

Loyola Sacred Heart



Student/Parent Handbook

**Updated
October 2009**

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MISSOULA CATHOLIC SCHOOLS

MISSION STATEMENT

Loyola Sacred Heart Catholic High School pledges to teach, model and promote Gospel values rooted in Catholic principles and traditions in an environment of academic excellence.

STRATEGIES FOR SUCCESS IN OUR MISSION

To achieve the Mission of Loyola Sacred Heart, the school is committed to:

Providing a learning environment where faculty, staff, and students are treated with dignity, respect, and honor

Applying the highest standards of excellence in all courses, programs, and activities that foster continual growth and development

Encouraging enthusiastic participation by all students, parents, faculty, and staff in the full range of activities offered within the Missoula Catholic School Community

Insisting upon forthrightness, honesty, and accountability of everyone in maintaining and enhancing the common good of the community

MCS SCHOOL COUNCIL

Vatican II and Catholic Councils

Since Vatican Council II (1962-1965), the Catholic Church motivates the establishing and fostering of councils for Catholic Schools to:

Promote the concept of lay ministry and responsibility.

Develop ownership and stability for the future.

Offer financial advice.

Develop and defend policy.

Serve as a good public relations source.

Enable the principal to spend adequate time as an educational leader.

What is a Catholic School Council?

Loyola Sacred Heart Catholic High School is established and maintained as an entity of Missoula Catholic Schools, a regional school system in the Diocese of Helena to promote the Catholic education of the children of western Montana.

The Bishop, as the chief catechist of the diocese, has final authority over the school. He relies on the Diocesan Superintendent of Schools to exercise the administrative jurisdiction in accordance with diocesan policies, state accreditation standards (where applicable) and the laws of the State of Montana. The Bishop also appoints school administrators and members of the school council. Together, these groups are responsible for the operation of the schools.

Just as a parish council serves with the pastor on behalf of the total parish community, so the school council serves with the school administration on behalf of the total school community. Today's Catholic school administrators, with the many demands that are made, need assistance from a group of people who are committed to Catholic schools and are willing to work for the good of the schools and Catholic community.

The Council is a consultative body to the school administration and to the Bishop, subject to the regulations promulgated by the Bishop or the Diocesan Superintendent of Schools acting on behalf of the Bishop.

MISSOULA CATHOLIC SCHOOLS PHILOSOPHY OF EDUCATION

As a Roman Catholic academic community, St. Joseph Catholic Elementary School and Loyola Sacred Heart Catholic High School affirm their commitment to providing comprehensive and challenging educational opportunities for their students which shall enable them to realize their full human potential - spiritually, intellectually, creatively, physically and socially. Acknowledging that God created each individual with unique talents, abilities and purpose, the schools are dedicated to providing the tools with which all students can reach full maturity as caring intelligent and faith-filled individuals, ready to meet the challenges of vocation and life-long learning with vision and responsibility.

In partnership with the family and the parishes of the Missoula Catholic Community, St. Joseph School and Loyola Sacred Heart High School profess their support of parents in their efforts to form their children in the Catholic faith by providing a curriculum that is grounded in Gospel values, Catholic traditions, and the ongoing ministries of parish life. Within the context of strong academic programs, we are steadfast in our commitment to teach and promote the teachings of Christ in all things; Jesus is our focus and constant point of reference. Students are encouraged to actively embrace their faith commitment through community outreach and service to others, within and through their faith community, as well as to nurture to fullness an ever developing relationship between God, neighbor and self.

St. Joseph and Loyola Sacred Heart strive to offer a Christian value centered education to those desiring it. We shall cooperate with families to provide enrollment to our schools as our financial resources allow. In gratitude and respect, we welcome all those who have and continue to work to promote a positive and comprehensive learning experience for our youth. Our goal is to develop mature individuals, committed in faith, positively embrace the challenges of society, ultimately building the Kingdom of God.

MCS PERSONNEL

Patrick Haggarty	Diocesan Superintendent
Rick Hyland	SJS Principal
Kevin Chick	SJS Vice Principal
Jeremy Beck	LSH Principal
Kathy Schneider	LSH Vice Principal / Activities Director
Shirley Stewart	Business Manager
Diane Curry	Tuition Officer
Toni Alexander	Tuition Assistant

LOYOLA SACRED HEART

HISTORY

Loyola Sacred Heart is a coeducational, private, Catholic high school, with a century of academic excellence. On April 19, 1873 Father Lawrence Palladino S.J. offered Mass for two Sisters of Providence, Sister Mary Victor and Sister Mary Edward, in a frame house on the original site of the Sacred Heart Academy. The resources for this first frame building in 1873 and subsequent additions in 1882, 1885, and 1900 were the results of the dauntless courage and sacrifices of the early missionaries and their implicit trust in Divine Providence.

Operated by the Sisters of Providence, what began as the Providence of the Sacred Heart became Missoula's only boarding school for women. In 1885 the name was changed to the Academy of the Sacred Heart

Father Albert Trivelli S.J. along with the Jesuit community founded Loyola High School in 1912. The Jesuit Fathers were early missionaries of Montana and the Parish they established in Missoula and still staff today – St. Francis Xavier – is a National Historic Monument. Across the street from the Sacred Heart Academy, Loyola High School operated as a Jesuit school for young men until 1974, when Sacred Heart and Loyola merged systems to become Loyola Sacred Heart Catholic High School. Together, the school shared two buildings in the “Catholic neighborhood” of Missoula, next to St. Patrick's Hospital and Nursing School along with St. Francis Parish and Grade School for most of the 20th century until moving across town in 1979.

In 1979, Bishop Elden Curtis announced that the Sacred Heart Academy Building would be returned to the Sisters of Providence for their use, (today, St. Patrick Hospital stands on this ground) and that Loyola Sacred Heart would move to the former St. Anthony Grade School Building, where the school has remained through today.

Loyola Sacred Heart is an accredited High School by the Montana Office of Public Instruction and the Northwest Association of Schools and Colleges as well as a member of the National and Northwest Catholic Education Association.

PHILOSOPHY

LSH emphasizes not only the subject matter but also the process by which one “comes to know”. The process of learning is the central focus and rather than passively receiving information and predefined explanations, students actively engage in finding out what they want and need to understand. It is the art of teaching students “how to learn” that motivates our education.

Students are the center of learning at LSH and are the principal agents of our education. Content, methodology, faculty, families, and students all combine and interact to contribute toward leading students to make connections between what they learn in the various dimensions of the school curriculum. In the planning of instruction, material is selected whenever possible, to allow for connection with other academic areas, content, and life applications.

In the Ignatian philosophy of education, teaching students to learn to learn remains the challenge and purpose of our school. Students come to understand that there is an invariable structure in the knowing and learning process. It is a system of movement from experience through understanding and judgment to action. According to St. Ignatius Loyola, it is through the process of reflecting on one's experience that a person arrives at decisions and ultimately is compelled to act in accordance with those decisions.

At LSH, we provide a scholastic environment, rooted in Catholic tradition, realizing the call to social justice, and preparing young Christian adults where the process of learning is paramount to the integration of academics and whose resolute goal is to develop learning that culminates in socially just and responsible action.

From God ~ Though the Family ~ To the Individual

LSH ADMINISTRATION

Mr. Patrick Haggarty Diocese of Helena Superintendent
Mr. Jeremy Beck Principal
Ms. Kathy Schneider Vice Principal/Activities Director
Mr. Brian McKernan Guidance Counselor
Mr. Garth Flint Technology Coordinator
Ms. Lynne Morris Administrative / School Secretary
Ms. Shannon Tripp Administrative, Activities & Admissions

FACULTY

Ms. Laura Aimi	Social Studies / Business Education	Mr. Matt Stergios	Social Studies / Humanities
Mr. Scott Anderson	Theology / Marketing	Mr. Randy Stobb	Health & Exercise Science
Mr. Jonathan Crummett	Japanese	Ms. Tayleigh Sykes	English
Fr. George Dumais	French / Campus Ministry	Mr. Mike Trudnowski	Math / Theology / Physics
Mr. Ray Guest	Chemistry	Ms. Jennifer Walworth	English
Mr. Dave Klein	Social Studies / Theology	Mr. Dan Weber	Biology
Ms. Michelle Petersen	Spanish	Dr. Ron Wilcott	Music Department
Mr. Dick Schipporeit	Driver's Education	Ms. Beverly Williams	English / Humanities / Psychology
Ms. Patrice Schwenk	MCS Library Coordinator / Study Skills	Mr. Troy Waters	Technology / Business Ed / Yearbook
Ms. Elizabeth Sweet	Latin	Ms. Elizabeth ZurMuehlen	Math / History
Mr. Matt Simms	Art		

SUPPORT STAFF

Mr. Brad Verworn Maintenance
Mr. Rick Norway Head Custodian
Ms. Vicki Pocha Facility Manager
Ms Tisa Smith Food Service / Kitchen
Ms. Mary Wickes Kitchen Assistant
Ms. Kori Hollenback Kitchen Assistant
Ms Heidi Strader Kitchen Assistant

St. Joseph School 549-1290

SJS ADMINISTRATION

Mr. Rick Hyland Principal
Mr. Kevin Chick Vice Principal
Ms. Mary Dougherty Administrative Assistant
Ms. Sue Priddy Secretary
Mr. Garth Flint Technology Coordinator

SJS FACULTY

Ms. Kathy Newman	Kindergarten	Mr. Eddie Stack	K – 8 PE
Ms. Janice Hegman	1 st Grade	Ms. Tiffany Miller	K – 8 Art
Ms. Pat Borchardt	2 nd Grade	Ms. Stephanie Gilman	Technology
Ms. Lindsay DePuydt	2 nd Grade	Ms. Becky Bishop	K – 8 Music
Mr. Sean Brennan	3 rd Grade	Rick Hyland / Kevin Chick	8 th Grade Theology
Ms. Marlene Naylor	3 rd Grade	Peggy Schmidt	Title 1
Ms. Sharon Madsen	4 th Grade	Ms. Anne Wright	Learning Center
Ms. Katie Hogan	5 th Grade	Sue Shaffer	Teacher Aide
Ms. Jodi Hunt	5 th Grade	Katie Tirrell	Teacher Aide
Mr. Bob Byrne	6 th Grade Science, Math, Theology	Kelley Nicholson	Teacher Aide
Ms. Kelly Garrett	6 th Grade Reading, English, Social Studies		
Ms. April Feeley	7 th & 8 th Grade Math 7 th Grade Theology		
Ms. Mary Ann Fangsrud	7 th & 8 th Grade Language Arts 8 th Grade Theology		
Mr. Michael Crockett	7 th Grade Theology 7 th & 8 th Grade Science		
Mr. Larry Mansch	7 th & 8 th Grade Social Studies		

SJS EARLY EDUCATION PROGRAM / PALS

Ms. Irene Tiefenthaler Director Office 549-7648

SJS SUPPORT STAFF

Mr. Preston Ricci Custodian
Mr. John Clark Maintenance
Ms Tisa Smith Food Service / Kitchen
Ms. Mary Wickes Kitchen Assistant
Ms. Kori Hollenback Kitchen Assistant
Ms Heidi Strader Kitchen Assistant

THE SUPPORTING CATHOLIC COMMUNITY

DIOCESE OF HELENA

1 (800) 584-8914

- Most Reverend George Leo Thomas, Bishop
- Mr. Patrick Haggarty – Diocesan Superintendent
- Ms. Judy Ober, Personnel Director
- Mr. Pete McNamee, Finance Officer

LSH FOUNDATION

728-2367

- Judy Geer, LSH Foundation Executive Director
- Dirk Cloninger, Controller
- Shannon Bell, Campaigns and PR
- Liz Manley, Fundraising Liaison

\$CRIP

541-6195

- Carla Men, \$crip Program Director
- Katie Martyak
- Julie Hollenback

BARGAIN CORNER

543-4926

- Tracey Blome, BC Manager
- Melissa Schurman, Assistant Manager

MCS SIDELINERS

- Alison Dalhen, Chair
- Ruth Burke, Membership
- Shelly Elliott, Apparel
- Marianne Crippen, Golf Tournament
- Cathy Reiber & Sue Englert, Poinsettia/Wreath Sale
- Open, Sports Pools

MCS FUNDRAISERS

- Vicki Lincoln, Chair
- Michelle McCue, Jog-A-Thon
- Joely Round & Lauren Descamps, Calcutta
- Julie Hollenback, Valentine Carnival
- Trish Opitz & Trish Madsen, BASH (Friday)
- Open, BASH (Saturday)
- Open, Cow-A-Bunga

LSH STUDENT SPIRITUAL LIFE

CATHOLIC STUDENTS CODE OF ETHICS

Commitment to the Student

As Catholic school students, we believe that we are pilgrim people, making our journey through this life with a constant focus on the next. As Catholic Christian students, we have a special responsibility to encourage each other to achieve our maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge, and understanding, and the thoughtful formulation of worthy goals.

Commitment to our Family

As Catholic school students, we believe that we are influenced by home, community, and a society in which attitude toward Christian values is often challenged. Our parents, the source from whom we derive our values, entrust us to the Catholic school to instruct, complement, and intensify the education and formation begun at home. We are called to support our parents in fulfilling their obligation for the Christian formation and education of their child.

Commitment to the Community

As Catholic school students, we believe the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part of the parish whose people it serves, and a vital force for preparing future civic and Church leaders.

Commitment to Learning

As Catholic school students, we believe that academic excellence in Catholic schools directly influences our Church, country, and world. We strive to create a Christian environment that promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join us in our search of the Truth in school.

CATHOLIC LITURGIES AND RETREATS

All students shall participate in regularly scheduled, celebrations of Eucharist, Liturgy, and Retreats. Although many students attending LSH are not Catholic, they will attend all liturgies in support of the Catholic Faith, practices, and rituals.

DAILY PRAYER

As a Catholic School, basic practices reflect a Christian Orientation to God. Prayer is an essential part of this orientation. Therefore, each school day will begin with a prayer in the classroom.

GUIDELINES FOR RECEIVING COMMUNION

United States Catholic Conference, 1996

For Catholics

As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive communion devoutly and frequently. In order to be properly disposed to receive Communion, participants should not be conscious of grave sin and normally have fasted for one hour. A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the intention of confessing as soon as possible.

For Fellow Christians

We welcome our fellow Christians to this celebration of Eucharist as our brothers and sisters. Because Catholics believe that the celebration of the Eucharist is a sign of the reality of the oneness of faith, life, and worship, members of those churches with whom we are not yet fully united are ordinarily not admitted to Holy Communion. Eucharistic sharing in exceptional circumstances by other Christians requires permission according to the directives of the diocesan bishop and the provisions of canon law.

Members of the Orthodox Churches, the Assyrian Church of the East, and the Polish National Catholic Church may receive Holy Communion.

For Non Christians

We also welcome to the celebration those who do not share our faith in Jesus Christ. While we cannot admit them to the Holy Communion, we ask that they offer their prayers for the peace and unity of the human family.

STUDENT RETREATS

During the course of the academic year, retreats shall be scheduled for LSH students each of their four years of school. Attendance at the class retreat is mandatory. All instructional / class time missed as a result of retreat attendance shall be officially recorded as a School Sponsored Absence.

The Sophomores, and Juniors will have at least a one-day retreat during the course of the year. In addition to the day retreats, the Freshman, and Senior class will have at least one over night retreat during the course of the school year.

VISION

VISION (Volunteer In Service In Our Neighborhood) is a community service program initiated at LSH in the 1970's. Participation in community service programs (visits to and/or volunteer work at nursing homes, shelters, food pantries, etc.) enhances the standard program of the school and is required for all LSH students.

Freshmen are required to have 10 VISION hours before the end of the school year.

Sophomores are required to have 20 VISION hours before the end of the school year.

Juniors are required to have 30 VISION hours before the end of the school year.

Seniors are required to have 40 VISION hours before the end of the school year. Students are to design a service project that they will partake in throughout the entire school year. Students will present a culmination of their year at a VISION fair prior to graduation.

The Campus Minister, in coordination with the Vice Principal and Theology Department, schedules, records, and monitors all VISION contacts, hours, and obligations.

LSH ADVOCATE GROUPS

LSH Advocate Groups are predicated on the belief that personal success is a product of building positive relationships.

LSH Advocate Groups are built into the bi-weekly schedule so that every student at Loyola Sacred Heart has an adult advocate to assist them in their educational experience while attending LSH. Each student will be asked to examine his/her spiritual, academic, and career goals, as well as plan for the future beyond LSH.

Students are assigned to their LSH Advocate group teacher for the year and report to their LSH Advocate Group every other Wednesday as scheduled. Students are not to use this time to meet with other teachers or staff unless previously arranged. Students who are not in their LSH Advocate Groups will be considered truant.

HAZING, HARASSMENT, OR INTIMIDATION

General Statement

Harassment, hazing, or intimidation has no place in the Catholic school experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community.

As a part of the greater Catholic diocese, the Diocesan school is committed to a positive and productive community environment free of harassment, hazing, and intimidation. It is the explicit policy of the Catholic school to prohibit harassment or intimidation whether committed by a student, employee, volunteer, and/or parent. The Catholic school will treat allegations of such seriously, and will review and investigate such matters in a timely manner.

The Catholic school is committed to an environment that is free of unsolicited and unwelcome harassment, hazing, or intimidation whether intentional or not, while in school on school property, and during school sponsored activities, including transportation to and from.

Furthermore, the Catholic school prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation itself is a violation of the Federal Civil Rights Act of 1964 as amended, 42 U.S.C. @ 2001.

Definitions

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical abilities, sex, age, or sexual orientation. Harassment can occur at any time during the school hours or during school related activities.

Hazing occurs when an individual is subjected to treatment that is intentional or unintentionally meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the Catholic school. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

Intimidation occurs when an individual is subject to verbal, physical or psychological action or implied action intended to cause harm or distress. A person subjected to intimidation has a difficult time defending him or herself. Intimidation may be carried out directly through physical or verbal means, or indirectly through relational means. When one person fears another because of real or implied threats or coercion that may result in harm to the individual, intimidation exists. Intimidation can also be called bullying

Harassment, hazing, and intimidation include but are not limited to any of the following:

- o Verbal: derogatory comments, jokes, or slurs. It can include belligerent or threatening words between individuals and may include offensive, negative remarks concerning an

individual's gender, physical abilities, race, creed, and/pr physical appearance. Also, the willful or unintentional spreading of rumors and gossip is considered a form of harassment.

- o Physical: unwanted deliberate touching, pinching, bruising, or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), with normal activities will be regarded as harassment
- o Visual: derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures
- o Sexual: sexually suggestive remarks, gestures, or jokes. Moreover, any unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assaults, etc) will be regarded as harassment.

Responsibilities

It is the responsibility of the Catholic school to:

- o Implement this policy and ensure that all students, employees, and volunteers understand the policy and its importance.
- o Make all school employees, volunteers, students, and parents aware of this policy and the commitment of the school toward its strict enforcement
- o Remain watchful for conditions that create or may lead to a hostile school environment
- o Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

It is the student's responsibility to:

- o Conduct himself or herself in a manner which contributes to a positive school environment
- o Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- o Not stand silently if he/she observe harassment, hazing, or intimidation
 - o Silence condones these activities and may make the observer just as guilty as the offenders.
- o Report all incidents of harassment to the Principal
- o If informed that he or she is perceived as engaging in intimidating, discriminatory, harassing, or unwelcome conduct, to discontinue that conduct immediately

Reporting Process / Investigation Procedures:

The student should first tell the individual causing the harassment, hazing, or intimidation that his/her conduct is offensive, unwelcome, and must stop. If the objectionable behavior does not cease immediately, the student shall report the incident to the Principal or to an employee who will report it to the Principal.

Adult – Student:

- o Should a report be filed that alleges harassment, hazing, or intimidation by an adult toward a student, the Principal will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties,
- o Confidentiality will be maintained as much as possible.
- o When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the Principal will immediately notify the Diocese of Helena and comply with the procedures as prescribed in the Diocese of Helena Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment and Code of Pastoral Conduct.

Student – Student:

- o Should a report be filed that alleges harassment, hazing, or intimidation by a student toward another student, the Principal will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties.
- o Confidentiality will be maintained as much as possible.
- o When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the Principal will immediately inform the parents of all involved students and comply with the disciplinary procedures as prescribed in the parent / student handbook.

Student – Adult :

- o Should a report be filed that alleges harassment, hazing, or intimidation by a student toward an adult, the Principal will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties,
- o Confidentiality will be maintained as much as possible.
- o When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the Principal will immediately notify the Diocese of Helena and comply with the procedures as prescribed in the Diocese of Helena Policy Regarding Abuse of Minors, Sexual Misconduct, and Sexual Harassment and Code of Pastoral Conduct.

Corrective Action

A charge of harassment, hazing, or intimidation shall not, in and of itself, create the presumption of wrongdoing. However, individuals or groups found with whom substantiated acts of harassment, hazing, or intimidation will be subject to disciplinary action up to and including expulsion from school.

Where appropriate, and at the discretion of the Principal, the consequences of a violation of this policy may result in, but is not limited to any or all of the following:

- o Educational assignment designed to increase awareness and sensitivity to the issue of harassment or intimidation
- o Assignment to educate in the areas of impulse control and anger management
- o Administrative family consequences
- o After school penalty (Detention)
- o Referral to an outside agency
- o Suspension or expulsion
- o Referral to police or other law enforcement agency.

Prevention

The Catholic school shall provide regular in-service education about harassment, hazing, and intimidation for employees and students, including:

False or Frivolous Reports:

Students found to have filed false or frivolous charges of harassment, hazing, or intimidation will also be subject to disciplinary action, up to and including expulsion from school.

LSH HONOR CODE

Loyola Sacred Heart has established an Honor Code to promote trust, respect, and honesty in student life and the school academic atmosphere. We believe that LSH students should uphold principles of truth, honor, and integrity in all of their spiritual, intellectual, athletic, and social pursuits. This belief is based on the notion that each student is responsible, with an inherent desire to be an honorable person. By attending Loyola Sacred Heart, a student has a responsibility to themselves and to their schoolmates to sustain a system of moral values, even in the face of adversity.

LSH students will govern themselves in accordance with the following standards:

God has gifted each of us with the talents necessary to succeed in life and we will use these talents to promote His will among our family, friends, and school.

We will treat others with respect, dignity, and understanding for the individual.

Our academic efforts embody an honest representation of our ability and we will submit scholastic work that is a product of our own ability and effort.

The Honor Code relies upon students' voluntary adherence to these standards. While students are not required to report noncompliance with the Honor Code, they are expected to share and take an active part in the seeing to it that others, as well as themselves, uphold the spirit of the Honor Code. All violations of the Honor Code are detrimental to the quality of life for everyone at LSH.

ACADEMIC INTEGRITY

LSH takes seriously its mission to form students who are intellectually competent and well prepared to face the challenges of their future studies. The faculty works assiduously to identify relevant learning outcomes and to design learning activities / assessments that are meaningful and necessary to meet those outcomes. LSH expects that its students will engage in these activities with both effort and integrity.

Loyola Sacred Heart's approach to academic integrity is best expressed in the school's honor statement:

As a student of Loyola Sacred Heart, I will know, trust, and serve God in this life by displaying integrity and self-respect in all my endeavors. I will respect the property of others. In all my Loyola Sacred Heart activities, academics, athletics, and spiritual functions, I will be a person for others and act in a manner appropriate for the occasion.

The Honor Code applies to all scholastic effort submitted for academic credit, including examinations, quizzes, papers, and laboratory / classroom assignments. Of primary concern are cheating, plagiarism, and fabrication of academic work.

Cheating

Cheating occurs when a student does not do his/her own work on an academic exercise. Examples of cheating include:

Copying from another student's examination or assignment

Allowing another student to copy from his/her examination or assignment

Using outside materials on an examination or assignment that are not authorized

Preparing notes or documents to take into a closed-book examination, like writing on a hand or desk

Plagiarism

The Loyola Sacred Heart Honor Code utilizes the definition of plagiarism in Black's Law Dictionary, which states that plagiarism is "the act of appropriating the literary composition of another, or parts or passages of his [sic] writings, or ideas or language of the same, and passing them off as the product of one's own mind".

To avoid unintentional plagiarism, students should familiarize themselves with the mechanic of footnoting and bibliographical documentation as subscribed by the English Department of LSH.

Fabrication

When a student consciously manufactures or manipulates information to support an academic exercise, he/she commits the act of fabrication. Some examples of fabrication include:

Falsifying citations

Manipulating or manufacturing data to support research

Taking another student's examination or writing another student's assignment

Listing sources in the bibliography that were not used in the academic exercise

Intentional Absence

Intentionally being absent from school or class to avoid taking a test or to avoid turning in an assignment is an infraction of the Honor Code.

VIOLATION OF THE HONOR CODE

When a student is found to have violated the LSH Honor Code, the Vice Principal shall be notified. Consequences for violating the Honor Code are at the discretion of the Vice Principal, reflecting the severity of the violation, and communicated to the parents and the building principal.

RESPONSIBILITIES OF THE HONOR CODE

The Honor Code of LSH is designed to protect individual and academic freedom. For that to happen, everyone in the community must support the Honor Code. Students, faculty members, school administrators, and parents all have specific obligations under this Honor Code.

Students

- Be prepared for all academic exercises
- Do not condone cheating on the part of others
- Refuse to assist others in violation of the Honor Code
- Take steps to ensure that other students cannot cheat from you
- Ask the teacher to clarify Honor Code conduct for assignment or examination
- Inform Vice Principal if you have knowledge or have observed an infraction of the Honor Code

Faculty

- Explain explicitly how the Honor Code applies to each assignment
- Include a statement regarding the Honor Code and Academic Integrity in each Course Syllabus
- Contact the Vice Principal regarding suspected infractions of the Honor Code

Administration

- Support the faculty in their efforts to establish and enforce the Honor Code
- Be consistent and fair on all facets of the Honor Code
- Clearly communicate the intent and rationale of the Honor Code to the school and Catholic community
- Annually review the Honor Code for amendments and adaptations, as per the suggestions of the Faculty and School Council

Parents

- Are the primary educators for their children
- Make clear to their children the importance of integrity and honor
- Support the school's intent for academic integrity and the honor code
- Keep an open line of communication with the school and its faculty

LSH ACADEMIC PROGRAM

EXPECTED SCHOOL WIDE LEARNING RESULTS

Profile of an LSH Graduate

Loyola Sacred Heart believes that the graduate should be competent in various disciplines. Each academic department develops and maintains its own profiles of a graduate for the specific curricular area.

SPIRITUAL - LSH graduates will:

- develop an understanding of Catholic Christianity through the study of and reflection on tradition and scripture
- develop his or her relationship with Christ through prayer, reflection, liturgy, retreats, and service
- discern moral choices, reason through moral issues, and act with an informed Christian conscience
- develop an understanding of Catholic social teaching and strive to incorporate these principles into his or her life
- live the Gospel message in their everyday lives
- develop their relationship with Christ through prayer, reflection, liturgy, retreats and service
- foster Christian values: a commitment to faith, service to others, and morals of compassion, respect, and tolerance

LIFELONG LEARNERS - LSH graduates will:

- successfully and appropriately apply critical analysis and problem solving strategies
- demonstrate creative thinking skills and apply them to a variety of academic disciplines
- demonstrate evidence of original authorship and academic integrity
- assume responsibility for their own learning by setting priorities, developing a plan, committing to goals and evaluating progress
- process information from multiple sources using inquiry, research, technology, analysis and problem-solving to meet their information needs
- view world and local issues from multiple perspectives
- articulate ideas clearly, creatively and effectively
- make connections and apply learned knowledge to the environment they live in and the world at large

CITIZENSHIP - LSH graduates are responsible citizens who:

- are guided by their spiritual belief to contribute in a meaningful way in their life journey
- foster a sense of goodwill in their everyday lives through a sense of justice
- serve their community in a continuing Christ-centered fashion
- exhibit a sense of social responsibility and desire to positively affect their community
- demonstrate an awareness of the social, political, economic, and environmental challenges of the 21st century

POST HIGH SCHOOL/TECHNOLOGY - LSH students are prepared for the challenges of life after high school by:

- exhibiting clear, effective, and decisive analytical, written and verbal skills
- processing information from multiple sources using inquiry research technology, analysis and problem solving in quest for knowledge
- developing communication skills in all domains (verbal, written, and collaborative)
- using technology successfully and appropriately as a tool for learning and communicating
- understanding the ever-evolving nature of technology and its role in society

ACADEMIC PRINCIPLES

The aim of the educational program at LSH is to develop students who are compassionate and curious learners, intent upon assuming increasing responsibility for direction of their own intellectual, spiritual, social, emotional, and physical development. Emphasis is placed on teaching students to be self-directed learners, people who make meaningful and deliberate choices about how to best profit from their educational opportunities.

Successful Academic Standing

Students at LSH must maintain successful academic standing in order to remain in the program. Successful academic standing requires that a student be maintaining a minimum 75% average, and have no failing grades at the end of each semester. A failing grade is defined as 64% or below. Failing grades in numerical classes and required classes need to be made up prior to the next academic year (i.e., English I before English II). Students who do not have delinquent credits made up by the next academic year, will not be allowed to compete in co-curricular activities until they do so.

Academic Probation ~ School Admission

All LSH students are expected to pass each subject, each semester. A student is placed on Academic Probation when he/she fails to pass a class at the end of the semester grading period or earns less than a 75% average for the semester grading term. Should a student placed on Academic Probation attain a failing grade or earn less than a 75% average for a second consecutive semester, he / she will be placed on an academic contract established with parents, administrators, and faculty with a possible consequence of academic expulsion.

Academic Probation – Honor Code Violations/Plagiarism

All LSH students are expected to uphold the LSH Honor Code. Incidents of plagiarism are taken very seriously and flagrant violations will result in the involved student(s) being placed on Academic Probation. Further Honor Code violations may result in expulsion from LSH. All incidents of plagiarism will be reported to the Principal and Vice Principal.

Academic Probation ~ School Sponsored Activities

All LSH students participating in school-sponsored activities are expected to maintain passing grades throughout the entire grading period. To ensure consistent academic grading assessment for student participation, biweekly grade checks will be performed.

A student is placed on Academic Probation – School Sponsored Activities when he/she fails to earn passing academic work or a 75% average at the biweekly grade check.

If at the next biweekly grade check a student placed on Academic Probation – School Sponsored Activities still has an average below 75% or any failing grades, he/she will be suspended for two weeks from all school co-curricular competition. At the conclusion of the two-week suspension, a student on Academic Probation – School Sponsored Activities who still does not meet eligibility requirements will be removed from their activity in order to focus on their academics.

ADMISSION INTO SCHOOL

All admissions to Loyola Sacred Heart Catholic High School are considered probationary for the first three months.

Admissions Disclaimer:

LSH and SJS are not able to serve students with severe learning disabilities or with severe psychological conditions. Students must be able to perform in the classroom without special accommodations.

St. Joseph School students who earn a cumulative 2.0 GPA in their 7th and 8th grade years and successfully graduate from St. Joseph Catholic Grade School will receive an automatic admission into Loyola Sacred Heart Catholic High School.

St. Joseph School students with a GPA less than 2.0 will apply to attend to Loyola Sacred Heart Catholic High School.

Open Enrollment

LSH has established an open enrollment policy that states:

- LSH is a co-educational Catholic high school whose philosophy is mission based on the call of the United States Conference of Catholic Bishops “To Teach as Jesus Did”.
- LSH accepts students on a space available basis.
- LSH charges tuition for its educational services. All families are required to remunerate their assessed tuition obligation in one academic year.
- LSH has admission requirements pertaining to academic and behavior standards.
- Practicing Catholics always receive preference in admission.

Incoming Freshmen and Transfer Students

Students transferring to Loyola Sacred Heart must complete an application for acceptance to the high school.

All transfer student admissions are contingent upon a completed application form. Included in the application will be a student essay with reasons why the student would like to attend the high school, proof of immunization records, and at least two letters of recommendation.

Freshman students transferring to Loyola Sacred Heart Catholic High School will have a minimum of a 2.0 GPA or 75% average in his/her 7th & 8th grade years.

The Building Principal will make the final decision to accept new students following receipt of:

Transcripts from the student’s former school

Completed enrollment application

At least two recommendations, including one from the student’s former principal, teacher, or counselor

An interview with the Building Principal for students entering grades 5 – 12 and his/her parents

Immunization and health records

Completed request for transferring records and completed tuition application

Students transferring from a “home school” program may be required to meet with prospective teachers and take a placement exam

Students no longer living with parents or guardians

Central to the philosophy and motto of LSH is the belief that parents are the primary educators of their children. In support of this belief, the school and the parent work in close collaboration in all aspects of the student’s educational process. Therefore, a student not living in the home of a parent or legal guardian may not be allowed to attend LSH.

Foreign Students and Foreign Exchange Students

The Building Principal will make the final decision to accept a foreign exchange student following completion of the Transfer Student Policy and:

Interview with the Building Principal, if possible.

Fluency in reading, writing, and speaking English.

Agreement to pay the “full cost of education” as determined by the Missoula Catholic Schools Finance Committee.

Priority for entrance of a foreign exchange student will be:

When the grade level has available room.

For the student who is Catholic.

For the student who will be living with the Missoula Catholic family.

ATTENDANCE

Loyola Sacred Heart expects students to attend each class, on time, every day.

Loyola Sacred Heart (LSH) recognizes that school attendance has a direct impact on a student’s level of academic achievement. As a college preparatory school, it is essential that students participate in class activities as fully as possible. In addition, because the LSH curriculum is heavily devoted to hands-on, experiential and cooperative learning activities, student presence is an essential element of our educational philosophy. Therefore, LSH has an absentee procedure that strongly supports academic participation.

School attendance, according to the State of Montana, is ultimately the responsibility of the student and his/her family and the responsibility of LSH is to provide, monitor, and adjust appropriate attendance procedures to enhance the curriculum and educational opportunities.

A parent decides when an absence is necessary but LSH determines the type of absence that obligates the teacher to assist in make-up work and those for which disciplinary consequences may be appropriate. Attendance associated discipline is recorded on an annual basis. In the case of those students who are repeatedly absent and choose to not take school attendance seriously, LSH will provide continual consequences that may ultimately end up in a student expulsion.

Absence

By definition, a student is considered absent when he/she is not in the assigned schoolroom and academically prepared after twenty (20) minutes of the class has passed.

To inform the school of an absence, it is preferable that parents will contact LSH School Office by written and signed note or phone call (549-6101) before the start of the school day. The LSH School Office is open at 7:15 AM and provides an answering machine twenty four hours a day for parents to leave messages regarding attendance anytime that is convenient before the start of the school day. Absences not excused within 48 hours of students return will be recorded as unexcused.

Type I Absence

A student is considered to have a Type I Absence when:

- He/she has a medical, dental, and/or counseling appointment that cannot be scheduled outside school hours
- He/she has a serious illness or death in the family
- He/she is dismissed from school for a school sponsored activity
- He/she is in a school counseling meeting
- He/she is on a religious / school retreat
- He/she is meeting requirements to satisfy the law

FOR A TYPE I ABSENCE, STUDENTS ARE EXPECTED TO OBTAIN THE WORK THEY WILL MISS BEFORE LEAVING. IN THE CASE OF ILLNESS, THE SCHOOL SHOULD BE CONTACT TO REQUEST MISSED WORK. ALL WORK SHOULD BE COMPLETED UPON RETURN TO CLASS.

Type II Absence

Type II Absences are for any reason not specified as Type I.

For example, a student is considered to have a Type II Absence when:

- His/her parents fail to notify the LSH School Office of the absence prior to the start of the school day
- He/she overslept or was too tired
- He/she stayed home to study
- He/she is on a vacation
- He/she has a haircut (or like) appointment

FOR A TYPE II ABSENCE, TEACHERS ARE NOT REQUIRED TO ASSIST THE STUDENT WITH MAKE-UP WORK OR TESTS. ACCEPTING LATE ASSIGNMENTS IS DISCRETIONARY.

Unexcused Absence

Unexcused Absence is an absence without parental consent, is a violation of Montana law, and is considered a serious breach of school procedures. The school administration will provide consequences for those students found truant during the school day or school-sponsored activity.

Consequences of Unexcused Absence:

Unexcused Absence	School Action / Student Consequence		
1 st UA	One week detention	Parent Notification	Zero Grade for assignments missed in UA classes

2nd UA	Additional week detention	Parent Notification	Zero Grade for assignments missed in UA classes
3rd UA	Additional week detention Probationary Attendance Contract	Parent Conference	Zero Grade for assignments missed in UA classes

Both types of absences, Excused and Unexcused, are included in the calculation of the total absences.

To clarify, the following is a summary of the Excused and Unexcused Absence:

Excused Absence – Parent Permission – No Discipline

Type I: School related; teacher will assist with make up work

Type II: Non-school related; teacher not responsible to assist with make-up work (teacher’s discretion)

Unexcused Absence – No Parent Permission – Discipline Consequences

Teacher not responsible to assist with make-up work

LSH has set a maximum number of allowable absences per semester per academic area. A Mid-semester summary of absences will be sent to parents with midterm grades. It is the student’s responsibility to be aware of his/her maximum number of absences and possible loss of credit. The following table represents the maximum number of absences a student may have and still receive credit for a class.

Allowable Absences for Academic Credit Per Semester	Number	Consequences when Absences exceed Number
Senior Students	9	Loss of Academic Credit on Transcript
Underclass Students	8	Loss of Academic Credit on Transcript

**Even though Collegio meets daily, students are expected to adhere to the “Allowable Absences” for each semester.*

Guidelines for the Extension Request Form

A student who has an extended illness may petition the Vice Principal for consideration of extenuating circumstances. An extension must be based on extenuating medical or personal circumstances and the petitioning student may or may not receive an extension. Students and parents should adhere to the following steps when making a petition: It is very important that all Extension Request Forms are submitted to the Vice Principal PRIOR to the end of the semester.

The student / parent is notified of Attendance No-Credit

Parents write a letter to the Vice Principal describing the extenuating circumstances

The Vice Principal reviews the request in consultation with the involved teacher(s) and renders a decision

The student / parent is notified in writing of the Vice Principal's decision

If a No Credit (NC)* grade for a course is entered on the student's transcript, the student is required to take comparable coursework outside the Loyola Sacred Heart curriculum to make up the deficient mark. This course must be pre-approved by the Vice Principal. There are possibilities for a contract with a teacher for an independent study that may satisfy LSH course requirements.

*In the case of a failing final grade, that grade will supercede the "NC" on the student's transcript.

Planned Absence Procedure

If a student anticipates an extended absence from school, he/she should complete a "School Sponsored – Pre Arranged Absence" Form (pink sheet). Each of the student's teachers, along with the student and parent should complete and sign this form no later than one-week prior to the planned absence. Teachers may note how the absence will directly affect the success of the student on this form.

Once the form is completed, it is the student's responsibility to complete the assignments as directed.

Lengthy and/or repeated family trips present students and teachers with a difficult task of making up academic work. LSH recommends that family trips be taken during scheduled school vacation times whenever possible. If a trip falls outside of a regular vacation time, the absences directly affect a student's class participation and therefore, their comprehension of the subject matter. Because trips directly affect the workload of a faculty member, there will be cases in which a faculty member may not have the time to meet all requests for make up assistance.

Tardies

Promptness is the responsibility of every student enrolled at LSH. Students are expected to be in class and academically prepared on time. Tardiness is disruptive to the learning environment and should be avoided at all costs. By definition, a student is considered tardy when he/she is not in the class and academically prepared when the bell rings.

Tardies are accumulated by semester.

Excused Tardy (ET)

Only the LSH School Office or Faculty member will excuse a student for his/her tardiness if the circumstance or excuse is acceptable.

Reasons for excused tardies may include:

Medical or dental appointments (parents are encouraged to make these appointments either after school or when school is not in session) with prior notification to the office and/or teachers.

School Related Activity

Faculty / Student Conference that results in student being late to class

Hazardous road and/or travel conditions

Tardy excused by parents with prior notification to the office and/or teachers

Unexcused Tardy (UT)

A student will be marked as an Unexcused Tardy when he/she reports to the schoolroom after the bell rings and before twenty (20) minutes of the class has passed.

Consequences of Unexcused Tardies

Unexcused Tardy	School Action / Student Consequence	
1 ST UT	Warning	
2 nd UT	Warning	
3 rd UT	1 Detention	Parent Notification
4 th UT	3 Detentions	Parent Notification
5 th UT	5 Detentions	Parent Conference

Admission to the Class After Absence or Tardy

Students marked Unexcused Absent or Unexcused Tardy for class will not be allowed back in the classroom without an authorized admit slip signed by the LSH School Attendance Secretary or Administration. Students that report to class without an admit slip will be sent to the school office to obtain one.

**Student will be given a detention slip along with their tardy slip to be served on the date indicated. Failure to serve will result in subsequent detention, suspension, or expulsion*

Checking Out During the School Day

A student who has to leave the building during the school day, must have his/her parents' permission and he/she must report to the school office, inform the school secretary or administrator that he/she is leaving, and sign out before leaving. Failure to sign out will be considered an unexcused absence.

Parents may not excuse a student who leaves the building during the school day after the absence has occurred. All excuses must be cleared through the office prior to the student leaving campus.

A student may not sign out of school during lunch, for the purpose of getting lunch.

A student, who becomes ill or has an accident during school hours that requires leaving the building, needs to report to the school office. The school will contact parents to receive permission for the student to leave the building..

Students who check out of school during the day for illness will not be eligible to participate in school sponsored or related activities that day.

CLASSES ~ DROPPING AND/OR ADDING

Students may drop or add classes for the first eight (8) days of each semester. All drop adds will be completed on the appropriate school form and include the signatures of the representative faculty, counselor, student and parents. **These forms must be completed and submitted to the Vice Principal or counselor before the eight (8) days.**

At the completion of the eight-day drop/add period, students who wish to drop or add a class will need written parental permission and written faculty agreement. All late drop/adds will be approved only by the Building Principal.

The student transcript for classes dropped beyond the eight (8) day limit will be marked with a "W" (Withdrawn).

In order to be a registered student at LSH, students must be enrolled in all classes throughout the school day. Seniors must be enrolled in classes, not including student aide periods, for at least 75% of the school day.

EXAMINATIONS

To evaluate the comprehensive achievements of students in a subject area over the course of a term or a year, final examinations are given in all courses. Suitable substitutes, such as papers or special projects, may take the place of examinations for entire classes or individually exempted students. Such alternative means of evaluation are subject to approval by the school administration.

All students are expected to arrive on time and take final examinations as scheduled. Final exams will only be rescheduled for a student in the event of an emergency. Arrangements to take an exam other than at the scheduled time need to be made prior to the exam. Family trips should be scheduled outside of school meeting days if at all possible.

GRADUATION REQUIREMENTS

Graduation from LSH depends on successful completion of all required courses as mandated by Montana Office of Public Instruction, the Helena Diocese, and the Missoula Catholic Schools Board.

A minimum of 26 credits in four years is required. The following is the mandatory distribution of courses and credits.

Theology	4 Credits
English	4 Credits
Social Studies	4 Credits
Mathematics	3 Credits
Laboratory Science	3 Credits
Foreign Languages (same language)	2 Credits
Wellness and Physical Education	2 Credits
Fine Arts	1 Credit
Practical Arts	1 Credit (0.5 credit needs to be a computer class)
Electives	2.5 Credits
TOTAL	26.5 Credits

Correspondence courses or summer school credits may count for missing or delinquent credits, only when pre-approved by the School Principal. Only 1.0 make up credit for a failed course(s) will be accepted for graduation requirements. Students with extenuating circumstances may petition the school administration. LSH will not substitute alternative credits required for graduation that take the place of courses offered in the school's curriculum, unless the credit is to make up for a previously taken LSH course where credit was not awarded to the student. Students more than 1.0 credit short of graduation requirements may not be allowed to participate in graduation ceremonies. Students with extenuating circumstances may petition the school administration.

HONOR ROLL

Principal's Honor Roll will include all students with an average of 95% and above.

High Honor Roll will include all students with an average of 92.5% to 94.9%.

Honor Roll will include all students with an average of 90% to 92.4%.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society (NHS) is based upon scholarship, leadership, character, and service. To be eligible for membership, students in grades 11 & 12 must have a cumulative average of 91.5% or better and be enrolled in LSH for at least one complete semester.

Each member must complete three or more community service projects undertaken by the LSH National Honor Society, attend all meetings, and participate in National Honor Society fundraising for the scholarship granted to a LSH National Honor Society senior student.

REPORT CARDS / PROGRESS REPORTS

Report Cards are distributed four times during the course of the academic year. For the first and third quarters, LSH will provide parent / teacher conferences and the report card will be hand delivered to the parents. For the second and fourth quarters, all report cards will be mailed home.

Every student will receive a progress report at the mid-point of each quarter.

LSH will retain all student records in their respective student files and final grades will be listed as "INCOMPLETE" until all tuition and fees are paid in full.

STUDENT DISCIPLINE AND CONDUCT

All students are expected to act with respect and responsibility toward MCS policies, personnel, property, visitors, and students.

Loyola Sacred Heart strives to provide an educational opportunity that seeks to form Christian leaders spiritually, intellectually, physically, and culturally. In order to maintain and enhance the learning environment and a positive educational environment, LSH students are expected to follow a disciplinary code and exhibit a strong sense of moral responsibility.

LSH students are expected to conduct themselves in a manner that reflects favorably on themselves, their families, their school, and the Catholic community. Students will conduct themselves inside and outside of school at school related activities in a manner that reflects the moral teachings of the Catholic Church. The conduct of students outside of school as well as during school does reflect on LSH and the Missoula Catholic Schools. Therefore, any student whose behavior and/or lifestyle inside or outside of school reflects negatively upon the school may be subject to disciplinary action by the school.

In the event a student chooses to violate the Discipline Code, the education, growth, and development of the student shall be the major concern in all disciplinary planning and action, as well as the education, growth, and development of all LSH students.

Guidelines for Student Discipline

- A student must learn to exercise self-discipline.
- A student must strive to make good choices and take personal responsibility for her or his behavior.
- The school will make discipline decisions based on the common good of the whole school community as well as the individual.
- The school will be consistent in applying the discipline process, while considering individual circumstances.
- The school reserves the right to implement discipline procedures off campus outside of school hours, where student actions are determined to have harmed the good reputation of the school.
- The school will work with and communicate with parents in disciplinary matters affecting their child(ren).
- The parents will work with and communicate with the school in disciplinary matters affecting their child(ren).
- Parents must recognize that the school acts in place of the parents when dealing with student conduct.
- Parents must recognize that by enrolling their student at the Catholic school, they have agreed to comply with and help support all school rules and regulations.

Off-Campus Misconduct:

The student disciplinary code and all penalties shall apply to conduct off school grounds that may endanger the health or safety of students or harm the good name and reputation of the school or adversely affect the school educative process.

Examples of off-campus misconduct subject to discipline

Examples of such conduct include, but are limited to: illegal activity, threats of violence, alcohol possession or use, fighting, hazing, harassing, intimidation, drug possession or use, or firearm possession.

Full-Range of disciplinary penalties

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: expulsion, suspension, detention, as well as removal from participation in school-sponsored activities.

Unacceptable Behavior

Certain student behaviors qualify as serious unacceptable behavior and should not be tolerated within the school community. Among the behaviors, but not limited exclusively to them, would be the following:

- Disrespect for faculty, staff, visitors, and/or other students
- Abusive or unacceptable language
- Any form of assault, hazing, or harassment, including verbal and physical

- Bringing onto school premises or concealing on his/her person illegal substances, (see TAD Policy)
pornographic material or weapons of any sort
- Willful destruction of school or personal property
- Dishonesty, stealing, and/or cheating
- A pervasive attitude of generalized disregard for school policy, personnel, or property

Disciplinary Actions

Any violation of the discipline code shall be confronted and settled promptly.

Disciplinary measures to correct a student's behavior are intended to be progressive and increase in their stringency.

Depending on the severity of the Disciplinary Code violation, the school administration reserves the right to determine the action level at which the violation is handled.

The following are the possible consequences that will occur for infractions of the Disciplinary Code.

Detention

Detention is defined as a 30 minute period of time after school when a student will be required to sit in silence or be assigned a work duty, as a consequence for an inappropriate decision or behavior.

Detention may be assigned by the school administration or on the recommendation of a faculty / staff member.

Students must complete detention when assigned.

Failure to complete detention on the day assigned will result in compounding discipline measures including increased detention, suspension, or expulsion.

Each time detention is assigned, the school administration and/or student may notify parents in advance.

Saturday School

Beginning at 8:00 on Saturday morning the student will be assigned a work duty as a consequence for an inappropriate decision or behavior.

***All discipline is subject to the discretion of the administration.**

School Suspension

Suspension may include In School Suspension (OSS) or Out of School Suspension (ISS)

ISS

ISS is a temporary removal of a student from the classroom environment where the student has the opportunity to maintain educational progress.

The attendance record of a student assigned ISS will reflect "ISS" and not count as an absence from school.

The student assigned ISS is required to complete all course work assigned to his/her cohort, as prescribed by his/her teachers.

OSS

OSS is a temporary removal of a student from the school campus in accordance with the severity of the Disciplinary Code violation.

The attendance record of a student assigned OSS will reflect "OSS" and count as an Unexcused Absence from school.

The student assigned OSS is expected to stay current with his/her course work and may not be granted credit for assignments missed.

Expulsion

Expulsion from LSH is the permanent removal of a student from school and will meet one or more of the following criteria:

Formal charges have been filed against the student for the commission of a crime

The student's actions violate moral turpitude, the mission of Missoula Catholic Schools, or Catholic doctrine

The student has been arrested or accused of same pending outcome of investigation or adjudication of innocence or guilt

Other avenues of remediation of the unacceptable behavior have been exhausted

The moral and/or physical well being of the student and/or school community is at risk

The student in question exhibits prolonged and/or open disregard for Catholic doctrine, Missoula Catholic Schools' policy, school personnel, or school property

Final determination of expulsion rests with the Building Principal and / or the MCS President.

In situations where expulsion is warranted, LSH may first give the student the opportunity to voluntarily withdraw.

TUTORING

Tutoring is available to all students by the members of the National Honor Society. Students may request tutoring through the School Counselor or the National Honor Society Director.

LSH GENERAL INFORMATION AND REGULATIONS

ANNOUNCEMENTS

School announcements are read during the first instruction period each morning.

ATHLETICS / ACTIVITIES

Loyola Sacred Heart will provide co-curricular, curricular, and club activities as an extension of the Catholic school environment for a complete educational experience, for all students throughout the academic year.

LSH activities exist to provide opportunities outside the classroom in which students may develop spiritually, physically, mentally, and socially.

LSH will sponsor and/or support activities only when there is an availability of adequate funds, coaches/sponsors, and facilities to provide a positive, safe, and successful activity.

It is a privilege and not a right for LSH students to participate in the activity program of LSH.

By their very nature, activity participants are a visible representative of the Catholic Community of Western Montana and are therefore held to the highest standard of the Student Honor Code.

LSH activities will support individual skill development, academic development, and teamwork.

To support our families and their faith life, all LSH / SJS facilities will be closed to student use of any kind on Sundays, unless approved by the Building Principal or Activities Director.

The focus of school related activity programs, elementary and secondary, is the individual student, his/her growth and self-esteem, and participation in a worthwhile learning experience.

All students enrolled in LSH shall have the opportunity to try out for participation in all activities.

Eligibility

In order for a student to participate in an LSH Activity, he/she must meet the following criteria:

Students who earn a failing grade or less than a 75% average at the bi-weekly grade check are immediately placed on academic probation – school sponsored activities.

Successfully pass a physical examination in the last twelve months.

Be in attendance for all classes on the day of practice or interscholastic competition, unless otherwise approved by the school administration.

Available Co-Curricular Programs

Fall	Winter	Spring
Cross Country	Boys' Basketball	Golf
Football	Girls' Basketball	Softball
Volleyball	Speech and Debate	Track
Cheerleading	Wrestling	Tennis
Soccer	Swimming	
	Cheerleading	

Co-Curricular Activities

The co-curricular activities program for LSH shall include all interscholastic competitive activities sanctioned by the Montana High School Association, such as basketball, volleyball, cross country, and track.

In consultation with the Missoula Catholic Schools Council and LSH Principal, the Activities Director will determine which programs will be sponsored under the co-curricular activities program at LSH.

A co-curricular activity that has less than a complete team plus three (3) or 75% participation in the activity that requires individual competition, will be sponsored under a probationary status for one year only.

Should a co-curricular team have less than a complete team plus three (3) for the second year, it will be dropped from School sponsorship.

If student participation drops below a complete team, the activity will be dropped for the remainder of the season.

All coaches / sponsors of the LSH co-curricular activities will be employed by Missoula Catholic Schools and under the supervision of the Activities Director.

Participants in LSH co-curricular activities may be assessed a participation fee per activity, defraying the expenditures for each activity.

Letters (L) will be awarded to participants of co-curricular activities, subject to the approval of the Activity Director, LSH will provide all transportation for its co-curricular activities.

During the activity season, LSH will not schedule trips that require overnight accommodations. The Activity Director may make exceptions to this procedure, after consultation with the LSH Principal.

When post-season travel exceeds 60 miles one way, LSH will make travel and overnight accommodations that serve in the best interest of the students' education and safety.

LSH teams will return home immediately upon the end of the contest in which they are a participant, unless otherwise approved by the Activity Director.

All co-curricular activities require that participants not only develop competitive and sportsman like attitudes but that they acquire the skills necessary to compete effectively at the interscholastic level. The development of sportsmanship, a competitive spirit, and winning teams are all goals of all interscholastic co-curricular activities. Christian values of fairness, honesty, effort, self-discipline and cooperation are an integral part of the participation of students, coaches, parents and fans.

Extra-Curricular Activities

The extra-curricular activities program for LSH shall include interscholastic competitive activities, of the academic nature, such as Model United Nations, Science Fair, and Science Olympiad.

The Activity Director, in consultation with the Building Principal, will determine which programs will be supported and/or sponsored under the curricular activities program at LSH.

All coaches / sponsors of the LSH curricular activities in the high school will be employed by LSH and under the supervision of the Activity Director.

LSH will provide all transportation for its extra-curricular activities.

LSH will provide facilities and instructional materials for each extra-curricular activity.

A participation fee will be assessed for each participant based on the total cost/participant for the extra-curricular activity.

Any fundraising for the extra-curricular activity supported by LSH must be presented, in writing, and approved by the LSH Foundation and Building Principal.

All extra-curricular activities will be an extension of the classroom, curriculum, and course work for all participants.

LSH students involved in extra-curricular activities fall under the policies and procedures of LSH and representative schools.

Christian values of fairness, honesty, effort, self-discipline and cooperation are an integral part of the participation of students, coaches/sponsors, parents and fans.

Club Activities

The club activities program for LSH shall include interscholastic activities, of the academic and/or athletic nature, such as the ski club, environmental club, and Key club.

The Activities Director, in consultation with the Building Principal, will determine which programs will be supported and/or sponsored under the club activities program at LSH.

All coaches / sponsors of the LSH club activities will be volunteers under the supervision of the Activities Director.

LSH will not be responsible for any financial expenditures of the club activity.

LSH may provide facilities for each club activity at a reasonable rate of rent.

A participation fee will be assessed for each participant based on the total cost/participant for the club activity.

Any fundraising for the club activity supported by LSH must be presented in writing and approved by the building principal.

All club activities supported by LSH will be solely for the benefit of LSH students.

LSH students involved in club activities fall under the policies and procedures of the LSH and representative schools.

Christian values of fairness, honesty, effort, self-discipline and cooperation are an integral part of the participation of students, coaches/sponsors, parents and fans.

ACTIVITY FEES

Activity fees for each high school student are assessed in the tuition schedule. This fee provides each student with a pass for admission into all home games and contests, excluding MHSA tournaments.

ASSEMBLIES

When called, all students are expected to attend the school assembly. Backpacks, book bags, and other personal effects should be left in the locker until the assembly is finished.

BOOKS

Loyola Sacred Heart maintains its textbook inventory through a centralized location. The process of inventory, check-out, check-in, ordering, and repair is managed by the LSH administrative assistant. All students will check-out and check-in books through the main office as a class and will be responsible for the care of their own textbooks. Damage and loss will result in fines and replacement costs in order to keep inventory at the necessary levels each year.

Replacement and damage costs for each textbook will be at the discretion of the administrative assistant in consultation with the administration. Each textbook replacement and damage fee will be evaluated on an individual basis. Replacement and damage repair will take place through the school office only.

Lost book(s) are not temporarily replaced by the school office. Replacement can only take place after replacement fees have been paid. If lost textbooks(s) are found at a later date, the student may keep the lost textbook(s).

Books that are lost and returned to the school office will incur a \$1 fee. This fee is due at the time of pick-up.

Textbooks are due at the end of the drop/add deadline for students that have dropped a class in which a textbook had been issued.

When students have not met deadlines for textbook return or paid damage fees, a bill will be sent to parents/guardians and records will be held until check-out is complete.

CAMPUS REGULATIONS

LSH is a closed campus school. Students are not permitted to leave the school property without the approval of the school administration.

Students wishing to leave campus during the school day must check in at the school office first. The school office will telephone the parent and receive verbal permission for the student is allowed to leave campus. All students leaving campus without parental permission will be recorded as truant.

Students shall not leave campus during lunch period for the purposes of eating lunch, unless accompanied by their parents / guardians.

The LSH Campus is officially “closed” to all juniors, sophomores, and freshmen. Students who leave campus for lunch will be subject to disciplinary measures.

LSH Seniors have an Open Campus privilege unless otherwise revoked by the school administration. This privilege will be taken away for poor grades, poor attendance, excessive tardies, and/or irresponsible choices and behaviors that do not promote the mission of LSH Catholic High School and the Catholic Church.

VISITORS

All visitors are required to check in at the main floor office. LSH does not allow visitors to the school during school hours unless there is an educational value, official business, or family purpose.

COMMUNICATION

Suggestions, Concerns, or Complaints

As people in a Catholic environment, we have the responsibility to be “Christ-like” with each other, treating all fellow people with dignity, respect, and trust. As people involved in an educational institution, we have an obligation to learn from each other, acknowledging that learning best occurs when people listen and talk with compassion and honesty. As people who are dedicated teachers and supportive parents, we tend to be far more receptive when we receive information directly, rather than through “the grapevine”. Please help us to keep the lines of communication open and improve our learning, Catholic environment!

In order to facilitate productive communication and trust among us, when there is a suggestion, concern, or complaint – take it immediately to the person(s) involved. If a concern or complaint has been communicated to the involved person(s) and there is not a satisfactory dialogue or resolution, please present the concern or complaint to the next level of administration.

The levels of Administration are as follows:

- Faculty, School Support Staff, and Other School Employees
- School Building Administrator
- Helena Diocese Superintendent of Schools
- Bishop ~ Helena Diocese

A helpful reminder that all communication is best offered and received in the appropriate time and place. “Drop In” conferences and dialogue that occurs in the “heat of battle” are rarely productive and tend to cause further harm. Please show courtesy by scheduling a conference and communicate with respect.

Please refer to the Communication Flow Chart on the following page.

E-Mail Updates

The MCS offers a weekly e-mail update to all families with SJS or LSH. This bulletin details the events for the upcoming week and has information for families relative to the school schedule. The E-Mail Update is sent each week to all those families on the e-mail list. If you would like to be on the list to receive the E-Mail Update, please contact Shannon Tripp at the MCS/LSH Business Office.

The LSH Foundation Accent

Each quarter, the LSH Foundation Accent is published and sent across the globe to all friends, family, and alumni of LSH. To receive a copy of the quarterly newspaper, please contact the LSH Foundation office.

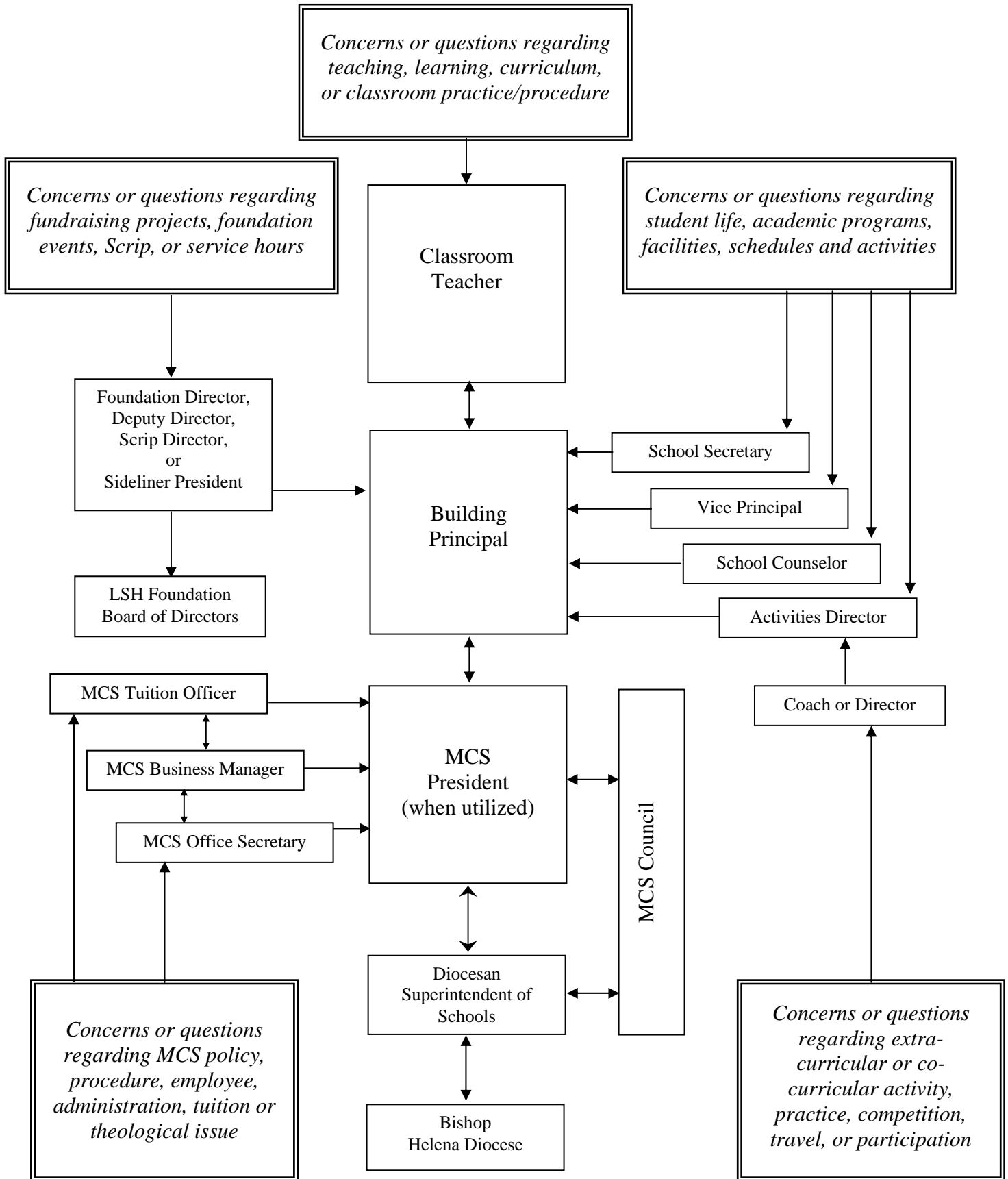
Parent / Student Handbook

Each year, the school publishes the Parent / Student Handbook. The handbook describes the rules and standards for all students and parents. One book is published for each family. Please contact the MCS/LSH Business Office regarding the Student / Parent Handbook.

PowerSchool

PowerSchool is the administrative software for Missoula Catholic Schools and is available online to both parents and students. Grades, attendance, tardies, and assignments can all be checked on PowerSchool, as well as contact made with teachers via their email address. Contact Lynne Morris for your student and parent access codes as well as the PowerSchool internet address.

MCS COMMUNICATION FLOW CHART



COUNSELING / GUIDANCE

LSH provides personal, academic, and post-secondary education counseling / guidance for all students. Students are encouraged to seek these services when they do not interfere with the academic instruction time.

DANCES

LSH holds dances for the enjoyment of our students and their guests. As a school sanctioned activity, all school rules apply to LSH sponsored dances.

LSH students may invite non-LSH students as their guest, with prior approval from the school administration and a completed Guest Attendance Form. The completed Guest Attendance Form must be submitted by Wednesday the week of the dance – no exceptions. All guests must check in with the supervising faculty member or administrator when entering the dance.

Once students leave the dance, they may not re-enter. Any student who needs to leave more than one hour before the completion of the dance, must have parent permission.

All dances will be held in the LSH auditorium unless authorized by class advisors in conjunction with school administration.

Only professional DJs will be allowed and a song list will be provided to the school a week in advance.

The minimum number of chaperones will include one administrator, two teachers, and four parents to take tickets and monitor exits.

Dancing should be appropriate at all times and indicate a level of respect for yourself and your date. All dancing will be face to face and will not be sexually explicit. Any form of inappropriate dancing will not be tolerated and students will be sent home after contact with parents is made.

HOP

HOP is a fall semi-formal dance hosted by the sophomore class. Freshmen, sophomores, juniors and seniors are all welcome to attend. Traditionally this is a girl ask boy format.

PROM

Prom is a spring formal dance hosted by the junior class. Attendees must be a member of the junior or senior class, or accompanied by a member of the junior or senior class.

DRESS CODE AND PERSONAL APPEARANCE

LSH students dress and appearance will be neat, clean, and reflect due regard for legitimate sensibilities that support the mission of Catholic education.

Loyola Sacred Heart believes that proper student attire that is clean, neat, practical, and modest, enhances the learning atmosphere and that in cooperation with the parents, students will attend school appropriately dressed. School attire should demonstrate that the student has both a sense of personal dignity and a sense of what is appropriate for the Missoula Catholic School environment. Appropriate attire takes into consideration Christian modesty, health, comfort, and pride in personal appearance, as well as avoidance of distracting influences.

Loyola Sacred Heart also believes that clothing and physical appearance should be an outward expression of the Missoula Catholic community and should exemplify the schools distinction from other schools, while allowing student freedoms as well as corresponding responsibilities.

LSH requires, on certain occasions that students comply with the official Code of Dress. All students will wear the Code of Dress on days of liturgy, competition, and at anytime when students are official representatives of their school.

The Official Code of Dress for all students:

Khaki pants (no shorts, capris, or skirts), and a school uniform shirt that is normal fitting. All shirts worn under the uniform shirt must be either white or the same color as the uniform shirt itself. **NO JACKETS** allowed once the students have entered the school building on Mass days (other than LSH apparel).

Violations of the Dress Code and Personal Appearance Policy will result in immediate disciplinary action.

First Offense:

Students found in violation will be afforded the opportunity to immediately correct the situation and may receive detention or other suitable consequence.

Second and Subsequent Offenses:

Students who repeatedly violate the Dress Code or Personal Appearance Policy will have additional assigned consequences that may include detention, janitorial duties, and/or suspension from school as determined by the school principal.

Flagrant Violations:

Students with violations of the Dress or Personal Appearance Standard that are clearly unacceptable and degrade the mission of Missoula Catholic Schools will call their parents to provide them with appropriate attire and be subject to the assigned consequences per the school principal.

The principal is the final arbiter of the dress code and physical appearance and may make exception to the dress code for special events and/or occasions.

Normal School Dress Code:

Students will be fully clothed in neat, clean, and modest attire (no low scooping shirts).

Clothing will fully cover undergarments.

Clothing will be free from tears, holes and frayed edges.

Clothing will not be excessively tight, worn, patched, or bizarre in design.

Clothing will be free from any reference to illegal substances, drugs, alcohol, or tobacco.

Clothing will be free from any reference to violence, sexual themes, gang identification, or anti-Christian themes and will not conflict with the mission or image of Missoula Catholic Schools.

At the discretion of the building administrator, short pants with a hem length at mid-thigh or below may be worn. Athletic type shorts are not allowed.

Females may wear skirts or dresses with a length to the knee.

Shirts will have sleeves extending to the shoulder.

Hospital, military, spandex, warm-up, tear-aways, and sweats pants are never allowed.

Undershirts, tank tops, halter-tops, bare midriffs, and backless apparel are never allowed.

Hats, caps, scarves, sunglasses, headphones, or earplugs are never allowed.

Personal Appearance

Personal grooming will be neat and clean.

Facial cosmetics, jewelry, and personal decorations will be free from showiness, unpretentious and not distracting. Jewelry chains, bracelets and necklaces, and other adornments that are unusually graphic in appearance are not allowed.

Male students are to be clean-shaven or keep all facial hair neatly trimmed.

Hair color and design will be of one nature, modest, and not distracting.

Cell Phone & Electronic Devices

Missoula Catholic Schools prohibits the use of all electronic devices, including cellular phones, IPODS and pagers/beepers, at all schools and school-sponsored or school-related activities on or off school property, **during the instructional school day**. These electronic devices are also prohibited **at all times** in locker rooms and bathrooms. Students are allowed to have cell phones in their possession inside the building, but they are to be turned off in the building at all times. **At the end of the school day**, students will be allowed to turn them on for use in the lobby and outside the building.

Any violation of the policy will result in confiscation by any staff member. Students who violate this policy shall be subject to established disciplinary measures as listed below. When electronic devices are confiscated, the following information will be documented in the student's file:

1. date and time of confiscation
2. location of confiscation
3. name of the person confiscating the device
4. the number of offense

Discipline Policy regarding Cell Phones:

1st Offense- A first offense will result in the phone being confiscated and returned only to the student's parents after a brief consultation with the administration.

2nd Offense- A second offense will result in the phone being confiscated and returned only to the student's parents after 45 days.

3rd Offense- A third offense could result in more serious disciplinary action up to and including suspension and loss of cell phone for the remainder of the year.

Missoula Catholic Schools shall not assume responsibility for these items if they are damaged, lost, or stolen.

EMERGENCY SCHOOL CLOSURE

Weather

When travel is unsafe due to adverse weather, MCS will officially suspend school operations for the day. Missoula Catholic Schools will make efforts to notify parents by email updates, phone and local media

Employee and Student Safety

When the safety and welfare of Missoula Catholic Schools' students in the school building or on the school campus is subject to compromise, the principal may suspend school operations for the day.

GRADUATION

Attendance at all practices and ceremonies connected with graduation (Baccalaureate, Senior Breakfast, and Commencement) is mandatory unless pre-approved by the school administration.

Diplomas will be awarded to those seniors who have successfully completed the course requirements for graduation and whose VISION, financial, and disciplinary obligations to the school have been satisfied.

VALEDICTORIAN / SALUTATORIAN

The valedictorian will be the student who earns the highest weighted cumulative percent average. The salutatorian will be the student who earns the second highest weighted cumulative percent average. In the event that two or more students earn the highest weighted cumulative percent average, they will share the honor of co-valedictorian. In this case no salutatorian will be awarded. The following courses will be considered to be advanced placement or honors and used to determine the weighted cumulative percent average:

A.P. English IV	Chemistry II (H)	Presidency
A.P. Latin (Literature)	English II (H)	Spanish III (H)
A.P. Latin (Vergil)	English III (H)	Spanish IV (H)
A.P. U.S. History	French III (H)	
Biology I (H)	French IV (H)	
Biology II (H)	Math I (H)	
Calculus	Math II (H)	
Chemistry I (H)	Pre-Calculus	

SCHOOL MEALS

Breakfast \$1.80

Lunch \$2.50

Extra Milk \$0.30 (Cash Only)

Each student has a meal account. Parents can deposit money to their student(s) meal account in any amount.

- Students are not allowed to be overdrawn more than \$25 on their school lunch account before they will lose charging privileges. These privileges will be reinstated when their account is made current.
- Parents have access to lunch account balances via PowerSchool. Please make every effort to keep your child's account current.

Menus are posted at the beginning of each month in the school cafeteria as well as the schools website and via Email Updates.

Seniors will not provide lunch for underclassmen from an outside vendor.

During the school day, students are not permitted to order or accept delivery of food from local proprietors.

Breakfast

Breakfast is served in the school cafeteria each full day from 7:30 AM to 8:00 AM. The cost is \$1.80

Breakfast A-La-Carte offers a variety of items and prices and is cash only.

Lunch

Lunch is served in the school cafeteria each full day. The cost is \$2.50

Pizza A-La-Carte

On full day Fridays, students can order pizza by the slice (cash only). Orders are taken by the teacher of the first class/period of that day.

INTERNET AND COMPUTER MEDIATED TECHNOLOGY

For access to the Internet, e-mail, or other forms of computer mediated technology; all students will have parental and school permission, as per the Internet and Use Form.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families need to know that material accessible via computer-mediated technology may contain items that are illegal, defamatory, inaccurate, or potentially offensive to people. While LSH intends to make the Internet access available to further educational goals and objectives, students may find ways to access other material as well.

LSH believes that the educational benefits derived from responsible use of the Internet far exceed the disadvantages. Ultimately, parents of LSH students are responsible for setting and conveying the standards that their children should follow when using computer-mediated technology. To that end, LSH supports and respects each family's right to decide whether or not students should have access to the Internet on school computers.

LSH will provide computers to access the Internet throughout the building and make reasonable accommodations that they be available for student use. Students with permission to access the Internet on these computers agree to abide by the following rules and code of conduct for LSH computer mediated technology:

Students may use the school computer system only for legitimate educational purposes, which include classroom and independent academic research that is supported by the subjects studied in school. Students shall not access entertainment sites, such as social networking sites or gaming sites, except for legitimate educational purposes under the supervision of a teacher.

The following social networking sites are banned:

www.MySpace.com,

www.Xanga.com,

www.Facebook.com

Maintaining or posting material to a web site or blog that threatens a likelihood of disruption in the school or whose messages and/or intent is contrary to the teachings of the Catholic Church and mission of the school, including harming or interfering with the rights and reputation of students, employees, alumni, or the school itself, is a violation of the student code of conduct.

The student and his/her family will resolve repairs to computers, network, software, or hardware, as a result of his/her use.

Sending or displaying offensive messages, offensive pictures, hate mail, obscene language, or discriminatory remarks is prohibited.

Attempts to use another person's password or access another person's file are prohibited.

All copyright laws will be respected and followed by computer users.

Violating these rules and code of conduct will result in loss of computer access, as determined by school administration, as well as any disciplinary actions observed in the Student Discipline / Code of Conduct Policy.

A School Internet Access Permission Form is available in the school Library.

LOCKERS

LSH will provide lockers for student use. The care and condition of the locker assigned to the student at the beginning of the school year is the responsibility of that student, including all damages occurred during the school year. Any change in locker assignment must be pre-approved by the Vice Principal first.

The school reserves the right to examine student lockers at any time.

LOST & FOUND

Items found in the school will be turned into the school office where their owner may claim them. Items left unclaimed will be sent to the lost and found bucket, which will be sent to the Bargain Corner when full.

MEDICATION

Every effort needs to be made to schedule the administration of medication outside of school hours. If this is not possible, it must be understood by parents that LSH school personnel will not be responsible for administering medication to students.

All medications will be checked in at the school office and kept in a locked cabinet for student use. Medications must be properly labeled with the student's name, name of the medication, dosage, time to be administered, and parental authorization for the student to take the medication.

All medications brought to the school will be in their original container and appropriately labeled by the licensed prescriber.

Loyola Sacred Heart Catholic High School is not responsible for student use of non-prescription medications.

PARKING

Parking in the LSH Parking lot is by permit only. Permits are sold at the beginning of fall quarter for \$35. Any cars improperly parked in the school parking lot or parked without permit are subject to a fine or may be towed at the owner's expense.

Students may park on the neighboring streets, subject to Missoula City Parking Codes.

The school reserves the right to examine student vehicles parked on school property.

All parking areas painted green are off limits for LSH students, faculty, and Staff.

Edith Street is reserved for faculty and staff parking only.

Excessive speed or careless driving renders a student liable to loss of driving and parking privileges and will result in appropriate consequences.

PHYSICAL EXAMINATIONS

All LSH students participating in a school-sponsored sports program must submit to a physical examination and return to the Dean of Activities / Activities Director a statement of good health signed by his/her physician.

All documentation of physical exams and/or parental permission must be complete before a student may begin practice for that sport.

SCHOOL HOURS

LSH is open from 7:00 AM to 4:00 PM, Monday – Friday during the academic year.

LSH is open from 9:00 AM – 3:00 PM, Monday – Friday during the summer months.

FIRE / EMERGENCY DRILLS

LSH shall comply with Montana State Codes and perform emergency drills throughout the school year. When a drill requires that students evacuate, students must leave the building in a quiet and orderly manner.

SEARCH AND SEIZURE

Individual rights are subject to scrutiny whenever suspicion exists of a civil or criminal breach of the law. Student possessions, while on school property, are subject to search and/or seizure. Any items not supportive of the school, the school's mission or that violate law will be seized. **Lockers and desks are school property, and along with campus parking are for the student's convenience.** The school reserves that right to search lockers, desks, and any other school property at any time, without notice.

VANDALISM AND PROPERTY DESTRUCTION

Individuals that vandalize any school property, including those in extension of the school building, are subject to discipline by the school. This includes staff homes, student and staff automobiles, and the activity facility on 1st street. Even if the activity takes place after school

hours, the consequences will remain the same. The proper authorities will be notified if those involved are interested in doing so. Consequences will be similar to those for other major offenses.

STUDENT INSURANCE

All students participating in a Missoula Catholic Schools and/or LSH sanctioned activity must be covered by health/accident insurance.

If the school does not carry health/accident insurance on all students, the parents must sign a waiver stating that the child is covered by some other insurance policy and that the school/diocese is not expected to be financially responsible for any injury sustained during participation in a sports program.

Proof of insurance and/or parental waiver must be documented and filed for each student before practice begins for that sport.

STUDENT REGULATIONS

The Vice Principal is responsible for the regulation of student conduct.

Loyola Sacred Heart reserves the right to respond as it sees fit to the behavior of its students, even those actions that take place outside of school hours and away from school property. While the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct of Loyola Sacred Heart students that bring discredit to the school will be addressed by the Vice Principal.

Loyola Sacred Heart is committed to the education of its students in conjunction with the principles of good behavior. In enrolling children at Loyola Sacred Heart, parents agree to abide by the regulations stated in this handbook and recognize the school's right to regulate student conduct.

STUDENT RECORDS AND TRANSCRIPTS

Family Educational Rights & Privacy Act

At LSH, we are committed to protecting the parent and child's right to privacy and support the intent of the Family Educational Rights and Privacy Act (FERPA), a federal law that applies to all schools receiving funds from the US Department of Education. LSH does not receive funding from the US Department of Education and therefore is not required to comply with all facets of FERPA. However we do intend to offer some of the protection that FERPA requires for public schools.

FERPA assures student / family privacy in relationship to a student's educational records. According to federal and state law, all student records maintained by the school will be available for parental/guardian and student review. LSH will fully comply with a parent/guardian's right to information as provided by the FERPA. All student records are maintained with the school office and secured in locked and fireproof cabinets. This act also entitles parents, guardians, and students to see the educational information a school has concerning that student. If you or your child would like to see his/her educational records, please contact a building administrator to make an appointment to review your child's file. In the presence of the principal or his/her designee, parents and/or students may review all of the information in that file. Parents and students may not copy or remove the file from the school office or alter or remove any documents from the file. If you believe that information in the file is inaccurate or incomplete, you may provide a written challenge, explanation, or clarification for addition to the child's file.

According to FERPA regulations, LSH must have written permission from the parent before releasing your child's educational records, unless Montana law provides otherwise. **LSH will retain all student educational records in their respective student files, and final grades will be listed as "Incomplete" until all tuition and fees are paid in full.**

TELEPHONES

LSH provides a "free" phone for student use at the attendance office. All other phones are reserved for school use only.

Students will not be called out of class to receive a phone call. In cases of emergency, a message will be delivered to the student in their class.

If the phone is abused during the school year, in any way, it will be immediately removed for an undisclosed period of time.

TOBACCO, ALCOHOL, & DRUGS

Loyola Sacred Heart prohibits the use, possession, sale, or distribution of tobacco, alcohol, and any drugs (except as prescribed by a physician) by all students.

LSH recognize that the use, possession, distribution, sale, and/or close association of tobacco, alcohol, drugs, and/or similar hazardous / illegal substances and paraphernalia jeopardizes the welfare of students, faculty, and mission of Missoula Catholic Schools, and is illegal under the laws of the state of Montana. LSH is committed to promoting and providing a tobacco / alcohol / drug free academic environment and have the responsibility to adopt policies and procedures which minimize the danger caused by the presence of these substances or devices on school property, and/or at a school sponsored function.

LSH believes that a cooperative approach between the school and family is necessary to eliminate tobacco, alcohol, and other drug, non-controlled substance use among our students. Continual efforts will be made to improve communication between the parents, school, and students to educate students as to the physical, psychological, and social/legal consequences of tobacco, alcohol, and drug use.

LSH believes that tobacco, alcohol, and drug primary prevention programs are effective in providing students with the opportunity to build social skills and enhance self-concepts, as well as providing information on the harmful effects of tobacco, alcohol, and drugs and therefore, supports programs that coordinate the cooperation between the schools and parents in attempting to prevent problems of tobacco, alcohol, and drug use/abuse as well as supporting programs that assist parents in seeking outside professional assistance from public or private educational and rehabilitative programs.

LSH recognizes the obligation it has as a Catholic school to assist those students and their families if a student chooses to violate the Tobacco / Alcohol / Drug Policy. However, in the case of those students who repeatedly violate the Tobacco / Alcohol / Drug Policy, LSH must disassociate itself from this person, through the expulsion process, in order to protect the school, students, faculty, staff, and mission of Missoula Catholic Schools from the hazards of tobacco, alcohol and/or drug use.

LSH holds high standards and high expectations for its students and believes that its students represent the greater Catholic community of Western Montana. In the event LSH is notified by federal, state, or local law enforcement agencies that a student has violated federal, state, or local laws regarding tobacco, alcohol, and/or drug use, LSH will enforce its procedures as outlined in the Tobacco / Alcohol / Drug Policy.

Usually, LSH does not involve itself in a student's conduct apart from school and school-sanctioned events. However, there may be occasions when the student's conduct, especially conduct involving the use and/or possession of alcohol or drugs, even though separate from school, will be of such nature as to reflect on the good name of Loyola Sacred Heart and will be dealt with accordingly.

LSH will support those students who choose to self report a Tobacco / Alcohol / Drug Use Policy Violation and will provide resources for assistance as well as take into consideration the student's initiative in his/her honesty when consequences are rendered.

Consequences for Use and/or Possession

First Offense

1. The school will inform parents and the local law enforcement agency.
2. The student shall reveal the source of material for this violation.
3. The student will be suspended from school for not less than one (1) school day or more than five (5) school days. Suspension may be in-school and/or out of school.
4. The student will attend a tobacco / alcohol / drug education program or receive counseling by a state certified addiction counselor. Financial obligation and certification of his/her enrollment in and completion of mandatory program is the responsibility of the student and his/her family. Documentation of enrollment will be submitted to the school principal prior to reinstatement to school following suspension (in or out) and on a monthly basis subsequent to reinstatement until program completion.
5. The student will be suspended from school-sponsored activities and co-curricular competition for not less than one (1) week or more than five (5) weeks.
6. The student will complete twenty (20) hours of community service at an organization to be determined by the school and family.

Failure of the student to comply with any of the above will result in further disciplinary action as outlined in the Second Offense.

Second Offense

1. The school will inform parents and the local law enforcement agency.
2. The student shall reveal the source of material for this violation
3. The student will be suspended from school for not less than three (3) school days or more than ten (10) school days.
4. The student and his/her parents will attend a tobacco / alcohol / drug education program or receive counseling by a state certified addiction counselor. Financial obligation and certification of his/her enrollment in and completion of mandatory program is the responsibility of the student and his/her family. Documentation of enrollment will be submitted to the school principal prior to reinstatement to school following suspension (in or out) and on a monthly basis subsequent to reinstatement until program completion.
5. The student will be suspended from school-sponsored activities and co-curricular competition for not less than three (3) weeks or more than ten (10) weeks.
6. The student will complete forty (40) hours of community service at an organization to be determined by the school and family.
7. The student will be reinstated to school under a probationary contract as determined and submitted by the school principal.

Failure of the student to comply with any of the above will result in further disciplinary action as outlined in the Third Offense

Third Offense

1. The school will inform parents and the local law enforcement agency.
2. The student will be immediately expelled from school.

Consequences for Distribution and/or Sale or Intent Thereof

First Offense

1. The school will inform parents and the local law enforcement agency.
2. The student shall reveal the source of material for this violation
3. The student will be suspended from school for not less than five (5) school days or more than thirty (30) school days.
4. The student and his/her parents will attend a tobacco / alcohol / drug education program or receive counseling by a state certified addiction counselor. Financial obligation and certification of his/her enrollment in and completion of mandatory program is the responsibility of the student and his/her family. Documentation of enrollment will be submitted to the school principal prior to reinstatement to school following suspension (in or out) and on a monthly basis subsequent to reinstatement until program completion.

5. The student will be suspended from school-sponsored activities and co-curricular competition for not less than three (3) weeks or more than ten (10) weeks.
6. The student will complete forty (40) hours of community service at an organization to be determined by the school and family.
7. The student will be reinstated to school under a probationary contract as determined and submitted by the school principal.

Failure of the student to comply with any of the above will result in further disciplinary action as outlined in the Second Offense

Second Offense

1. The school will inform parents and the local law enforcement agency.
2. The student will be immediately expelled from school.

Use and/or Possession

Offense	School Action / Student Consequence					
1st Offense	School will inform parents and law enforcement	Student will reveal the source of material	School suspension 1 – 5 days	Student enrollment with a state certified addiction counselor or program	School sponsored activities suspension 1 – 5 weeks	20 hours of community service
2nd Offense	School will inform parents and law enforcement	Student will reveal the source of material	School suspension 3 – 10 days	Student and parent enrollment with a state certified addiction counselor or program	School sponsored activities suspension 3 – 10 weeks	40 hours of community service
3rd Offense	School will inform parents and law enforcement	Student expulsion				

Distribution and/or Sale

Offense	School Action / Student Consequence					
1st Offense	School will inform parents and law enforcement	Student will reveal the source of material	School suspension 5 – 30 days	Student and parent enrollment with a state certified addiction counselor or program	School sponsored activities suspension 3 – 10 weeks	40 hours of community service
2nd Offense	School will inform parents and law enforcement	Student expulsion				

Tobacco/ Alcohol/ Drug Policy Addendum

Suspension (in or out) from school related activities does not include retreats or church / theology related school activities.

When the school becomes aware of a student’s use of tobacco / alcohol / drugs and the incident is not addressed by this policy, the parents of the student will be notified by the school.

All student disciplinary measures for violation of this policy will be enforced by the school administration. The administration will inform the coaches / advisors / sponsors / faculty of the violation of this policy, seek his/her counsel, and render any and/or all consequences involving loss of any co-curricular privileges.

Students and their property are subject to search and seizure, at any time there is reasonable suspicion of tobacco, alcohol, and/or drug use / possession.

LSH reserves the right to test its students for drugs as a condition of their admission, attendance, or participation in school or school sanctioned activities.

Suspension from school may include either “in-school” or “out-of-school” suspension, as determined by the school administration.