Dear Ramblers,

Welcome to the 2020–2021 school year!

The year ahead will undoubtedly look different from a traditional school year. With that in mind, our focus for the year ahead will be wellness and oneness. Together, we strive, independently and collectively, to be the best Loyola Academy we can be. In advance, I want to thank our faculty, students and families for their flexibility, resilience and determination during this time of the coronavirus and the campaign for racial justice and equality.

Fr. Adolfo Nicolás, SJ, the 30th superior general of the Jesuits who passed away in May, was well aware of the rapid change happening in our lives, and he saw these unprecedented times as an opportunity to grow and to open our hearts to God. After his death, a poignant question he asked when discussing the plans for a new Jesuit school was published: “Is this a new school or just an old school in a new building?” Fr. Nicolás knew well that asking challenging questions before embarking on a journey was essential to finding an innovative outcome.

Taking inspiration from Fr. Nicolás, our task as a Rambler community is to ask: “What are we renewing in ourselves? Is this a new school year or just an old school year in a new handbook?” So as we begin a new academic year, let us keep asking ourselves difficult questions as we seek to improve ourselves individually and as we seek to build an inclusive school community collectively. In order to achieve our goals, we have updated policies to address health and harassment concerns, and we aim to keep our Rambler community healthy and unified.

Whether this is your first year as a Rambler or your last, the 2020–2021 Student Handbook is a roadmap for the year ahead, an essential reference for important calendar dates as well as policies, procedures and guidelines. It also outlines our deeper expectations for Loyola Academy students—forming women and men for meaningful lives of leadership and service. We expect more of our Loyola Academy students. You’ll find these expectations, referred to as Student Responsibilities, on page _____.

Looking ahead, I wish every Rambler a year of academic, personal and spiritual renewal at Loyola Academy.

Go Ramblers!

Charles W. Heintz
Principal
The goal of our life is to live with God forever. God, who loves us, gave us life. Our own response of love allows God’s life to flow into us without limit.

All things in this world are gifts of God, presented to us so that we can know God more easily and make a return to love more readily. Let us pray today in appreciation of God’s gifts.

As a result, we appreciate and use all these gifts of God insofar as they help us develop as loving persons. But if any of these gifts become the center of our lives, they displace God and so hinder our growth toward our goal.

In everyday life, then, we must hold ourselves in balance before all of these created gifts insofar as we have a choice and are not bound by some obligation. We should not fix our desires on health or sickness, wealth or poverty, success or failure, a long life or short one. For everything has the potential of calling forth in us a deeper response to our life in God.

Our only desire and our one choice should be this:
I want and I choose what better leads to God’s deepening his life in me.

*St. Ignatius in the Spiritual Exercises*
Paraphrased by David L. Fleming, S.J.
Profile of The Graduate at Graduation

Loyola expresses its philosophy and mission in a picture or profile of the qualities, which a student will ideally have developed at the time of graduation. This profile gives Loyola something to strive for even though not all students will fully achieve all the levels of growth described in it.

At the time of graduation a Loyola student should ideally be:

1. **Religious**

   By graduation the Loyola student will have a basic knowledge of the major doctrines and practices of the Catholic Church. The student will have begun a life-long journey toward personal realization and internalization of Christian revelation and its consequent values, and toward an active participation in the sacraments. For non-Catholics, Loyola provides a positive environment in which such students can affirm their religious tradition in a personal way.

2. **Intellectually Competent**

   By graduation the Loyola student will exhibit an appropriate mastery of the fundamental tools of learning and will be well on the way to honing emerging intellectual skills for more advanced levels of learning. By graduation the student is developing a mastery of critical thinking and writing, and an aesthetic basis for exploring ideas and issues. The student is becoming capable of applying what one has learned to new situations and working in an organized fashion. The student takes pride in one's work. A general knowledge of the central ideas, methodologies and conceptual geographies of a variety of intellectual disciplines has begun to develop. In short, by graduation the Loyola student is on the way to becoming a self-propelled learner.

3. **Physically Fit**

   By graduation the Loyola student has begun to develop to one's potential in a healthy, strong, well-coordinated body.

4. **Loving**

   By graduation the Loyola student should be on the way to establishing one's own identity. By exploring the milieu of one's own personal history of people, experiences, thoughts and feelings, the student has the opportunity to become aware of one's own uniqueness and dignity. By understanding and accepting oneself, the student can learn to understand and accept others in a genuine way, and is able to understand that every person has a unique life story to tell; that each person is a unique and beautiful creation;
that each person has weaknesses as the student does. Thus, the Loyola student learns to be tolerant and to value peace, understanding, and love.

5. **Open to Growth**

   Instead of one who is passive and nonchalant about growth, the Loyola student at the time of graduation has matured to a level that reflects some intentional responsibility for one's own development, seeking opportunities to stretch one's mind, imagination, feelings, and religious consciousness. The student is developing a habit of reflection on one's experience, becoming more flexible and open to other points of view, demonstrating a willingness to risk talents and energies, and learning to accept oneself, both talents and limitations. In short, the student is beginning to understand one's obligation to oneself to actively pursue growth as a person.

6. **Committed to Doing Justice**

   By graduation the Loyola student has achieved some knowledge of the many needs of local and wider communities and is preparing oneself for the day when the student will take a place in these communities as a competent, concerned, and responsible member of society. The student recognizes from within the potential for injustice and has begun to see injustices in some of the surrounding social structures and in personal relationships. The student has begun to acquire the skills and motivation necessary to live this commitment.
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<th>Topics</th>
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<td>Philosophy of Discipline</td>
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<td><strong>Profile of the Graduate at Graduation</strong></td>
<td>Expectations for Student Behavior</td>
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<td><strong>Technology Use Policy</strong></td>
<td>Athletic Training Code (ATC)</td>
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School Leadership

President’s Executive Leadership Team

Rev. Patrick E. McGrath, SJ, M.Div, MS  
President

Mr. Charles Heintz, MEd.  
Principal

Ms. Genevieve Atwood, MA  
Vice President for Athletics and Fitness

Mr. Robert Desherow, MA  
Vice President for Admissions and Enrollment

Mr. Brian Hake, MBA  
Chief Financial Officer & Chief Operations Officer

Mr. Martin Jennings, MED  
Vice President of Alumni and Network Engagement

Mr. Robert O. Miller, BS  
Vice President for Advancement

Mr. Dennis R. Stonequist, BA  
Executive Vice President

Principal’s Leadership Team

Mr. David Behof, MEd  
Director of Research and Technology

Ms. Melissa Krein, MA  
Director of Student Activities

Mr. Philip Nieman, MEd  
Associate Principal for Academics

Mr. Christopher Penna, MEd  
Director of School Culture

Directors & Department Chairs

Ms. Colleen Aufderheide, MA  
Fine Arts Chair

Ms. Sarah Bennett, MSW  
Director of Diversity, Equity & Inclusion

Ms. Sheila Blanchfield, MA  
Counseling Chair

Ms. Marissa Cervantes, MA  
Science Chair

Ms. Peg Culhane, MEd  
Dean of Students

Mr. Joshua Hooker, MDiv  
Theology Chair

Mr. Christopher Masello, MS  
Social Studies Chair

Ms. Susan McGovern, MAT  
Physical Education & Health Chair

Ms. Susan McMaster, EdS  
Director of the Academic Resource Center

Mr. Peter McNulty, MA  
Mathematics Chair

Ms. Elaine Mueller, MEd  
English Chair

Mr. Mark Porcaro, MEd  
College Counseling Chair

Ms. Margaret Rice, MAEd  
Languages Chair

Ms. Sandra Smycz, MA  
Director of Literacy
Communication

In the interest of promoting openness and trust throughout the entire Loyola Academy community, we strive to have clear and direct communication. Students and parents who have a concern or a complaint about any school employee are strongly encouraged to first speak directly with the individual faculty or staff member, coach or moderator. Counselors can provide additional support and assistance when issues arise regarding how to navigate the situation.

If this direct conversation does not result in a satisfactory outcome, parents can then bring their concerns to the attention of the immediate supervisor. Coaches report to the Vice President for Athletics and Fitness, club moderators report to the Director of Student Activities, teachers report to their Department Chair, Department Chairs report to the Associate Principal for Academics, Assistant Principals report to the Principal. The Principal and the Vice-President's report to the President.

Students should have no fear of any retribution or retaliation since this is completely contrary to the Jesuit, Catholic ethic of Loyola Academy.

Tuition and Fees

As a private school, Loyola Academy is dependent upon the timely payment of tuition and fees in order to support its operations. Consequently, the failure to pay tuition and fees on a timely basis is a serious matter.

If, after selecting a payment plan, a parent or guardian encounters unanticipated financial difficulty, it is the parent or guardian’s responsibility to notify the Director of Tuition and Financial Aid in the Business Office as soon as possible to discuss an alternative payment plan because failure to pay tuition on a timely basis is a serious matter.

If a student’s parent or guardian has an outstanding balance from a previous year or a student’s parent or guardian has not made a tuition payment prior to the start of school, the student and any siblings will not be able to enroll and attend class until the outstanding balance is paid. If tuition becomes delinquent during the school year, the student will be allowed to attend classes and sit for exams up until the end of the semester in which the delinquency occurs. However, the student will not earn credit for their coursework until the delinquent tuition owed to Loyola Academy is paid by the student’s parent or guardian. Finally, if delinquent tuition is not paid by the end of the semester, the student will be required to withdraw from Loyola Academy. In cases where the student is required to withdraw, the student’s official transcript will remain incomplete and will not be released until the outstanding tuition balance is satisfied.

Students with delinquent tuition accounts will not be allowed to do the following until their tuition and fees are paid in full: (1) participate in interscholastic athletics, (2) participate in co-curricular activities, and/or (3) travel on school sponsored trips.

In addition, grade reports and official transcripts will be considered “incomplete” until full payment of tuition and fees. Finally, while second semester seniors with delinquent accounts will be allowed to participate in graduation exercises, they will not receive their diplomas and final transcripts until all tuition and fees are paid in full.

This same policy holds true for failure to turn in library books and any other property belonging to Loyola Academy. The school’s tuition and fees are:

<table>
<thead>
<tr>
<th>Tuition (per year)</th>
<th>Clavius Program</th>
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<tbody>
<tr>
<td>$17,750.00</td>
<td>$200.00</td>
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Academics

The traditional Jesuit program is college preparatory. Within the scope of this goal, there are different courses whose successful completion prepares the student for entrance into college.

Students in the classes of 2021, 2022, and 2023 are expected to carry a full load of 6.25 courses (including Formation) per semester each year. Students in the class of 2024 are required to carry a full load of 7.25 courses (including Formation) per semester during freshman year. The minimum units of study required for graduation are:

<table>
<thead>
<tr>
<th>GRADE REQUIREMENTS</th>
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<tbody>
<tr>
<td>4.0</td>
</tr>
<tr>
<td>ENGLISH</td>
</tr>
<tr>
<td>4.0</td>
</tr>
<tr>
<td>THEOLOGY</td>
</tr>
<tr>
<td>3.0</td>
</tr>
<tr>
<td>SCIENCE (One credit must be Biology)</td>
</tr>
<tr>
<td>3.0</td>
</tr>
<tr>
<td>MATHEMATICS</td>
</tr>
<tr>
<td>2.0</td>
</tr>
<tr>
<td>SOCIAL STUDIES</td>
</tr>
<tr>
<td>2.0</td>
</tr>
<tr>
<td>LANGUAGE (two years of one language)</td>
</tr>
<tr>
<td>2.0</td>
</tr>
<tr>
<td>PHYSICAL EDUCATION / HEALTH</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>FINE ARTS</td>
</tr>
<tr>
<td>4.0</td>
</tr>
<tr>
<td>ELECTIVES</td>
</tr>
<tr>
<td>1.0</td>
</tr>
<tr>
<td>FORMATION (.25 credit is earned each year)</td>
</tr>
<tr>
<td>26.0</td>
</tr>
<tr>
<td>TOTAL CREDITS</td>
</tr>
</tbody>
</table>

Students must complete two years of Physical Education including Physical Education & Health 1, which is a required course that must be completed during either freshman or sophomore year. Students may substitute one year of Performing Arts for Physical Education during either freshman or sophomore year.

In addition, students must participate in the Freshman retreat and pass an examination on the Constitution of the United States and the State of Illinois. Students who transfer to Loyola are not retroactively required to complete the units in Religious Studies and Formation.

Loyola Academy requires that all students complete 1.0 credit of Formation (0.25 credit per year) for graduation. All four years include information addressing academic topics, social and emotional issues, spiritual growth, health and wellness, and college and career planning. In order to earn the annual 0.25 credit, students must maintain regular attendance and actively participate in Formation sessions and complete required assignments. Formation will be reflected on student transcripts and students will receive a grade of Pass or Fail based on their yearly performance.

Student Schedules

Minimum Course Requirements: The minimum course load for students in the class of 2024 at Loyola Academy is seven classes plus Formation. The minimum course load for students in the classes of 2021, 2022 and 2023 is six classes plus Formation. No student is allowed to take more than seven classes. Since the core requirements do not supply all courses necessary, students should carefully discuss their course plans with their counselors and their parents before making their selections when the following year's Curriculum Guide is published.
Course Sequencing: Academic sequences within disciplines, once begun, must be carried through to completion unless extraordinary circumstances dictate otherwise. For any such departure from the basic policy the school’s permission is required.

If students plan appropriately, they can complete their required classes in four years. However, students can opt to take one or more summer sessions during their high school career.

Tracking

Loyola Academy offers an academic program which features flexible-vertical tracking. The purpose of this tracking system is to keep students reasonably challenged but never overwhelmed or under challenged. Students are initially placed in tracks upon entrance to Loyola Academy based on the results of the High School Placement Test (HSPT) exam. Once placed, students then move up or down the tracking scales based on performance and preparation within a subject area.

Teachers, counselors and department chairs determine student course tracking during the course registration process. If a track change is necessary during a semester, the teacher, department chair, and Associate Principal for Academics must approve it. Track changes requested after the designated deadline may be denied.

Schedule Changes: Student schedules may only be amended to correct a scheduling error or to drop a 7th course during specified drop/add periods. Schedules are considered final once the school year begins. Students may not request a change for teacher preference or free period preference. To add or drop a course during the designated period, the student must complete the form that is posted online on the student and parent Resource Boards. The 7th course drop deadline applies to courses in both first and second semester. There is no drop/add period for the second semester. The student will continue in the assigned course until formally notified by the Principal's Office of an approved change. If you have questions pertaining to schedule changes, please contact the Associate Principal for Academics.

Students may not request changes in their schedule after the designated drop/add period has concluded. Students will receive a Withdraw ("W") designation on their transcript if withdrawing from a course after the designated deadline.

Academic Policies

Course Audit Policy: As a rule, students are not permitted to audit courses. An exception may be granted in the following cases: an extended illness or hospitalization where a student needs to review previously taken course material or a second semester failure of a year-long course where the Department Chair requires the student to audit the first semester of the course before repeating the second semester. Students who audit a course are required to complete all work and abide by the policies and procedures established by the teacher. No credit is given for an audited course. Class to be audited must be approved by the Associate Principal for Academics before the beginning of the semester.

No Assessment Days: Days prior to the end of each semester are labeled as a “No Assessment Day.” On these days, teachers are not allowed to administer any summative assessments, including but not limited to papers, projects, presentations, labs, speeches, tests, and quizzes. Also, papers, projects, presentations, labs, and speeches cannot be submitted on these days. The only departments exempt from this policy are Fine Arts and PE & Health; classes from these departments will issue their final exams on these days.

Semester Exam Policy: Students are required to be in attendance for their assigned semester exam schedule. Students are not authorized to switch their exam schedule. An excused absence from a semester exam requires documentation from a medical doctor. An unexcused absence from a semester
exam will result in a grade of zero. All semester exams will count for either 15% or 20% of a student’s final semester grade in a course.

**Extended Time Exams:** A complete psycho-educational or neuro-psychological evaluation, within the last three years, must be submitted to Loyola for consideration of accommodations. Students with a current psycho-educational evaluation on file with our school psychologist may be eligible for extended time on tests and semester exams. Loyola’s accommodations are limited to: 50% extended time on tests and semester exams, no scantron and preferential seating.

**Eighth Semester Senior Exam Exemption Policy:** A student earns an exemption from the final exam in a course if he or she maintains a 90 unweighted cumulative average over the entire course of the 8th semester. A student who earns the exemption may opt to take the final exam if he or she wishes, knowing full well that the exam grade will be figured into the eighth semester cumulative grade even if the student performs on the exam at a level lower than a 90. This policy applies to seniors only. Juniors and sophomores taking senior-level courses cannot earn the exemption.

**Valedictorian Policy:** Only students who have attended Loyola Academy for a minimum of six (6) consecutive semesters are eligible for the honor of Valedictorian.

**Grading Policies**

The grading system is a numerical one, ranging from 60 to 100. In comparison with a letter grading system, the following are the equivalents:

<table>
<thead>
<tr>
<th>97-100 = A+</th>
<th>77-79 = C+</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-96 = A</td>
<td>73-76 = C</td>
</tr>
<tr>
<td>90-92 = A-</td>
<td>70-72 = C-</td>
</tr>
<tr>
<td>87-89 = B+</td>
<td>67-69 = D+</td>
</tr>
<tr>
<td>83-86 = B</td>
<td>63-66 = D</td>
</tr>
<tr>
<td>80-82 = B-</td>
<td>60-62 = D-</td>
</tr>
</tbody>
</table>

A grade below 60 is a failing grade and is recorded as an "F". An "F" at either semester indicates that the student receives no credit for the course. Such a failure is averaged into the cumulative average with a grade equivalent of 55.

Students receive numeric grades unless a grade below 60% ("F") is earned. Current grades, report cards and unofficial transcripts are available on goramblers.org.

The official transcript is a cumulative record of semester grades only, and shows the student’s academic averages. Non-Loyola courses taken prior to the start of 9th grade, including junior high math courses taken at Loyola, will not be included on a student’s transcript. Unofficial transcripts are available to students and parents on goramblers.org. Attendance history, conduct summary, and real-time grades are accessible by students and parents online on goramblers.org.

**Weighting:** Weights are assigned to courses in order to reflect the challenge of the program. Weights are credited to a student’s grade when determining a weighted average only in the appropriate course. The grade for an AP class is multiplied by 1.08, and the grade for 9 track class is multiplied by 1.05.

The weighted average for each semester will be included in the cumulative weighted average. Transcripts list both a weighted and unweighted semester and cumulative average.

**Incomplete Grade (IN):** An Incomplete grade will be given in courses when extenuating circumstances (e.g., illness, death in the family, etc.) have caused a student to be deficient in completing some requisites.
of a particular course. The judgment regarding the validity of the extenuating circumstances will be left to
the teacher, the Department Chair, the nurse, and/or the Associate Principal for Academics. It is the
responsibility of the student, in each instance, to initiate the arrangements necessary to remove the
incomplete grade.

Incomplete must be rectified by February 2nd for the 1st semester and July 8th for the 2nd semester.
Extensions may be granted for extenuating circumstances by the Associate Principal for Academics. All
work not submitted by the time of the regularly scheduled final examination will be given the grade of "F."
An Incomplete becomes a failing grade if not rectified within the prescribed time frame and is so recorded
on the official transcript.

Remediation: Students who fail any course during the school year are expected to complete the
appropriate remediation prior to the start of the next school year. Failure to pass any remedial course will
result in dismissal from Loyola Academy. Grades in remedial courses do not replace the failing grade on
the student’s official transcript. If the failure occurs at the end of the second semester, the course must
be repeated during summer school. In case of a failure at the end of the first semester, the student will
receive notification from the Principal’s Office about a remediation plan. Seniors who fail a course
required for graduation will not participate in graduation exercises unless the failure has been remediated
prior to the date of graduation.

With administrative approval, students who fail a first semester course may be given the opportunity to
replace the failing grade with a 60% if they earn a 70% or above for the second semester. The purpose
of this policy is to allow students to demonstrate cumulative knowledge in a sequential course without
having to rectify a first semester failure in summer school.

Withdraw (W): A “W” designation indicates that a student has withdrawn from a course after the
designated drop-add period. Students will not receive academic credit for partial completion of a course.

Expectations for Student Academic Performance

Loyola Academy is committed to the intellectual, spiritual, emotional and physical growth of its students.
It establishes high expectations and gives its students the tools and support necessary to succeed.
Loyola periodically reviews the progress of its students. Such reviews include looking at academic,
behavioral, and emotional growth.

Homework: The primary duty of the student is to learn through study. As such, students are expected to
spend at least eighteen hours of concentrated study time a week (an average of three hours a night) at
home, in addition to their regular class time. Proper study habits from the very beginning of the school
year are a great asset to the success of the student in preparing oneself for college work. Students are
expected to complete all written and study assignments on time and to take examinations as scheduled.
It is the student’s responsibility to seek additional help. Teachers have before/after-school hours for extra
help. Students should avail themselves of the academic resources found in the Math Lab, Science Lab,
and Writing Lab.

E-Learning Days: When conditions warrant, the Administration may institute an e-learning day.
Assignments will be posted to OnCampus by 8:00 am on school cancellation days. Assignments given
on e-learning days will be graded and recorded. Teachers will be available via email for consultation.
Students without access to the internet will be given consideration when determining due dates.

During extended school closures students will follow the RAMBLE cycle rotation and a modified daily bell
schedule. Students are expected to participate in all synchronous and asynchronous learning
experiences. During E-Learning, teachers will continue to assess student work. A student’s grade will
increase or decrease based on their performance.
Students are expected to communicate absences directly to the teacher during extended closures. Students should be respectful and attentive during synchronous learning experiences. Attire should be modest. Concerns with attendance, behavior, or attire will be communicated with the Dean's Office.

**Academic Recognition:** There are two honors distinctions at Loyola Academy: Loyola Scholars and First Honors. A 93.0% or higher unweighted semester average merits the Loyola Scholar Award; 89.5% or higher weighted semester average merits First Honors. Regardless of the semester GPA, no student receiving a failing grade in any course will be eligible for honors.

**Academic Eligibility:** Students must maintain an academic eligibility standard to participate in co-curricular and athletic activities. This standard includes a weekly requirement for a student to have no more than one failure to remain eligible. Students with more than one Incomplete at the end of semester are not eligible for co-curricular participation until only one incomplete remains. All incompletes should be rectified within a designated time frame, unless otherwise stated by the Associate Principal for Academics.

**Academic Dishonesty Policy:** Academic dishonesty occurs when a student obtains or assists another in obtaining credit for work, which is not his/her own. Loyola Academy’s policies and procedures concerning academic dishonesty are intended to encourage academic integrity. Administrators, faculty, students and parents share the responsibility for promoting an atmosphere in which personal integrity and accountability are valued. Each and every violation for academic dishonesty results in an automatic zero for that assignment or evaluative exercise. This zero grade cannot be dropped as the lowest grade.

Examples of academic dishonesty include, but are not limited to:
(a) Use or possession of unauthorized notes, cheat sheets, marked hands and clothing;
(b) Improper use of devices such as iPads, cell phones, calculators, Apple or other smart watches;
(c) Plagiarism, unauthorized copying, improper citation, failure to cite sources and use of online translation sources;
(d) Improper use of online translators or applications;
(e) Copying material from another student or other source;
(f) Allowing another student to copy from one’s own work;
(g) Failure to comply with rules and instructions regarding testing and assignments;
(h) Communicating with another student during an exam or quiz;
(i) Submitting falsified information for grading purposes;
(j) Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher;
(k) Removing or copying exams or quizzes from the classroom without the knowledge and consent of the teacher;
(l) Actions that earn credit for work which is not one’s own;
(m) Activity or circumstances, which give a student an unfair advantage, compared to other students doing the same assignment.

A referral for academic dishonesty will be completed by the teacher and filed with the Dean of Students. A copy of this referral will also be given to the teacher’s Department Chair, the student’s counselor, and the Associate Principal for Academics. The Dean of Students will conduct an investigation to determine whether Loyola’s policy concerning academic dishonesty has been violated. The Dean of Students’ determination is final.

In the case of a first offense, the Dean of Students will meet with the student involved. Student-Athletes will also be found in violation of the Athletic Training Code and will be suspended in accordance with the Athletic Training Code. Suspension or dismissal from co-curricular activities may also occur. A letter will then be sent to the parents informing them of the violation. Students who are found in violation of the Academic Dishonesty Policy on a semester exam will be placed on Academic Probation. A meeting will
be held with the student's parents and counselor to discuss this probation and its consequences. Students are required to report such academic misconduct on the applications they submit to colleges and universities.

In the case of a second offense, the Dean of Students will meet with the student's parents and counselor. The student will be placed on Academic Probation which students are required to report on the applications they submit to colleges and universities. The student will also be found in violation of the Athletic Training Code and will be suspended in accordance with the Athletic Training Code. Suspension or dismissal from co-curricular activities may also occur.

In the case of a third offense, an Administrative Hearing will be scheduled. Such a hearing could result in the student’s dismissal from Loyola Academy.

**After-School Jobs:** Loyola Academy recognizes that some students work during the school year. It is the policy of Loyola Academy that a student's primary responsibility is his/her academic work. At no time does the necessity to work take priority over the need to devote sufficient time and effort to one's responsibilities as a student. Students are required to meet all their obligations, including JUG, at school before proceeding to an after school job. If a student fails to recognize one's obligations, the Dean of Students shall contact the parents and possibly the employer to recommend that an adjustment be made.

**Academic Warning and Academic Probation**

As an academically rigorous, Jesuit Catholic school, Loyola Academy is committed to the intellectual, spiritual, emotional and physical growth of our students. Loyola strives to give students the tools and the support necessary to succeed, however, the measure of a successful Rambler is contingent upon their ability to capitalize on these supports. At the end of each semester, the Principal, Associate Principal for Academics, Director of the Academic Resource Center, Assistant Director of the Academic Resource Center, and Department Chair of Counseling complete a review of students who have received grades of D or lower in their courses.

The objective of the administrative team’s review is to ensure that students who are having challenges may receive added supports such as: Magis, Peer Tutors, Academic Labs (Science Lab, Math Lab, Writing Lab) or additional attention from their subject teacher. The Counseling Department, the teachers and the administration are at Loyola to support students in their academic pursuits. We consistently find that by using available resources and working together we can accomplish and achieve more.

There are two tiers of academic monitoring that are aimed at motivating and assisting students to perform optimally in their studies at Loyola: Academic Warning and Academic Probation. Additionally, the Administrative Team gives special attention to monitoring the academic performance of seniors in their final semester.

**Academic Warning:** A student may be placed on Academic Warning after receiving two grades of "D" or below in courses in a given semester. During the period of Academic Warning, a student's progress will be monitored by the counselor, Assistant Director of the Academic Resource Center and the Director of the Academic Resource Center. If this adequate academic progress is attained by the end of the semester, a student will no longer be on academic warning; however, if a student’s status continues to decline, he or she has the potential to be placed on Academic Probation for the next semester. Adequate progress is defined as a transcript free of “D” and “F” grades for one semester.

**Academic Probation:** When placed on Academic Probation, a student will be asked to keep a transcript free of "D" and "F" grades for one semester. During a semester of Academic Probation, a student’s progress is closely monitored to ascertain if he or she can meet the stated academic requirements. If the goal of grades of “C” and higher is not achieved, students will be reviewed at the end of the semester and potentially asked to withdraw from Loyola.
**Senior Academic Warning:** As seniors prepare for Graduation, there are two things, in particular, which are tracked in the pursuit to receive a Loyola Academy diploma: successful completion of 26 credits or “unit hours of study” as defined by the Student Handbook and passing grades in all classes of Semester Two of senior year.

Seniors who have not completed unit requirements will not receive an official diploma and therefore will not be invited to participate in the ceremony. Seniors who have failing grades in any course for Semester Two will be excluded from the Graduation Ceremony.

**Academic Dismissal:** Students on Academic Probation are reviewed during and at the end of each semester by the administration. Such reviews may result in a conclusion that it is in the student’s best interest to transfer to another school. Failure to meet the parameters of Academic Probation will result in dismissal. In addition, three or more failing semester grades in one semester may result in a student’s dismissal.

**Academic Programs**

**Advanced Placement Courses:** Loyola Academy participates in the nationwide Advanced Placement Program of college-level instruction in high school. Students enrolled in Advanced Placement courses sit for the national exam in May. Advanced Placement courses are designed to challenge students. Students may earn college credit and/or advanced placement in college by successful completion of these exams. See the Curriculum Guide for a listing of AP courses.

Learning is broader and deeper, the pace of instruction is faster than in regular classes, and critical thinking and independent inquiry receive much greater emphasis, therefore, the criterion for admission to such courses at Loyola Academy is the approval of the respective Department Chair. Students are allowed to enroll in a maximum of three AP courses per school year, and they are required to take the national exam for each course. Failure to take the required exam will result in a grade of “F” for the second semester in that AP course.

Students who wish to take an AP exam for an AP course not offered at Loyola Academy (such as AP Computer Science), but who are enrolled in the corresponding Honors class, may take the AP test with faculty and administrative approval. Students are required to register and pay for their AP exams via a designated online registration system at the beginning of the second semester.

**Clavius Scholars Honors Program:** This enrichment program is designed to enhance the curriculum to better meet the needs of Loyola’s high achieving students whose interests lie in mathematics and the sciences. The focus of the program is rooted less in the attainment of scientific knowledge than it is in the understanding of scientific and mathematical inquiry and the interpretation of data. Clavius Scholars will develop students with a critical appreciation of the scientific process and inquiry. The intellectual “magis” to which the honors student is called requires that the student undertake at least four honors or Advance Placement level classes each semester while maintaining an unweighted cumulative GPA greater than 90.0%. Clavius Scholars are required to take at least one of the multiple AP science courses offered at Loyola. Clavius Scholars earning a semester grade of “F” are withdrawn from the program. Any incidence of academic dishonesty may be cause for removal from the program. Clavius Scholars take the AP Statistics course before participating in a group discussion program focusing on great works of mathematical and scientific literature for their 11th grade year and on great mathematical and scientific themed films for their 12th grade year.

In addition to their academic requirements, Clavius Scholars are expected to perform service through the Arrupe Service Program and/or other opportunities outside of school each year earning a minimum of fifty hours of service before graduation. Clavius Scholars are expected to be leaders in their classes and to maintain a clean disciplinary record.
As recognition of completion in the Clavius Scholars Honors Program, students receive specially inscribed diplomas and a specially designed pin designating them as Clavius Scholars upon graduation.

Students may apply in December of their freshman or sophomore year. Applications will be available online and admission decisions will be based on biographical data, essays, GPA, course-load, disciplinary record, and faculty recommendations.

**Dual Credit Program:** Loyola Academy offers nine dual credit courses:
- AP European History (H240), AP Language and Composition (E140), AP Literature and Composition (E150), Honors World Literature (E149), Honors Latin 3 (L639), AP Latin (L640), Honors Greek 3 (L679), and AP European History (H240) are eligible for participation in the Loyola University of Chicago (LUC) Dual Credit Program.
- Multivariable Calculus (M520) and Linear Algebra (M510) are eligible for participation in the Oakton Community College (OCC) Dual Credit Program.
- AP Statistics (M530), AP Calculus BC (M470), AP US Government & Politics (H270), French 4 (L746), Honors British Literature (E139), Honors French 4 (L749), Honors Spanish 4 (L849), Spanish 4 (L846), and Spanish 4 Immersion (L846s) are eligible for participation in the Saint Louis University (SLU) Dual Credit Program.

Dual-credit courses are taught at Loyola Academy during the school year by Loyola Academy faculty.

Through participation in the program, students earn LUC, SLU, or OCC level credit while simultaneously earning credit towards fulfilling graduation requirements at Loyola Academy. Credits earned for courses taken through LUC, SLU or OCC Dual Credit Programs are recorded on an official LUC, SLU or OCC transcript. These credits are generally transferable to other accredited colleges and universities across the nation, however, the receiving institution will always make the final decision about transferability of courses. Students are encouraged to consult with any institution they are considering regarding the institution’s policy for accepting transfer credits.

**Dumbach Scholars Honors Program:** This enrichment program is designed to enhance the curriculum of Loyola’s high achieving students who have an interest in the Humanities. While in the program, students are placed in small groups with a faculty mentor as they explore topics relating to Great Art, Great Books, or Great Films. All Dumbach Scholars can expect to have an enrichment assignment each summer and attend cultural outings in the form of field trips, plays, musicals, and tours. To maintain good standing, students must be enrolled in at least four honors or Advanced Placement level classes each semester, and they must maintain a 90.0% unweighted cumulative grade average. Dumbach Scholars earning a semester grade of “F” will be withdrawn from the program. Dumbach Scholars are expected to be leaders in their classes and to maintain a clean disciplinary record. Any incidence of academic dishonesty may be cause for removal from the program.

In addition to their academic requirements, Dumbach Scholars are expected to accrue a minimum of fifty hours of service before graduation. Each Dumbach Scholar is reviewed yearly to ensure their compliance with the program’s standards.

As recognition of completion in the Dumbach Scholars Honors Program, students receive specially inscribed diplomas and a specially designed pin designating them as Dumbach Scholars upon graduation.

Students may apply in December of their freshman or sophomore year. Applications will be available online and admission decisions will be based on essays, GPA, course-load, disciplinary records, and faculty recommendations.
Seal of Biliteracy: The Illinois State Seal of Biliteracy and the Global Seal of Biliteracy are awarded to juniors and seniors who demonstrate a high level of proficiency in languages other than English, and certifies that they are biliterate in English and one or more world languages. The languages that are assessed using Advanced Placement scores are French, Latin, Mandarin Chinese, and Spanish.

O'Shaughnessy Program: The O'Shaughnessy Program, a component of the Academic Resource Center, provides services to freshman and sophomore students who need additional academic and literacy support to succeed in a college preparatory environment. Admission to the program is based on entrance exam scores, junior high-standardized test scores, junior high academic performance, and/or psycho-educational testing. Incoming freshmen that are admitted into the O'Shaughnessy Program are required to successfully complete a summer school course in English and, in some cases, an Algebra I course prior to freshman year. O'Shaughnessy Program students are enrolled in track 1 English, Theology, Social Studies, Science and Literacy and Learning during freshman year. There is an additional annual fee for the O'Shaughnessy Program.

Summer School Program: Loyola Academy offers a six-week Summer School Program with courses that are both remedial and enriching. One branch of summer school consists of students who intend to make up courses failed during the preceding year. The other branch of summer school offers opportunity for those students wishing to take special and/or advanced courses. The growing demands of colleges and universities and the continual developments within these fields of study make it imperative to provide interested and capable students with the opportunity of extending their training beyond the limits of the core curriculum.

Grades earned during summer school will be averaged into a student’s cumulative average at the completion of the summer term. Summer school grades are not averaged into a student’s first semester GPA the following academic year. The earned credits will be listed on the student’s official transcript.

Students who wish to attend the summer session at a school other than Loyola Academy must have the written approval of the Associate Principal for Academics and the respective Department Chair prior to registering. Loyola will ordinarily accept credits earned at another school for credit, if the course fits into Loyola’s curriculum. Students must provide Loyola with an official transcript from the school where they successfully complete a summer school course. The course name and credit earned will be listed on the student’s Loyola Academy transcript with the designation Summer School Elsewhere “SSE” and with a grade of Pass “P”. Students who take a math course for credit elsewhere will be required to take a proficiency exam before enrolling in the next math course in the department sequence.

Academic Resource Center (ARC)

The ARC houses the O'Shaughnessy Program and the Magis Program, which assist student learning. These resources provide support for students in all grade and track levels. Additional resources for Ramblers include Math Lab, Science Lab, Writing Lab, Peer Tutoring and Testing Center.

Magis Program: The Magis Program is an intensive, short-term intervention for students in academic crises to help them effect a change that will result in sustained academic success. The goal of the Magis program is to assist students to acquire the organizational and study skills needed to become an independent learner in a college prep school. Loyola Academy expects the parents of Magis students to partner with the school in supporting those interventions recommended by classroom teachers, the Magis resource teacher and school administrators. In some circumstances, a student may be required to participate in the Magis Program as a condition of an Academic Contract.

The following five resources are open to all students before, during and/or after school:
Math Lab: The Math Lab is located within the Library, Room 215B, and is open before school and during lunch periods daily. Teachers are available to help students with homework and prepare for tests.

Peer Tutoring: Peer tutoring is available to all students who are struggling with a concept, a unit, or the full content of a class. Subjects offered are based on the availability of tutors. Tutoring typically takes place during the school day. Students should contact their counselors if interested in being tutored by a peer.

Science Lab: The Science Lab is located within the Library, Room 215B and is open during both A and B lunch periods. Teachers are available to provide short-term support to students with specific questions on homework, quizzes and tests in Physics, Chemistry and Biology.

Testing Center: The Testing Center is available for students to take tests that were missed due to absence. Students are required to make an appointment and give at least a 12-hour notice in advance of taking the test. Students can make an appointment via the Testing Center tile on the Student Resource Board. The Testing Center, located just outside the Library, is open Monday through Thursday from 7:00 am to 4:00 pm and on Friday from 7:00 am to 3:00 pm.

Writing Lab: The Writing Lab provides assistance with the writing process in any content-area class. The Writing Lab can help students hone their writing skills as they work on any class assignment - from creating a thesis to embedding research and textual evidence, from organizing information to finalizing an introduction or conclusion. This resource is available 1st through 8th period and is located within the Library, Room 215B.

Student Records

Student Records: Information about students, which is considered essential in accomplishing the mission of Loyola Academy, will be collected and maintained by school personnel. The collection, maintenance, accessibility, dissemination and retention of such information will be controlled by procedures designed to further the mission of the school, to protect individual rights, to comply with legal requirements and to preserve the confidential nature of the information.

Parental Access: A parent has the right to review and inspect the student's education records. To review and inspect the records, the parent must submit a written request for access to the records. Loyola Academy will comply with the request within a reasonable period of time not exceeding 45 days from the date the request was received. Loyola Academy will also attempt to respond to reasonable requests for explanations and interpretations of the records. Loyola Academy will provide a copy of the student's file to the parent if the failure to do so would effectively prevent the parent from exercising the right to inspect and review the records.

Challenges to Contents of Student Record: If a parent believes the education records relating to the student contain information that is inaccurate, misleading or in violation of the student's right to privacy or other rights, the parent may send a written request to the Associate Principal for Academics to amend the student’s record. Loyola Academy will decide within a reasonable period of time whether to amend the student’s record. If a determination is made that the record should not be amended, Loyola Academy will notify the parent in writing of the decision.

If, as a result of the request, Loyola Academy determines that the information in the student’s record is inaccurate, misleading or violates the student’s rights, it will amend the record and inform the parent of the amendment in writing. If Loyola Academy determines that the information in the student’s record is not inaccurate, misleading, or does not violate the student’s rights, it will inform the parent of the right to place a statement in the record commenting on the contested information or stating why the parent disagrees with the decision of Loyola Academy or both.
Student Information

Directory and Publicity Information: Loyola Academy may release "directory and publicity information" regarding students, unless the student's parent submits a written request to prohibit it. "Directory information" includes the student's name, address, telephone listing, participation in officially recognized sports and activities, weight and height of athletic team members, names of parents, student number, year of graduation and notable accomplishments.

Status of Student Reaching Majority Age: Students who reach the age of eighteen will continue to be subject to all school rules and regulations. Reports on academic performance, absences and misbehavior will be sent to the parents of those students who are living with or being supported by their parents. When the student reaches 18 years of age, all rights and privileges accorded to a parent under this policy become exclusively those of the student. Loyola Academy will continue to provide student's educational information unless directed otherwise in writing by the student.

Surveys: Without the prior written consent from a student's parent, students will not be required to participate in any survey, analysis or evaluation that reveals information concerning the student's political affiliations, mental or psychological problems, sex behavior and attitudes, illegal or anti-social behavior, critical appraisals of close family members, legally recognized privileged relations, such as lawyers, physicians and ministers, or income unless needed to determine financial assistance or eligibility for a program. A student's parent may inspect all instructional materials, including a teacher's manual, films, tapes or other supplementary material, which will be used in connection with a survey, analysis or evaluation.

Publications: Loyola uses photographs and/or video of students and families on its website, in brochures, in press releases and other similar materials. This is also true of student work and quotes. Such materials help give people a sense of how Loyola carries out the mission of the school. If a student and/or a family wish that they not be included in such materials, please submit a written request to the Principal’s Office.

Technology

Technology Use Policy

Loyola Academy’s Technology Use Policy has been designed to provide guidance relating to responsible use of electronic information systems. For purposes of this policy and in accordance with Loyola Academy’s Acceptable Use Policy, the following definitions shall apply:

(a) “Electronic information systems” means and includes, but is not limited to, computers, iPads, networks, servers, and other similar devices that are administered by or for Loyola Academy and for which Loyola Academy is responsible, as well as any electronic communication transmitted, received, or viewed on an electronic devices accessed or used on such devices. “Networks” shall mean and include video, voice, and data networks, routers, and storage devices.
(b) “Electronic communications” means and includes, but is not limited to, the communicating or posting of information or material by way of electronic mail, SMS messaging, social media, and bulletin boards, Internet, intranets, Zoom, or other such electronic tools.
(c) “Electronic devices” means and includes, but is not limited to, regular, mobile, and smart telephones; computers; laptops; electronic notebooks, tablets; audio and video equipment; flash drives; memory sticks; iPods; MP3 players; iPads and iPad cases; and other wireless equipment
(d) Personal electronic devices shall include all electronic devices that are not owned by Loyola Academy.
(e) School-issued electronic devices shall include all electronic devices that are owned by Loyola Academy.
(f) “User” is defined as any person who accesses or uses Loyola Academy’s electronic information systems with or without authorization.

All use of electronic devices and electronic information systems, including electronic information systems accessed by personal electronic devices, shall be consistent with Loyola Academy’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Loyola Academy has the right to record synchronous classes for educational purposes.

This policy does not attempt to state all required or proscribed behavior by students. The failure of any student to follow these terms may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Access to Loyola Academy’s electronic information systems must be for the purpose of education or research and be consistent with the educational objectives of the school. School officials may monitor any use of electronic information systems.

All students are required to have an iPad for school use. Unless eligible for Loyola Academy’s iPad Loaner program, each student and/or his or her parent(s) are responsible for purchasing an iPad for the student’s use during the student’s enrollment at Loyola Academy. All students must abide by this Policy and Loyola Academy’s Acceptable Use Policy. Students who are financially eligible for the iPad Loaner program may borrow an iPad from Loyola Academy pursuant to Loyola’s iPad Loaner Agreement.

**Privileges and Acceptable Use:** The use of Loyola Academy’s electronic information systems and devices is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. In accordance with Loyola Academy’s Acceptable Use Policy, students are expected to:

(a) Make full use of the benefits of information and communications technology for school-related activities and to facilitate the efficient exchange of information, including utilizing video conferencing platforms for one-on-one support for mental health and academic purposes.
(b) Use IT tools to support learning in ways that are consistent with the mission of the school;
(c) Conduct research using the Internet for instructional purposes related to class curriculum and personal interest and development;
(d) Access information that will facilitate their selection of the college or university that they want to attend; and
(e) Increase their awareness of career path opportunities; infuse technology into their course work; improve their information literacy and research skills; find ways to use technology for service to others.

Students may utilize cell phones for educational purposes only during class. Teachers will inform students when they are utilizing the cell phone as an educational tool. Students are allowed to carry cell phones/smart phones during the school day in their pocket. All phones should be set to the “silent” mode during the day. Before and after school, cell phones should be set to “vibrate” while students are in the school building.

Users of school-issued electronic devices, including iPads issued through Loyola Academy’s iPad Loaner program, are responsible for reasonable care of school-issued electronic devices at all times during which the devices are issued to the user, regardless of whether the devices are on school property or at related events or activities. Costs associated with repair or replacement of electronic devices damaged as a result of a user’s failure to exercise reasonable care shall be the responsibility of the user, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party, and including such costs set forth in the iPad Loaner Agreement, as applicable.

**Unacceptable Use:** Students are responsible for their actions and activities involving the use of electronic information systems and devices, including the use of school-issued electronic devices, the use of personal electronic devices while at school, and accessing Loyola’s electronic information systems through personal electronic devices whether on or off school grounds. In accordance with Loyola Academy’s Acceptable Use Policy, examples of unacceptable uses are but not limited to:
(a) Use for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State of Illinois regulation;
(b) Any form of plagiarism using electronic resources— for example, appropriating another’s work through the Internet and claiming it as one’s own;
(c) Use for private or commercial advertising or financial gain;
(d) Use of anonymous proxies, caching servers, VPNs or any other means to avoid restrictions placed on the IT network and/or Internet access;
(e) Knowingly or unknowingly invading the privacy of other individuals, including bullying, cyberbullying, and harassment;
(f) Audio recording or video recording and transmitting such information regarding someone without their permission;
(g) Conducting any audio/video conversations except in authorized areas or with the specific permission of a staff member;
(h) Posting anonymous messages to any medium;
(i) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
(j) Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life;
(k) Unauthorized downloading of software, regardless of whether it is copyrighted or non-viral;
(l) Any form of vandalism, including but not limited to stealing or damaging computers, computer systems, or networks, and/or disrupting the operation of the network;
(m) Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs;
(n) Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school’s wired or wireless network;
(o) Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
(p) Failing to obey school or classroom policies, procedures or rules, including technology use rule, including removing themselves from Apple Classroom;
(q) Accessing or participating in any games without the express authorization of a teacher or administrator, or using Loyola Academy’s electronic information systems for personal uses.
(r) Use of school-issued or personal electronic devices to perform unethical actions including, but not limited to, cheating, academic dishonesty, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams) or to invade the rights of others (e.g., taking or transmitting unauthorized photographs or videos);
(s) Wastefully using resources, such as data file storage and printing services;
(t) Using an electronic information systems while privileges are suspended or revoked;
(u) Misrepresenting one’s identity or using another person’s password, user profile, or technology or allowing another to use one’s identity, password, or technology without authorization, including sharing Zoom access links or “Zoombombing”;
(v) Using electronic device in violation of any school policy or direction given by a classroom teacher or other Loyola Academy employee;
(w) Damaging school electronic information systems or electronic devices or the electronic devices of others via School electronic information systems, including accessing or attempting to access any content to which the user is not authorized, including “hacking,” pornographic materials, or online gambling.

Loyola Academy endeavors to create an atmosphere which fosters academic achievement, personal responsibility, and respectful relationships among students, faculty, staff, administrators, families, and other members of the Loyola community. Any behavior or action contrary to Loyola’s purposes, including
any violation of this policy, is considered an infraction and may result in the immediate and/or permanent loss of access to the electronic information systems, electronic devices, and/or further disciplinary actions.

The Principal will make all decisions regarding whether or not a student has been in violation of this Policy and may deny, revoke, or suspend access to Loyola Academy’s electronic information systems and/or electronic devices at any time. Violations include but are not limited to the aforementioned violations as well as (a) student access over Loyola’s computer network and/or electronic information systems to, or transmission of, inappropriate material via Internet, electronic mail or other forms of direct electronic communications; (b) unauthorized access and other unlawful online activity; (c) unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) non-compliance with the Children’s Internet Protection Act [Pub. L. No.106-554 and 47 USC 254(h)].

Users should know that inappropriate or illegal content (including, but not limited to, sexual comments or images; racial slurs or other offensive comments; and defamatory, discriminatory, or harassing materials) transmitted, accessed, or downloaded through the electronic information systems could expose users to legal liability as well as disciplinary action. Loyola Academy monitors use of its electronic information systems and may examine all activities on the electronic information systems in which the user participates.

Privacy: Students should protect the security of e-mail accounts and other accounts used for school purposes by not sharing usernames and passwords with anyone, including friends. Students should safeguard personal contact information and that of other students. Personal information should not be shared on the Internet without parental approval. Students should respect the privacy of other students’ accounts, files, and data. If students suspect that their account has been compromised, they must contact the IT department immediately. The users of Loyola Academy’s electronic information systems agree by their use that they waive any right to privacy that they may have for such use, including use through personal electronic devices. Users have no right to privacy as to any file or other information created, maintained, transmitted, or stored in or on Loyola Academy’s electronic information systems or other property, including on personal devices used on or through the electronic information systems. Loyola Academy logs and monitors use of its electronic information systems and may examine all activities on the electronic information systems in which the user participates. Loyola Academy reserves the right to inspect the content of any electronic devices, including personal electronic devices, brought to any School-sponsored activity, used to access the electronic information systems, or used to interact in real or delayed time with Loyola Academy community members. Any such electronic device may be taken and held in the Dean’s Office until a parent or guardian picks it up and information found within may lead to disciplinary consequences or contact to law enforcement. Users should know that inappropriate or illegal content (including, but not limited to, sexual comments or images; racial slurs or other offensive comments; and defamatory, discriminatory, or harassing materials) transmitted, accessed, or downloaded through the electronic information systems may expose users to legal liability as well as disciplinary action.

Security: Security on Loyola Academy’s Information Technology (“IT”) network is a priority. Any user who identifies a security problem on the electronic information systems must notify a teacher or the IT Department promptly. A user who identifies a problem is prohibited from demonstrating the problem to anyone other than IT staff and from trying to bypass the problem by using another user’s account. Users may not use accounts or passwords belonging to other users, or misrepresent or impersonate others on the electronic information systems. Users are prohibited from knowingly attempting to log in to the electronic information systems or any components thereof as a system administrator without prior authorization. At any time as required for administrative or technical reasons IT staff may limit or preclude access to the electronic information systems with or without prior notice.

Good Judgment: Students should be sure that they are being their “best selves” when using the Internet and should avoid accessing or distributing materials that are offensive or threatening to others. Students should also remember that anything sent via email, text, or posted online, remains on the Internet beyond
Accordingly, students should use good judgment when using the Internet. Additionally, students should speak with an adult if they receive any communication that is inappropriate or uncomfortable.

**Risks:** The educational community of Loyola Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing through the electronic information systems and is not responsible for any damages the user may suffer by access or use. This includes the loss of data, non-deliveries, mis-deliveries, or service interruptions. The user is responsible for evaluating any information obtained from the Internet. Loyola Academy specifically denies any responsibility for the accuracy or quality of information obtained through its electronic information systems. Additionally, Loyola Academy will not be responsible for unauthorized financial obligations resulting from providing users access to the Internet.

**Social Media:** Social Media is defined as any electronic tool that allows for social, interactive, and connective communication and learning, allowing for but not limited to: (a) data, video and photo sharing, (b) social networking, (c) blogging, (d) use of a wiki, (e) instant messaging or texting, (f) gaming, and (g) web conferencing, (h) use of social media websites which allow users to comment, exchange or share content, collaborate, and/or interact such as Internet forums, weblogs (or “blogs”), video logs (of “vlogs”), wikis, social networks (such as Facebook, Twitter, Reddit, and SnapChat), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

Social media tools are valuable as curricular resources, and as part of a larger communication network that fosters education and personal growth. The principles of respect and reverence for every person, the development of the community and the ideals of Ignatian education are at the core of Loyola Academy’s Catholic, Jesuit identity. Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media.

Students must understand that they are accountable for their digital and non-digital postings, and other electronic communications. Social media activities may be visible to current, past, or prospective students, parents, and community members; and accordingly, students must exercise discretion when using social media for personal communication, as these communications represent the student and the school. Students may use Facebook and Twitter during the school day for educational purposes. The use of social media must comply with confidentiality and privacy policies and laws. Additionally, no personally identifying student information may be published on such websites without parental consent.

**Video Streaming Services:** In order to preserve network resources for educational and learning purposes, access to subscription video-streaming services (i.e. Netflix, Hulu, Amazon Prime Video, etc.) are inaccessible on the student wireless network. The use of VPN tunneling applications to circumvent the school’s network security measures is strictly prohibited. Usage of such applications is in violation of Loyola’s Technology Acceptable Use Policy and may result in disciplinary sanctions and loss of privileges.

**Electronic Devices:** Electronic devices used at school, including personal electronic devices that are brought by students as well as school-issued electronic devices, are to be used for educational purposes only. Improper use may result in confiscation. Electronic devices, including school-issued and personal electronic devices, may be searched and will be returned to their owners at the discretion of the Dean’s Office staff.

**Conduct and Discipline**

**Philosophy of Discipline**
As a Jesuit college preparatory school, Loyola Academy is committed to the full and harmonious development of each individual student. At the same time, Loyola is committed to the development of a faith-filled educational community and each individual is called to be part of this community and the larger local and global communities beyond. Therefore, the philosophy of discipline promotes respect for God, others and self, responsibility as a citizen and steward of available resources, safety and welfare of all members of the community, and maximum opportunity for teaching and learning according to the challenge presented in Loyola Academy's Profile of the Graduate at Graduation.

Proper student conduct and discipline are essential in creating an environment that is conducive to growth and learning for all students. The administration of Loyola Academy is responsible for the interpretation and enforcement of all norms and policies dealing with student conduct and discipline.

Responsibilities and Expectations for Student Behavior

Loyola Academy seeks to create and foster a learning environment where students can feel respected by their peers. Students are expected to take responsibility for their actions and to use their gifts and talents towards building a more just world, particularly through active participation in our school community. Whether in the world, our nation, or at Loyola, Ramblers are expected to be women and men for others at all times.

The following section details the expectations of Ramblers. It is required that all students read the following section. Students, faculty and staff are responsible for creating an inclusive and positive school culture that reflects our Jesuit, Catholic values. The expectation that each student is:

1. Promoting a positive school environment for all members of the community through respectful treatment of other students, teachers, staff, administrators.
2. Learning, adhering, and respecting the rules, regulations, and authority established by school administration, faculty and staff.
3. Upholding high moral standards both in person and online—refraining from libelous, slanderous remarks, hateful, discriminatory, derogatory and obscenities in verbal and/or written communications.
4. Raising awareness of intolerant, harassing, or bullying behaviors and assisting fellow Ramblers by reporting such behaviors.
5. Embracing an attitude of love, an openness to growth which allows for mistakes, and a commitment to justice which requires both education and action.
6. Adhering to the highest level of respect and dignity reflecting positively on oneself and Loyola Academy, on or off-campus and online.

Behavioral Misconduct: Students who fail to uphold Loyola Academy’s Expectations for Student Behavior will be subject to disciplinary sanctions. Any conduct or influence detrimental to the reputation of the school or obstructive to the order of the school or other students may result in discipline of the student, up to and including expulsion. Serious infractions, which require intervention of police, will be handled in that fashion.

Chronic Disciplinary Problem: When a student’s behavior is frequently brought to the attention of the Dean’s Office by teacher referral or JUG slips, the Dean of Students will schedule a conference with the student's parents and the student's counselor and/or teacher(s).

Disciplinary Courses of Action

All such actions become a matter of record in the Dean’s Office.
JUG: The Dean of Students will determine time, length, and place of JUG. JUG may be after school, on Saturday or on free days. Failure to properly resolve an assigned JUG may result in suspension. Students are not permitted to talk or sleep while attending JUG.

Saturday Morning JUG: Students will be assigned by the Dean of Students to Saturday Morning JUG (7:30 am until 11:30 am). Failure to attend Saturday Morning JUG will result in a one-day in-school suspension.

Fines: Fines are assessed for such infractions as smoking/vaping, parking violations, failing to register a vehicle, replacing ID cards, defacing or damaging property, and stealing from the cafeteria.

Searches: Students and their personal effects are subject to search for the reasons stated in the Illinois State Code (10-22.6): To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the students, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these areas.

Parent Conference with the Dean of Students: Parents/legal guardians may be required to meet with the Dean to discuss their son’s/daughter’s behavior.

Behavioral Modification Contract: The Dean of Students will determine when a student is to be placed under the terms of a Behavioral Modification Contract. The student and the Dean of Students will sign a Behavioral Modification Contract. The Dean will determine the objectives of the contract. A student found to be in violation of one’s contract may be asked to withdraw or may be expelled.

Social Probation: The Dean of Students will determine when a student is to be placed on Social Probation. While a student is on Social Probation he/she may not participate in any extracurricular activities for a time period specified by the Dean of Students. These activities will include intramurals, athletics, dances, etc.

Restorative Practices: In cases of discriminatory behaviors, and when deemed appropriate by the administration, restorative education practices may be utilized in addition to disciplinary sanctions.

Restorative practices are aligned to our Jesuit, Catholic values of reconciliation and justice. These may include, but are not limited to, peace circles, peer mediation, and completion of educational action items. Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that:

1. Are adapted to the particular needs of the school and community,
2. Contribute to maintaining school safety,
3. Protect the integrity of a positive and productive learning climate,
4. Teach students the personal and interpersonal skills they will need to be successful in school and society,
5. Serve to build and restore relationships among students, families, schools, and communities, and
6. Reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

Students enrolled in restorative measures as an alternative to suspension will participate in a series of educational sessions led by the Director of Diversity, Equity, and Inclusion, Director of School Culture, the student’s counselor, a member of the Dean’s Office, and other members of the Loyola Academy community, if necessary. As part of the restorative process, students may be required to write and deliver an apology to the aggrieved party.
After a first offense of hate speech, bigotry, or discriminatory behaviors, a student who participates in restorative practices as an alternative to suspension will have to sign an Behavior Modification Contract. Additionally, the student will continue to have periodic check-ins with their counselor. Records of participation in the restorative sessions will not go on a student’s record, but an internal record will be kept.

A second demonstration will result in an Administrative Hearing. In the event that the evidence indicates the student’s participation in discriminatory behaviors, the result will be expulsion from Loyola Academy.

**Suspension**: Suspension is reserved for serious behavior issues or concerns. If it becomes necessary to suspend a student because of a disciplinary issue, or a violation of a major school regulation, that student will report to the Dean's Office on the day of the suspension and spend the day in isolated study. Students suspended from class may not participate in any co-curricular or athletic activities on the day of suspension.

A student who is suspended either in or out of school is required to make up academic work missed on the day of his/her suspension. Suspended students receive a maximum grade of 60 for assignments made up. Students receive full academic credit for written tests taken on a day of suspension. Written tests are to be taken in class on the day of suspension. If a student does not complete the work, the student receives an appropriate grade. Example: a student who refuses to complete the work, test, or assignment would receive a grade of 0 on the day of the suspension.

Similar to an in-school suspension from class, suspension out of school is a result of a serious act. The Dean of Students may only readmit a student suspended out of school after a parent conference.

Students are required to report their suspensions on the applications they submit to colleges and universities.

**Administrative Hearing**: Administrative Hearing is defined as a conference of parents/legal guardians and the student before the Assistant Principal for Student Services, the Dean of Students and the Principal. When possible, the student’s counselor will also be present for the meeting. The student’s counselor will act as the student’s advocate and may speak on the student’s behalf.

Whenever a student’s conduct makes him/her liable to be dismissed from the school, the student involved will be suspended immediately and may be subject to Administrative Hearing. In very serious cases, the administration reserves the right to dismiss a student without hosting an Administrative Hearing.

**Expulsion**: The Dean of Students may recommend this course of action to the Principal. Students who are expelled or required to withdraw from Loyola Academy for disciplinary or behavioral reasons will not be eligible for readmission at any time in the future, nor are they permitted to attend Loyola Academy student dances or other functions as communicated.

**Attendance**

**Attendance Policy**

Parents and students are reminded of the importance of student attendance at all classes during the school day. The personal interaction amongst students and between student and teacher is an integral part of Loyola Academy’s educational program. Any absence from a scheduled class will be considered truancy when a student is in the building.

Regular and punctual attendance is expected of Loyola students. The Compulsory School Attendance Law in the State of Illinois requires that whoever has custody or control of any child between the ages of 7 and 17 years must send the child to a public or private day school on a regular basis.
When a student accumulates three truancies from any class during a semester, that student will be removed from the course with a grade of F. State law excuses students from school in cases of illness with medical documentation, death in the family, quarantine and impassable roads. Students who are absent due to illness are not permitted to participate in co-curricular activities or athletic practices during the day of an absence. All absences, both excused and unexcused, are recorded in OnCampus. Attendance history is not recorded on a student’s official transcript.

**Excessive Absences:** Absences, excused or unexcused, totaling more than eight periods in a single class over the course of a semester may result in withdrawal from the course with an “F”. Exceptions may be granted for verified illness with medical documentation. Once a student has accumulated five absences in a class in a semester, an email will be sent to the parents/guardians. Upon the seventh absence in a class, a meeting may be held with the student, the student’s parents/guardians, the student’s counselor, and the Dean of Students to discuss the student’s attendance record. Upon accumulating seven absences in a semester, a student will be reviewed by the Dean of Students to determine if they are eligible to incur further absences for school related business.

Any pattern of regular absence from scheduled classes such as repeated absences on test days or before and after weekends or any pattern of regular unexcused absences from school days will lead to a meeting with the student, parents/guardians, counselor and/or Dean of Students.

Loyola Academy strongly discourages extended family trips during school time. Loyola Academy insists that students be present for semester exams. A doctor’s note will be required of students who are absent for semester exams.

Students with problematic attendance will be placed on an attendance contract that will require improved attendance as a condition of continued enrollment at Loyola Academy.

**Excused Absence:** An excused absence is a necessary absence that is unavoidable and of non-discretionary nature such as illness with medical documentation, an accident, or a death in the family. Dean’s pre-approved college visits, Loyola retreats, and approved school-sponsored co-curricular activities are examples of excused absences. A college visit that is not approved in advance by the Dean of Students will be considered an unexcused absence. Requests to excuse students for medical appointments during the school day must be verified by medical personnel in writing in order to be classified as an excused absence. Failure to comply will result in disciplinary sanctions. All work missed during the absence, including tests, can be made up. Completion of homework and assignments missed is the responsibility of the student. Full credit will be allowed for all examinations made up according to the individual teacher’s stated policy as approved by the Associate Principal for Academics. Teachers will supply reasonable assistance in helping the student keep pace with studies.

**Unexcused Absence:** An absence due to truancy, skipped class, leaving campus without permission, early departure prior to calendared vacations, late arrival following calendared vacations, an unapproved family request that results in a student missing class, or student ditch days is considered unexcused. The student forfeits the opportunity to receive credit for class work or tests missed. The teacher will not extend help or supervision. Absences due to illness without medical documentation will be considered unexcused. However, class work and tests missed for absences due to illness without medical documentation may be completed with full credit according to the individual teacher’s stated policy.

**Attendance Procedures**

**Procedure to Report Absence or Late Arrivals:** If a student is absent or late, the parent or guardian must notify the school between 7:15 am and 10:00 am on the day of the absence. If impossible to call before 10:00 am, please do so before the school day ends. A phone call is required for each day of absence. The telephone number of the Attendance Office is (847) 920-2707. If the absence is due to a
medical appointment, doctor’s documentation may be faxed to (847) 920-2401 or emailed directly to the Attendance Office at attendance@loy.org. Parents’ failure to notify the Attendance Office of the absence will result in the student being assigned detention hours for truancy. Late arrivals must report to the attendance office upon entering the school building.

**Illness during the School Day:** Students who become sick during the school day must see the school nurse immediately. Students are only excused from class if they are in the Nurse’s Office. The Nurse will issue permission to leave school, if warranted.

**Medical Excuse from Physical Education Class:** Students who have a medical excuse for Physical Education class should report to the Nurse’s Office. The procedure is as follows:

1. The school nurse will decide on the validity of the excuse and then issue a one, two, or three-day excuse. A written doctor's request will be necessary for more than a three-day excuse.
2. The student will report to the P.E. class and present a copy of the Nurse’s excuse to the P.E. instructor.
3. The student will be asked to make-up the missed class at the discretion of the teacher.

**Early Dismissal:** Students leaving school for any reason must have prior parental telephone permission to the Attendance Office and must report to the Dean’s Office to obtain the proper Early Dismissal pass and then leave campus immediately. Failure to follow this procedure will result in detention.

**Tardiness:** Prompt classroom attendance is expected of Loyola Academy students. If a student is late to any class, the student should report directly to the classroom teacher. If no more than five minutes late, the student will be subject to sanctions imposed by the teacher. If a student is more than five minutes late to any class the student must report to the Dean’s Office.

**Make-Up Work:** At the beginning of each year, teachers will publish their policy regarding students who miss an examination due to an excused or permissible absence. This policy must be approved by the Associate Principal for Academics and will be one of the following:

(a) A make-up test will be given within a prescribed time limit.
(b) No make-up test will be given. The missed test is dropped just as the lowest test grade of the students who do not miss a test.
(c) No make-up test will be given. A student is given the average for all preceding tests in place of the missed test.
(d) Some workable combination of the above.

If a student is consistently absent on test days, the Dean of Students will refer the matter to the Associate Principal for Academics. If a student is absent for a long period due to illness, the appropriate method of making up the work will be determined by the Principal’s Office in conjunction with the Counseling Department.

**Retreat Make-up Work Policy:** A student returning from a Loyola Academy retreat shall have the right to complete assignments (tests, papers, quizzes, homework, etc.) in a reasonable time frame. The general rule for make-up work due to a student’s absence in classes because of retreats will be equal to one day per missed day from school. For the retreats that Loyola Academy offers, the number of days a student will be granted for turning in missed work is as follows:

(a) **One-Day Retreats:** one day of make-up time shall be granted. Work will be due on the second-school day after the retreat ends.
(b) **Two-Day Retreats:** two days of make-up time shall be granted. Work will be due on the third school day after the retreat ends.
(c) **Three-Day Retreats**: three days of make-up time shall be granted. Work will be due on the fourth school day after the retreat ends.

(d) **Kairos Retreat**: four days of make-up time shall be granted. Work is due the following Friday.

As retreats are an integral part of the curriculum, students and teachers alike should be aware that retreats are valued as much as class time, and, therefore, every effort will be made to encourage a student’s spiritual growth without the threat or fear of penalty.

**School Closings**: School closings are made known on the school’s webpage (www.goramblers.org). In addition, families will receive an automated call and an email from our emergency alert system. Information can also be found on www.emergencyclosingcenter.com.

**Dress Code**

**Dress Code Regulations**

All students must obtain standardized dress code items through the Loyola Wear store. Students are not permitted to create or purchase dress code items from other vendors. The Dean’s Office will determine the final interpretation of the dress code and the consequences for failure to comply.

**Personal Appearance**: Students are expected to be clean, neat and modest in their personal grooming and appearance. Failure to properly dress for school will result in a detention. The dress code is in effect during the school day. This includes exam days and field trips. The Dean’s Office will determine the final interpretation of the dress code and the consequences for failure to comply. Students who receive more than four dress code violations (JUGs) during the school year will receive Saturday Morning JUG and may be placed on a Behavior Modification Contract.

**ID Cards**: For the safety and security of our school community, students are expected to wear their Loyola identification card at all times. Failure to do so will result in JUG, and the student will be required to purchase a new card from the Dean’s Office. A fee of $5.00 will be assessed for replacing lost or stolen cards. Students who refuse to identify themselves or identify themselves incorrectly to authorized personnel, faculty, staff, or administrators are subject to suspension.

Loyola Academy identification cards are required for admission to home football and basketball games and student socials. They also contain a bar code that will be utilized for our point of sale system in the cafeteria.

**Shirts**: During the school day all students must wear standardized dress code polo shirts. Polo shirts must contain the official Loyola Academy seal. Acceptable colors are black, maroon, gold, or white. Students may not wear long-sleeve shirts under short-sleeve polo shirts. Any shirt that exposes the midriff is inappropriate.

**Sweaters/Sweatshirts/Fleece**: Students can wear standardized dress code sweaters or sweatshirts in maroon or black over a standardized polo. Students can also opt to wear a zip-front black fleece vest, a quarter-zip black fleece or pullover, or a full-zip jacket with the official Loyola seal over a standardized polo. These items are not essential but an option for students.

**Pants**: Students may only wear traditional classic cut or relaxed fit pants, often referred to as khaki or Dockers-style, with flat or pleated fronts. The only acceptable color is khaki. Students are required to wear the waist of the pants at the navel, and they must extend to the ankles. The pants must always completely cover underwear.
**Hats:** Hats of any kind are not to be worn in the building. Hats are not to be carried to and from class in the building during the school day. Violators will have their hats confiscated and turned over to the Dean's Office.

**Outerwear:** Coats, jackets, and fleece jackets are considered outerwear. Upon arriving at school, outerwear should be removed and placed in the student’s locker. Students should not bring outerwear to class.

**Shoes:** Students must wear shoes at all times in the building. Sandals, slippers, high heels, and boots of any type are not permitted during the school day.

**Facial Hair:** Facial hair is not permitted.

**Earrings:** Female students may wear earrings in the ear and only the ear. Male students are not allowed to wear earrings. Violators will have their earrings confiscated and turned over to the Dean's Office.

**Hair:** All students must keep hair neat and clean. The length of a male’s hair should not exceed the collar. Only natural colored hair is permitted (brown/black/blonde/red). Extreme hairstyles are unacceptable. If chosen to be worn, scarves and bandanas must be folded to no more than 3” in width and must be worn as a headband in order to meet dress code criteria.

**Dress for Spirit Dress Down Days:** During scheduled Spirit Dress Down Days, students are permitted to wear dress code khakis, non-skinny jeans without rips or tears, yoga pants, or loose-fitting sweatpants. Students must wear the colors maroon or gold, or Loyola spiritwear on top. Students who are not wearing the aforementioned attire or theme for the day must be in standardized dress code. Tank tops, leggings, or shorts are not permitted.

**Religious Exceptions to Dress Code:** Students who require religious exceptions to dress code must contact the Dean of Students for approval.

**Medical Exceptions to Dress Code:** Students who require medical exceptions to dress code must report to the Nurse’s Office prior to attending class. The procedure is as follows:

1. The nurse will decide the validity of the request and then issue a one, two, or three day pass.
2. The student must submit a doctor’s note to the nurse if the student is requesting more than a three-day pass. A pass of more than three days requires the approval of the Dean of Students.
3. While out of dress code, the student must present the pass upon request.
4. For all medical exceptions that require a change to dress code pants, students are allowed to wear sweat pants or loose-fitting pants. Leggings are not permitted.

**Specifics of Student Conduct**

**School Campus and Parking**

**School Zone:** Loyola Academy recognizes and accepts the responsibility to be a good neighbor and requires all students to conduct themselves in a reasonable manner when commuting to and from school. Student behavior in the Loyola Academy School Zone is subject to referrals to the Dean's Office and all disciplinary sanctions described in the Student Handbook. These disciplinary sanctions may include revocation of the student's parking permit for a designated period of time. Such activities as speeding, reckless driving, littering and trespassing are examples of behavior that will result in disciplinary action. Loyola Academy School Zone boundaries will consist of:

(a) New Trier Court on the west;
Lake Avenue on the south; Edens Expressway on the east; and, Illinois Road on the north & west and Frontage Road to the Forest Preserve.

Off-Campus: No student is allowed to leave Loyola’s campus at any time during the school day unless the student has received explicit permission from the Dean’s Office. Students are not permitted to leave campus for lunch with or without parent permission. Penalty for leaving campus without permission is as follows: 1st offense - Parent notification and Saturday morning detention; 2nd offense - Parent notification and two Saturday detentions; 3rd offense - Administrative Hearing.

Off-Limits: The parking lot and loading dock are off limits to all students during the school day.

Parking Lot Regulations: Parking is limited and in demand. Parking permits will be awarded to seniors via a lottery system. All cars on school property must display a Loyola Academy parking permit and be registered with the Dean’s Office. Students attempting to park in the Loyola Academy lot without a current permit are subject to a $75.00 fine, in-school suspension and their car may be booted or towed. A $15.00 fine will be assessed to drivers of improperly parked cars. The fine for a second offense is $25.00. Loyola Academy will fine students $50.00 for failure to properly display parking permit tags. Speeding or reckless driving within the school zone will result in fines being assessed and possible loss of parking privileges. Students who purchase or sell a parking permit illegally are subject to fines and disciplinary sanctions.

Loyola Academy assumes no liability for damage to or theft of vehicles or their contents while parked on school property. Students who park their cars on Loyola Academy property, at any off-campus parking area, or in the school zone, must submit to a vehicle search when directed by the Dean of Students. Failure to comply will result in the loss of parking permit and, if necessary, police intervention. For a complete list of parking regulations, see the Dean's Office webpage on goramblers.org.

School Property (Common Area Regulations)

It is the responsibility of each student to help maintain the ordinary cleanliness of the building, specifically the cafeteria, classroom and corridor areas, lockers and outdoors. Failure to do so may result in a referral to the Dean of Students.

Hallways: Students are expected to keep the hallways and corridors clean. Sitting or standing in the hallways during class periods is only permitted in designated areas. Running is not allowed in the corridors during the school day.

Lockers: Locks and lockers are provided for each student. The school cannot assume responsibility for lost or stolen items. Athletic lockers are available for those participating in athletic activities. Combinations are to be kept private. It is the student’s responsibility to lock both their athletic and hallway lockers.

Lockers are to be kept clean and orderly. Students are not permitted to display any pornographic, sexist, racist or alcohol or drug related material in their lockers. Writing or drawing on lockers is prohibited. Attaching permanent adhesive-backed stickers or decals is also prohibited. The Dean's Office will check lockers randomly. Students found in violation of these rules may receive a JUG. Students will be fined if lockers are defaced and/or damaged. Students are not to exchange lockers without authorization from the Dean’s Office.

Students are prohibited from bringing any technology, including a camera, video recorder, cell phone, smart phone, iPad, tablet, or any other device with video, photo, or recording capabilities into the locker room. Students are also prohibited from bringing such devices in any other facilities where an
expectation of privacy exists, such as restrooms or changing rooms. Anyone who violates this policy will be subject to school disciplinary action.

Physical Education students are required to use an approved lock on their lockers. Seniors are required to empty the contents of their lockers before the first Monday in June. Failure to do so will result in the disposal of the locker’s contents by school personnel.

**Elevator:** Use of the building elevators is limited to: faculty and staff members; physically challenged individuals; and individuals moving heavy equipment, e.g. audiovisual resources, supplies, etc.

**Defacing Property:** Any Loyola Academy student responsible for defacing property will be required to make restitution and may face disciplinary action. Writings or images that violate the Harassment Policy may subject a student to immediate expulsion.

**Vandalism:** When damage is done to school or private property, restitution is required and the offender is liable to expulsion.

**Conduct Issues**

**Disrespect:** A student showing deliberate verbal or physical disrespect towards any member of the faculty or staff will face disciplinary sanctions, which may merit suspension or expulsion. A student showing deliberate verbal or physical harassment towards another student will be referred to the Dean's Office for appropriate disciplinary action.

**Fighting:** Because of the seriousness of fighting and the possibility of permanent injury to the students involved, regardless of fault, all students caught fighting will be removed from class until proper disposition of fault of one or both parties is determined. Once the investigation of the fighting has been completed, the student will be subject to disciplinary sanctions, which may include Saturday Morning JUG, suspension from classes, and/or expulsion from Loyola Academy.

**Fireworks and Explosives:** Any student using or possessing fireworks and/or explosives is liable to expulsion.

**Food:** During the school day, students may eat in the Cafeteria, Student Center, Piazza, or, weather permitting, in the Quad. During lunch periods, students are permitted to eat in the Gym Balcony and the picnic area of the football stadium.

**Forgery:** Falsely signing a parent’s, doctor’s, faculty member’s, or staff member’s name on notes or any other school form is a serious offense which will result in a minimum one-day in-school suspension and a Saturday Morning JUG.

**Former Students:** Students who have been expelled or asked to withdraw from Loyola Academy will not be permitted to attend any school sponsored social functions.

**Gambling:** Gambling is not permitted at Loyola Academy. Students involved in gambling will be subject to disciplinary sanctions.

**Hate Group Affiliation:** Loyola Academy will not permit members of its student body to be members of a hate group or gang. Membership in such a group may result in discipline up to and including expulsion. Additionally, if, in the judgment of the Dean of Students, a Loyola Academy student is wearing gang identifiers or is otherwise identifying oneself as a hate group member, he/she will be requested to cease and desist immediately and may be disciplined for such actions, including restorative practices and/or expulsion.
Investigation Interference: Students who interfere or tamper with the investigation process in any way will face disciplinary sanctions, which may include Saturday JUG, suspension and/or expulsion from Loyola Academy. Withholding information, equivocating and remotely erasing or restoring electronic devices to factory settings are examples of such behaviors.

Laser pointers: Laser pointers are not permitted in school during the school day. Violation will result in confiscation and disciplinary sanctions.

Public Displays of Affection: Students are expected to use good judgment and refrain from inappropriate displays of affection. Handshaking, hand-holding and a brief embrace, used as a greeting or a good-bye, are acceptable displays of affection. All other displays of public affection are unacceptable. Students in violation of this policy are subject to verbal correction and/or disciplinary sanctions. Any student who engages in intimate sexual contact with another student on campus or at a school related function will be suspended pending an Administrative Hearing.

Snowballs: Loyola Academy students are prohibited from throwing snowballs on campus or in the school zone. Violators will be subject to disciplinary sanctions.

Stealing: Each student has the responsibility to safeguard the possessions of other persons. Items of value should be stored in a locked locker. Stealing is a direct infringement upon the rights and responsibilities of others. The consequences of stealing are serious. Stealing or possession of property reported stolen will result in a referral to the Dean of Students, a minimum one-day in-school suspension, a Saturday Morning JUG, restitution, parent notification and a Behavior Modification Contract. If, in the judgment of the Dean of Students the incident warrants it, the Wilmette Police will be notified and/or an Administrative Hearing will be conducted to review the student's status, which could lead to expulsion.

Transportation Misconduct: Students are expected to be respectful as they travel to and from school in cars or on buses, trains, etc. Endangering the safety of passengers, destruction of property, and disrespectful behavior will merit disciplinary action and restitution for destroyed property. If necessary, bus privileges may be suspended by the bus company.

Unauthorized Publications: Printing, posting and/or distributing unauthorized publications in print or electronically is not permitted. All posting must be approved and stamped by the Director of Student Activities. Unapproved postings will be removed and discarded.

Weapons: Students are forbidden to possess, handle, transmit or use any instrument in the school or on school grounds, which is generally considered a weapon. The following are some examples of instruments generally considered a weapon: knives, guns, stun guns, pellet guns, electrical zappers, pipes, chains, metal knuckles, blackjacks, fireworks, explosives or other chemicals. Weapons, and look-alikes, will be confiscated and the student will be liable to expulsion. Illinois law states that possessing a bludgeon, metal knuckles, knives or tear gas is a Class 4 felony.

Students are urged to check pockets, backpacks, and cars, etc. to be sure that weapons are not present before coming to school or any school-related activity. Possession of these types of weapons, even briefly and without intent to use, is a violation.

Violation of this policy will result in a minimum of a one-day in-school suspension, and if determined by the Dean of Students, an Administrative Hearing will be held.

Hate-Speech, Bigotry, Harassment, Bullying and Hazing
Loyola Academy seeks to educate and form women and men for others. It is Loyola’s obligation to prepare its students to live, work and serve others in an increasingly diverse society. To that end, members of the Loyola Academy community are expected to exhibit the highest moral standards and personal integrity while actively affirming the dignity of others. Harassment against any members of the community in any situation is reprehensible and unacceptable conduct, which will not be tolerated. Further, harassment based on race, color, religion, gender, sexual orientation, national origin, age and disability violate state and federal law.

What Loyola Will Not Tolerate

1. Hurtful remarks or conduct that reflect intolerance or prejudice, which include actions or words directed toward another's racial, ethnic, gender, sexual orientation, disability or socioeconomic status. This also includes using online or electronic communications like social networking sites, cell phones, or other devices in ways that hurt or embarrass another person.

2. Sexual harassment which includes such conduct as unwelcomed physical contact, sexually explicit language or gestures, uninvited or unwanted sexual advances, or any behavior that creates an offensive overall environment including the use of vulgar language, the showing of sexually explicit photographs or other materials, and the telling of sexual stories. Sexual harassment is a violation of the law, and Loyola Academy will not tolerate sexual harassment of any student, faculty member, or other employee.

Harassment: Harassment is behavior that results in an intimidating, hostile, and/or offensive educational environment. Such behavior may be physical, verbal, written, visual, non-verbal, and/or sexual. Examples of harassing behavior include, but are not limited to, bullying behavior, such as name-calling, unwanted physical contact, and intimidating threats. When a student feels like they are a target or have witnessed biased behaviors, they should consult their School Counselor and/or submit a Safety Reporting Form found on the Student Resource Board.

Sexual Harassment: With respect to sexual harassment, it includes unwelcome sexual advances or requests for sexual favors when (1) submission to such conduct is made either explicitly or implicitly a term or condition of the receipt of educational or school-related benefits, or (2) submission or rejection of such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual. It can also include but is not limited to the following: verbal harassment consisting of suggestive comments; sexual innuendos; nude photos; humor or jokes about sex, anatomy, or gender-specific traits; sexual propositions; threats; inappropriate use of terms of endearment; statements of a sexual nature made about other individuals even though they are made outside the individual's presence; obscene telephone calls; written harassment consisting of uninvited correspondences, notes, or sexually suggestive comments; cyber bullying or written harassment over social media; visual harassment consisting of obscene posters, signs, pin-ups, and slogans; non-verbal harassment consisting of suggestive or insulting sounds such as whistling; leering or ogling; obscene gestures; sexually suggestive bodily gestures; "cat calls," smacking or kissing noises; physical harassment consisting of touching, unwelcome hugging, kissing, pinching, brushing up against the body; coerced sexual intercourse or actual assault.

Reporting Harassment: Students who believe they have been a target of racism, sexism, homophobia, or other forms of bigotry, harassment/sexual harassment are encouraged to consult their School Counselor and/or submit a Safety Reporting Form found on the Student Resource Board. Filing a complaint or otherwise reporting harassment will not reflect upon the individual’s status nor will it affect future enrollment, grades or work assignments. The confidentiality of both the complainant and the accused will be respected, consistent with Loyola Academy’s legal obligations and the necessity to investigate allegations of misconduct and to take corrective action. The complaint should be reported immediately after the alleged incident. Report claims will proceed as follows:
1. If a student believes that they are being harassed or sexually harassed or if any faculty or staff member believes that harassment or sexual harassment of a student is occurring they should consult with the student’s school counselor. The matter should be reported to the Dean of Students immediately who will then talk with the Assistant Principal for Student Services. The complainant should be prepared to share any evidence of harassment, including written notes, voicemail messages, email messages, web sites, screen shots, or text messages.

2. If appropriate, the complainant will be requested to submit a written statement describing the actions or words. Special attention will be given to confidentiality. Dissemination of information is limited to those persons with a need to know in order to protect the identity and rights of the parties involved.

3. The Dean of Students, the Assistant Principal for Student Services, and/or other designees shall investigate the complainant in an appropriate, effective, and confidential manner. The parent or guardian of each student will be notified if a student is the claimant or respondent of a complaint of harassment/sexual harassment. (a.) If the respondent is a student, the matter will be handled by the Dean of Students and/or the Assistant Principal for Student Services and Principal, if necessary. (b.) If the respondent is a member of the faculty or staff or other employee, the Principal shall take appropriate action.

4. The names of neither the complainant, the accused, nor any disciplinary actions will be released by Loyola Academy to the public.

Any student who engages in harassment, sexual or otherwise, will be subject to disciplinary sanctions, which might include verbal reprimand, detention, restorative education practices, suspension from classes and/or expulsion from Loyola Academy.

Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary sanctions.

**Hazing:** Hazing is defined as, but is not limited to, verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by an individual student or group of students. Hazing in any form is prohibited. Any student who engages in hazing will be subject to disciplinary sanctions, which may include Saturday Morning JUG, suspension from classes, and/or expulsion from Loyola Academy.

**Alcohol and Other Drugs**

**Alcohol and Drug Possession and Use**

Evidence that a student possesses, uses, purchases or is under the influence of alcohol/drugs, or in possession of any drug-related paraphernalia, which may include cigarette-rolling paper and vape pens and accessories, on school property or at any school-related function, will face disciplinary sanctions and parent notification. Possession of empty containers of alcohol is considered a violation of school policy.

A first offense for possession or use of alcohol, illegal drugs, including marijuana products, or drug paraphernalia on school property or at any school-related function, will result in a 5-day in-school suspension or agreement to participate in the Alternative to Suspension Program. The student will also be required to sign and abide by a Behavior Modification Contract. Refusal to submit to drug testing on the part of a student who is on a Behavior Modification Contract will result in immediate withdrawal from Loyola.

A second offense for possession or use of alcohol, illegal drugs or drug paraphernalia will result in an Administrative Hearing. In the event that the evidence indicates possession or use of alcohol, illegal drugs or drug paraphernalia, the result will be expulsion from Loyola Academy.
Possession or control of any illegal substance or prescription medicine with the intent to sell or distribute will result in expulsion from Loyola regardless of when or where such activity takes place. Distribution includes sharing any illegal substance with friends. In the State of Illinois, selling or distributing illegal drugs within 1,000 feet of a school can be a Class 1 Felony, punishable by imprisonment and/or fine of up to $250,000.

**Oral Screening:** On Loyola Academy campus or at any function on or off Loyola Academy campus, faculty/staff and supervisors are authorized to require students to submit to an oral screen saliva drug test when drug use is suspected. Failure to comply with this request will result in a five-day in-school suspension.

**Breathalyzer Testing:** On Loyola Academy campus or at any function on or off Loyola Academy campus, faculty/staff and supervisors are authorized to require students to submit to Breathalyzer testing when alcohol consumption is suspected. Failure to comply with this request will result in a five-day in-school suspension.

**Tobacco Use and Possession:** Federal Law and the Wilmette Village ordinance prohibit smoking at Loyola Academy. The act of smoking is defined to include: (a) preparation to smoke; (b) possessing lit smoking materials; (c) holding a cigarette, cigar, or e-cigarette. Students are not permitted to be in possession of cigarettes, vape pens or accessories, cigars, pipes or any tobacco product while on the Loyola Academy campus, within the school zone or at any Loyola Academy event on or off-campus. Violators will have their tobacco products or paraphernalia confiscated. The penalties for tobacco/nicotine use or possession include parent notification, $25 fine, Saturday Morning JUG, and possible suspension.

**Health Services**

**Nurse’s Office Regulations**

A registered nurse is present on campus each day between 7:30 am and 3:00 pm in the Dean’s Office. First aid and emergency treatment is available throughout the school day. Students are permitted to visit the nurse during class time only in an emergency. Non-emergency visits to the Nurse’s Office should be made between classes and during free periods. Requesting lozenges and band-aids are not emergencies.

**Medication Policy:** No medication will be given at school except those which have been prescribed by a physician and which are needed to maintain the student in school. Parents should make every effort to adjust medication schedules so that medication may be administered under parental supervision. Before medication is given at school, parents should consult with their student’s physician to see if midday medication schedules can be adjusted so that medication is given at a time a student is not in school.

A physician’s order and signature will be required for the nurse to administer both prescription and non-prescription medication to your child. Any prescription medication, which is taken at school, shall be brought to the Nurse’s Office in a container appropriately labeled by the pharmacist. A completed Medication Authorization Form signed by the physician and parent must be brought with the prescribed medication to the nurse. The physician must renew prescription medication given at school annually. Any medication not collected by a parent at the end of a school year will be disposed of by the school nurse.

The Medication Authorization Form must also be completed and on file in the Nurse’s Office for students who have permission by the physician and parents to self-administer inhalers, EpiPen/Benadryl or diabetic medication. The Nurse’s Office keeps Ibuprofen (Advil), Acetaminophen (Tylenol), and Diphenhydramine (Benadryl) in stock. All other non-prescription medications must be brought to the Nurse’s Office by the parent/guardian in a manufacturer-labeled container. The Medication Authorization Form must be completed and have both physician and parental signatures for any student to receive
over-the-counter medications from the nurse. Over-the-counter medication authorizations are valid until graduation, unless otherwise specified by the physician.

**Illness:** Students should remain at home when ill. When the disease is communicable, the student is required to stay away from school and all school events. If a student becomes ill at school, he/she must report directly to the Nurse’s Office. Failure to do so will be considered a truancy from class. Should the nurse determine that the student is too ill to remain at school, the nurse will notify his/her parents or responsible adult designee.

A student’s parent or guardian or responsible adult designee must accompany any student who is sent home by the nurse because of illness, unless the parent or guardian gives permission for alternate transportation. If the student drives or leaves alone, including using a ride share service, the parents or designated responsible adult must approve this. Parents will be consulted before permitting a student to drive home. A student will be sent home in the custody of another student only with written parent permission.

Following any communicable or infectious disease, a student may be asked to provide medical documentation to the nurse. Additionally, parents are expected to contact the nurse before sending their child back to school after communicable illness.

Loyola Academy recognizes that to achieve a school environment free from communicable diseases requires the cooperation and effort of parents, students and the school staff. In order to promote and ensure appropriate student health standards, students and parents with concerns should consult the School Exclusion Guidelines that are posted under the Health Services section of our website.

**Accidents:** the nurse will notify parents and/or the paramedics immediately when any accident is serious enough to require medical attention. Following any serious accident the parent, guardian or responsible adult will be notified immediately.

**Concussions:** Students with a suspected concussion are required to seek an evaluation from a qualified physician current with concussion management within 48 hours of the incident. If a student suffers a concussion, families should contact the Nurse’s Office (as they would to share any medical information) to obtain a list of suggested physicians specializing in concussions, to obtain a School-Based Concussion Recommendation (SBCR) form for the physician to complete and to initiate communication with teachers, the counselor, school psychologist and other school personnel.

For school accommodations to be considered, a SBCR form documenting the concussion diagnosis, academic restrictions and plans for further evaluation should be completed by the evaluating physician and returned to the Loyola Academy Nurse’s Office.

A student whose SBCR indicates academic restrictions, such as no tests or quizzes, may not participate in Loyola athletics or co-curricular activities. A student may not participate in athletics or co-curricular activities until medically cleared by their treating physicians and no longer receiving academic accommodations. Loyola’s Athletic Trainer will make final determination for participation in a sport after an athlete has been cleared by their physician.

The counselor will follow up with the student and family to gather information about the student’s current level of functioning in the school setting. The counselor will discuss with parents the co-occurrence of concussions with signs of depression to assess how the student is emotionally handling the injury.

If a physician lifts a student’s academic restrictions within eight school days, the student will work with their school and teachers to coordinate the academic make-up work.
If academic restrictions extended beyond eight school days, the student will be considered for additional academic support and the school psychologist will coordinate a staffing with teachers once the student has been cleared.

**Excuses from Physical Education for Medical Reasons:** When a student needs to be excused from Physical Education for more than three days for illness or injury, a written statement from the physician stating the reason for the excuse and the duration of the excuse must be brought to the Nurse’s Office.

If the illness or injury is not serious enough to require care of a physician, a student may be excused from Physical Education for a maximum of three days upon written request from the parent. In order to be excused for a longer period, the student must bring a statement from a physician.

If a student has a chronic medical condition and is to be excused from participating in Physical Education, an annual written statement from the student’s physician must be submitted to the Nurse’s Office.

**Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. During a pandemic or other health emergency, students will be notified in a timely manner of all changes to the school environment and schedule. Be assured that even if school is not physically in session, it is the goal of Loyola Academy to provide students with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by Loyola in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, and/or emergency management agencies.
2. Available learning opportunities may include e-learning and/or hybrid learning. Hybrid learning may require students to attend school on a modified schedule.
3. Students will be expected to participate in hybrid and e-learning instruction as required by Loyola. Parents are responsible for overseeing the participation of their child.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school in conjunction with state and local requirements. This can include wearing appropriate face masks, social distancing, hand washing/sanitizing and or other recommendations both on and off campus.
6. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact the Principal’s Office for accommodations.
7. In accordance with Loyola or state mandates, the school may need to conduct a daily health screening of students.
8. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

**Physical Exam/Birth Records:** Students must have a birth certificate on file with Loyola Academy’s Admission Office. Each student must submit a complete physical dated no more than one year prior to the student’s entrance to Loyola Academy. Required immunizations must be up-to-date before the first day of school. The record of the required health examination and immunizations shall be maintained on
file in the Nurse’s Office. If a student has a religious exemption to the state’s required immunizations, then a State of Illinois Religious Exempt Form must be filled out, signed by a doctor and returned to the Nurse’s Office. If a student has a medical exemption to the state’s required immunizations a note from a doctor is required to be on file in the Nurse’s Office stating the reason for the exemption and how long is expected to last.

**Vision and Hearing Screening:** Vision and hearing screening will be done as mandated by the State of Illinois at Loyola Academy for all transfer students, teacher referrals, and special education evaluations as requested. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at school.

**Emergency Contact Information:** If students are temporarily under the care of an adult who is not listed as an emergency contact (i.e. while parents are out of town), the parent or guardian should email the school nurse with the name and contact information for the temporary adult contact.

**Counseling Department Services**

**Academic and Emotional Supports**

The Counseling Department is committed to supporting the academic, social and emotional, and college and career development of our students. When physical, emotional, behavioral, or therapeutic health concerns arise Loyola counselors collaborate with parents and medical professionals to determine the most appropriate level of support.

**Extended Absence:** A student will be identified as having an extended absence if they have been away from school for a minimum of eight days.

**Re-Entry After Illness / Hospitalization:** If a student has been recovering at home or in the hospital because of a serious illness, surgery, physical ailment or mental health need, a written statement from the appropriate health care professional must be presented to Loyola Academy before the student’s return to school. At the discretion of the Counseling Department Chair and school counselor, a re-entry meeting may be required. Attendance at the re-entry meeting includes: student, parents/guardians, counselor, along with the Counseling Department Chair, school psychologist, school nurse and outside clinicians as needed.

If a student has been in a treatment center due to a mental health issue, including but not limited to depression, anxiety, suicidal ideation, self-injurious behavior, substance abuse or disordered eating, a written statement from a physician or a licensed mental health professional must be presented to Loyola Academy clearing the student to return to school, while also identifying the specific after-care plan. It is Loyola's expectation that the student and family follow the after care plan of the mental health professional.

A re-entry meeting is required for the student, his/her parents, his/her school counselor after receiving documentation and consultation from the therapeutic personnel following the absence. This meeting is designed to determine the most effective support system for the student and his/her continued care. Prior to this meeting, the school must receive in writing a copy of the mental health assessment in-take summary, diagnostic statement, and after-care treatment plan in order for the student to return to academics and co-curricular activities. The written statement must indicate that the student is no longer a harm to oneself or others and state that the student is safe and emotionally ready to return to Loyola Academy’s learning environment. Additionally, a signed therapeutic behavioral agreement, along with a
confidential release of information form will also need to be on file between the school and the student's therapists.

Based on input from mental health professionals and school personnel, a determination will be made concerning the student's continued enrollment at Loyola Academy. In some cases, a return to Loyola may not be in the student's best interest given the resources that are available at the school to provide the student with the necessary support.

**Staffing:** A meeting held typically before school with an identified group of faculty who listen to the student and their parents/guardians share details and provide an update about the cognitive, physical, social, emotional and academic challenges associated with the extended absence. The counselor leads the staffing and shares information as agreed upon by the student and parents/guardians. Teachers will prepare an update for the student on the following: work completed, work excused, availability to meet with the student and suggestions for how best to complete make-up work and the academic recovery plan. Attendance at the staffing includes: student, parents/guardians, teachers, and school counselor.

**Suicidal Ideation:** Loyola Academy takes all indications of suicidal thoughts seriously. When a student expresses these thoughts in writing or verbally, Counseling Department staff will assess the level of concern and contact the student’s family. At the discretion of the Counseling Department Chair, parents are required to obtain a psychological assessment from a licensed mental health professional prior to continuation of academics and co-curricular activities at Loyola. Parents and students will meet with Counseling Department staff following the evaluation in an effort to determine the most effective support system for the student and his/her continued care; a written note from the examining licensed mental health professional stating that the student is no longer a harm to themselves is required in order to return to school.

**Pregnancy Policy:** Loyola Academy supports the position of the Catholic Church that abstinence is the choice in regard to premarital sex. Loyola Academy emphasizes the need to make positive moral choices, including decisions regarding sexual behavior. However, Catholic tradition also embraces a compassionate attitude toward students who become pregnant or are responsible for a pregnancy. When Loyola Academy becomes aware of the pregnancy of a student, the Counseling Department will schedule a conference with the student, her parents/guardians, her counselor and a representative of the school administration. The school will determine an appropriate course of action for meeting the student's educational goals. When Loyola Academy becomes aware of the impending fatherhood of a student, the Counseling Department will schedule a conference with the student, his parents/guardians, and his counselor and school administration. Following the conference, the school administration will determine an appropriate course of action for meeting the student's educational goals.

**CARE (Chemical Abuse Referral and Education) Program:** Consistent with Loyola Academy's belief that development of the whole person is its mission, the school has created a program whereby students experiencing problems with alcohol and other drugs might receive professional assistance. Loyola Academy's CARE program seeks to involve students, their parents or guardians, and select members of the staff in a joint effort to deal constructively with problems related to substance use and abuse. The three means by which a student becomes a participant in the program are (1) voluntarily, (2) an Alternative to Suspension via the Dean’s Office, or (3) a training code violation from the Athletic Office. Any participation in the CARE Program, be it simply voluntary or by way of Alternative to Suspension, is judged to be a good faith effort by the student and his or her family to find a real solution to an equally real and potentially very destructive habit or addiction. Additionally, participation in the CARE Program will not become part of a student's permanent school record. No evidence of the student’s having been referred for observation or processed for assessment and possible treatment will be shared with any institution, academic or otherwise.
**Voluntary Participation:** Voluntary participation generally results when a student or an advocate of the student submits his or her name to their school counselor.

Voluntary participation includes, but is not limited to the following: (a) individual assistance from a school counselor, (b) small group support, (c) Open AA Meetings, (d) parent support and assistance, (e) teacher consultation/referrals, and (f) counselor consultation/referrals.

Self or advocate-originated identification is always treated benevolently and with the utmost confidentiality. It is not punitive. The procedure for self or advocate-originated identification is as follows:

1. Student or advocate meets with a school counselor.
2. A Behavior Observation Sheet may be distributed to the student’s teachers.
3. After receipt of input, the student’s counselor will determine a plan of action.

**Alternative to Suspension:** A constructive Alternative to Suspension Program exists for students who, in conjunction with a parent or guardian, seek professional assistance rather than serve five days of In-School Suspension. The Alternative to Suspension is available only to first-time offenders. Under the direction of the Dean’s Office and a school counselor, the student and his or her family:

1. Agree to schedule and to keep an appointment with a school-approved licensed addiction counselor for the purpose of obtaining a written assessment of the student’s degree of involvement with alcohol and other drugs. The student will pay for the cost for the assessment.
2. Agree to the terms of social probation, and
3. Agree to attend Saturday Morning JUG.

Students and families who choose to participate in the Alternative to Suspension Program must adhere to the specified criteria for satisfactory fulfillment of the agreement. Failure to complete any of these requirements will result in suspension from school.

**Training Code Violation:** When the Athletic Department is informed of substance use/abuse, student-athletes can be referred to a school counselor through the Athletic Office. If the school receives a report of substance use/abuse outside of school, the student-athlete may face athletic sanctions for violating the Athletic Training Code, which requires participation in the CARE Program.

**Disordered Eating:** Disordered eating and eating disorders cover a wide spectrum of problems, from unhealthy diets to restrictive eating. In addition to the physical manifestations, students often have underlying psychological and emotional issues that contribute to these problems. School is a prime environment for eating disorders due to the fact that students tend to exhibit perfectionism, obsession, and an extreme need for achievement. To help students deal with eating related disorders, Loyola Academy has developed a comprehensive program of prevention, identification and treatment.

While it is impossible to prevent all situations associated with disordered eating, it is the goal of Loyola Academy to minimize effects, maximize knowledge, and be proactive in such situations. Education is the key in the prevention of eating-related disorders. Each student must be informed as to proper nutritional practices as well as those practices considered unhealthy or counterproductive. In support of Loyola Academy’s disordering eating policy, the Athletic Department and co-curricular programs de-emphasize body weight. However, student participation in athletics and co-curricular activities will be reviewed if an eating disorder assessment has been completed. When the school counselor and the Athletic Department are informed of a possible eating disorder, an evaluation by a nutritionist and/or doctor will occur to determine if such a disorder exists. If a student-athlete is identified as having a disorder, a comprehensive treatment plan will be implemented that will assist the athlete at a variety of levels.

Each incoming freshman is required to complete a medical history form and undergo a physical examination. The medical history form includes questions pertaining to any previous diagnosis of anorexia nervosa and/or bulimia, the use of diuretics, laxatives, and diet pills, as well as any prior history.
of mental and/or emotional problems. Once the physical examination is complete, the school nurse will review the information obtained and identify any individuals that need follow up care for a possible eating disorder and/or disordered eating. The nurse will give the names of those students to their school counselor.

The criteria for further intervention includes but is not limited to the following: previous history of eating disorder: anemia, abnormally low weight, a lack of menstrual period for more than three consecutive months, changes in personality or a decrease in ability to perform physical activity, or significant short term weight loss.

The above signs and symptoms are one component in identifying possible eating disorder situations. This information, in conjunction with information as to the physical, emotional, psychological or physiological state of the student will be used to identify a disorder. In such instances a school counselor will make a referral to a doctor and/or specialized therapist for an eating disorders assessment. The assessment will determine a disordered eating condition or lack thereof.

Once a student has been identified as having a disorder, a comprehensive treatment plan will be implemented. This plan will encompass but not be limited to the following procedures:

1. Schedule regular medical examinations by an agreed upon physician.
2. Attend sessions with a mental health professional to identify the underlying psychological problems associated with the disordered eating.
3. Sign a Confidential Release of Information form giving the doctor/therapist consent to share recommendations with the student’s counselor.

This policy has been designed to help identify and treat students with various forms of disordered eating. Like any medical problem, each student must be treated on an individual basis. However, this protocol serves as a framework to implement the most effective and comprehensive plan to successfully treat disordered eating among the student population.

Additional Student Services and Resources

Cafeteria: Food is available beginning at 7:30 am and throughout the school day.

Computer Labs: Loyola Academy has computer labs for student and faculty use. Computers are also available for student use in the Library and Student Center.

Confessions: The opportunity for confession is always available upon request. However, Loyola offers all-school reconciliation services during Advent and Lent and students have the opportunity to receive the sacrament as part of these services. A student may ask any priest or contact the Ministry Department to arrange the opportunity for individual confession.

Driver’s Education: Loyola Academy arranges with a private driving school to offer driver’s education to eligible students during the school day. There is a fee, which students pay directly to the driving school.

Delivery of Food: No food and/or beverage deliveries are permitted during the school day under any circumstances. All attempts to deliver food by restaurant employees and third-party delivery services will be denied by Loyola’s front desk staff. Staff at the primary entry ways will not receive food or beverages from anyone. The cost of a failed delivery is the responsibility of the student.

Insurance: It is recommended that all students carry medical insurance. Athletes are required to carry insurance. Other activity supervisors may require proof of insurance as well.
**Library:** The Library is a quiet study area available to students for research or studying. Students are encouraged to use these resources from 7:15 am to 5:00 pm on Monday through Thursday and from 7:15am to 3:15pm on Friday. Students are expected to behave respectfully in the Library. No food or drinks of any kind are allowed in the Library. Students who do not respect the Library will be referred to the Dean’s Office, and may lose Library privileges.

A current student ID is required to borrow Library materials. Students with outstanding books or library materials will be referred to the Dean’s Office. Seniors will not be allowed to enter the senior parking lottery nor will their final transcripts be released until library materials are returned.

**Lost and Found:** Students should report the loss or theft of an item to the Dean’s Office. Items found should be turned into the Dean’s Office.

**Mass:** Student Mass is offered daily in the student chapel at 7:10 am.

**Retreats:** A variety of spiritual retreats are offered each year for all students. Students may register for retreats through the Ministry Department. Students are required to make a retreat during their freshman year.

**School Visitors:** High school students who wish to visit Loyola Academy must receive written authorization from the Principal’s and/or Dean's Office. Without this prior written authorization, student visitors who are not engaged in an authorized school function will be viewed as trespassers. Current high school students will not be permitted to participate in the Shadow Day Program run by the Admissions Office.

**Student Center:** The Student Center is open each day from 7:00 am until 3:30 pm and can be used by all students during any of their free time.

**Student Employment Certificates:** The Child Labor Law regulates the employment of minors under the age of 16 to have employment certificates. The Principal’s Office will issue Employment Certificates to students providing they furnish the following documents: an original birth certificate or passport, a social security number, a statement of intention to employ signed by the prospective employer, and a statement of physical fitness from a private physician who has examined the student. A parent/guardian must accompany the student and sign the work permit for it to be valid.

**Student Work Permit:** The Child Labor Law requires minors under the age of 16 to complete a work permit prior to be employed. The Principal’s Office will issue Employment Certificates to students providing they furnish the following documents: a copy of their birth certificate or passport, their social security number, a statement of intention to employ signed by the prospective employer. A record of physical fitness must be on file in the Dean’s Office. A parent/guardian must accompany the student and sign the work permit for it to be valid.

**Emergency Evacuation**

In the event of an emergency requiring evacuation of the school during inclement weather, Loyola Academy students will be temporarily housed at the New Trier High School West, Building F, which is located approximately one-half mile north of the Loyola Academy campus.

**Student Activities and Athletics**

**Conditions of Participation**
Loyola Academy offers a variety of co-curricular and athletic activities meeting a wide range of student interest. Participation is highly encouraged. Further information is available through the moderators of individual activities, the Vice President for Athletics and Fitness, and Director of Student Activities.

Loyola Academy encourages student involvement in athletic and co-curricular activities. Participation can provide enjoyment and at the same time teach discipline, leadership, teamwork, respect for rules, and healthy living habits. This participation is a benefit and a privilege, and each student represents not only him/herself but Loyola Academy as well. As recognized representatives of Loyola Academy, students are expected to exhibit appropriate behavior during the activity or out of season, in uniform or out of uniform, on campus or off campus.

Participation in a sport, club or activity is a privilege, not a right. Students who do not abide by the regulations will have their participation jeopardized by suspension or exclusion from the activity. In addition, students must maintain an academic eligibility standard to participate in athletic and extracurricular activities as well as in good financial standing with the Business Office. This standard includes a weekly requirement for a student to have no more than one failure to remain eligible. Under no circumstances will a student be allowed to participate in tryouts, practice or contests without filing a pre-season Health Examination Form and a Parent Permission Form.

**Ineligibility:** Students must maintain an academic eligibility standard to participate in co-curricular and athletic activities. This standard includes a weekly requirement for a student to have no more than one failure to remain eligible. At the end of each quarter and semester, students with more than one failure will be ruled ineligible for at least two weeks. At the end of a marking period, students with more than one incomplete are ineligible until only one incomplete remains. All incompletes should be rectified within a designated time frame, unless otherwise stated by the Associate Principal for Academics. In addition, as previously stated under Tuition and Fees, students with delinquent tuition accounts will be ineligible to participate in co-curriculars until their tuition and fees are paid in full.

**Signing Ceremonies:** Loyola Academy hosts four “signing ceremonies” during the school year to honor Loyola Academy student-athletes who are signing national letters of intent or likely letters for the college/university they will be matriculating to play their respective sport. The signing ceremonies are held in November, December, February and May. It is the responsibility of the student athlete to notify the Loyola Academy Athletic Department if he or she will be signing a national letter of intent and the athlete would like to be honored at a signing ceremony.

**Athletic Training Code (ATC)**

This Athletic Training Code (ATC) applies to any Loyola Academy participant, before or after school hours, on or off school property, twelve months per year, whose conduct at any time or place has a direct or immediate effect on the reputation of the school, or on maintaining order and discipline at Loyola Academy. School officials are not expected to monitor off-campus activities; however, if infractions of the ATC are brought to their attention, the appropriate administrator will be advised and will take action. Infractions must have occurred within one year of the time school officials are notified. Students who have been found in violation of the ATC and who have completed all requirements of the resulting consequences cannot be found in violation of the ATC again for infractions that predate the most recent infraction.

Any violation of the Student Handbook may result in athletic sanctions. If you are suspended from school, you may not practice or participate for the duration of your suspension. Each individual coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, contests, trips, etc. Rules set by the coach or sponsor must be communicated to the student participants before the activity begins.
**Academic Eligibility:** During the school year, the IHSA requires weekly scholastic standing checks. A student with failing grades or incompletes in two or more courses will be ineligible for competition. This regulation is in force for the entire school year. See Ineligibility in the Academics section of this Handbook for more details.

**ATC Violations:** The following categories of behavior are unacceptable and violate the Athletic Training Code:

(a) Category 1: Use, transfer, possession, or sale of tobacco, alcohol, vape pens or accessories, marijuana, steroids, or any illicit drugs or paraphernalia, look-alikes, or abuse of prescription/non-prescription drugs.

(b) Category 2: Academic dishonesty; inappropriate behavior and/or acts of unsportsmanlike behavior such as, but not limited to, hazing, fighting, gambling, verbal abuse, and harassment of faculty, officials, players, spectators, students, coaches or citizens; robbery, theft or vandalism; and falsification of information or signature (athletic permits, parking permits, physicals or other school-related materials).

**Consequences:** The following consequences are entirely separate from those provided in the Loyola Academy Student Handbook under disciplinary policies. In addition to the following, any violation may result in a captain being required to relinquish his/her leadership position.

**ATC Category I Violations:**

1. First Offense: Suspension from 20% of contest dates.
2. Second Offense: Suspension from 40% of contest dates.
3. Third Offense: Loss of interscholastic eligibility.

**ATC Category II Violations:**

1. First Offense: Suspension from 10% of contest dates.
2. Second Offense: Suspension from 20% of contest dates.
3. Third Offense: Loss of interscholastic eligibility.

Category I and II sanctions and suspensions carry over from one season to the next or from one school year to the next until the suspension is complete. Category I and II violations are cumulative and begin with the student athlete’s admittance to Loyola Academy.

After a third offense, a student may apply to the Vice President for Athletics and Fitness for reinstatement to participate in athletics no sooner than one year from the date of violation. Category I and II violations will be administered as separate categories and will not accumulate together. Consequences for multiple violations must be served consecutively.

Category I Violations will lead to a CARE referral or Tobacco Education Courses, as assigned by the Vice President for Athletics and Fitness and the School Counselor.

The student remains ineligible to compete until the following requirements are met:

1. The violation form is signed by the student, parent, coach, Vice President for Athletics and Fitness, and the School Counselor and returned to the Vice President for Athletics and Fitness within five days of notification.
2. Appropriate program is completed and has a signature of approval from course instructors. Failure to attend scheduled course program results in one additional contest date suspension.
3. Athlete has met contest suspension requirements as sanctioned by the Athletic Department.

Additional violations to the ATC will result in a subsequent meeting with the Vice President for Athletics and Fitness and additional consequences.
**Appeal Process:** Violations of Athletic Training Code must be appealed through the Vice President for Athletics and Fitness within one week of the Athletic Violation Notification. A committee composed of the Vice President for Athletics and Fitness, Dean of Students and Principal will consider such appeals.

**Discretion of the Vice President for Athletics and Fitness:** The Vice President for Athletics and Fitness has the discretion to handle situations not clearly identified in this code, in whatever manner the Vice President for Athletics and Fitness sees fit, acting in the best interest of Loyola Academy.

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**COVER ART BY JACK LATTERMAN ’21**

Jack Latterman ’21, an Honors student at Loyola Academy, says Loyola’s mission and its RIPLOC descriptors were the inspiration for his cover design of the 2020-21 Student Handbook. "These are the goals we push toward from the time we walk into Loyola Academy as freshmen and hopefully accomplish upon graduation.” Jack’s life at Loyola includes being a member of the Varsity Soccer Team, the HOPE Squad, INSIGNIS and LA Stream. Loyola’s Graphic Design class is one of his favorite courses.