



Student Handbook

2023-2024

Revised 7/25/2023

Our mission is to create men and women of conscience, character and compassion, continuing the Jesuit Catholic tradition of discipline, academic excellence, student involvement, and faith in action for “The Greater Glory of God.”

(Ad maiorem Dei Gloriam) A.M.D.G.

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

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

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

SPECIAL NOTE:

It is neither the province nor the desire of Loyola College Prep to prescribe what limits of freedom parents may specify for their sons' and daughters' behavior. Nevertheless, there are times and places in which the behavior of students reflects on Loyola College Prep and the school's policy will be administered judicially and rigorously by the school administration. **Loyola College Prep follows the tenets of the Roman Catholic Church and the edicts set forth by the Diocese of Shreveport. All students, faculty, and staff will stand for the Pledge of Allegiance, national anthem, prayer, and mission statement.**

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

As new and unusual situations may arise, the principal will have the authority to make decisions in whatever circumstances the handbook rules do not precisely apply. **Students who show continued disregard for the rules and regulations of Loyola College Prep after repeated attempts to correct their behavior may be subject to additional disciplinary action not specifically outlined in the handbook.** Further, should

unforeseen circumstances require it, the principal of Loyola College Prep reserves the right to amend this handbook.

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

“BE HERE”

Attendance

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

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

- **Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays. There is no limit to these absences.
- **Non-Exempted (Parent Note):** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. The number of non-exempt and excused absences allowed **in one class** is **five per semester**. Any parent notes submitted for illness beyond this threshold are subject to administrative approval. *Students absent more than three consecutive days due to illness will be required to submit a doctor's note in order to return to classes.*
- **Unexcused:** The student is not allowed to make up the missed work for full credit and the absence is counted against the attendance requirement. An unexcused absence is one in which the student is absent without an approved reason or simply as a matter of convenience to himself (herself) or his (her) family (e.g. out-of-town trips, work, getting a haircut or a driver's license, etc.). The student must make up the time and assignments missed during the absence, but will only receive 80% credit for the assignment. **Louisiana Dept of Education regulations state that students with excessive unexcused absences may not receive credit.**

- **Suspensions:** The student is allowed to make up the missed work for 65% credit, but the absence is counted against the attendance requirement.
- **Educational Absences:** An educational absence is one in which the student is absent from regular classes to participate in a school sponsored activity. Such absences are not counted as days absent from school, but the student must make up whatever assignments are missed.
- **College Visitation:** In order to prevent student absences from school, students and their parents should begin early in making college plans and campus visitation. Students should try to plan college visits for times when Loyola College Prep is not in session. Junior and Senior students will be allowed two days only for college visitation. College visits should be requested in advance by completing the [College Visit Approval Request](#) form. Students with excessive absences may not be approved, and only in the event of special circumstances/named events (i.e. Accepted Student Day) will students be approved to have a college visit three weeks before semester exams in December and May.
- **Extended Absence:** A student absent for an extended period must present a doctor's certificate to the Principal before the student will be readmitted to class. Before being readmitted to school, a student who has been absent 6 days or more in a semester will be required to meet with the Principal.

Absences are accumulated by semester and all absences are posted to students' attendance records. **Non-exempt absences in any class period exceeding five per semester will result in a student's grade being lowered in that class.** Only educational absences, a death in the family, professional medical or dental appointments, or illness in which a student turns in a doctor's note are not included in the five days allowed per semester.

Absences due to illness in which a parent note is provided are excused and all missed work can be made up for 100% credit, but will be included in the five days.

Once a student accumulates more than FIVE non-exempt absences in any one class in one semester, he/she will automatically have his/her grade lowered a letter. A student with more than TEN non-exempt absences in a class will have his/her grade lowered two letters. For example, if at the end of the semester, a student has 6 non-exempt absences in 7th period and the gradebook shows an A, his grade will be overridden and manually dropped to a B with a grade comment added "Grade dropped due to Attendance."

In order for any other anticipated personal/athletic absence to be excused, it must be cleared with the Principal two days or more in advance in writing via the [Excused Absence Request form](#). Absences approved via this form are not counted as days absent from school and are not subject to the five-day per semester rule.

Please note: A parent note does not automatically result in an excused absence.

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

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

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

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

Procedure for Handling Absences

- The school's administrative assistant records all attendance.. **All absences should be reported to the office.** A student's parent is to notify the school as early as possible on the day of the student's absence by calling the school's main number (221-2675) after 8 a.m. **Absences not reported may be documented as unexcused.** **The student is responsible for securing a signed note from a parent describing the reason for the absence and must present the note to the Office before the student may return to class. Parent and/or doctor's notes must be turned in when the student returns to school. Notes will not be accepted after the fact.**
- On the day a student is absent for other than an Education Absence (see definition below), the student may neither attend nor participate in an athletic event, practice, or extracurricular school activities without permission of the Principal or the Assistant Principal. If the absence is on a Friday, this rule applies through the entire weekend.
- Students must be in school more than half of the school day in order to attend or participate in extracurricular school activities. Corrective action will be taken with any student violating this policy.
- **If a student checks in/checks out on the day of a test or major project, he/she will not be able to earn full credit when making up the assignment without a doctor's note. Students with a repeated pattern of checking in/out to avoid tests/assignments will not be allowed to receive full credit even with a doctor's note.**

- Forging a parent's or guardian's name on a note, altering a note in any way, making (or having someone else make) a phone call in which the caller falsely claims to be a parent or guardian, are all illegal and dishonest. Such activities will be dealt with accordingly. Moreover, notes written by parents giving false reasons for absences are dishonest. Corrective action will be taken with any student violating this policy.
- **Students will not be allowed to checkout after 2:00pm without specific written documentation of a doctor's appointment before 3:00pm.**

Checking Out During the School Day: Any off campus appointments for students (with doctors, dentists, etc.) should be scheduled for times outside of school hours. **Students will not be allowed to check out then back in for haircuts, senior pictures, passport/driver's license appointments or other matters of convenience.** If a student checks out of school for a doctor's appointment and wishes to return the same day, he/she **will not** be allowed to return without a doctor's note.

Check-outs from school may be pre-arranged only if a parent has sent a signed note to the administrative assistant prior to the beginning of the school day. Any student who becomes ill during the school day must report to the school office. In no case will a student be allowed to leave school without the permission of the Administration, plus that of a parent. **Due to liability/safety concerns, we can only release a student to check out with authorization from an adult who is on his/her checkout list. Under special circumstances, we can release him/her to the parent of another student when that has been PREARRANGED and permission has been given by the parents of BOTH students.** All absences due to checking in or checking out still require written documentation in the form of a parent note/doctor's note and count against the "five absence" rule. *Please note - check-outs due to medical, dental, or other professional appointments will remain as unexcused until documentation is provided to the office.*

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

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

Leaving Campus

To teach responsibility and adhere to safety protocol, students will not be allowed to leave campus to go to their vehicle.

Makeup Work

Whether excused, unexcused, or educational absence, students are held responsible for any and all material covered or work completed in class. It is the responsibility of the individual student upon his/her return to school to see his/her teachers to make arrangements for completing work missed. For excused and educational absences, students will be allowed to make up any work missed and will be given full credit. **For unexcused absences, a student must make up any work missed (including tests) but will only receive 80% of the grade earned. Students may be given an alternate form of the test or assignment to be made up.**

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

Semester Exam Absence

Students who are absent on Exam Days will be required to make up the missed exams following the conclusion of all regularly scheduled exams; A doctor's note is required in order to make-up a missed exam and receive full credit. **Students who have an unexcused absence during exams (overslept, forgot, etc) will not receive full credit.** An alternate version of the exam may be used. No exams will be administered early.

Truancy

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

- FIRST OFFENSE: Suspension.
- SECOND OFFENSE: Suspension, parent conference, and probation.
- THIRD OFFENSE: Liable for expulsion.

Each case will be handled on its own details, with penalties being stiffer for students with other discipline issues. **A Student Attendance Contract may be implemented for students whose attendance has fallen below the acceptable threshold as set forth in the Loyola College Prep Student Handbook.**

Liturgy and Retreats

Liturgy is an important part of the student's formation and the Catholic culture of Loyola College Prep. Liturgical celebrations include but are not limited to, the mass, the recitation of the Rosary, penance services, the praying of the Stations of the Cross, adoration, etc. Students are required to participate in all liturgies scheduled by the school. Thus, a student may not check out for a period of one hour prior to the liturgy that is scheduled through the conclusion of that liturgy.

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

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

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

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

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

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

The Makeup Retreat Day is January 20, 2024.

"ON TIME"

Recording Absences and Tardiness

Students must be on time for every class. **There are no excused tardies.** Any student tardy for **ANY** period class of the day must report directly to the main office to receive an

admit slip. Students shall be in their seats or assigned places when the tardy bell rings. This practice preserves instructional time and is necessary for maintaining an orderly environment. Missing more than half of a class due to tardiness results in a recorded absence.

The consequences for tardies are listed in the chart below. ***Please note Penance Hall must be served on the day assigned or the following weekday promptly at 7:00 AM or 2:30 PM that afternoon. Failure to do so will result in the loss of extracurricular activities, practices, and/or games until requirements are fulfilled.***

Please note that after the 5th tardy in a class, the student will not be admitted to class late. He/she will be sent to the library and the tardy will become an unexcused absence. Accumulated unexcused absences will result in the student's grade being automatically lowered per the attendance policy.

Number of Tardies	Consequence
3	Warning
4	Penance Hall (PH)
5	PH
6	PH - absent from class
7 +	PH - absent from class; Parent conference

**Other consequences, including but not limited to exclusion from participation in athletic practices and games may be employed by the Administration in the event of persistent tardiness.*

Accumulated tardies will reset at the end of each semester.

"DRESSED YOUR BEST"

Student ID Badges

The purpose of this policy is to ensure safety and security on the Loyola College Prep campus. Student Identification badges will be provided to every student. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be

on campus. EVERY student must wear **HIS/HER OWN** ID card at all times while on school grounds. Identification of staff and students is a safety issue and will not be compromised when it comes to safety of students and staff. ID cards help us in identifying students as well as trespassers; they also allows students, faculty, and guests access to the locked exterior doors of the buildings on campus

1. All students must wear their IDs in order to:

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

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

- a. School IDs can not be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt. **IDs are NOT to be attached to backpacks.**
- b. If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- c. The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
- d. Lost, stolen, altered, damaged, and defaced IDs must be replaced IMMEDIATELY through the Loyola office.
- f. Cost for replacement is **\$22.00** for a new ID.
- g. Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.

3. **Temporary/sticker IDs may be purchased in the morning before school for \$2.00. A student without his/her permanent ID or a temporary ID will have to stay for PH.** A student with 3 offenses without his/her permanent ID or a temporary ID will have to serve an after school penance hall.

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

Uniform & Personal Appearance

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

All students are expected to follow the updated LCP uniform policy which is an addendum to this handbook.

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

Number of Offenses	Consequence
1	Warning
2	Penance Hall
3	Penance Hall/Parent called to bring uniform
4	Call Parent/Send home (unexcused absence)
5	Send home/Unexcused absence

“ACTING HONORABLY”

Honor Code

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

Academic dishonesty includes a wide spectrum of activities including, but not limited to, presenting completed work as your own when in fact it is a prohibited collaboration or copying of another's work, improper use of electronic devices, creating and using electronic devices to share answers or information that the student is expected to

complete without assistance, copying on a test or quiz, copying homework, "cheat sheets," passing on of answers or answer keys, improper use of teacher textbook manuals, improper use of electronic media listing answers to tests, stealing or usurping tests or other work intend for use, etc.

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

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

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

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

If a student is caught cheating during final exams or on any final assignment designed to contribute 20 percent of the student's grade, and suspension is thus not available as a means of correction of behavior due to lack of school days remaining, the suspension will be replaced with a requirement that the student complete 10 hours of service within 10

days following the infraction, such service to be assigned by the administration and may not be counted toward any other community service requirements.

Dishonesty

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

Assemblies and School Functions

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

Conduct Off Campus

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

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

Respect

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

Electronic harassment, such as misusing social networks and texting, is subject to disciplinary action. Impersonation of a classmate or faculty member is also considered a form of harassment. Authorities may be involved in these types of cases. All students, parents, and fans are expected to abide by a code of conduct which incorporates Catholic values at all athletic and other school sponsored events. Foul or otherwise

profane language will not be tolerated. Arguing, booing, throwing items or any behavior towards athletes, officials or administrators which is disruptive to the event will not be tolerated. Any person showing unsportsmanlike conduct may be asked to leave and may not be allowed to return to future events.

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

Alcohol & Drugs

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

FIRST OFFENSE:

- The student may be suspended for a period of three days. The student will not receive a grade higher than a 65% on any homework, test, or other assignment administered during the period of suspension.
- The student will attend and complete a mandatory drug and alcohol education program to be selected or approved by the principal. Successful completion of the program will be evidenced by a certificate or letter of completion signed by the program's official. The Administration may also mandate additional professional assessment and treatment.
- The student will be prohibited from attending or participating in any and all extra-curricular activities and school-sponsored events and activities for a period of two months. Extra-curricular activities and school-sponsored events include, but are not limited to, varsity, junior varsity, and freshman athletic teams;

academic, social or service organizations; athletic and social events, including homecoming and prom; and any offices held in the Student Government Association.

- Any student subject to the above who fails to comply with Sections 1, 2 and 3 shall be expelled.

SECOND OFFENSE

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

Searches

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

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

Fighting

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

Gambling

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

Sexting

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

Use of Computer Internet, e-mail and School Network

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

ACCEPTABLE USE:

The purpose of computer and Internet use at Loyola College Prep is to support educational opportunities for its students, teachers and staff. Educational opportunities may be defined as research, curricular, extra-curricular or career oriented. All use of the Internet in the classroom, library, and office must be consistent with this policy. Teachers may require students to use Apple Classroom to monitor the iPad usage in the classroom and in instructional settings to comply with the honor code and to promote proper classroom use of the iPad.

UNACCEPTABLE USE:

- Accessing, transmitting or posting information that is sexually explicit or promotes racism, sexism, or hatred based on religion, national origin or sexual orientation.
- Accessing, transmitting or posting information that promotes illegal activities, including violations of copyrights.
- Accessing, transmitting or posting information that is profane, demeans or harasses others.
- Engaging in any activity that is harmful to the network (i.e. spreading viruses, hacking).
- Using online materials that allow for plagiarism.
- Violating the privacy of any individual.
- Taking, posting, transmitting, or possessing inappropriate and/or nonconsent pictures of students including in bathrooms or locker rooms.
- Bypassing the school filters by using VPNs or "hotspots".

CONSEQUENCES OF VIOLATIONS:

Consequences of violations are proportionate to the severity of the violation including but not limited to loss of electronic devices, suspension, expulsion, and/or legal action by authorities.

Inappropriate Objects or Materials on Campus

Certain substances and objects are considered harmful, dangerous or otherwise inappropriate for students to possess on the campus. The school reserves the right to

examine a student's car, locker, book bag, purse, wallet or other enclosure in order to confirm or deny possession of any questionable materials. Such materials, which are subject to confiscation, include but are not limited to the following:

Medication: The use of or possession of any medication while a student is on campus must be reported to the Principal. The school is not permitted to give a student even simple medication without the express permission of one of the student's parents. Students who require daily medications must have medication authorization forms on file. These forms are to be completed by the parent and physician prior to the administration of medications at school. These forms may be requested through the office by calling 318-221-2675. Once all provisions have been met, the student may obtain the prescribed dosage at the office. All medications are to be turned in to the front office in clearly labeled packaging prior to the start of the school day.

Electronic Devices:

- Student cell phones should be in their backpacks throughout the school day. Students may use their cell phone to make a call in the main office or in an administrator's office only. Students caught using phones during the school day will have the phone taken up immediately and serve a Penance Hall. Phones may be used on campus at lunch only and when the school day ends.
- AirPods/headphones/earbuds are not allowed to be worn except for when being directly used for a classroom assignment. Students who walk down the hall with AirPods in their ears will have them confiscated.
- iPads are the only electronic device allowed on campus. Laptops, personal computers, wireless devices or any non-iPad tablets will not be allowed on campus and will not be allowed to access the school network. Any student requesting to use an electronic device other than an iPad must request permission from the IT Director. Students caught using these devices will have them taken up immediately and serve a Penance Hall that day. Loyola College Prep is not responsible for any lost, stolen, or damaged iPad.
- Students will not be allowed to access phones, iPads, or other electronic devices at any time during the duration of a midterm or final exam period, even after everyone in their classroom has turned in their tests.

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

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

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

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

Major Behavior Sanctions

Penance Hall (PH): For more serious classroom offenses and for infractions of good order outside the classroom PH will be assigned. The school reserves the right to detain students after school hours as a result of inappropriate behavior or other violations of the behavior policy. Penance Hall is served Monday - Thursday before school (7:00 - 7:45) or after school (2:30 - 3:15) . All students assigned to Penance Hall will be required to serve it that day or the following day. No exceptions will be made.

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

In School Suspension (ISS): A student may be placed in In School Suspension for first time suspensions or suspensions related to occurrences of less serious behavior. The student must make up the assignments missed during the suspension time. The student shall not receive higher than a 65% once all missed work has been completed (including missed tests). If all work is not completed, the student shall receive a "0" for all work missed. Students serving ISS will not be allowed to participate in extra-curricular activities, including athletic events or practices.

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

Suspension: A student may be suspended for serious misconduct or repeated occurrences of less serious behavior. Suspension places the student in jeopardy of being

dismissed from Loyola College Prep. A suspended student is not allowed to attend classes or any school related activities. The student must make up the assignments missed during the suspension time within three days. The student shall receive a maximum grade of a "65%" for all work missed (including tests) on his/her first suspension. After the first suspension, the student will receive a 0 on any work (including tests) for each subsequent suspension.

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

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

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

"GIVING YOUR BEST EFFORT"

Academic Failure Policy

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

Learning Disabilities

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

Co-Curricular Activities/Athletics

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

CO-CURRICULAR ATTENDANCE ELIGIBILITY:

- A. A student must be in school three-fourths of the day in order to participate in practice.
- B. A student must be in school the entire day on the day in which they are to participate in a contest/game/performance.
- C. A student must be in school the full school day following a scheduled interscholastic game/event. Failure to do so will result in:
 - a. First Offense - Referral to the Athletic Director for Disciplinary Conference
 - b. Subsequent Offenses - Exclusion from next practice/game immediately following absence (whichever is scheduled first)
- D. Exceptions to the above would include:
 - a. School sponsored activity
 - b. Case of family emergency
 - c. Written medical release from a physician
 - d. Doctors/Dentist appointment
 - e. Others at the discretion of the Principal/Athletic Director

CO-CURRICULAR ACADEMIC ELIGIBILITY:

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

- A student who has 1 or more F in any progress report or semester report card will not be allowed to participate in any athletic or extracurricular events until passing grade(s) have been achieved. For athletes, this overrides LHSAA eligibility.
- If the F is earned at the end of the semester report card, and the student is still eligible per LHSAA, the student will be required to sit out for at least 2 weeks even if the grade is brought up to passing within that 2-week window.

Co-Curricular Parent-Student Behavior:

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

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

General information

Buckley Amendment

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

Cafeteria

Students are encouraged to eat in St. Vincent's Hall, the school cafeteria, but are also permitted to bring their own lunches. For your student to be able to dine with us, or pre-order lunch, you will need to create an account with www.myschoolbucks.com, accounts must be kept current, and students with a negative balance of more than \$20.00 will not be allowed to purchase lunch or other items from the cafeteria; his/her Blackbaud access will also be blocked until the balance is paid. Parents are encouraged to set up their student's lunch payment accounts through MySchoolBucks at

www.myschoolbucks.com, or they may send a check to the Business Office. This account will also be used if a student needs to make copies or print. Parents are not allowed to come to school to deliver lunches or forgotten items. No deliveries from outside restaurants or delivery services (i.e. pizza delivery, GoWaiter, etc) will be accepted in the office.

Water fountain/bottle filling stations are located throughout the school. Students may bring containers with secure lids to refill throughout the day. Containers should be empty upon student's arrival at school.

Distribution of Printed Matter

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

Graduation

A senior who has not earned the credits necessary to graduate, nor has completed his/her community service requirement, will not participate in Commencement. Attendance at Baccalaureate Mass and at Commencement is expected of all graduates as part of completion of graduation requirements.

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

HONOR ROLL REQUIREMENTS

REGULAR HONOR ROLL: To be a member of the Regular Honor Roll, a student must have all As and Bs.

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

Library

- The library will be open from 7:30 a.m.- 2:45 p.m.
- The library is a place for quiet study, research, or recreational reading. The librarian may bar from the library any person who cannot conform to these rules.
- All books except reference books and those on reserve may be checked out for two weeks and renewed for two additional weeks.
- Reference books, magazines, and vertical file materials may not be checked out.

- Any library material taken from the library must be checked out at the desk.
- Failure in this regard is a serious offense.
- Each student is responsible for any books he/she withdraws from the library. Any book lost or damaged beyond reasonable wear and tear must be paid for by the student.
- Only school-related materials may be photocopied on the library copier. ID badges will be required for printing and for checking out materials from the library.
- No food or drink is allowed in the library.
- Use of the library is not a right; it is a privilege, and must be used in the proper manner.

Google Classroom/Blackbaud Portal

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

Parking

A student who drives to school and all school functions must comply strictly with the provisions of the Parking Regulations. Loitering in cars or in the parking areas is strictly prohibited. Violations of parking regulations or careless operation of a vehicle may result in the temporary or permanent suspension of a student's driving privileges to school and parking privileges at school.

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

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

Cancellation of School Day

In case of a general emergency in which school may be called off due to dangerous weather or other circumstances, Loyola College Prep will follow the action taken by the

Diocese of Shreveport. Students and parents should use the radio or TV news reports concerning whether or not schools are open.

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

Student Accident Insurance

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

Parents as Partners

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

- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;

- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

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

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

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

Appendix A

Loyola College Prep Uniform Policy 2023-2024 General Uniform Requirements for Males and Females

- All LCP uniform wear must have the branded logo
- Male and female uniform bottoms may not be rolled down at the waistband or up from the hem, cuffed, or split. Pants must be worn at the natural waist.
- School shirts **must be tucked in at all times during the day** and must be worn under all outerwear.
- Baseball caps and hats are not allowed during the school day, except on advertised costume/dress days.
- Only **plain white** undershirts can be worn under the school shirt, without any writing on them.
- Belt loops may not be removed from pants.
- Boys' hair length must not extend beyond the top of the collar, nor fall below the eyebrows. Hair may not be held in place with the aid of ears, hairspray, gel, or other hair accessories (ponytails, hairpins, etc). Exaggerated styles, specifically color or excessive use of gels or sprays, are not permitted. All male students must be clean-shaven. Neither hair nor sideburns shall extend beyond the earlobe.
- No extreme or distracting hairstyles or colors will be allowed for males or females. This includes hair of two or more colors, mohawks, mullets, hair of unnatural color, extremely spiked hair, and no lines, designs, or feathers are allowed in hair.
- Male students are not to wear earrings to school or school functions.

Both the LCP uniform and hair policies will be strictly enforced.

Female Uniform

ITEM	COLOR	STYLE	COMMENTS
Oxford shirt	White or Columbia	A+ Brand Oxford (SS/LS)	Must be tucked in at all times . MANDATORY 2ND & 3RD 9 WEEKS
Knit polo (1st and 4th 9	White or navy	A+ Brand (SS)	LCP logo on left chest; must be tucked in

weeks only)			at all times
Plaid skirt	LCP Plaid	A+ Brand skirt	Must be touching the top of the knee in the front and back
Tie (2nd & 3rd 9 weeks)	LCP Plaid		Must be tied and worn with the oxford shirt and blazer during 2nd and 3rd 9 weeks
Letter Sweater/Jacket	Navy	Shreveport Gymnastics	Must have LCP logo and letter; the STUDENT must have earned the letter and may not wear the sweater/jacket of a sibling, friend, boyfriend, etc.
Blazer (2nd & 3rd 9 weeks)	Navy		Must have LCP crest on left chest (Students wearing the letter sweater they earned may wear it in place of the blazer).
Pants	Khaki	A+ Brand; Pleated or Flat front, Tri-blend fabric	Must be hemmed and worn at the natural waist; May not be rolled, cuffed, split. Belt loops are required on all pants
Belt	Navy, Black, or Dark Brown	Braided or solid leather	No decorations or large belt buckles
Socks	White or Navy	Crew, Athletic, or Knee-high	Tube, footies, or no-show are not permitted; must be solid white or solid navy
Tights	Navy	Footed; Solid; Opaque	
Shoes	Navy and white oxford Tan or Brown loafers/flats		No "Converse" or "Vans" shoes are allowed. No "Hey Dude" shoes are allowed. Tennis shoes may not have glitter, sequin, sparkles, or be a loud, neon

	Tennis shoes (1st and 4th 9 weeks only)		color.
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Male Uniform

ITEM	COLOR	STYLE	COMMENTS
Oxford shirt	White or Columbia	A+ Brand Oxford (SS/LS)	Must be tucked in at all times . MANDATORY 2ND & 3RD 9 WEEKS
Knit polo (1st and 4th 9 weeks only)	White or navy	A+ Brand (SS)	LCP logo on left chest; must be tucked in at all times
Undershirt	White	Short Sleeve	Solid white; no writing
Shorts	Khaki	A+ Brand; Pleated or flat front, Tri-blend fabric	Must be 5" when kneeling from the ground. Fit must be "loose" with discretion determined by any administrator
Pants	Khaki	A+ Brand; Pleated or Flat front, Tri-blend fabric	Must be hemmed and worn at the natural waist; May not be rolled, cuffed, split. Belt loops are required on all pants
Tie (2nd & 3rd 9 weeks)	LCP Plaid		Must be tied and worn with the oxford shirt and blazer during 2nd and 3rd 9 weeks
Letter Sweater/Jacket	Navy	Shreveport Gymnastics	Must have LCP logo and letter; the STUDENT must have earned the letter and may not wear the sweater/jacket of a

			sibling, friend, boyfriend, etc.
Blazer (2nd & 3rd 9 weeks)	Navy		Must have LCP crest on left chest (Students wearing the letter sweater they earned may wear it in place of the blazer).
Pants	Khaki	A+ Brand; Pleated or Flat front, Tri-blend fabric	Must be hemmed and worn at the natural waist; May not be rolled, cuffed, split. Belt loops are required on all pants
Belt	Navy, Black, or Dark Brown	Braided or solid leather	No decorations or large belt buckles
Socks	White or Navy	Crew, Athletic, or Knee-high	Tube, footies, or no-show are not permitted; must be solid white or solid navy
Shoes	Tan or Brown (all leather) Tennis shoes (1st and 4th 9 weeks only)		No "Converse" or "Vans" shoes are allowed. No "Hey Dude" shoes are allowed. Tennis shoes may not have glitter, sequin, sparkles, or be a loud, neon color.

Appendix A