MOTTO
Women and Men for Others
Leaders in Service

PRAYER FOR GENEROSITY
Lord, teach me to be generous;
teach me to serve you as you deserve;
to give and not to count the cost,
to fight and not to heed the wounds,
to toil and not to seek for rest,
to labor and not to ask for any reward
but that of knowing I do your will.
— ST. IGNATIUS LOYOLA

THE MISSION
To form women and men for meaningful lives of leadership and service in imitation of Jesus Christ through a college preparatory education in the Jesuit, Catholic tradition.

THE VISION
To strive to be the leading Jesuit college preparatory faith and education center in the United States. To be a diverse and committed community responding to our God-given call to become women and men for others who are religious, intellectually competent, physically fit, loving, open to growth and committed to doing justice.

ABSENCE REPORTING  847.920.2707

SCHOOL CLOSING INFORMATION
www.emergencyclosings.com and www.goramblers.org
Local television and radio stations
Dear Ramblers,

Welcome to the 2019-2020 Loyola Academy school year!

This year, let’s focus on building a better school culture — one that celebrates our rich tradition and our tremendous potential. I want us to be the best version of Loyola Academy possible. To do so, let’s build each other up and allow the Graduate at Graduation values to animate everything we do in the classroom and beyond.

Whether this is your first year as a Rambler or your last, I expect you to use your strengths to make Loyola a more welcoming community. By accessing your gifts, you will become the person God wants you to be. You will fulfill the Gospel message highlighted in The Parable of the Talents: we have a responsibility to amplify our God-given gifts in the service of others.

This 2019–2020 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 27.

As administrators and faculty, we partner with parents and guardians in the formation of our students as women and men for others. This is our shared mission. The Student Handbook ensures we are aligned with Rambler families on the expectations that will allow us to reach this ambitious goal.

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

Go Ramblers!

Charles W. Heintz
Principal
The First Principle and Foundation

The goal 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.
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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School Leadership

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Ms. Lauren Bonner, Ed.S ............................................................ Assistant Principal for Student Services
Mr. Philip Nieman, M.Ed. ............................................................. Associate Principal for Academics
Mr. Christopher Penna, M. Ed. ..................................................... Director of School Culture

Directors & Department Chairs

Ms. Priya Amin, M.Ed. ................................................................. Social Studies Chair
Ms. Colleen Auferheide, M.A. ....................................................... Visual Arts Chair
Ms. Sheila Blanchfield, M.A. ........................................................ Counseling Chair
Ms. Marissa Cervantes, M.A. ........................................................ Science Chair
Ms. Peg Culhane, M.Ed. .............................................................. Dean of Students
Mr. Joshua Hooker, M.Div. ............................................................. Theology Chair
Ms. Melissa Krein, M.A. .............................................................. Director of Student Activities
Ms. Susan McGovern, M.A.T. ..................................................... Physical Education & Health Chair
Ms. Susan McMaster, Ed. S. ........................................................ Director of the Academic Resource Center
Mr. Peter McNulty, M.A. ............................................................. Mathematics Chair
Ms. Elaine Mueller, M.Ed. ............................................................. English Chair
Mr. Mark Porcaro, M. Ed. ............................................................. College Counseling Chair
Ms. Margaret Rice, M.A. Ed. ........................................................ Languages Chair
Ms. Sandra Smycz, M.A. ............................................................. 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 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:

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<tr>
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<th>Amount</th>
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<tr>
<td>Tuition (per year)</td>
<td>$17,275.00</td>
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<tr>
<td>Clavius Program</td>
<td>$200.00</td>
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<tr>
<td>Dumbach Program</td>
<td>$200.00</td>
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<tr>
<td>O’Shaughnessy Program</td>
<td>$1,100.00</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 2020, 2021, and 2022 are expected to carry a full load of 6.25 courses (including Formation) per semester each year. Students in the class of 2023 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:

**GRADUATION REQUIREMENTS**

<table>
<thead>
<tr>
<th>Class of 2021-2023</th>
<th>Class of 2020</th>
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<tbody>
<tr>
<td>4.0</td>
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Students in the class of 2020 must complete two years of Physical Education, which includes passing a swimming test and the required quarter of Health. The grade for Health is averaged with other PE grades. Taking Performing Arts for two years fulfills the Physical Education requirement. However, students who take Performing Arts to fulfill their PE requirement must pass Health.
Students in the classes of 2021, 2022 and 2023 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. Class of 2021, 2022 and 2023 students may substitute one year of Performing Arts for Physical Education during either freshman or sophomore year.

In addition, students must: (1) participate in the Freshman retreat and Freshman Day of Service, (2) pass an examination on the Constitution of the United States and the State of Illinois, (3) attend Loyola Academy for a minimum of seven semesters. Students who transfer to Loyola are not retroactively required to complete the units in Religious Studies, Formation and the seven-semester requirement.

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 2023 at Loyola Academy is seven classes plus Formation. The minimum course load for students in the classes of 2020, 2021 and 2022 is six classes plus Formation. No student is allowed to take more than seven classes for the 2019-2020 academic year. 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 course correction or drop/add periods. Students may not request a change for teacher preference, lunch period 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 70 to 100. In comparison with a letter grading system, the following are the equivalents:

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<th>Letter Grade</th>
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<tr>
<td>98-100</td>
<td>A+</td>
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<tr>
<td>95-97</td>
<td>A</td>
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<tr>
<td>93-94</td>
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<td>90-92</td>
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<tr>
<td>76-77</td>
<td>D+</td>
</tr>
<tr>
<td>72-75</td>
<td>D</td>
</tr>
<tr>
<td>70-71</td>
<td>D-</td>
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A grade below 70 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 65.

Students receive numeric grades unless a grade below 70% (“F”) is earned. Current grades, report cards and unofficial transcripts are available on goramblers.org. Report cards will be mailed home at the end of each semester.

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. Weighting points will not be awarded to students earning a grade of 77 or below in a course. 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.

Incompletes must be rectified by February 6th for the 1st semester and July 9th 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.

**Credit Designation (CR):** The quality of a Loyola Academy diploma depends on the academic rigor of a college-prep curriculum that requires the physical presence of students in class. Students need to be present at school in order to fully participate in Loyola’s academic experience. Loyola monitors student attendance daily, and our staff takes steps to address any significant attendance patterns.

When a student’s absences become excessive for any reason, it compromises the student’s fundamental academic experience. In these circumstances, the administration of Loyola Academy may assign a student a “CR” grade, because it is not reasonable nor conceivable for a teacher to expect the student to complete all of the assessments that comprise the course. The “CR” distinction indicates that the expectations of the curriculum were modified in some way, however, students will be allowed to advance to the next course in an academic sequence.

The “CR” label indicates that students will receive credit for the class, but they will not earn a number grade. The “CR” grade will appear on a student’s transcript but will not be calculated into a grade point average.

Decisions about assigning “CR” grades will be made by the school administration in consultation with the classroom teacher, the school nurse, and/or the counseling staff. The procedure for the assignment of a “CR” grade is as follows:

(a) Once a student has been absent five days for a semester, the family will receive a warning letter stating such. This is aligned to our attendance policy.
(b) Any absences after the eight allowed days per semester might result in a student receiving a “CR” provided the student achieves at least a 78% in the course.
(c) The CR designation may apply to one specific class period or the entire day of classes.

Parents and students need to understand that any choice to extend vacation times or take other vacation time whether at the start of the school year, Thanksgiving, Christmas, or Spring Break may cause a loss of credit if a routine illness occurs in the same semester as they have taken extra days for a break.

**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 school is closed due to unforeseen circumstances, an e-learning day may be instituted. Assignments will be posted to OnCampus by 10:00 am on school cancellation days. Assignments given on e-learning days will be graded and recorded. Teachers will be available via email between 10:00 am and 2:00 pm for consultation. Students without access to the internet will be given consideration when determining due dates.

**Academic Recognition:** There are three honors distinctions at Loyola Academy: Loyola Scholars, First Honors and Second Honors. A 93.0% or higher unweighted semester average merits the Loyola Scholar Award; 89.5% or higher weighted semester average merits First Honors. 84.5% - 89.4% weighted semester average merits Second 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;
(c) Plagiarism, unauthorized copying, improper citation, failure to cite sources and use of online translation sources;
(d) Improper use of online translators;
(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.

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.
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 Probation and Academic Warning**

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 25 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 will 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 Environmental Science, AP Micro and Macro Economics, etc.), 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.

**Brother James Small, S.J., Arts Guild (BSAG):** The purpose of this enrichment program is to expose students to the arts, including theater, music, dance, visual art, and architecture. Students will attend various productions, arts activities, and will participate in workshops. Student experience in this program will increase their appreciation for the arts and will enhance their understanding of the interconnectedness of all art forms. Beyond art appreciation, students will study the theory and the practice of individual art forms and attain critiquing skills that will allow students to see the themes that are embedded within the disciplines. In order to participate in the program, students need to be in good standing academically and behaviorally.

This program requires students to attend all meetings and outings. Field trips and workshops will take place during the school day, in the evening, or on the weekend depending on the event.

**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 to 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 Statistics (M453), AP European History (H240), AP Literature and Composition (E150), Honors World Literature (E149), Honors Latin 3 (L639), AP Latin (L640), and Honors Greek 3 (L679) 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.

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

Through participation in the program, students earn LUC or OCC level credit while simultaneously earning credit towards fulfilling graduation requirements at Loyola Academy. Credits earned for courses taken through LUC or OCC Dual Credit Programs are recorded on an official LUC 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 to better meet the needs of Loyola’s high achieving students who have an interest in the Humanities. In this program, students are challenged to approach studies in the spirit of the Renaissance as a well-rounded person and to explore in depth the range of traditional liberal arts disciplines. This intellectual “magis” to which the honors student is called requires the student to undertake at least four honors or Advanced Placement level classes each semester. While in the program, students must maintain
a 90.0% unweighted cumulative grade average. Dumbach Scholars earning a semester
grade of “F” are 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 perform
at least one quarter of service each year toward satisfying a minimum of fifty service
hours for graduation. All Dumbach Scholars participate in an annual summer reading
and discussion program, and significantly participate in co-curricular activities. Each
Dumbach Scholar is reviewed each year 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 biographical data, essays,
GPA, course-load, disciplinary records, and faculty recommendations.

**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 crisis 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, bulletin boards, World Wide Web (Internet), intranets, 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. 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. Students are required to stay “attended” in Apple Classroom if their teacher is using the app.

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.
(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. 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. Teachers will inform students when they are utilizing the cell phone as an educational tool.

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, or any other means to avoid restrictions placed on the IT network and/or Internet access;
(e) Invading the privacy of other individuals, including bullying, cyberbullying, and harassment;
(f) Audio taping or videotaping 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;
(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 rules
(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 file space;
(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;
(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”;

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)]. Loyola Academy monitors use of its electronic information systems and may examine all activities on the electronic information systems in which the user participates. 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.

Privacy: Students should protect the security of e-mail accounts and other accounts used for school purposes by not sharing 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 that 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 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 their control. 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) 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, and MySpace), 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 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.

**Student Responsibilities and Expectations for Student Behavior**

As a condition of enrollment, students must behave in a manner, both on and off-campus that is consistent with the principles and philosophy of Loyola Academy. It is the student’s responsibility to understand and conform to these standards. Students ought:

1. To conduct oneself in a manner that will guarantee the well being of other students, and oneself, as well as reflect positively on Loyola Academy and the community.
2. To act in a respectful manner toward administrators, teachers, staff, and other students.
3. To behave in a manner exhibiting respect and appreciation of the property and rights of Loyola’s neighbors.
(4) To become informed of and adhere to reasonable rules and regulations established by school administrators and teachers and implemented by school administrators and teachers.

(5) To pursue the best possible level of academic achievement.

(6) To refrain from libelous, slanderous remarks and obscenity in verbal and/or written expression.

(7) To adhere to policies relating to chemical substance abuse.

(8) To be punctual in attending school.

(9) To refrain from misconduct or behavior that disrupts the educational process.

(10) To respect the reasonable and necessary exercise of authority by school administrators and staff in maintaining discipline in the school and at school sponsored activities.

(11) To conduct oneself, either on or off campus, in a manner that will reflect positively on oneself and Loyola Academy.

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 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 statement. A student found to be in violation of one’s statement may be asked to withdraw.

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 certain cases, when deemed appropriate by the administration, restorative education practices may be utilized. These may include, but are not limited to, peace circles, peer mediation, and completion of restorative justice action items.

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 69 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 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.
Attendance

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 unexcused absences 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, 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 on a student’s report card. Attendance history is not recorded on a student’s official transcript.

Excessive Absences: Unexcused absences 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”. Once a student has accumulated five absences in a class in a semester, a letter 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, 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, 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. Additionally, students who miss more than eight days of school per semester may receive a “CR” (credit earned without a grade) for a course or courses. For more information on the “CR”, see the previous section on grades.

Excused Absence: An excused absence is a necessary absence that is unavoidable and of non-discretionary nature such as illness, 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.

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 7:30 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. 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 form 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) Freshmen Retreat: 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.emergencyclosings.com. Through emergencyclosings.com, notice is given to radio stations 720AM and 780AM, Channels 2, 5, 7, 9, CLTV and Fox television.

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.

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 on school days from 7:45 am to 2:48 pm. 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 both male and female 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. Standardized dress shirts for both men and women are long-sleeve and white, and they contain the official Loyola Academy seal. 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 or dress shirt. Students can also opt to wear a zip-front black fleece vest, a quarter-zip black fleece or Sport-Tek pullover, or a full-zip Sport-Tek jacket with the official Loyola seal over a standardized polo or dress shirt. 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 to school,outerwear should be removed and placed in the 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.

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, 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 must be in standardized dress code. Tank tops, leggings, or shorts are not permitted.

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;
(b) Lake Avenue on the south;
(c) Edens Expressway on the east; and,
(d) 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: Lockers are provided for each student. Mechanical failures should be reported to the Dean’s Office. 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 graduation. 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; individuals moving heavy equipment, e.g. audiovisual resources, supplies, etc.

Graffiti: Any Loyola Academy student responsible for the drawing of graffiti, including gang related tagging, on Loyola Academy property will be fined a minimum of $25.00, required to make restitution, and may be expelled.

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

Conduct Issues

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

Food: During the school day, students may eat in the Cafeteria, in the Student Center, 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.

Gang Affiliation: Loyola Academy will not permit members of its student body to be members of a gang. Membership in a gang 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 gang member, he/she will be requested to cease and desist immediately and may be disciplined for such actions, up to and including expulsion.

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.

Investigation Interference: Students who interfere or tamper with the investigation process in any way will face disciplinary sanctions, which may include Saturday Morning 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 and 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.
Harassment, Bullying and Hazing

Loyola Academy seeks to create and foster a learning environment where students can feel respected by their peers. 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.

Harassment and Bullying Behavior: 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.

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.

Students who believe they have been harassed/sexually harassed should proceed as follows:

1. Seek the advice of their counselor and/or social worker.
2. Seek advice of the Dean of Students.
3. If a student believes that he/she is being harassed/sexually harassed or if any faculty or staff member believes that harassment/sexual harassment of a student is occurring, 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, WebPages, screen shots, or text messages.
4. 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.
5. 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 utilizing established due process and involve the Principal, if necessary. (b.) If the respondent is a member of the faculty or staff or other employee, the Principal shall take appropriate action.

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 expulsion from Loyola Academy. In deciding on incidents of harassment/sexual harassment, Loyola Academy will employ the "Reasonable Person" Test (Standard) agreed upon by the Courts. What would offend a "reasonable woman?" What would offend a "reasonable man?" The question is asked of the average person, not necessarily the victim. 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 including 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 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 $200,000.
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, the parents or designated responsible adult must approve this. The nurse will assess the condition of an ill student and parents will be consulted before permitting the student to drive home. A student will not be sent home in the custody of another student.

Following any communicable or infectious disease, the student must bring to the nurse a statement from the family physician that the student is fully recovered and able to return to school. A doctor’s note stating the student is under treatment and may return is required.

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 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.

**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:** Parents and students are responsible for updating their contact information, including their emergency contacts, by completing a Profile Update Form found on their online Resource Board.
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, counselor, and school social worker a re-entry meeting may be required. Attendance at the re-entry meeting includes: student, parents/guardians, counselor and school social worker, 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 counselor and school social worker 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 and school social worker lead the staffing and share
information as agreed upon by 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, counselor and school social worker.

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.

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 their counselor or school social worker.
Voluntary participation includes, but is not limited to the following: (a) individual assistance from a school social worker, (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 social worker.
2. A Behavior Observation Sheet may be distributed to the student’s teachers.
3. After receipt of input, a school social worker consults with the student’s counselor to 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 social worker, 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 social worker 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.

**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 7:15 am to 3:15 pm 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 three “signing ceremonies” during the course of 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 a matriculating to play their respective sport.

The November and February signing periods are set by the NCAA. Loyola Academy hosts its third ceremony in May to honor Loyola Academy student-athletes who were not recognized in a prior ceremony.

The Loyola Academy signing ceremonies held in November and February are reserved for students who participate in Loyola Academy sports. If a student athlete does not participate in a Loyola Academy sport, the student athlete may attend the May signing ceremony. It is the responsibility of the student athlete to notify the 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
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 Social Worker.

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 Social Worker 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 Athletic Director: 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.

*Handbook cover designed by Tobi Laja, Class of 2020*
2019-2020
RAMBLE
Calendar
Monday, July 29
Drumline Camp

Tuesday, July 30
Drumline Camp

Wednesday, July 31
Drumline Camp
Thursday, August 1
Drumline Camp

Friday, August 2

Saturday, August 3

Sunday, August 4
Monday, August 5
Band Camp

Tuesday, August 6
Band Camp

Wednesday, August 7
Band Camp
<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Thursday, August 8</td>
<td>Band Camp</td>
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<tr>
<td>Friday, August 9</td>
<td>Band Camp</td>
</tr>
<tr>
<td>Saturday, August 10</td>
<td>Band Camp Picnic</td>
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<tr>
<td>Sunday, August 11</td>
<td>Companions Retreat</td>
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</tbody>
</table>
Monday, August 12
Companions Retreat
Fall Sports Tryouts

Tuesday, August 13

Wednesday, August 14
Freshmen Orientation Welcome Mass and BBQ (5:00 PM)
NOTES

Thursday, August 15
Freshman Orientation

Friday, August 16
Freshman Orientation

Saturday, August 17
Maroon & Gold Scrimmage

Sunday, August 18
**Monday, August 19**
First Day of Classes - All Students (Mass of the Holy Spirit; Periods 1-9)

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**Tuesday, August 20 (R)**
First Day of RAMBLE Schedule
Drop/Add Begins

---

**Wednesday, August 21 (A)**
Fall Sports Parent Meeting
NOTES

Thursday, August 22  (M)
Drop/Add Ends (3:00 PM)

Friday, August 23  (B)
Arrupe Drivers Sign-Up

Saturday, August 24
Maroon & Gold Scrimmage
SAT Exam (8:00 AM)

Sunday, August 25
Monday, August 26 (L)
Arrupe Open Sign-Up

Tuesday, August 27 (E)
Arrupe Open Sign-Up

Wednesday, August 28 (R)
Arrupe Open Sign-Up
Thursday, August 29  (A)
Freshmen Back to School Night (7:00 PM)

Friday, August 30  (M)
Arrupe Orientation

Saturday, August 31
Home Football Game vs. St. Ignatius (Cleveland) (1:30 PM)

Sunday, September 1
Monday, September 2
Labor Day - No Classes

Tuesday, September 3 (B)
Arrupe Session One Begins

Wednesday, September 4 (L)
College Information Night for Parents of Seniors (7:00 PM)
Thursday, September 5  (E)
Upperclassmen Back to School Night (7:00 PM)

Friday, September 6  (R)
Adoration of the Blessed Sacrament

Saturday, September 7
Home Football Game vs. NT (1:30 PM)

Sunday, September 8
Grandparent/Student Mass and Reception (10:00 AM)
Monday, September 9  (A)

Tuesday, September 10  (M)

Wednesday, September 11  (B)
Thursday, September 12  (L)

Friday, September 13  (E)
Last Day to Drop a 7th class for Semester 1 or Semester 2

Saturday, September 14
ACT Exam (8:00 AM)
Home Football Game vs. St Rita (1:30 PM)

Sunday, September 15
Dumbach Clavius Induction Mass
Monday, September 16 (R)

Tuesday, September 17 (A)

Wednesday, September 18 (M)
Gesu (Junior)
Gesu (Senior)
Thursday, September 19  (B)
Gesu (Senior)
Gesu (Freshman)

Friday, September 20  (L)
Away Football Game vs. Mt Carmel (7:30 PM)

Saturday, September 21
First to College: A Program for First-Generation College Bound Students (10:00 AM)

Sunday, September 22
Monday, September 23 (E)
Gesu (Freshman)
Gesu (Sophomore)
Gesu (Junior)

Tuesday, September 24 (R)
Gesu (Sophomore)
Co-Curricular Fair
Kairos Coed (Seniors)

Wednesday, September 25 (A)
Kairos Coed (Seniors)
Thursday, September 26  (M)
Kairos Coed (Seniors)

Friday, September 27  (B)
Kairos Coed (Seniors)
Away Football Game vs. St Ignatius

Saturday, September 28

Sunday, September 29
Powder Puff Game
Monday, September 30  (L)

Spirit Week Begins

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Tuesday, October 1  (E)

Spirit Week

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Wednesday, October 2  (R)

Financial Aid Seminar for Parents of Seniors (7:00 PM)

Spirit Week
<table>
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<th>Date</th>
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<tr>
<td>Thursday, October 3</td>
<td>Spirit Week</td>
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<tr>
<td>Friday, October 4</td>
<td>Rambler Rally (Rally Schedule)</td>
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<td></td>
<td>Deck Out Day</td>
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<td></td>
<td>Freshman Luau (7:00 PM - 10:00 PM)</td>
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<tr>
<td>Saturday, October 5</td>
<td>SAT Exam (8:00 AM)</td>
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<tr>
<td></td>
<td>Home Football Game vs. Brother Rice (1:30 PM)</td>
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<td></td>
<td>Homecoming Dance (7:30 PM - 10:30 PM)</td>
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<tr>
<td>Sunday, October 6</td>
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</tr>
</tbody>
</table>
Monday, October 7 (B)

Tuesday, October 8 (L)

Wednesday, October 9 (E)
Arrupe Drivers Sign-Up
<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>Thursday, October 10 (R)</td>
<td>Arrupe Drivers Sign-Up</td>
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<tr>
<td>Thursday, October 10 (R)</td>
<td>Sophomore Retreat #1</td>
</tr>
<tr>
<td>Friday, October 11 (A)</td>
<td>Sophomore Retreat #1</td>
</tr>
<tr>
<td>Saturday, October 12</td>
<td>Home Football Game vs. Benet Academy (1:30 PM)</td>
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<tr>
<td>Sunday, October 13</td>
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</tbody>
</table>
Monday, October 14
Columbus Day - No Classes

Tuesday, October 15  (M)
Gonzaga Christmas Drive Begins
Arrupe Open Sign-Up

Wednesday, October 16
Freshman Retreat
Sophomore/Junior Practice ACT; No School for Seniors
Fall Choir Concert (7:00 PM)
NOTES

Thursday, October 17 (B)
Arrupe Open Sign-Up
Fall Orchestra Concert (7:00 PM)

Friday, October 18 (L)
Arrupe Orientation
Away Football Game vs. Marian Central Catholic (7:30 PM)
End of First Quarter

Saturday, October 19
Optional PSAT for Juniors

Sunday, October 20
Arrupe Session One Ends
Monday, October 21 (E)
Arrupe Session Two Begins

Tuesday, October 22 (R)

Wednesday, October 23 (A)
Fall Band Concert (7:00 PM)
NOTES

Thursday, October 24
Parent-Teacher Conferences - No Classes

Friday, October 25
No Classes

Saturday, October 26
ACT Exam (8:00 AM)
Home Football Game vs. Marist (1:30 PM)

Sunday, October 27
Monday, October 28 (M)

Gesu (Freshman)

Last Day for Track Changes

Tuesday, October 29 (B)

Gesu (Sophomore)

Gesu (Freshman)

Kairos Girls (Seniors)

Wednesday, October 30 (L)

Gesu (Sophomore)

Kairos Girls (Seniors)
Thursday, October 31  (E)
Mass Set-Up
Kairos Girls (Seniors)

Friday, November 1  (R)
All Saints Day Mass (Special Schedule)
Kairos Girls (Seniors)
Variety Show (7:00 PM)
Kairos Closing

Saturday, November 2

Sunday, November 3
Monday, November 4  (A)
Gesu (Junior)
Junior Retreat

Tuesday, November 5  (M)
Gesu (Senior)
Gesu (Junior)
Open House Tour Guide Training
Junior Retreat
College Seminar for Parents of Juniors (7:00 PM)

Wednesday, November 6  (B)
Gesu (Senior)
Junior Retreat
Thursday, November 7 (L)
Early Dismissal (1:00 PM)
Open House (5:00 PM)

Friday, November 8 (E)
Dollar Dress Down Day

Saturday, November 9

Sunday, November 10
NHS Induction (10:00 AM)
Monday, November 11  (R)
Parent Programming

Tuesday, November 12  (A)

Wednesday, November 13  (M)
### Thursday, November 14 (B)
- Fall Musical (7:00 PM)

### Friday, November 15 (L)
- Fall Musical (7:00 PM)

### Saturday, November 16
- Ignatian Family Teach-In for Justice
- Fall Musical (7:00 PM)

### Sunday, November 17
- Ignatian Family Teach-In for Justice
- Fall Musical (2:00 PM)
Monday, November 18  (E)
Ignatian Family Teach-In for Justice

Tuesday, November 19  (R)

Wednesday, November 20  (A)
Monday, November 25
Thanksgiving Break - No Classes

Tuesday, November 26
Thanksgiving Break - No Classes

Wednesday, November 27
Thanksgiving Break - No Classes
Thursday, November 28
Thanksgiving Break - No Classes

Friday, November 29
Thanksgiving Break - No Classes

Saturday, November 30

Sunday, December 1
Monday, December 2  (L)
Gesu (Freshman)

Tuesday, December 3  (E)
Gesu (Freshman)
Gesu (Sophomore)
Kairos Boys (Seniors)

Wednesday, December 4  (R)
Gesu (Sophomore)
Kairos Boys (Seniors)
Thursday, December 5 (A)
Kairos Boys (Seniors)

Friday, December 6 (M)
Kairos Boys (Seniors)
Adoration of the Blessed Sacrament
Kairos Closing

Saturday, December 7
Entrance Exam for Class of 2024
Christmas Concert (3:00 PM & 7:00 PM)

Sunday, December 8
Monday, December 9  (B)
Gesu (Junior)

Tuesday, December 10  (L)
Gesu (Junior)
Gesu (Senior)

Wednesday, December 11  (E)
Gonzaga Christmas Drive Ends
Gesu (Senior)
Thursday, December 12  (R)
Advent Reconciliation
Guadalupe Mass Celebration (3:00 PM)

Friday, December 13  (A)
Advent Reconciliation
Tacky Christmas Sweater Day (Red & Green Dress Down Day)
Altered Schedule: Periods 7, 8, 9, Christmas Assembly (Noon Dismissal)

Saturday, December 14
Choir Concert (2:00 PM)

Sunday, December 15
Arrupe Session Two Ends
Monday, December 16
Altered Schedule (Periods 1-9)
No Assessment Day

Tuesday, December 17
8:00 AM - English Semester Exam (Freshman & Sophomore)
10:00 AM - English Semester Exam (Junior & Senior)
12:00 PM - Science Semester Exam (Freshman & Sophomore)
Parent Advent Retreat

Wednesday, December 18
8:00 AM - Theology Semester Exam (Freshman & Sophomore)
10:00 AM - Theology Semester Exam (Junior & Senior)
12:00 PM - Science Semester Exam (Junior & Senior)
Thursday, December 19
8:00 AM - Math Semester Exam (Freshman & Sophomore)
10:00 AM - Math Semester Exam (Junior & Senior)
12:00 PM - Social Studies Semester Exam (All)
End of First Semester - Failures Due (3:00 PM)

Friday, December 20
Christmas Break - No Classes

Saturday, December 21

Sunday, December 22
Monday, December 23
Christmas Break - No Classes

Tuesday, December 24
Christmas Break - No Classes

Wednesday, December 25
Christmas Break - No Classes
Thursday, December 26
Christmas Break - No Classes

Friday, December 27
Christmas Break - No Classes

Saturday, December 28

Sunday, December 29
Monday, December 30
Christmas Break - No Classes

Tuesday, December 31
Christmas Break - No Classes

Wednesday, January 1
Christmas Break - No Classes
Thursday, January 2
Christmas Break - No Classes

Friday, January 3
Christmas Break - No Classes

Saturday, January 4

Sunday, January 5
Monday, January 6 (R)
Classes Resume
Arrupe Drivers Sign-up

Tuesday, January 7 (A)
Arrupe Drivers Sign-up

Wednesday, January 8 (M)
Arrupe Open Sign-Up
Thursday, January 9  (B)
Arrupe Open Sign-Up

Friday, January 10  (L)
Arrupe Orientation
Last Day of Track Changes

Saturday, January 11

Sunday, January 12
College Seminar for Parents of Juniors (2:00 PM)
Monday, January 13  (E)
Arrupe Session Three Begins
Spring Play Auditions

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Tuesday, January 14  (R)
Spring Play Auditions

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Wednesday, January 15  (A)
Gesu (Freshman)
Middle School Choir Fest
<table>
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<td>Gesu (Freshman)</td>
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<tr>
<td></td>
<td>Gesu (Sophomore)</td>
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<tr>
<td>Friday, January 17  (B)</td>
<td>Gesu (Sophomore)</td>
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<td></td>
<td>Dance Jam (7:00 PM)</td>
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<td>Saturday, January 18</td>
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<td>Sunday, January 19</td>
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</tbody>
</table>
Monday, January 20
Martin Luther King Day - No Classes

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Tuesday, January 21  (L)

Gesu (Senior)

---

Wednesday, January 22  (E)

Gesu (Junior)
Gesu (Senior)
<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>Thursday, January 23</td>
<td>Gesu (Junior)</td>
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<tr>
<td></td>
<td>Blood Drive</td>
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<td>Sophomore Retreat #2</td>
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<tr>
<td>Friday, January 24</td>
<td>Sophomore Retreat #2</td>
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<tr>
<td>Saturday, January 25</td>
<td>Late Night at Loyola</td>
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<td>Sunday, January 26</td>
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</tbody>
</table>
Monday, January 27  (M)
Course Registration for 2020-2021 School Year Begins

Tuesday, January 28  (B)
Kairos Girls (Seniors)

Wednesday, January 29  (L)
Kairos Girls (Seniors)
Thursday, January 30 (E)
Kairos Girls (Seniors)

Friday, January 31 (R)
Dollar Dress Down Day
Kairos Girls (Seniors)
Kairos Closing
Dance Collective (7:00 PM)

Saturday, February 1

Sunday, February 2
Monday, February 3  (A)

Tuesday, February 4  (M)
Kairos Boys (Seniors)

Wednesday, February 5  (B)
Kairos Boys (Seniors)
Athletic Recruiting and College Admissions (7:00 PM)
Thursday, February 6 (L)
Kairos Boys (Seniors)
Last Day to Rectify 1st Semester Incompletes

Friday, February 7 (E)
Kairos Boys (Seniors)
Adoration of the Blessed Sacrament
Kairos Closing

Saturday, February 8
Father-Daughter Dinner Dance (7:00 PM)

Sunday, February 9
Monday, February 10  (R)

Tuesday, February 11  (A)

Wednesday, February 12  (M)
Thursday, February 13 (B)

Friday, February 14
Presidents’ Day Holiday - No Classes

Saturday, February 15
Science Olympiad Invitational

Sunday, February 16
Monday, February 17
Jesuit Day of Service
Presidents’ Day Holiday - No Classes

Tuesday, February 18 (L)
Gesu (Freshman)

Wednesday, February 19 (E)
Gesu (Freshman)
Gesu (Sophomore)
Orchestra Concert (7:00 PM)
NOTES

Thursday, February 20  (R)
Gesu (Sophomore)
Opening Reception AP Art Show (6:30 PM)

Friday, February 21  (A)
Gesu (Junior)
AP Art Show
Course Registration for 2019-2020 School Year Ends

Saturday, February 22
AP Art Show

Sunday, February 23
AP Art Show
Monday, February 24  (M)

Gesu (Junior)

Gesu (Senior)

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Tuesday, February 25  (B)

Gesu (Senior)

Kairos Girls (Juniors and Seniors)

---

Wednesday, February 26  (L)

Ash Wednesday (Mass Schedule)

Kairos Girls (Juniors and Seniors)
**Thursday, February 27 (E)**
Kairos Girls (Juniors and Seniors)

**Friday, February 28 (R)**
Kairos Girls (Juniors and Seniors)
Arrupe Orientation
Kairos Closing
International Night (7:00 PM)

**Saturday, February 29**

**Sunday, March 1**
Arrupe Session Three Ends
Monday, March 2  (A)
Arrupe Session Four Begins

Tuesday, March 3  (M)

Wednesday, March 4  (B)
Thursday, March 5 (L)
Spring Play (7:00 PM)

Friday, March 6 (E)
Adoration of the Blessed Sacrament
Spring Play (7:00 PM)
End of Third Quarter

Saturday, March 7
Spring Play (7:00 PM)

Sunday, March 8
Spring Spirit Week
Spring Play (2:00 PM)
Monday, March 9 (R)

Lenten Reconciliation

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Tuesday, March 10 (A)

Ignatian Retreat

Spring Spirit Week

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Wednesday, March 11 (M)

Spring Spirit Week

Ignatian Retreat

Jazz Band/Chambers Concert (7:00 PM)
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<tr>
<td></td>
<td>Spring Spirit Week</td>
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<td></td>
<td>Ignatian Retreat</td>
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<tr>
<td><strong>Friday, March 13</strong></td>
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<td></td>
<td>Faculty and Staff Retreat Day - No Classes</td>
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<tr>
<td><strong>Saturday, March 14</strong></td>
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<td></td>
<td>Turnabout Dance (7:00 PM - 10:00 PM)</td>
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<tr>
<td><strong>Sunday, March 15</strong></td>
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</tbody>
</table>
Monday, March 16  (L)
College Fair (6:30 PM)

Tuesday, March 17  (E)

Wednesday, March 18  (R)
Graduation Tuxedo Fittings (Senior Boys)
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<tr>
<td>Thursday, March 19 (A)</td>
<td>Graduation Tuxedo Fittings (Senior Boys)  &lt;br&gt; Spring Choir Concert (7:00 PM)</td>
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<tr>
<td>Friday, March 20 (M)</td>
<td>Honors Dance Performance (7:00 PM)</td>
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<td>Saturday, March 21</td>
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<tr>
<td>Sunday, March 22</td>
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</tbody>
</table>
Monday, March 23  (B)

Tuesday, March 24
Practice ACT for Freshmen and Sophomores
ACT for Juniors
No School for Seniors
Kairos Girls (Juniors)

Wednesday, March 25  (L)
Kairos Girls (Juniors)
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<tr>
<td>Thursday, March 26 (E)</td>
<td>Kairos Girls (Juniors)</td>
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<tr>
<td>Friday, March 27 (R)</td>
<td>Kairos Girls (Juniors)</td>
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<td></td>
<td>Kairos Closing</td>
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<tr>
<td>Saturday, March 28</td>
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<tr>
<td>Sunday, March 29</td>
<td>Family Mass and Day of Service (10:00 AM)</td>
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</table>
Monday, March 30  (A)

Tuesday, March 31
Kairos Boys (Juniors)
Solidarity Day (No Classes)

Wednesday, April 1  (M)
Kairos Boys (Juniors)
Thursday, April 2  (B)
Kairos Boys (Juniors)

Friday, April 3  (L)
Kairos Boys (Juniors)
Adoration of the Blessed Sacrament
Kairos Closing

Saturday, April 4

Sunday, April 5
Monday, April 6  (E)
Solidarity Week

Tuesday, April 7  (R)
Solidarity Week

Wednesday, April 8  (A)
Solidarity Week
Spirit Dress Down Day
Thursday, April 9
Easter Break - No Classes

Friday, April 10
Easter Break - No Classes

Saturday, April 11

Sunday, April 12
Monday, April 13
Easter Break - No Classes

Tuesday, April 14
Easter Break - No Classes

Wednesday, April 15
Easter Break - No Classes
NOTES

Thursday, April 16
Easter Break - No Classes

Friday, April 17
Easter Break - No Classes

Saturday, April 18

Sunday, April 19
Monday, April 20  (M)

Tuesday, April 21  (B)
Summer Service Parent Night

Wednesday, April 22  (L)
Letting Go for Parents of Seniors (7:00 PM)
Thursday, April 23  (E)
Sophomore Retreat #3
Gesu (Junior)
One Act New Faces Performance (7:00 PM)

Friday, April 24  (R)
Sophomore Retreat #3
Gesu (Junior)
Gesu (Senior)
One Act New Faces Performance (7:00 PM)

Saturday, April 25

Sunday, April 26
Monday, April 27 (A)

Gesu (Senior)

Spring Art Show

Language Honor Societies Induction (7:00 PM)

Tuesday, April 28 (M)

Gesu (Freshman)

Spring Art Show

Spring Orchestra Concert (7:00 PM)

Wednesday, April 29 (B)

Gesu (Freshman)

Gesu (Sophomore)

Spring Art Show Reception (6:00 PM)

Spring Band Concert (7:00 PM)
Thursday, April 30  (L)
Spring Art Show
Greek Defense (7:00 PM)
Gesu (Sophomore)
Pops Concert (7:00 PM)

Friday, May 1  (E)
Adoration of the Blessed Sacrament

Saturday, May 2
Ramble

Sunday, May 3
Arrupe Session Four Ends
**Monday, May 4 (R)**

AP US Government and Politics (8:00 AM)

AP Physics C: Mechanics (12:00 PM)

AP Physics C: Electricity and Magnetism (2:00 PM)

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**Tuesday, May 5 (A)**

AP Calculus AB (8:00 AM)

AP Calculus BC (8:00 AM)

AP Human Geography (12:00 PM)

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**Wednesday, May 6 (M)**

AP English Literature and Composition (8:00 AM)

AP European History (12:00 PM)

AP Physics 2: Algebra Based (12:00 PM)
Thursday, May 7  (B)
AP Chemistry (8:00 AM)
AP Spanish Literature and Culture (8:00 AM)
AP Physics 1: Algebra Based (12:00 PM)
Spring Dance Performance (7:00 PM)

Friday, May 8  (L)
AP US History (8:00 AM)
AP Art History (12:00 PM)
AP Computer Science A (12:00 PM)
Spring Dance Performance (7:00 PM)

Saturday, May 9
Senior Prom

Sunday, May 10
Monday, May 11 (E)
AP Biology (8:00 AM)
AP Chinese Language and Culture (12:00 PM)
AP Environmental Science (12:00 PM)

Tuesday, May 12 (R)
AP Spanish Language and Culture (8:00 AM)
AP Latin (12:00 PM)
AP Psychology (12:00 PM)

Wednesday, May 13 (A)
AP English Language and Composition (8:00 AM)
AP Microeconomics (12:00 PM)
AP Music Theory (12:00 PM)
Honors Convocation (7:00 PM)
<table>
<thead>
<tr>
<th>Date</th>
<th>Schedule</th>
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<td>Thursday, May 14  (M)</td>
<td>AP Comparative Government and Politics (8:00 AM)</td>
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<td>AP Macroeconomics (12:00 PM)</td>
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<tr>
<td>Friday, May 15  (B)</td>
<td>Sending Forth Mass (Special Schedule)</td>
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<td></td>
<td>AP Computer Science Principles (8:00 AM)</td>
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<td></td>
<td>AP French Language and Culture (8:00 AM)</td>
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<td>Senior Olympics</td>
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<td>AP Statistics (12:00 PM)</td>
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<tr>
<td>Saturday, May 16</td>
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<tr>
<td>Sunday, May 17</td>
<td>Baccalaureate Mass (10:00 AM)</td>
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</table>
Monday, May 18 (L)
Senior Exams

Tuesday, May 19 (E)
Senior Exams

Wednesday, May 20 (R)
Senior Exams
Graduation Tuxedo Pick-Up
Financial Aid Seminar for Parents of Juniors (7:00 PM)
Thursday, May 21 (A)

Friday, May 22 (M)
No Assessment Day
Altered Schedule (Periods 1-9)

Saturday, May 23
Graduation

Sunday, May 24
Monday, May 25
Memorial Day - No Classes

Tuesday, May 26
8:00 AM - Math Semester Exam (All)
10:00 AM - Social Studies Semester Exam (All)

Wednesday, May 27
8:00 AM - English Semester Exam (All)
10:00 AM - Science Semester Exam (All)
Thursday, May 28
8:00 PM - Theology Semester Exam (All)

Friday, May 29

Saturday, May 30

Sunday, May 31
Thursday, June 4

Friday, June 5

Saturday, June 6
SAT Exam (8:00 AM)

Sunday, June 7
Thursday, June 11

Friday, June 12

Saturday, June 13
ACT Exam (8:00 AM)

Sunday, June 14
Monday, June 15
Summer School Begins

Tuesday, June 16

Wednesday, June 17
Monday, June 22

Tuesday, June 23

Wednesday, June 24
Thursday, June 25

Friday, June 26

Saturday, June 27

Sunday, June 28
Thursday, July 2

Friday, July 3

Saturday, July 4

Sunday, July 5
**Monday, July 6**

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**Tuesday, July 7**

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**Wednesday, July 8**

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Thursday, July 9
Last Day to Rectify 2nd Semester Incompletes

Friday, July 10

Saturday, July 11

Sunday, July 12
Monday, July 13

Tuesday, July 14

Wednesday, July 15
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Thursday, July 23</td>
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<tr>
<td>Friday, July 24</td>
<td>Summer School Ends</td>
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<tr>
<td>Saturday, July 25</td>
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<td>Sunday, July 26</td>
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### Assembly-Mass RAMBLE Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>CYCLES &amp; PERIODS</th>
<th>R&amp;B</th>
<th>A&amp;L</th>
<th>M&amp;E</th>
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<tbody>
<tr>
<td>7:45 –8:30 AM</td>
<td></td>
<td>1</td>
<td>7</td>
<td>4</td>
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<tr>
<td>8:35 –9:20 AM</td>
<td></td>
<td>2</td>
<td>8</td>
<td>5</td>
</tr>
<tr>
<td>9:25–10:30 AM</td>
<td>Assembly</td>
<td></td>
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<tr>
<td>10:35 –11:20 AM</td>
<td></td>
<td>3</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>11:25–12:14 PM</td>
<td>Frosh-Soph lunch</td>
<td>4a</td>
<td>1a</td>
<td>7a</td>
</tr>
<tr>
<td>12:19–1:08 PM</td>
<td>Junior-Senior lunch</td>
<td>4b</td>
<td>1b</td>
<td>7b</td>
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<tr>
<td>1:13–1:58 PM</td>
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<td>5</td>
<td>2</td>
<td>8</td>
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<tr>
<td>2:03–2:48 PM</td>
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<td>3</td>
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### Rally RAMBLE Schedule

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<th>M&amp;E</th>
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<td>8:38–9:31 AM</td>
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<td>9:36–10:24 AM</td>
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<td>10:29–11:17 AM</td>
<td>Frosh-Soph lunch</td>
<td>4a</td>
<td>1a</td>
<td>7a</td>
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<tr>
<td>11:22–12:10 PM</td>
<td>Junior-Senior lunch</td>
<td>4b</td>
<td>1b</td>
<td>7b</td>
</tr>
<tr>
<td>12:15–1:06 PM</td>
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<td>5</td>
<td>2</td>
<td>8</td>
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<tr>
<td>1:11–1:59 PM</td>
<td></td>
<td>6</td>
<td>3</td>
<td>9</td>
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<tr>
<td>2:04–2:48 PM</td>
<td>Assembly</td>
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</table>

Daily RAMBLE schedules on outside back cover
Regular RAMBLE Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>PERIODS</th>
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<tbody>
<tr>
<td>7:45 – 8:40 AM</td>
<td>R1 A7 M4 B1 L7 E4</td>
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<tr>
<td>8:45 – 9:45 AM</td>
<td>R2 A8 M5 B2 L8 E5</td>
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<tr>
<td>9:50 – 10:45 AM</td>
<td>R3 A9 M6 B3 L9 E6</td>
</tr>
<tr>
<td>10:50 – 11:45 AM</td>
<td>R4a A1a M7a B4a L1a E7a</td>
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<tr>
<td>Frosh-Soph lunch</td>
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<tr>
<td>11:50 – 12:45 PM</td>
<td>R4b A1b M7b B4b L1b E7b</td>
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<tr>
<td>Junior-Senior lunch</td>
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<tr>
<td>12:50 – 1:48 PM</td>
<td>R5 A2 M8 B5 L2 E8</td>
</tr>
<tr>
<td>1:53 – 2:48 PM</td>
<td>R6 A3 M9 B6 L3 E9</td>
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</tbody>
</table>

Assembly-Mass and Rally RAMBLE schedules on inside back cover

LOYOLA ACADEMY
1100 Laramie Avenue | Wilmette, Illinois 60091-1089
Telephone 847.256.1100 | www.goramblers.org