

**Loyola Sacred Heart
Parent and Student Handbook
2023-2024**



Handbook Scope and Purpose

The scope of the Loyola Sacred Heart (LSH) Handbook is a supplementary document to the Missoula Catholic Schools (MCS) Parent and Student Handbook, with guidance/regulations specific to admissions, the academic program, communication, student life, student conduct and discipline, and general information and regulations specific to LSH.

The purpose of this handbook is to recognize the unique school operations of LSH and to allow our parents and students a more personalized view of our school. However, this handbook is acquiescent to the policies of the Diocese of Helena and MCS policies.

Contents

Handbook Scope and Purpose	2
Admissions.....	4
Admissions:	4
Students No Longer Living with Parents or Guardians	4
International Students and Exchange Students.....	4
Academic Program	6
WCEA Accreditation and Jesuit Endorsement	6
LSH Graduation Requirements.....	7
Valedictorian & Salutatorian.....	7
Honor Roll	8
National Honor Society	8
Classes – Dropping and/or Adding.....	8
Communication	9
Student Life.....	10
Service Program – VISION	10
Student Conduct and Discipline	11
Tobacco, Alcohol, & Drugs	11
Tobacco/ Alcohol/ Drug Policy Addendum.....	15
General Information and Regulations	16
Attendance and Tardies	16
Absence:.....	16
Guidelines for the Extension Request Form:	18
Tardies.....	18
LSH Uniform Code of Dress (for masses and activity days of competition).....	19
LSH Daily Dress Code (non-uniform days)	20
Dress Code Discipline	20
LSH Textbooks	21
Closed Campus.....	21
Dances.....	22
LSH Student Parking.....	22
School Hours	23
School Meals	23
School Activities	23

Admissions

Admissions:

Incoming Students and Transfer Students

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 re-registration admission into Loyola Sacred Heart High School.

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

All non MCS students requesting admission into LSH shall provide:

- A completed application form
- A student essay with reasons why the student would like to attend the school
- Proof of immunization records
- Two references for recommendation
- Freshman transferring to LSH will have a minimum of a 2.0 GPA or 75% average in his/her 7th and 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 references, including one from the student's former principal, teacher, or counselor
- An interview, if requested, with the building principal for students entering grades 5–12 and the student's 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

A student not living in the home of a parent or legal guardian will not be allowed to attend MCS unless an exception has been made by the building administrator for demonstrated extraneous reasons.

International Students and Exchange Students

MCS is an F-1 visa approved school. The school can issue an I-20 for student admission

following the approval of a visa by the United States and home country.

The SJS and LSH principals will make a final decision about student admittance and create the I-20 document to accept a foreign exchange student following completion of the new student application 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 MCS Finance Committee

Priority for entrance of a foreign exchange student will be:

- When the appropriate grade level has available room
- For students who are Catholic
- For the student who will be living with a Missoula Catholic family

Academic Program

WCEA Accreditation and Jesuit Endorsement

School Mission Statement

Missoula Catholic Schools is committed to the formation of young men and women of compassion, conscience, competence, and community.

School Philosophy of Education Statement

As a Diocesan, Jesuit Endorsed Catholic High School, honoring our Jesuit and Sisters of Providence Charisms, Loyola Sacred Heart affirm their commitment to providing a comprehensive education focused on the whole person: mind, spirit, and body. Loyola Sacred Heart accomplishes this through *cura personalis* (personalized care and concern for the individual) and through a holistic curriculum. We aim to form life-long learners imbued with an Ignatian pedagogical approach to learning, utilizing the five elements of context, experience, reflection, action, and evaluation. Our Jesuit Charism calls us towards *Magis* (The More) and *Ad Majorem Dei Gloriam* (For the Greater Glory of God) as inspiration. Loyola Sacred Heart aspires to graduate students who possess the desire and the personal resources to be men and women for others.

Loyola Sacred Heart’s motto, *Caritas Christi Urget Nos* (The Love of Christ Impels Us), inspires us as *contemplatives in action*. The call to actively live out our Jesuit charism as we serve our students and families, and to accompany our youth as companions through their struggles, while providing inspiration through our example. We profess the support of parents as their child’s primary educator and collaborate with them to form their children in the Catholic faith by providing a curriculum that is grounded in Gospel values, Catholic traditions, ministries of parish life, and a spiritual journey grounded in *seeing God in all things*. Loyola Sacred Heart is welcoming to students and families of all faith

backgrounds and is committed to providing tuition support to any family in need who desires a Catholic education. 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.

School Statement of Student Outcomes

As a Diocesan, Jesuit Endorsed Catholic High School, Loyola Sacred Heart is united with other Jesuit schools in its commitment to form students in the five characteristics of the Graduate at Graduation. These characteristics embody Missoula Catholic School’s mission of being *committed to the formation of young men and women of compassion, conscience, competence and community*.

I. Open to Growth

As a Diocesan Catholic school in the Jesuit tradition, Loyola Sacred Heart High School students at the time of graduation have matured as persons-emotionally, intellectually, physically, socially, spiritually-to a level that they are able to accept responsibility for their own growth. Ideally, LSH graduates have begun to reach out in their development, seeking opportunities to expand their minds, imagination, feelings, and religious/spiritual consciousness.

II. Intellectually Competent

By graduation, Loyola Sacred Heart High School students will exhibit a mastery of those academic skills and understandings that are required for success in advanced education. While many of these requirements are subject matter specific, students will also have developed an array of academic skills that cut across disciplines and which go beyond requirements for college entrance. Our students will have begun to see the need for intellectual integrity in their personal quest for religious truth, spiritual experience, and in their response to issues of social justice.

III. Religious

By graduation the Loyola Sacred Heart High School student will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate, whether Catholic or of another sacred tradition, will also have examined his or her own religious feelings and beliefs in order to choose a fundamental orientation toward God and to establish a relationship with their religious tradition and/or community.

IV. Loving

By the time of graduation, Loyola Sacred Heart High School students are well on their way to establishing their own identity. Our graduates are also on the threshold of being able to move beyond self-interest or self-centeredness in relationships with significant others. In other words, they are beginning to be able to risk deeper levels of relationship in which they can disclose self and accept the mystery of another person and cherish that person.

V. Committed to Doing Justice

Loyola Sacred Heart High School students at graduation have achieved considerable knowledge of the many needs of local and wider communities and are preparing for the day when they will take a place in these communities as competent, concerned, responsible members. Our graduates have begun to acquire skills and motivation necessary to live as persons for others. Although this quality will have begun by graduation, it will come to full maturity throughout their lives.

LSH 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 26.5 credits in four years is required. The following is the minimum mandatory distribution of courses and credits.

Theology	4 Credits
English	4 Credits
Social Studies	4 Credits
Mathematics	3 Credits
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 must be 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. 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.

Valedictorian and 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. Any students whose weighted cumulative percent average is within 0.25 points or less will be considered tied, and will share the honor. This applies to valedictorian as well as salutatorian honors. Advanced placement and honors courses will be used to determine the weighted cumulative percent average. In order to be considered for these honors, students need to be in attendance at Loyola Sacred Heart for a minimum of two semesters.

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 GPA 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.

Classes - Dropping and/or Adding

Students may drop or add classes for the first eight (8) days of the first semester, and for the first six (6) days of the second 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 building principal or counselor before the drop/add deadline.

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 after the deadline 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.

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 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 efforts submitted for academic credit, including examinations, quizzes, papers, and laboratory / classroom assignments. Of primary concern are cheating, plagiarism (including the use of A.I. software), and fabrication of academic work.

Communication

MCS Email Updates

The MCS offers a weekly email update to all families within SJS or LSH. This bulletin or “BLAST” details the events for the upcoming week and has information for families relative to the school schedule. The email blast is sent each week to all families on the email list. If you would like to be on the list to receive the email update, please call the LSH main office at 406-549-6101.

MCS Parent and Student Handbook

The MCS Parent and Student Handbook must be acknowledged with parent signature every school year with the registration and re-registration process and forms. The MCS Parent and Student Handbook is available in both electronic and hard copies (please request hard copies from the school front office.)

FACTS Student Information System

FACTS Student Information System (SIS) is the administrative software for MCS and is available online to both parents and students. Grades, attendance, tardies, and assignments can all be checked on or FACTS, as well as contact made with teachers via their email address. Contact the school secretary for your student and parent access codes for the FACTS Family Portal.

Emergency School Closure and Adverse Weather

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

Catholic schools will follow the directives of the governor and/or local health departments regarding longer closures related to health emergencies and pandemics.

When travel is unsafe due to adverse weather, the school will officially suspend school operations for the day. The school will make efforts to notify parents through FACTS SIS (e-mail and SMS text) and through the local media. Missoula Catholic Schools will follow Missoula County Public Schools (MCPS) decisions for late starts and school closures due to adverse weather.

Student Life

Service Program – VISION

VISION (Volunteer In Service In Our Neighborhood) is a community service program initiated by Fr. George Dumais in 1975 to provide LSH students an opportunity to serve the marginalized, poor, and vulnerable citizens of Missoula.

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. Graduating from LSH requires 100 VISION hours.

- 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 they will participate in throughout the entire school year. Students will present a culmination of their year at a VISION fair prior to graduation.

The Religion Department schedules, records, and monitors all VISION contacts, hours, and obligations.

Student Conduct and Discipline

Discipline Philosophy

Every parent and educator understands that demonstrating love to young people always involves setting limits, communicating clear and reasonable expectations, and providing accountability to ensure they meet these expectations. It is perhaps the most unloving thing to indulge every whim and desire. Doing so would simply guarantee that the child would remain self-centered and never achieve his or her potential. Therefore, a critical component of the holistic perspective in the Catholic tradition, is a disciplined love that seeks to direct, motivate, correct, and support each young person along his or her life journey.

LSH emphasizes compassionate discipline: to admonish and correct; to teach and encourage. While we expect and demand respect for authority and adherence to rules and regulations, we are advocates of discipline that is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation.

In that spirit, this handbook has been designed to ensure the safety of students and staff, to create an environment conducive to learning, and to foster growth in students toward self-discipline and maturity. Students and their parents can help advance the spirit of cooperation the school desires by carefully studying these regulations and sanctions. When students try to comply with these regulations, they do their part to enhance the spirit, tradition, and Catholicity of LSH.

These regulations are not comprehensive. They presuppose good will and good judgment. The school considers a student's registration an agreement on the part of the student and his/her parents that the student will read the school regulations and comply with them.

SPECIAL NOTE: It is neither the province nor the desire of Loyola Sacred Heart to prescribe what limits or freedom parents may specify for the behavior of their children. Nevertheless, there are times and places in which the behavior of students reflects on Loyola Sacred Heart. In such cases, student behavior becomes the province of LSH and the school's policy will be applied by the faculty and administered judiciously and rigorously by the school administration.

General Decorum

Student conduct must conform to the provisions outlined in the student handbook. At all times, students must conduct themselves appropriately and in a manner befitting a Christian. The following is exemplary but not exclusive of such behavior: being sensitive to the needs of others, being cooperative with those in authority, displaying honesty and integrity, and furthering the mission of LSH. If students fail to conduct themselves in a manner consistent with this policy, they subject themselves to corrective actions, which may include probation, suspension, or dismissal.

Individual teachers handle the ordinary discipline of their classrooms. Students are expected to comply with the regulations established by the teachers of each class. The principal makes the final decision concerning any interpretation or application of these regulations and determines any corrective action that may be appropriate.

Student behavior mandates that off campus students must continue to conduct themselves in a manner consistent with their status as students of LSH. Students may face corrective actions for violating civil or criminal law or for other conduct that in the professional opinion of the school administration reflects poorly on or discredits the reputation of LSH by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of LSH. Corrective actions may include probation, suspension, or dismissal.

A student accused or suspected of serious wrongdoing may be placed on suspension, pending the outcome of a judicial proceeding or internal investigation. If a student is present when wrongdoing is evident, then that student must remove themselves from the situation; otherwise, s/he shares in the consequences related to such behavior. These consequences may include probation, suspension, or dismissal.

Honesty

Every LSH student agrees to abide by the honor code, which, among other things, requires students to conduct themselves in an honest manner. Any student who fails to be honest will be subject to corrective actions, which may include probation, suspension, and/or dismissal.

Respect

Every LSH student is required to treat others in a polite, courteous, and respectful manner, including other students, faculty, staff, parents, and friends of LSH. It is very important for students and parents to understand that certain behavior perhaps condoned elsewhere is not permitted at LSH. A pertinent example is the use of vulgar or abusive language. The school administration realizes that, with changing mores, language once generally considered vulgar or profane is now freely used in movies, television and by many people in everyday situations, including social media. Nevertheless, students must learn to moderate their behavior in accordance with time and place. Based on the principles and judgment of the school administration, LSH considers certain language, although perhaps condoned elsewhere, inappropriate on campus, online, or at LSH sponsored activities.

Cell Phone Use

LSH prohibits the use of all cell phones and hand-held electronic devices, during classroom, lunch, and instructional time. Use of photographic functions on electronic devices is prohibited at all times on school property, 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 or silenced during classroom, lunch, and instructional time. 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.

Discipline Policy regarding Cell Phones:

1st Offense- A first offense will result in the phone being confiscated and returned to the student at the end of the school day from the main office.

Subsequent Offenses- Any subsequent offense will result in more serious disciplinary action. Detention and/or the phone being returned only to the student's parents after a brief consultation with the administration, up to and including suspension and loss of cell phone use privileges for the remainder of the year.

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

Tobacco, Alcohol, & Drugs

Consequences for Use and/or Possession

First Offense:

- The school will inform parents and the local law enforcement agency.
- The student shall reveal the source of material for this violation.
- The student will be suspended from school for a minimum of one (1) school day and a maximum of five (5) school days. Suspension may be in-school and/or out of

school.

- 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 must be submitted to the school principal prior to reinstatement in school following suspension and on a monthly basis subsequent to reinstatement until program completion.
- The student will be suspended from school-sponsored activities and co-curricular competition for a minimum of one (1) week and a maximum of (5) weeks.
- The student must complete twenty (20) hours of community service at an organization to be determined by the school and student's family.

Failure of the student to comply with any of the above will result in further disciplinary action as outlined below in the second offense.

Second Offense:

- The school will inform parents and the local law enforcement agency.
- The student shall reveal the source of material for this violation.
- The student will be suspended from school for a minimum of three (3) school days and a maximum of ten (10) school days.
- 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 must be submitted to the school principal prior to reinstatement to school following suspension and on a monthly basis subsequent to reinstatement until program completion.
- The student will be suspended from school-sponsored activities and co-curricular competition for a minimum of three (3) weeks and a maximum of ten (10) weeks.
- The student will complete forty (40) hours of community service at an organization to be determined by the school and student's family.
- 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 below in the third offense.

Third Offense:

- The school will inform parents and the local law enforcement agency.

- The student will be immediately expelled from school.

Consequences for Distribution and/or Sale or Intent Thereof

First Offense:

- The school will inform parents and the local law enforcement agency.
- The student shall reveal the source of material for this violation.
- The student will be suspended from school for a minimum of five (5) school days and a maximum of thirty (30) school days.
- 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 must be submitted to the school principal prior to reinstatement to school following suspension and on a monthly basis subsequent to reinstatement until program completion.
- The student will be suspended from school-sponsored activities and co-curricular competition for a minimum of three (3) weeks and a maximum of ten (10) weeks.
- The student will complete forty (40) hours of community service at an organization to be determined by the school and family.
- The student will be reinstated in 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 below in the second offense.

Second Offense:

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

Tobacco/Alcohol/Drug Policy Addendum

Suspension 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, and/or faculty of the violation, seek their counsel, and render any and all consequences involving

loss of any co-curricular privileges.

Student Property

Students and their property are subject to search and seizure by school administration at any time there is reasonable suspicion of tobacco, alcohol, and/or drug use or possession. Reasonable suspicion is defined as an odor, behavior, or physical appearance in keeping with tobacco, alcohol and/or drug use/possession. Faculty and staff will report their suspicion to the building principal. The student will be questioned and given the opportunity to admit or deny the use/possession allegation. If the student admits to use/possession, the above actions and consequences will be enacted. If the student denies use/possession, parents will be contacted and required to provide evidence of a clean drug screen from the student before consequences may be rendered.

LSH has contracted with a canine detection company to conduct routine inspections of the parking lot, school lockers, and classrooms. Students found to be in possession of tobacco, alcohol and/or drugs will be subject to the actions and consequences above.

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

General Information and Regulations

Attendance and Tardies

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

Loyola Sacred Heart 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 attendance and academic participation.

School attendance, according to the State of Montana, is ultimately the responsibility of the student and his/her family. 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 types of absence that obligate the teacher to assist in make-up work and absences 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, LSH will provide continual consequences that may ultimately end up in student expulsion.

Absence

By definition, a student is considered absent when he/she is not in the assigned classroom 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 the LSH School Office by written and signed note or phone call (406-549-6101) before the start of the school day. The LSH School Office is open at 7:30 AM and provides an answering machine twenty-four (24) hours a day for parents to leave messages regarding attendance any time that is convenient before the start of the school day. Absences not excused within forty-eight (48) hours of a student's 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 contacted 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 a Type I Absence.

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 is on a vacation and did not notify the school, or was deemed excessive
- 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 absences are absences without parental consent and violate Montana law. They are 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:		School Action/Student Consequence:	
1st 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

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

Guidelines for an Extension Request Form

A student who has an extended illness may petition the building 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. It is very important that all extension request forms are submitted to the building principal PRIOR to the end of the semester. The school, students, and parents should adhere to the following steps when making a petition:

- The school must notify a student/parent of attendance no-credit
- Parents must write a letter to the building principal describing the extenuating circumstances
- The building principal will review the request in consultation with the involved teacher(s) and renders a decision
- The school will notify the student/parent in writing of the building 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 building 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 supersede the “NC” on the student’s transcript.

Tardies

Promptness is the responsibility of every student (and their parents) enrolled at MCS. Students are expected to be in class on time and academically prepared. 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 a faculty member may excuse a student for his/her tardiness if the circumstance or excuse is acceptable.

Reasons for Excused Tardies (ET) 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 the 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 given an Unexcused Tardy (UT) when he/she reports to the classroom after the bell rings and before twenty (20) minutes of the class has passed.

Consequences of Unexcused Tardies:

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

5 th UT	5 Detentions	Parent Conference
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Admission to Class After Absence or Tardy:

Students given an Unexcused Absence 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.

LSH Uniform Code of Dress (for masses and activity days of competition)

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

The Uniform Code of Dress consists of:

- Khaki pants or khaki shorts
- A red, white, or navy-blue school uniform polo shirt that is normal fitting.
- Outerwear that is LSH spirit gear is allowed to be worn as part of the uniform code of dress on mass and activity days.

LSH Daily Dress Code (non-uniform days)

- Students will be fully clothed in neat, clean, and school-appropriate attire.
- Clothing will fully cover undergarments.
- Clothing will be free from excessive tears, holes and frayed edges.
- Clothing will not be excessively tight, worn, patched, or distracting 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.
- Athletic-type shorts are never allowed.
- At the discretion of the building administrators, skirts, dresses, and shorts must be a length of mid-thigh or longer.
- Shirts will have sleeves extending to the shoulder (shoulder strap must be a minimum of 3 inches in width, no spaghetti straps or tank tops), and must cover the entire midsection.
- Hospital, military, spandex, yoga, warm-up, tear-aways, joggers (no elastic

bottom/cinched ankle design), and sweatpants are never allowed.

- Undershirts, halter-tops, crop tops, and backless apparel are never allowed.
- Hats, caps, hoods, sunglasses, slippers, headphones (unless allowed by the teacher in class), or earplugs are never allowed.
- Violations of the Dress Code and Personal Appearance Policy will result in immediate disciplinary action.

Dress Code Discipline

First Offense:

- Students found in violation will be given a warning. They will then be afforded the opportunity to immediately comply with the Dress Code.

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 be required to call their parents to ask them to bring appropriate attire for the student to wear and will 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 exceptions to the dress code for special events and/or occasions.

LSH Textbooks

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.

Closed Campus

The LSH Campus is officially “closed” to all juniors, sophomores, and freshmen, meaning students in these grades must remain on campus for the entirety of the school day, unless leaving with a staff member or other approved chaperone.

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 High School and the Catholic Church.

Students who leave campus without school approval will be subject to disciplinary measures.

Dances

LSH students may invite non-LSH students as their guest, with prior approval from the school administration and completed guest attendance form. Guests attending LSH dances must be at minimum in the 9th grade. The completed guest attendance form must be submitted by Wednesday the week of the dance. All guests must check in with the supervising faculty member or administrator when entering the dance.

Dances will have a predetermined start and end time. Once students leave the dance, they may not re-enter. Parents will be asked to pick up students who leave the dance more than 30 minutes prior to the predetermined end time. This includes non-LSH guests.

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

Only professional DJs (licensed and insured) will be allowed to perform.

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 “girls-ask-boys” format.

PROM

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

LSH Student Parking

Parking in the LSH Parking lot is by permit only. Permits are sold at the beginning of fall semester for \$55. 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 City of Missoula parking codes. The school reserves the right to examine student vehicles parked on school property (see “Student Property” section in this handbook for more information). All parking areas painted green are off limits for LSH students, faculty, and staff.

Edith Street is reserved for faculty and staff parking only.

School Hours

LSH is open from 7:30 a.m. to 3:30 p.m., Monday through Friday during the academic year.

School Meals

The 2023-24 school lunch rate is:

- (Updated Soon) per student
- (Updated Soon) per additional milk carton
- (Updated Soon) for seconds
- (Updated Soon) per student breakfast
- (Updated Soon) per adult
- All lunch costs will appear on a family’s FACTS payment account.

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.

Lunch is served in the school cafeteria each day a full day of instruction is offered.

Due to changes in the OPI governed school lunch program, sugar snacks are not allowed

during the school day for fundraisers, snacks, etc.

School Activities

See the LSH Student Activities Handbook.