic year.

### Parent Participation Program

Four hours or \$200: Each family is required to provide four (4) hours of parent volunteer time each academic year. Hours may be fulfilled by a parent, grandparent, or legal guardian and must be completed by May 31<sup>st</sup>. Hours not completed will be charged to the family tuition account at a rate of \$50 per uncompleted hour. Families who know they will not be able to fulfill the hours may have the fee added to their FACTS payment account at the beginning of the school year so they may finance the fee.

### Family Fundraising Commitment

\$100: All families are required to contribute this amount toward the school fundraiser each year. Failure to pay in full by the fundraiser deadline will result in a \$100 fee charged to the family FACTS account.

### Senior Graduation Fee

\$150: Seniors are assessed this non-refundable fee to cover the cost of the diploma, rental fee of cap and gown, and related graduation ceremony expenses.

### Junior Fee

\$50: Juniors are assessed this fee to cover the cost of the dinner that the Juniors host for the Seniors after the Baccalaureate Mass.

## FINANCE POLICIES *(Continued)*

### FACTS: Payment Plan Policies, Methods, and Types

#### FACTS Payment Plan Policy

- By the first day of school, all families must set up an online payment plan through FACTS to pay tuition and fees.
- Existing Loyola student payment plans will automatically roll over to the next school year. However, if you would like to change your payment plan election, please contact the Finance Office.

Set up your **FACTS Payment Plan** as follows:

Go to [FACTS](#)

Click on “New user? Create an online account” on the right side of the display.

#### Payment Methods

Families have the following payment options:

- Payment in full
  - Pay net tuition in full on or before September 1 and receive a 10% discount on net tuition. Families who elect this option but miss the deadline will not be eligible for the discount and will be required to make monthly payments through FACTS.
- Installment payment plans:
  - Two payments of one half net tuition each in September and January
  - 10 equal payments due each month from August through May
  - Bi-weekly payments from August through May
- Coordinate specific payment dates with pay dates, disability income dates, etc. Please contact the business office for guidance on how to do this.

#### Payment Types

- Checking or savings accounts: Automatic payments of this type can be made with no convenience fee. (FACTS charges a \$30 fee if funds are not in the designated bank account when payment is scheduled. Your bank may also charge fees for "non-sufficient funds" attempts.)
- Visa or MasterCard credit card: Automatic payments of this type can be made and FACTS will charge a 2.85% convenience fee. (FACTS charges a \$30 NSF fee if funds are not available on the designated credit card when scheduled.)

## **FINANCE POLICIES** *(Continued)*

### Due Dates and Late Payments

#### Due Date and Late Payment Policies

- Each student's net tuition (full tuition less financial assistance) must be paid in full by June 30th of the end of the academic school year.
- We want your student to benefit from the full Loyola experience and therefore will work with you to provide sufficient financial assistance to enable you to contribute a fair and affordable amount towards your student's education. However, when your tuition payment is over two months behind, and you have not contacted the Finance Office to discuss revised payment or financial assistance options, we reserve the right to suspend your son's participation in Loyola-sponsored extracurricular activities until his account is paid to "current status" or resolved to the satisfaction of LHS. Such extracurriculars may include participating in or attending athletic and club events.
- Families who are behind on their payments at the end of a quarter will receive a hold on their Synergy account until their account is paid to "current status" or resolved to the satisfaction of LHS.
- Seniors with unpaid balances, unfulfilled payment plans, and holds on Synergy accounts as of May 15th will not be allowed to do the following until their account is paid in full:
  - participate in the graduation ceremony.
  - attend Senior Prom
  - take final exams
  - obtain their graduation cap, gown, graduation tickets, or attend graduation
  - receive diploma, transcript, recommendations, or other formal documents
- A student's transcript, recommendations, report card, or other formal document will not be released until a student's account is paid in full.
- A \$30.00 fee will be applied to any check returned due to insufficient funds. Persons who have had a check returned will not be allowed to make future payments with personal checks.

#### Family Tuition Refunds

Families who are withdrawing students (or students asked to leave) during the course of the school year will be charged for any whole or partial month in which a student was enrolled. Both tuition and any financial aid received will be prorated based on months enrolled. The \$100 non-refundable deposit is not included in these calculations

## FINANCE POLICIES *(Continued)*

### Discounts

- In Full: Pay net tuition in full on or before September 30 and receive a 10% discount on net tuition.
- Sibling: The younger student receives a 10% discount on net tuition each school year that at least two students from the same household and same family are enrolled as students at Loyola High School.
- Alumni: The son of a Loyola graduate is eligible to receive the “Bulldog Discount” which is equal to a discount of 10% of net tuition each year as long as the graduate’s financial account has been paid in full.

### Financial Assistance

Loyola High School makes every attempt to accept any interested and qualified student regardless of his family’s financial resources. Financial assistance includes various types of programs that are applied to the tuition a family has to pay each year and may include a combination of named scholarships and Loyola sponsored financial aid.

- Families apply for financial assistance online by submitting the application and required tax-related documents through FACTS.
- All families interested in receiving any type or amount of financial assistance must apply through FACTS annually.

To Apply for **Financial Assistance:**

Go to [FACTS](#)

Click “Sign In”

Click on “Click Here to apply for Loyola Financial Aid through FACTS”

- Each family is required to set up a Payment Plan through FACTS in order to receive financial assistance.
- Initial Application deadline: July 31, 2020  
In order to receive the full financial award that you are eligible for, apply by this date. Since financial assistance is limited, awards for applications submitted after this date are reduced an additional 10% each month (Submitted in August: 10% reduction; September: 20%; October: 30%...)

## **FINANCE POLICIES** *(Continued)*

- Final Application Deadline for existing students: December 1, 2020; Reduction will be 50% of your eligible award amount.
- All financial assistance awards are reviewed by the Financial Assistance Committee. Award notification will be emailed to the family.
- All scholarships, grants, and financial aid from Loyola and outside sources such as parishes, the Archdiocese, or private donors will be applied to your total tuition.
- Financial aid and/or scholarship funding cannot be used to off-set any fees other than tuition.

### **Changes in Financial Situation**

Should parents/guardians experience a serious change in their financial situation due to loss of work, illness, or an unexpected and unavoidable expense, they should contact the school's Business Office to discuss possible revised financial arrangements and to submit documentation relating to the change in financial circumstances. The Financial Assistance Committee will assess the situation and notify families of any adjustments within five business days.

### **Family Tuition Refunds**

Families withdrawing students (or students asked to leave) during the course of the school year will be charged for any whole or partial month in which a student was enrolled. Both tuition and any financial aid received will be prorated based on months enrolled. The \$100 non-refundable deposit is not included in these calculations.

## LOYOLA WORK EXPERIENCE PROGRAM (LWEP)

As part of their junior and senior years, all students participate in the Loyola Work Experience Program (LWEP). This program, based on an innovative model developed by Cristo Rey Jesuit High School in Chicago, provides students with an excellent opportunity to develop their interpersonal skills, work habits, and sense of responsibility in order to help prepare them for the work world. Students work up to forty hours per month in an entry-level clerical position. Our business partners agree to pay Loyola for the work done by each student at a rate of \$7,000 per school year. The money received by the school helps reduce the gap between what families pay in tuition and the actual cost of a Loyola education. (This gap is over \$16,000 *per student* – even for those who are able to pay full tuition). Student workers have a special class schedule so that they do not miss instruction time.

Loyola adopted this program for two main reasons:

1. To improve its educational program by giving each student the opportunity to use the personal and professional skills acquired in the classroom in a real-world workplace environment; and,
2. To help students assume part of the financial responsibility for their own education.

### **JOB SHARING**

Loyola's business partners employ students in teams of up to four students. In some cases, a business partner employs only one student. All juniors work either Monday or Tuesday, and all seniors work either Wednesday or Thursday. Students rotate each Friday. The LWEP office maintains a schedule of student workers, including any changes to the work schedule. Students do not miss any scheduled class time on days they are at their LWEP placements.

### **TRAINING**

LWEP provides specific job training during the school year and during a special, intensive week long summer session. Every returning junior or senior transfer must attend *one* of the two training weeks scheduled during the summer.

### **SKILLS**

Students will generally be assigned the following tasks: filing, data entry, answering telephones, photocopying, running errands, or doing basic research. They receive a solid grasp of Microsoft Word and Excel at Loyola in preparation for LWEP.

### **ACADEMIC CREDIT**

LWEP is a one-credit course required of all juniors and seniors. As with other courses, it is a graduation requirement and appears on a student's transcript.

## **WAGES**

Loyola contracts with business partners, who agree to pay Loyola for the work done by each student at a rate of \$7,000 per school year. Thus, students have the experience of working to provide for their own education. This income does not affect whatever level of tuition a student's family is deemed able to pay. In a few cases, Loyola partners with non-profit organizations and, in recognition of their service to the community, Loyola provides student workers free of charge to non-profit organizations.

## **LWEP ATTENDANCE**

As with regular class days, attendance on LWEP workdays is required. Loyola High School and the student promise the sponsor that they will fulfill their work responsibilities for the entire school year. Missing a day of work is a serious matter. If a student does not work, Loyola High School and the student are failing in their commitment to the sponsor. Missing work for any reason, excused or unexcused, must be made up during the course of the year (see below for details). Failure to make up missed work may result in loss of credit for the program as well as putting the student at risk for possible expulsion from Loyola or the denial of participation in graduation ceremonies.

A student who is extremely ill in the morning should not go to work. If a student will be absent on a scheduled workday, a parent or guardian must contact the LWEP office (313-861-2407 x128) before 8:00 a.m. to explain the reason for the absence. A student will be permitted one (1) excused absence during the year. Any additional absence, with or without a legitimate reason, must be made up in a timely manner. First semester make-up days generally will be completed during the Christmas break. Second semester make-up days will be completed during the Easter/Spring break or, if necessary, at the end of the school year. Parents/Guardians are encouraged to make appointments on non-work days.

## **TARDINESS**

The bus or van will not wait for any student for any reason. Students who miss the bus or van due to tardiness will be transported to work with a charge of **\$25** applied to their account. Please note: Students are required to be in school promptly at 7:45 a.m. on all LWEP days.

## **DISMISSAL FROM THE JOB**

Dismissal from a job is a very serious matter, as it jeopardizes the student's learning opportunity, harms the relationship of Loyola and the business sponsor, and has possible financial implications for the school.

Should a student be dismissed from his job for disciplinary reasons, such as poor quality of work, disrespect, work rule violations, theft, inappropriate use of technology, leaving the workplace without permission, or disregarding the sponsors employee code, he will receive an "F" for that quarter. The student will face the possibility of expulsion from Loyola as well as the denial of participation in graduation ceremonies.

If the student continues at Loyola, he will write a letter of apology to his former work supervisor, to the Principal of Loyola, and to the President of Loyola. In addition, the student will collaborate with the LWEP Director to write a plan of correction and commitment to be signed by both the student and parent/guardian. After appropriate re-training, the student will be reassigned to a new work site. Should the student be dismissed from a second job for disciplinary reasons, the student will lose academic credit for LWEP for that semester and will likely be expelled from Loyola.

***Successful completion of the LWEP program is a requirement for graduation.***

## **TRANSPORTATION**

Loyola will provide transportation between the school and all work sites. Vehicles transporting students depart the school promptly at 8:00 a.m. School rules apply at all times.

## **ALTERNATIVE TRANSPORTATION**

There may be an occasion when alternative transportation is desired for the student. If a parent or guardian desires to drop off or pick up a student, they must first notify the LWEP office at least one day in advance. The LWEP office must approve any request for modification of a student's work schedule at least one day prior to the workday so that the LWEP sponsor has advanced notified.

## **Dress code**

Students are expected to be in the required Loyola High School dress code on all LWEP work days, even if the school is in **Warm Weather Dress Code** or has a **Relaxed Dress Code** day scheduled.

In some instances, a work supervisor or sponsor may request or allow an alternate mode of dress for a student, depending on the nature of the work to be performed or the standard dress code for that work place. Any variation from the standard dress listed above must be requested in writing by the work supervisor, and a notation of this will be placed in the student's file.

A student who is out of uniform on his workday will not be permitted to go to work that day. Instead, he will remain at school and serve an **In-school Suspension** for that day. This absence from work will be considered unexcused and must be made up.

### **LATE ARRIVAL/EARLY DISMISSAL**

If a student wishes to arrive late or leave early on a given day, e.g. due to an appointment or an athletic event, he must request permission from the LWEP Director at least two (2) days in advance. The Director will then seek approval from the student's supervisor. In the case of a pre-approved late arrival or early dismissal, the school will make a reasonable effort to provide appropriate transportation to or from the work site. Permission for late arrival or early dismissal is a privilege and will not necessarily be approved.

### **ILLNESS AT WORK**

If a student becomes ill and is unable to remain at work, he should notify his work supervisor, who will contact the LWEP office to arrange for transportation back to the school. The school will contact the student's parent/guardian to inform them of their son's illness and of his need to be picked up early from school.

### **SNOW DAYS**

In the event that school is cancelled due to snow or other emergency, LWEP will operate on a delayed start basis. Students will need to be at the school no later than 9:00 a.m., when the bus and van will depart from school. In the event of extremely bad weather, the LWEP Director will cancel work for the day and inform students and their supervisors of this cancellation. Director will call worker if Delayed Start is in effect.

### **HOLIDAY OR VACATION WORK OPPORTUNITIES**

The sponsor may provide the opportunity for the student worker to work additional days during a holiday, weekend or some other non-school day. In this case, the LWEP office will invoice the sponsor for the additional days of work and compensate the student at the rate of \$60 (gross) per day. This opportunity is at the discretion of the sponsor and generally is an opportunity for students who have a distinguished work record. This may not be available for all students. Sponsors schedule these opportunities with the LWEP office.

## **PARENT/GUARDIAN QUESTIONS**

Parents/Guardians who have concerns or questions about anything related to LWEF should contact the **LWEF** Director. They should not attempt to contact the **LWEF** business sponsor in any way. All communication with the sponsor must go through LWEF personnel.

## **SUPERVISION**

LWEF, in consultation with the sponsors, will carefully supervise each student. LWEF will employ a coordinator and an assistant, who are employees of the Program, to work directly with each student and his sponsor.

## MISCELLANEOUS

### **SAFE ENVIRONMENTS /SCHOOL SAFETY**

Loyola has formal policies and procedures for safety measures. For a copy of these policies please contact the Administration. Loyola participates in all state mandated fire, tornado, shelter-in-place, and emergency drills annually. Staff is trained in CPR, AED and first aid procedures. An annual review of facilities and procedures occurs and is reviewed for maintenance and safety measures.

As part of protecting our children from harm, Loyola requires all staff to have full FBI background checks and undergo the Protecting God's Children workshops and trainings. Loyola follows all state and federal requirements for safety and security drills. In cooperation with the Wayne County Emergency Management, Loyola in posts and records all drills on our website after they occur.

### **SCHOOL POLICY ON SEXUAL ABUSE**

Loyola follows the Archdiocese of Detroit Policy Concerning Sexual or Other Abuse of Children. All Staff receive training in these policies and experience on-going Safe Environments training. There are few offenses more serious than the sexual or other abuse of a child, especially by a member of the clergy or other agent of the Church/School. Accordingly, it is the policy of Loyola to use every reasonable means to prevent any occurrence of such abuse, to treat with utmost seriousness any allegation of such abuse, and to alleviate, as far as we are able, the suffering of all persons affected by such abuse if an incident should occur. It is essential that every person engaged to do the work of the School, whether clergy, lay employees, or volunteer, adhere to, and support this policy as a condition of his or her acceptance of any responsibility.

Anyone accused of sexual or other physical abuse of a minor will be notified of the accusation and immediately placed on administrative leave pending investigation. The accused party will be advised to obtain his own independent legal counsel.

In criminal law, child abuse is any harm or threatened harm to a child's health or welfare, including damage to his physical or emotional welfare resulting from non-accidental physical or mental injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment. Sexual abuse includes rape, incest and lewd or indecent acts or proposals. Sexual exploitation includes allowing, permitting, or encouraging a child to participate in acts of prostitution or pornography.

### **VOLUNTEERS**

Loyola encourages parents, siblings, relatives and community members to become involved with the school and students in a variety of roles. All volunteers must undergo a background check and the Protecting God's Children workshop prior to having unsupervised contact with students.\*\*\*All school policies adhere to volunteers during their work at Loyola.

## **STUDENT IMAGE PUBLISHING RIGHTS**

Loyola occasionally wishes to use photographs, movies or video footage of Loyola High School students for our website, brochures and other press materials. In addition, newspapers and other publications or television stations may wish to use similar images as part of recognizing achievements or publicizing activities related to the school. Student images help us promote Loyola and are an important part of celebrating students for their accomplishments. Loyola reserves the right to publish student images taken at school or at school-sponsored events. If for some reason you and/or your students do not wish to have images or videos used for school purposes, indication must be made in writing to the Main Office prior to the first day of school.

## **HEALTH RECORDS, IMMUNIZATIONS & ILLNESS**

A physical examination by a personal physician is required for: (1) all new students entering Loyola for the first time, and (2) annually for students who plan to participate in athletics. The physical examinations must take place after May 1 and documentation must be returned to the Main Office before team practice or school begins, whichever comes first.

State law requires that children in Grades K-12 present a certificate of required immunizations. Exemptions may be made for medical contraindications, religious objections, or parental objection. Exemptions require parents/guardians to attend vaccination education seminars prior to obtaining and certifying non medical waivers. If a student's health record at the school is not up to date, or if forms are needed for these records, please contact the main office.

The Health Department requires that students with possible communicable conditions such as a virus, pinkeye (conjunctivitis), or scabies, or symptoms such as elevated temperature, severe cough, sore throat, skin rash, nausea/ vomiting, intestinal cramping/diarrhea, etc. should be sent home. The student should NOT return to school until he is FREE of all symptoms (listed above), for 24 hours without the assistance of any fever reducing or symptom relieving medication. Thus a student who leaves school one day with a temperature of 100 degrees or more should remain home the following day to prevent infection or illness of another student.

## **STUDENT ACCIDENTS**

All accidents will be reported on the appropriate form and parents will be notified.

October 1, 2019

## ASBESTOS: ANNUAL LETTER OF NOTIFICATION

Loyola High School has had asbestos management plans prepared for our school building. These plans are available for your inspection Monday through Friday during normal school hours at the school office.

On **August 12, 2019**, a Periodic Surveillance/Inspection was conducted at the school for the condition of asbestos. Accredited inspectors not only checked the condition of asbestos, but reassessed operations and maintenance procedures that will keep this material in good condition.

If you have any further questions, you may contact **Therese Marz, Business Manager**.

# LOYOLA HIGH SCHOOL ACCEPTABLE USE POLICY

**2020-2021 for all Personal Computers, Devices, etc.**

**1. Introduction:** As Loyola High School administers computers, tablets and networks, users should be apprised of the issues that accompany technology, Internet, and network use in schools. This document defines the policy of the school regarding the use of technology. The use of the computer, tablets, network, Internet, and all other technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The school may deny, restrict, revoke or suspend specific user accounts at any time. In addition, the school may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user. Other school policies and procedures apply.

**2. The school's computers, tablets, and technology are to be used for educational purposes and to conduct the business of Loyola High School.** Accounts are not to be used to conduct or promote personal or private businesses. Any costs incurred by a user are the user's responsibility. Users shall not distribute material throughout the network, which contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political viewpoints without the approval of Loyola High School. "Spamming" (mass emailing of "junk mail") is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence, harassment, or discrimination towards other people.

**3. Maintain and protect security.** Users are to assume other users' information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. The network account holder is held responsible for their actions and activity within their account. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it. When finished using a student device, power it off and store it in a secure location. Do not leave it unattended.

**4. Help maintain operability.** Users shall not knowingly upload or download any software, file, app, or other content, *nor tamper with or damage hardware*, which adversely affects the performance or availability of the system. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Nor shall any student attempt to "Hijack" any device or use any form of "back door" software for the purpose of circumventing network securities and protocols. Any attempt to harm or destroy the data of another user, computer, device, network or system either internal or external to Loyola High School is a violation of the acceptable use policy.

**5. Follow the law.** State and federal laws govern the use of the school systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use of storage, or distribution of copyrighted software or similar unauthorized materials on school systems and technology is prohibited.

**6. Preserve personal safety, especially for students.** School web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, address, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities. Photos which identify students will not be published on web pages without parent permission.

The responsibilities for online safety practices are threefold.

1. Students must use safe practices online.
2. Staff must use student information safely.
3. Teachers are responsible for teaching safe practices to students.

**7. There is no guarantee of privacy when using school technology.** Loyola High School has the right, but not the obligation, to examine any content on our network. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or school policy. Furthermore, the Internet employs systems owned by others and beyond the control of the school. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data are public information and so are subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

**8. Online information, including web pages, must meet school standards.** The school's web pages, emails, and other communications must be consistent with Loyola High School mission and philosophy. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school reserves the right to edit any material that does not meet the schools standards.

**9. Users must conserve limited system resources.** The school may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.

**10. The school reserves the right to change this policy.** The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to meet the needs of the school and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network.

**Faculty/Staff Email Policy:**

Loyola staff will do their utmost best to return emails and phone calls to parents and students. Due to the nature of technology students must understand that having immediate access to email does not necessitate having immediate access to the teacher. All teachers will respond within 24 hours of receipt of emails or phone calls. Students are asked to understand emails sent/received after 9:00 pm may not be answered until the next day or within the 24 hour window.

**Discipline**

If a student violates any part of the above Loyola Acceptable Use Policy, he will be put on the following disciplinary steps:

1st Offense (minor): Warning/Reminder of Policy and email home to parent

1st Offense (major): Loss of technology privilege for 24 hours and email home to parent

2nd Offense: after school Detention (formal letter home) and loss of technology privileges for 48 hours

3rd Offense: One week without privilege and conference with parents.

Other violations may occur that will result in immediate revocation of privileges and will be handled on a case by case basis as per Discipline Committee and principal.

# Loyola High School Calendar

## 2020-2021

**August**  
 3-6 LWEP Training 8am to 1pm  
 24 Faculty and Staff Retreat TBD  
 25 Faculty and Staff Professional Development via Zoom 9am -1pm  
 26 Faculty and Staff Professional Development via Zoom 9am -1pm  
 27 Faculty and Staff Professional Development via Zoom 9am-1pm  
 28 Faculty and Staff Professional Development via Zoom 9am-1pm  
 31 9<sup>th</sup> Grade & Transfer Orientation via Zoom - 8am -1pm/ In-person Book Pick Up 1-3  
 Parent Orientation – 6pm

**September**  
 01 10<sup>th</sup> Grade Student Orientation via Zoom 9am -2pm  
 02 11<sup>th</sup> Grade Student Orientation via Zoom 9am -2pm  
 03 12<sup>th</sup> Grade Student Orientation via Zoom 9am -2pm  
 04 NO SCHOOL  
 07 LABOR DAY – NO SCHOOL

**October**  
 09 Professional Development - NO CLASSES  
 30 1<sup>st</sup> Quarter Ends  
 TBD Carron-Mastrangelo Dinner  
 TBD Homecoming Game/Dance

**November**  
 02 2<sup>nd</sup> Qtr. Begins  
 25-27 Thanksgiving Holiday Break Begins  
 30 Classes Resume  
 TBD All Saints Day School Mass  
 TBD Fall Open House (3-5pm)  
 TBD National Honor Society Induction

**December**  
 10 Parent Teacher Conferences (Dismissal 2:35pm)  
 11 Professional Development - NO CLASSES  
 21-1/3 Christmas Vacation Begins  
 TBD Advent/Christmas All School Mass

**January**  
 04 Classes Resume  
 06 Delayed Start (9am)  
 12 - 14 1<sup>st</sup> Semester Exams  
 18 Dr. Martin Luther King Jr. Holiday - NO CLASSES  
 19 Day of Service / 3<sup>rd</sup> Qtr. Begins  
 19-22 Senior Kairos Retreat  
 20 Delayed Start (9am)  
 27 Delayed Start (9am)

**February**  
 03 Delayed Start (9am) / National Signing Day Event  
 10 Delayed Start (9am)  
 17 – 19 Winter Break / NO CLASSES  
 22 Classes Resume  
 24 Delayed Start (9am)  
 TBD Ash Wednesday School Mass

**March**  
 03 Delayed Start (9am)  
 04 Parent Teacher Conferences (Dismissal at 2:35pm)  
 05 Professional Development - NO CLASSES  
 10 Delayed Start (9am)  
 17 Delayed Start (9am)  
 24 Delayed Start (9am)  
 26 3<sup>rd</sup> Qtr. Ends  
 29 4<sup>th</sup> Quarter Begins  
 31 Delayed Start (9am)

**April**  
 01-12 Easter/Spring Break Begins  
 12 Staff Retreat – NO CLASSES  
 13 Classes Resume  
 13 School-wide assessment (Dismissal 1:45)  
 14 Delayed Start (9am)  
 21 Delayed Start (9am)  
 28 Delayed Start (9am)

**May**  
 05 Delayed Start (9am)  
 12 Delayed Start (9am)  
 19 Delayed start (9am)  
 19-21 Senior Semester Exams  
 26 Delayed Start (9am)  
 28 NO CLASSES  
 31 Memorial Day – NO CLASSES  
 TBD National College Decision Day Event  
 TBD Open House (3-5pm)  
 TBD Honors Assembly 6pm  
 TBD Senior Prom

**June**  
 01 Final Exams (8am–11:30am)/Baccalaureate Mass  
 02 Final Exams (8am – 11:30am)/Graduation  
 03 Final Exams (8am – 11:30am)  
 04 Teachers Report/ Grading  
 TBD Tigers Event

All Parent Teacher Conferences are 3:30-6:30PM  
 Delayed Start Every Wednesday 9am – 4pm  
 Calendar Subject to Chang