

# ADMINISTRATION, FACULTY AND STAFF

## 2007-2008

**PRESIDENT**  
**PRINCIPAL**  
**CAMPUS MINISTER**  
**DEAN OF STUDENTS**  
**ASSISTANT PRINCIPAL FOR ACADEMICS**  
**ASSISTANT PRINCIPAL FOR STUDENT LIFE**

**Sr. Myra McPartland, S.S.L.**  
**Mrs. Kathleen Vercillo**  
**Mrs. Kathleen Nicholas**  
**Mrs. Mary Ann Kupper**  
**Ms. Jennifer Pérez**  
**Mr. Michael Bates**

**ENGLISH DEPARTMENT**

Sr. Teresa Markey, S.S.L.  
 Ms. Amy Ross  
 Ms. Alyson Staves  
 Mrs. Ann Tumpak\*

**GUIDANCE DEPARTMENT**

Sr. Maria Goretti Crowley, S.S.L.  
 Mrs. Gail Devine\*  
 Sr. Margaret Fitzer, S.S.L.  
 Mrs. Mary Marzorati  
 Mrs. Teresa Mateus

**LANGUAGE DEPARTMENT**

Mrs. Leticia Cueuruecha-Lopez\*  
 Ms. Victoria Lau  
 Ms. Annie Loring  
 Ms. Angela Tancraitor

**MATHEMATICS DEPARTMENT**

Mrs. Diana Bennett\*  
 Sr. Anne Murphy, S.S.L.  
 Ms. Patricia Schewe  
 Mrs. Cynthia Stuffmann

**PERFORMING ARTS DEPARTMENT**

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 Mrs. Maura Piazza

**PHYSICAL EDUCATION DEPARTMENT**

Ms. Marilyn Hyman\*  
 Mr. Rob Di Muro

**RELIGIOUS STUDIES DEPARTMENT**

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 Mrs. Kathleen Nicholas  
 Mr. Joshua Wilson  
 Mrs. Susan Zatolokin

**SCIENCE DEPARTMENT**

Mr. James Centorino  
 Mrs. Jamie Di Bene-Gorger\*  
 Mrs. Donnamae Huberman  
 Mrs. Myriam Kass\*  
 Mrs. Cynthia Stuffmann  
 Mrs. Jody Viscum-Rehder

**SOCIAL STUDIES DEPARTMENT**

Mr. William Clark  
 Ms. Amy Harrison  
 Mrs. Margaret Jacoby  
 Mrs. Margo Marconet  
 Mr. Michael Telesca\*

**VISUAL ARTS DEPARTMENT**

Mr. Rocco Damiano  
 Mrs. Elizabeth Dupuy\*  
 Mrs. Lynn Gillen  
 Mr. Robert Gillen  
 Mr. John Giordano  
 Mrs. Megan Rice

\*Denotes Department Chairperson

**ADMINISTRATIVE OFFICE STAFF**

**Administrative Office Manager/  
 Admissions Coordinator**  
 Mrs. Linda Klarin  
**Registrar/Administrative Assistant**  
 Mrs. Robin Campbell  
**Administrative Assistant**  
 Ms. Brianne Gillen  
**Alumnae Director/Director of Recruitment**  
 Mrs. Mary Loffa  
**Assistant Dean/Attendance Coordinator**  
 Mrs. Rachel Thinnis  
**Athletic Program Director**  
 Ms. Marilyn Hyman  
**Athletic Development Director**  
 Mr. Rob Di Muro  
**Business Manager**  
 Mrs. Donna Ashjian  
**Assistant Campus Minister**  
 Mrs. Dee Zamora  
**Custodial Staff**  
 Mr. Yong Tae Hyung  
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**Development**  
 Mrs. Mary Ann McKenzie  
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**Librarian**  
 Mrs. Anita Taylor  
**Library Assistant**  
 Mrs. Josephine Boyce  
**Public Relations Director/Webmaster**  
 Mrs. Laura Flynn  
**Technology Coordinator**  
 Mr. John Giordano

<u>Ortiz Custodial Service</u>	<u>Cast Security</u>
Damien	Eddie
José	Rubin
Martin	
Raul	

## Louisville Parents Guild 2007-2008

<b>Co-President</b>	Lillian Appleby	818-340-5458	<b>Dance Chaperone</b>	Barbara Baber	805-523-8027
<b>Co-President</b>	Lydia Nassoura	818-591-9252	<b>Hospitality</b>	Tracy Weber	818-999-6064
<b>Treasurer</b>	Marty Martin	310-476-5653	<b>Boutique</b>	Eve Greitzer	818-990-0158
<b>Secretary</b>	Ann Croell	818-598-0525	<b>Boutique Bank</b>	Marty Martin	310-476-5653
<b>Senior Representatives</b>	Marlene Bermudez	818-883-1018	<b>Boutique Bank Co-Chair</b>	Pat Winning	818-704-6326
	Kris Rembis	818-343-9938	<b>Boutique Country Kitchen Chair</b>	Fran Doupe	818-783-1478
	Alicia Spehar	818-346-8775	<b>BBQ's</b>		
<b>Junior Representatives</b>	Karen Tancredi	818-888-3467	<b>Halloween/St. Patrick's Day</b>		
	Lydia Nassoura	818-591-9252	<b>Faculty Appreciation</b>	Sarah Deveraux	310-459-7956
	Lillian Appleby	818-340-5458	<b>Hot Lunch</b>		
<b>Sophomore Representatives</b>	Marilyn Wabby	805-492-3294	<b>Heritage Day/ Get A Clue</b>	Brenda Testo	818-598-8304
	Maria Diaz	818-999-5132	<b>QUEST</b>	Gregoria Leoni	818-883-5306
	Ellen Koshofer	818-889-5780		Jamie King	818-882-6223
	Eve Greitzer	818-990-0158		Anna Perez	818-348-8142
<b>Freshman Representatives</b>	Minette Dottori	805-990-4880	<b>Open House</b>	Parent Guild Board	
	Maureen Moran	818-349-2346	<b>Fashion Show</b>	Solange Willems	310-457-2047
	Jill Bickett	818-789-5233	<b>Mother/Daughter Mass/Picnic</b>	Christine Jacobson	818-981-2633
	Traci Banks	818-885-1228			
<b>Parent Guild Liaison</b>	<b>Development</b>				
	MaryAnn McKenzie	818-346-7510			
	<b>School Events</b>				
	Michael Bates	818-346-8812			
<b>Monthly Mailings</b>	Jennifer Bills	818-343-5644			

## Louisville Dads Club 2007-2008

<b>President</b>	James Coon 818-888-2005 (H)
<b>Vice President</b>	Phil Enbody 818-343-4116 (H)

## **PHILOSOPHY AND MISSION**

### **SISTERS OF ST. LOUIS MISSION STATEMENT**

We, Sisters of St. Louis, commit ourselves to live God's love for the whole of creation and especially to stand in solidarity with the poor and marginalized.

As women of prayer, faithful to the vision of our founders, we challenge ourselves to respond to the radical call to conversion which is at the heart of the Gospel, and so to growing freedom, courage and resourcefulness in responding to the needs of our times.

Through all our ministries, we resolve to become agents of change in transforming unjust structures and in promoting peace, reconciliation and the integrity of creation.

Rejoicing in and struggling with our diversity, we listen to the Spirit in each other and in those with whom we collaborate, and so become a community in service of the mission entrusted to us by Christ

### **PHILOSOPHY OF LOUISVILLE HIGH SCHOOL**

Louisville High School is more than a secondary school; it is a Catholic center for learning with an atmosphere of spirituality, community and outreach. Although the learning primarily centers in college preparatory courses, it expands to include levels of education which call forth the full potential of every student. College preparation at Louisville encompasses the processes of personal development necessary to authentic understanding and creative application of knowledge. These areas of personal development include self-identity, responsible use of freedom, and courageous self-expression.

Education at Louisville evolves from the central idea that the primary educators are the parents. By working in cooperation with them, Louisville aims to help students understand that they are in the process of becoming who they are to be. We strive to instill in the students the awareness of fundamental meanings and realities beyond the content of the subjects they study. Administration, faculty and staff are committed to striving for excellence in all curricular and co-curricular areas while developing ways to deal with falling short of the ideal. The focus of education is both inward toward self-realization and outward toward involvement with the wider community.

The vision of interdependence of all life serves as the ideal toward which education at Louisville moves. This ideal compels the community to advance toward an

enduring reverence for nature, toward an increasing respect for all peoples and their beliefs, and toward a growing involvement in the quest for human rights.

Permeating the many aspects of the interdependence of all life is a pervasive consciousness of the evolving roles of women and men in society, separately and in relation to each other. This vision requires a responsible and courageous commitment.

Freedom and responsibility, congruent realities, form the context for education at Louisville. In this environment, a person discovers expanding dimensions of free will and learns to take responsibility for nurturing and exercising the process of making personal decisions. Freedom emanates from the awareness of alternatives from which to choose, and responsibility grows from the acknowledgment of the consequences of choice. This spirit of freedom and responsibility calls the person to risk making choices of integrity in all areas of human experience and to assume an attitude open to change.

Louisville, as a Christian community, values the dignity and potential of each individual and seeks to develop this potential holistically. All members of the community—students, faculty and parents—are learners sharing the search for truth. The entire community strives to fulfill potential, reaching into the realm of the infinite. Christianity beckons toward mystery. Recognizing that within this realm there is always something unseen, unheard, unknown, Louisville seeks to remain open to the call of this mystery.

### **LOUISVILLE HIGH SCHOOL MISSION STATEMENT**

Louisville High School, inspired by the Mission of the Sisters of St. Louis: “to work toward a world, healed, unified and transformed,” is dedicated to providing a holistic education based upon the Gospel.

Louisville encourages young women to grow in confidence, integrity and faith, and challenges each to bring “Christ to all and all to Christ.”

(Quotations drawn from the Archives of the Sisters of St. Louis and Abbé Louis Bautain, Founder)

### **GRADUATION OUTCOMES**

#### **Spiritual Commitment**

In order to bring about a world that is *transformed*, a Louisville student must first dedicate herself to personal “inner transformation by which [she can] experience [herself] as loved and belonging to God.” (The Constitution of the Sisters of St. Louis)

A Louisville student will be able to:

1. function as a moral and ethical individual within the Catholic Christian tradition.
2. possess a sense of social justice and act as a responsible citizen within the local, national, and global communities.
3. be a person for others, realizing that service is an important part of living the Gospel message.
4. be a person of prayer.

### **Intellectual Development**

Central to the teaching philosophy of Louisville High School is the belief that after the soul, the mind is a gift from God, and to educate the mind is a holy endeavor. In order to work toward a world that is *unified*, a Louisville student must “know by heart, the times, and the world in which [she] lives, and the questions the world asks.” (Archives of the Sisters of St. Louis)

A Louisville student will be able to:

1. demonstrate a competency in subject matter.
2. access and analyze information.
3. think creatively as well as critically.
4. communicate clearly both in speaking and in writing.
5. use technology efficiently and appropriately.

### **Personal Growth**

In order to live in the world as a person of integrity and courage, a Louisville student must be attentive to her personal growth. In order to promote this commitment, Louisville students are challenged “to respond to the radical call to conversion which is at the heart of the Gospel, and so to growing freedom, courage and resourcefulness...” (Mission Statement of the Sisters of St. Louis)

A Louisville student will be able to:

1. set and prioritize realistic goals.
2. be accountable for her own actions.
3. adapt to change
4. persevere in the face of adversity or failure.
5. achieve and maintain physical well-being through a healthy lifestyle.

### **Social Responsibility**

It is through the virtue of compassion that the Louisville student can be a reflection of the Mission, and thereby bring about a world that is *healed*. At the core of the Philosophy of Louisville High School, indeed, the very ground of its being, is love. “This love will lead them to enrich [others] by sharing with them the lights and gifts they have received from God, and they will consider it a greater happiness to share those gifts than to keep them to themselves.” (Archives of the Sisters of St. Louis)

A Louisville student will be able to:

1. work collectively as well as independently.
2. demonstrate the qualities of responsible leadership.
3. participate in decision-making that values the common good.
4. demonstrate a respect for and an appreciation of other cultural and religious traditions.
5. protect global resources by making responsible personal choices.

## **ADMISSIONS**

### **ADMISSION INFORMATION AND POLICIES**

#### **Nondiscrimination Policy**

Louisville admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship programs, and athletic and other school administered programs. Louisville High School does not discriminate against otherwise qualified individuals with disabilities, if with reasonable accommodations, they can meet the requirements of our program.

#### **School Purpose and Admission Criteria**

The purpose of Louisville High School is to assure that Catholic truths and Gospel values are fully integrated with the student’s life and academic program. Students should not apply unless they desire and intend to participate fully in the religious and Christian service program of the school. Admission to Louisville is based on the results of an entrance examination, grade point average from seventh and eighth grades, teacher recommendations, and an ability to benefit from the total education program offered at Louisville. Priority is given to students from Catholic families attending Catholic elementary schools. Those who do not attend such schools will be required to produce proof of participation in a religious education program. Final decisions on acceptance into the ninth grade rest with the Admissions Committee of Louisville High School. Louisville recognizes that transfer students from public and private schools will adhere to the open enrollment policies and procedures of the state CIF RULE 206, 207, 208.

#### **Re-Admission Policy**

Students having withdrawn from Louisville in good standing and wishing to be re-admitted must fulfill the following requirements:

- submission of a complete transcript from previous school

- a personal interview by the applicant and parent/guardian with an administrator
- acceptance by Louisville’s Admissions Committee

Students whose academic or disciplinary status is questionable will be directed by the Admissions Committee to wait for the beginning of the next academic semester to re-apply.

**Registration**

**Returning Students**

Students should review Louisville graduation requirements and specific college requirements before placing course requests for the upcoming academic year. Particular attention should be paid to the prerequisites for courses and specific course fees. Required testing for honors and advanced placement courses will take place in February. All students must select seven classes each semester.

Each student will submit a course preference sheet and an academic master schedule is developed for the upcoming year based upon student request. Each student will meet with a counselor to go through the process of course selection.

**Procedure for Schedule Changes**

Changes in student schedules are processed through the Guidance Department and should take place within the first week of the new semester.

**Financial Obligations**

Tuition for 2007-2008	\$9,750 per student
Non-refundable Registration Fee	\$575 per student
Annual Fund	\$500 per family
Fundraising Fee	\$350 per family
Sports Fee	\$125 participants only
Graduation Fee	\$150 seniors only

**Tuition Payments**

Tuition payments must be made according to one of the following payment plans chosen each year at the time of student registration. Options for payment include:

**Full Payment**

The entire tuition of \$9,750.00 is due on or before July 1, 2007. Payment is made directly to Louisville High School by check or through the FACTS Management Company payment plan. There is a fee for this option and payment may be made by either credit card or automatic withdrawal from a checking or savings account.

**Semester Payments**

The entire tuition is paid in two equal installments of \$4875.00 through the FACTS Tuition Management Company payment plan, due on August 1 and January 1. Payment is made directly to Louisville High School by check or through the FACTS Management Company payment plan. There is a fee for this option and payment may be made either by credit card or automatic withdrawal from a checking or savings account.

**Monthly Payments**

Tuition is paid in ten (10) monthly, equal installments of \$975.00 through the FACTS Tuition Management Company payment plan, due either the 5<sup>th</sup> or the 20<sup>th</sup> of the month (August through May).

- No student will be permitted to begin classes in August unless all financial obligations from the previous year have been met.
- No student will be allowed to take semester exams unless all fees, fines and tuition payments are current.
- No senior will be permitted to take final exams, graduate with her class, receive a diploma, or have final transcripts sent to her college until all money owed the school has been paid.

**Financial Aid**

The amount of financial aid available is very limited since Louisville does not receive any financial support from government agencies or from the Archdiocese of Los Angeles. The limited amount available is made possible by Louisville High School in an effort to help students of low income families who desire a Catholic education for their daughter. The process for applying for financial aid is as follows:

- Parents must fill out an official financial aid form available in the school office in January of each year.
- Parents will file this application with their latest income tax return with the Private School Aid Service by early February.
- Louisville receives a prioritized list based on the level of need.
- The Finance Committee reviews this list and may request an interview with the parents.
- All proceedings and decisions are strictly confidential.

## ACADEMIC INFORMATION

In keeping with the philosophy, Louisville High School encourages each student to reach her optimum level of achievement in all areas of development: spiritual, intellectual, personal and social.

### Communication Procedure

Parents are encouraged and expected to participate in their daughter's education. In order to resolve questions about grading, classroom procedures, controversial issues, or class-related discipline problems, we ask parents to:

- First, contact the teacher to discuss the situation.
- Second, if parents do not receive satisfaction, contact the appropriate department chairperson or personal counselor.
- If there is still a difficulty, call either the Assistant Principal for Academics regarding academic questions or the Dean of Students for discipline problems.
- Finally, the parents should feel free to call the Principal if they have not had the situation resolved.

### Guidance and Counseling

The Guidance Department recognizes the parents as primary educators. By working in cooperation with parents, the department seeks to develop in all students a sense of confidence and self-respect, the ability to recognize their strengths and accept their limitations, a respect for social and cultural differences, an ability to make responsible choices and the capacity to act as responsible members of a Catholic-Christian community.

The Guidance Department helps students receive the best that Louisville has to offer and encourages students to give of their best to the community. An appointment to see a counselor may be made by filling out a counseling appointment form. The following counselors are assigned to each class:

College Counselor	Mrs. Gail Devine
Senior Class	Sr. Margaret Fitzer, S.S.L
Junior Class	Mrs. Mary Marzorati
Sophomore Class	Sr. Maria Goretti Crowley, S.S.L
Freshmen Class	Mrs. Teresa Mateus

### Grading Policy

Each department reserves the right to establish its own grading policy. Students will receive a written copy of the grading policy at the beginning of the year.

### Notice of Unsatisfactory Work

Progress reports will be sent home in the middle of each grading period if a student is doing unsatisfactory work. Parents/guardians of students receiving these notices should sign and return them to the teacher and, if necessary, parents should contact the teacher to discuss the situation.

### Parent/Teacher Conferences

Parent/Teacher Conferences are held in November and March of each school year. Students make appointments for their parents by signing the board available in the science wing the week preceding conferences. Additional conferences may be initiated by either parents or teachers. A parent may arrange a conference by contacting the teacher through the school office.

### Academic Awards Night

Academic Awards Night is held at the end of May each year. Students and their families attend this evening by invitation only. Students, whose high academic achievement has been coupled with great effort, continued enthusiasm, and cooperation in class, are given recognition by the Louisville administration and faculty. The following awards are presented:

- Academic Excellence: Students achieving a grade point average of 3.75 or higher for each of the three quarters of the present academic year are awarded a certificate and a pin of academic excellence.
- Academic Letter: Students distinguished on the Principal's Honor Roll for a minimum of three consecutive semesters are awarded academic letters.
- Highest Academic Honors: Seniors maintaining a cumulative grade point average of 4.00 or higher for four academic years.
- Senior Awards: For high academic performance in a subject area throughout four years the faculty recognizes members of the present senior class in the following academic areas: English, Mathematics, Modern Language, Performing Arts, Religious Studies, Science, Social Science, and Visual Arts.
- Departmental Awards: Each year the faculty nominates a single student from each section of a subject area to be given recognition for her achievement.
- Bank of America: Each year the Bank of America honors seniors demonstrating outstanding ability during her four years. Students upon nomination by the faculty receive Bank of America Plaque Awards in the following areas: fine arts, liberal arts, and science and mathematics. Students also receive Bank of America Certificate Awards in the following subjects: art, drama, English, foreign language, mathematics, music, religious studies, science and social science.
- Principal's Leadership Award: The Principal's Leadership award is given to a senior student who demonstrates the ability to combine academic

excellence and exemplary leadership roles in school and community activities.

- California Council of the Teachers of Mathematics: The California Mathematics Council recognizes a senior student who has demonstrated excellence in mathematics through unusual and sustained interest, a demonstration of creativity in the application of mathematical concepts, outstanding achievement in mathematics course work, and excellence demonstrated in competitions.
- University of Rochester Humanities/Social Sciences: The University of Rochester recognizes a member of the junior class for outstanding academic achievement in the humanities and/or social sciences as well as leadership skills and community service.
- Bausch and Lomb Honorary Science Award: Bausch and Lomb recognizes a junior student who has attained the highest standing in science upon the recommendation of the faculty.
- Society of Women Engineers Certificate of Merit: The Society of Women Engineers chooses to give recognition to a junior in high school on the basis of character and academic excellence in science and mathematics.
- Scholarships: Upon nomination of the faculty, partial scholarships for the following school year are awarded to current students at each grade level.

### **Louisville High School GPA**

The Louisville High School GPA (grade point average) is based on all courses. A grade of “A,” “B” or “C” in an Honors or Advanced Placement course earns an extra point (e.g., A = 5 points).

A	4.0 Points
B	3.0
C	2.0
D	1.0
F	.0

Plus and minus grades can be given but are not averaged into the GPA.

- A student is allowed to make up ONE semester of a required course in a summer session other than at Louisville High School during her four years.
- The Louisville High School GPA will reflect only one grade made up, on campus or elsewhere in a summer session, throughout the four years in attendance. All other course work completed in summer session will be noted on a student’s transcript but not included as part of the Louisville GPA.
- A student who misses 10 class periods/5 blocks per semester in any class may receive “no credit” for that course. Each case will be considered by the Principal, the Assistant Principal of Academics, and the teacher.
- All courses required for graduation must be passed with a grade of “D” or better.
- Grade of “D”

Students who receive a “D” in any course are encouraged to repeat the course as required by colleges

- Grade of “F”  
A student receiving an “F” in a subject at the end of a semester must make up that grade by repeating the course.

### **Report Cards**

Report cards are distributed twice each semester. The first and third quarter reports are intended as a statement of a student’s progress to that point. Only the semester grade will be recorded on the transcript.

### **Semester Exams**

Semester exams may not be taken unless all financial obligations including tuition and library fees have been paid and athletic uniforms returned.

### **Academic Probation**

A student who receives a GPA of less than 2.00 for a quarter, or any combination of D’s and F’s in two or more courses, will be placed on academic probation. If this pattern persists for two consecutive quarters, she will be ineligible for participation in sports, cheerleading, drama productions, and other after-school activities. This ineligible status will remain in place until the student’s GPA is raised to a 2.00 or above with no more than one D or F. A student whose GPA is below 2.00 in both quarters of the second semester will be ineligible for the first grading period of the next academic year. Summer school grades do not alter eligibility.

### **Graduation Policy for Seniors with Course Failures**

If a student is missing five units of credit in a required subject, the student may participate in the Baccalaureate Mass/Reception and the Graduation Ceremony but will not receive a diploma until the course work is completed. If a student is missing ten units of credit, the student will not be able to participate in either of these events. She will receive a diploma when the units are completed. The units must be made up within one year of the graduation date.

### **Academic Dismissal**

A student who receives a grade of “F” in any subject at the end of a semester must make up that grade by repeating the course. A student who receives two “F”s” at the end of a given semester may be asked to withdraw from Louisville.

### **Withdrawing from School**

Parents who wish to withdraw their daughter from Louisville must communicate with the Principal and complete a student transfer/withdrawal form obtained through the front office.

## Transcripts

The first transcript sent to a college or a university for each senior is without charge. Any additional transcripts will be sent for a charge of \$3 each.

## Disclosure

During the college application process, many colleges and universities require information regarding a student's integrity and disciplinary history in addition to the academic record. When required, Louisville High School may provide this information to the requesting institution.

## Student Records

*"An educational agency or institution may presume that either parent of the student has authority to inspect and review the education records of the student unless that agency or institution has been provided with evidence that there is a legally binding instrument, or a state law or court order granting such matters as divorce, separation, or custody, which provides to the contrary." Family Educational Rights and Privacy Act of 1974 (FERPA)*

Louisville High School abides by the provisions of the Family Educational Rights and Privacy Act of 1974 with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Louisville High School will provide the non-custodial parent with access to the academic records and to other school-related information regarding his/her daughter. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

If a parent wishes to view his/her daughter's official folder, a request must be made in writing to the attention of the Principal. Upon receipt of the written request, the Principal will make the student's official folder available within twenty-four hours.

## Academic Integrity

*"Freedom and responsibility form the context for education at Louisville. Freedom emanates from the awareness of alternatives from which to choose, and responsibility grows from the acknowledgment of the consequences of choice. This spirit of freedom and responsibility calls the person to risk making choices of integrity in all areas of human experience."* (Louisville Philosophy)

With this vision in mind, Louisville students are expected to be honest in all areas of their lives. The following would be considered a breach of academic honesty:

- using research materials without proper documentation
- using notes in any form on a closed book/closed note test
- writing out responses in advance and submitting them as work done in class
- talking to another student during a test
- looking at another student's paper during a test

- allowing a student to copy your assignment
- submitting the assignment of another as your own
- stealing copies of tests
- allowing other students to copy your test for make-up work
- telling another student what is on a test that you took earlier in the day
- asking another student what is on a test that she took earlier in the day
- receiving from another student answers to a test that she took earlier in the day
- using computer technology or any electronic device in a dishonest way
- being untruthful on college or scholarship applications
- any other action that can be documented as academic dishonesty

In order to aid students in their effort to be young women of integrity, Louisville High School provides a process each year which allows students to reflect on moral courage by writing personal honor codes. This writing process includes preparation, writing, personal interviews and a culminating celebration. The individual honor codes are kept in the school chapel throughout the academic year as a sign of the Louisville community's commitment to integrity and honor.

In addition, each department will have in writing a copy of its specific academic integrity statement. This will be communicated to every student at the beginning of the semester and a copy of this statement will be included in the subject syllabus. The statement will be clearly explained to the student.

## Consequences of Academic Dishonesty

The student will receive a "zero" for the assignment. Parents will be notified. A report will be filed in the Dean's office and the student may be subject to either disciplinary probation or strict disciplinary probation. The student will jeopardize her membership in National Honor Society and California Scholastic Federation if academic integrity is breached.

## Internet Usage Policy

The purpose of student access to the Internet is in support of education and research consistent with the curriculum. The use of the network is a privilege, not a right, and inappropriate use will result in the termination of the privilege or possibly disciplinary action. No student will be allowed access to the Internet without a permission slip on file. While working on the Internet, students are expected to uphold Louisville's Academic Integrity Policy. This particularly applies to the Copyright Law of 1976, Section 102, which articulates the following: "Copyright protection subsists...in original works of authorship fixed in any tangible medium of expression, now known or later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device." The work of others may not be downloaded from the Internet and claimed as your own. This is plagiarism!

Use of network resources will be monitored frequently at Louisville. Monitoring will include tracking the amount of time spent using these resources as well as the addresses visited. Students using computers and/or other related systems at Louisville High School may not:

- Send, display, produce, or download comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability
- Harass, insult, or threaten others
- Use obscene language
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use other's passwords, trespass on other's folders, work or files.
- Alter the start up screen or the desktop or download applications that will subvert this.
- Download large files unless absolutely necessary
- Waste limited resources intentionally

The supervisor/teacher will determine what is appropriate use and can recommend revoking access privileges at any time.

### **Internet Use and Negative Notoriety**

It is unacceptable to use the Louisville name, initials, logo, names or photographs of staff, students, the school or school activities with anything that is judged to be degrading, lewd, threatening, or violent. The administration has judged myspace.com, livejournal.com, schoolscandals.net, facebook.com, youtube.com, rateyourteacher.com and the like to be all of the above.

## **CHRISTIAN SERVICE**

“This love will lead them to enrich (others) by sharing with them the lights and gifts they have received from God, and they will consider it a greater happiness to share those gifts than to keep them to themselves.” ~Archives of the Sisters of St. Louis

### **Christian Service Requirement**

Louisville High School requires that students participate in a Christian Service program. This program encourages the commitment to lifelong service to the Church and the community. Our hope is to train future leaders and inspire future civic volunteers to tackle the problems of poverty and environmental issues locally and worldwide.

**Freshmen: SCHOOL SERVICE** Each freshman student will join her homeroom to volunteer time at Louisville on two Saturdays. Part of each Saturday is dedicated to orienting students to the challenges and blessings of volunteer service. It is the hope

that this will allow each student the chance to make friends, give service to her school, and make her more aware of the valuable gift of her time to her school and the world beyond. Students are also encouraged to become fully involved in their parish Confirmation and youth ministry programs.

**Sophomores: ENVIRONMENTAL STEWARDSHIP** During one of three sophomore retreat days, each student will participate on retreat or on service trips with her classmates. Sophomore service trips will focus on environmental stewardship and be completed in partnership with Heal The Bay at local watershed and beach cleanups. For these trips, students will meet at Louisville by 7:15a.m. to board a bus, which returns them to Louisville by the close of the school day. Students are also encouraged to become fully involved in their parish Confirmation and youth ministry programs.

**Juniors: WITNESS TO JUSTICE** During one of three junior Encounter Retreat days, each junior will participate on retreat or on service trips with her classmates. Junior service trips will focus on issues of justice and poverty, particularly within the city and downtown neighborhoods of Los Angeles. For these trips, students will meet at Louisville by 7:15a.m. to board a bus, which returns them to Louisville by the close of the school day.

**Seniors: CHANGE THE WORLD LOCALLY** During one of three senior Kairos Retreat days, each senior will participate on retreat or on service trips with her classmates. Senior service opportunities will focus on helping local schools and organizations committed to alleviating poverty at many levels. Senior students will sign up for their service placements and drive themselves to and from service.

**Schoolwide:** Students will have the opportunity to participate in several school-sponsored service trips to a Tijuana orphanage, a five-day trip with Los Niños in Mexicali over Easter Break, a trip to service in Orange County to harvest organic vegetables for homeless shelters, build homes with Habitat for Humanity and other projects which arise during the year. All events will be “first to sign-up, first to serve” and will be publicized at school and through the *Fleur De Lis*. Check the printed and online calendars for scheduled service trips.

Beyond the school-sponsored service program, students will also be encouraged to continue to volunteer in their parishes, to tutor at the Guadalupe Center in Canoga Park, visit the elderly in local hospitals and convalescent homes, and to serve in a variety of other venues posted on the Christian Service link of the Louisville High School website.

**For reflection,** at all grade levels students will complete a typed 15-20 sentence reflection pertaining to each service trip to be shared and handed in to their Religious Studies teacher. The reflections will count for grades in class participation. These

reflections will provide the basis for a thoughtful discussion in class and will enable our Christian Service program to continue to improve.

It is our goal that through the Christian Service program, students will graduate Louisville High School with a progressive awareness of the many local and worldwide volunteer opportunities available to tackle issues of poverty, environmental stewardship and social justice with open minds, hearts and hands.

Students are expected to have all hours completed and reflections handed in by:

**Final deadline: Tuesday, April 15, 2008**

## ATTENDANCE

The academic day is from 7:45 a.m. until 3:00 p.m. However, a teacher may, at times, request that students attend an extra session. This will give needed time for labs, tutoring, testing, etc. Student attendance at these sessions may be mandatory.

### Excused Absence from School

State law severely restricts parents' rights to excuse a student from school. Parents may legitimately excuse students from school only for the following reasons (Ed. Code No. 4820004):

- illness
- necessary help at home for an illness or emergency
- unexpected inclemency in the weather

A student is expected to remain on campus the entire school day.

**Arrival to school after 8:05 a.m. constitutes an absence from the first time period and a parental excuse is required. Missing a block period is equivalent to two period absences. If a student accrues five absences in the first time period, she will be placed on disciplinary probation.**

If a student is absent from school, a parent/guardian must call the Attendance Office at 346-8815 before 9:00 a.m. on the morning of the first day of the student's absence. A message may be left on voice mail or a fax with parental signature may be sent to 818-710-3990.

On the day of the student's return to school, she must bring a written excuse giving the name, date(s) of absence and reason for absence, signed by the parent/guardian. Signature will be checked for validity. **The Education Code of California requires that a note remain on file. This is required in addition to the phone call.** If a student returns from an absence without a note, she receives a one-day grace period. After two (2) days, a detention is given.

**Dental and medical appointments should be made outside of school hours. If the appointment has to be during school hours, a note is required from the doctor upon the student's return to school.**

**For a student to participate or attend in any extracurricular activity (sports, practices of any kind, performing arts, cheerleading, etc.), she must be present at school for a minimum of two (2) blocks that day. For a student to attend Retreats, Winter Formal, Prom, and Grad Night she must be in classes all day.**

### Unexcused Absence

Each student is responsible for reporting to every class every day, and accountable for the material required. Truancy or unexcused absence from school, or from any class, is a major violation of school rules and a serious breach in responsible behavior.

When a student is missing from school or class more than ten (10) minutes without a proper excuse, the following measures will be taken:

- Any truancy will result in notification of the parents by phone.
- Detention time will be assigned consisting of two hours for each class missed and must be served on Saturday. Student will be placed on disciplinary probation.
- Any exam missed or assignments due during a truancy will receive a zero grade and may not be made up.

### Excessive Absence

Credit may not be given for a class if the student has been absent more than 10 class periods/5 blocks in any given class during the semester. Parents/guardians will be notified by the Attendance Office. The Administration and the student's personal counselor will be notified.

Academic consequences may include the student being withdrawn from class(es) and assigned an incomplete or a fail as a class grade(s).

Only the Principal, in consultation with the Assistant Principal for Academics and the teacher, can make an exception to this policy. Students with excessive absences or tardies will not be eligible for awards or scholarships and they may not run for office.

### Extended Absence

Absence and tardiness affect learning. Each department has policies in this area that have been communicated to students. If it becomes necessary for a student to miss more than three (3) days for personal reasons, parents should contact the Principal to make necessary arrangements. If a student is to be absent from school for more than

three (3) days because of illness, parents should request assigned make-up work from her counselor. Please allow 24 hours to process your request.

### **Extended Vacations**

**Parents should make vacation plans coincide with the school calendar.** If it is necessary for a student to begin a vacation early or return after school resumes, the procedure is as follows:

- Secure a permission form from the Attendance Office one week in advance.
- Attach a signed written explanation from the parent/guardian about the reason(s) for the extended absence.
- Obtain assignments from appropriate teachers and the written signature of the Assistant Principal for Academics.
- Return the completed form to the office three days before departure.

It is a student's responsibility to make sure that all assignments are completed. Tests can be made up only before and after school or during study halls at the convenience of the teacher.

### **Leaving Campus Early**

Parents should not request permission for students to leave campus for lunch or errands. If a student must leave campus, she must have a note written by a parent/guardian stating the reason and where the parent/guardian can be reached.

Notes should be given to the Attendance Office before 7:45 a.m. so teachers can be notified.

Students leaving early for sports competition **MUST** place their sports bags in the Pavilion storage closet. This should be done first thing in the morning. No bags may be left in the halls or outside doorways. This is a danger in case of emergency evacuation.

### **Absence During Semester Exams**

Students who are absent from a semester examination for medical reasons should bring a medical excuse upon their return to school. In addition, the students should contact the Assistant Principal for Academics to reschedule the exam.

### **Off-Campus Permits**

No student may leave the school grounds during the day without an off-campus permit authorized by the office. The student must present a written note, signed by her parent or guardian, to the Attendance Office before school on the day the permit is to be used. The written note must state the date, time and nature of the request. State law requires that only **WRITTEN** permission authorizes a student to leave campus during school hours. Legally, the school cannot accept telephone requests by parents instead of a written request. Students must have signed permits for school-sponsored field trips and excursions.

### **Tardies**

When a student has received a total of four (4) tardies in a semester, detention will be assigned and must be served on the day after the fourth tardy occurs and for every tardy thereafter. Ordinarily there are no excused tardies after the first three.

## **DISCIPLINE POLICIES**

### **Philosophy**

Discipline in the school attempts to promote genuine growth, to increase respect for duly constituted authority, to foster the development of Gospel values, and to provide an appropriate, safe environment for the educational process.

Ultimately the purpose of all discipline is the development of self-discipline. Adherence to the following policies and procedures indicates a student's willingness to be a positive addition to the Louisville community.

Louisville recognizes that students are responsible for their actions and behavior and accountable for the resulting natural consequences; therefore, inappropriate behavior by students will not be accepted or tolerated.

Louisville recognizes the responsibility of the parents for the behavior of their children and actively includes them in the disciplinary process in various ways.

The purpose of the Louisville discipline process and its consequences is to clearly indicate to the students when their actions and behavior are inappropriate and unacceptable. Disciplinary actions include, but are not limited to: after school detention, Saturday detention, disciplinary referrals, disciplinary probation, strict disciplinary probation, suspension, and dismissal from school. For seniors it may effect participation in graduation ceremonies or other senior events.

### **Reciprocal Relationship with Crespi High School**

Crespi High School is a brother school for Louisville. Together we support each other in furthering our mission of Catholic education through collaboration in the following areas: scheduling, planning and implementing joint student activities, supervising the activity of students on each other's campus, and promoting the good name and best interests of the other. We strongly encourage the future development of inter-school programs. By virtue of this affiliation, it is the policy of Louisville High School that the campus of Crespi High School is an extension of the campus. Louisville rules governing the behavior of Louisville students are binding on both campuses.

Therefore:

- The authority of faculty members from each school is to be respected and obeyed. Disobedience, insubordination or disrespect to a Crespi faculty member will be subject to the same penalties as if he/she were a Louisville faculty member.
- Students who violate school rules, damage property, or conduct themselves in a disrespectful manner at Crespi are subject to the disciplinary code at Louisville High School by Louisville authorities.
- Students participating in events at Crespi under the direction of Crespi faculty are subject to that authority and enforced by the Louisville Administration.

### **Harassment Policy**

Louisville High School is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay or religious employee, or priest is illegal according to Civil Code (California Educational Code 212.5) and is strictly prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Louisville reaffirms its policy that students and adults in the Louisville community should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, language spoken, color, sex, religion, disability, national origin, immigration status, age, sexual orientation, or political belief.

Harassment can occur any time during school or during school-related activities. It includes, but is not limited to any or all of the following:

**Verbal Harassment:** derogatory comments and jokes, threatening words spoken to another person

**Physical Harassment:** unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement

**Visual Harassment:** derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, looks

**Sexual Harassment:** includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. (Specific procedures and details can be found in the Archdiocesan Handbook.)

### **Objectionable Language or Disrespectful Conduct**

The use of language is a very powerful way to express oneself and to affect other people. Students are expected to discipline their use of language. Obscenities, swearing, harsh use of language and tone of voice showing disrespect or disregard

for others are not permitted. Respect for authority includes a submissive tone and polite language. Students who answer back to school authority or use profanity are subject to disciplinary action including suspension and dismissal.

### **Smoking**

The health and safety hazards of smoking compel us to prohibit the use of all tobacco products within two blocks of the campus or at any school-related activity. Students found smoking on campus or at any school activity will be subject to suspension.

### **Forgeries**

Forgeries or any such incidents will be subject to immediate probation upon notification of parent/guardian. **FORGERY INCLUDES THE SIGNING OF A PARENT'S NAME BY A STUDENT TO ANY NOTE OR DOCUMENT.**

### **Detention**

The Dean of Students will notify each student of her detention. Detention will be on assigned days for one hour. The student will receive a one day notice. Failure to attend an assigned detention will result in a two hour Saturday detention. Offenses deemed more severe may result in a two hour Saturday detention. Ordinarily there are no excuses for missing detention. A student will be placed on probation after ten detentions. Any further detentions must be served on Saturdays.

### **Grounds for Detention**

Grounds for detention include but are not limited to:

- tardiness to class (4 and every one thereafter)
- failure to comply with the dress code from the time of arriving on campus until dismissal
- having food or drink in the classrooms
- unexcused absence from a class, assembly or liturgy (two hour payback for each class missed)
- having pagers, walkmans, cellular phones in class
- behavior not conducive to proper school atmosphere, e.g., disturbing class, writing notes, disrespect, disregard for the authority of a teacher or staff member, disrespect for one another or for school property
- chewing gum

**The Administration reserves the right to determine if a student's behavior or appearance is appropriate.**

### **Probation**

There are two types of disciplinary probation described below: Disciplinary Probation and Strict Disciplinary Probation. The Administration, in consultation with the Disciplinary Board, reserves the right to determine into which category the student's behavior belongs. Strict Disciplinary Probation is exercised in the more serious cases of misconduct.

### **Disciplinary Probation**

The student will be allowed to remain at Louisville High School on the condition that she is not involved in any serious misconduct for the length of the probation period. Violation of this probation will result in Strict Disciplinary Probation (see below). If, after probation has been lifted, a student is again involved in any serious misconduct, she may be asked to withdraw from Louisville High School. When dismissal is considered, the Disciplinary Board will meet with the student and the parent/guardian.

After a student has received ten DETENTIONS, she may be placed on disciplinary probation for a specified length of time. Students who do not uphold school philosophy, policy or procedures and/or whose behavior consistently shows poor attitude or lack of cooperation, may be placed on disciplinary probation.

### **Strict Disciplinary Probation**

A student on Strict Disciplinary Probation is not permitted to hold a student body class or club office, participate in extra curricular activities, on an athletic team, or be involved in the fall play production or the spring musical. These activities are privileges that are suspended under Strict Disciplinary Probation. While on this probation, she may not try out for a team, audition for a play, or run for an office. Violation of this probation will result in immediate dismissal from Louisville High School.

### **Suspension**

Suspension is the temporary removal of a student by the Administration in order that she may gain perspective on her behavior. The student, her parents and her counselors are informed that she is to remain away from school for a definite period of time at the end of which the student and her family may be asked to appear before the Disciplinary Board. Missed schoolwork may not be made up.

### **Dismissal**

Dismissal is the permanent removal of a student from Louisville for serious violations. Before a student is expelled, a conference with the parent/guardian, the student, and the Disciplinary Board will be held to advise the family of the problem and the consequences.

At Louisville, we firmly believe that our policies and procedures are designed to effectively avoid such a drastic measure as dismissal. There are some areas of behavior, however, that involve serious moral, ethical, and legal questions to the extent that dismissal may be warranted. Grounds for dismissal, whether a student is on probation or not, include but are not limited to:

- Louisville considers involvement with narcotics and alcohol to be a critical area in the lives of our students. Any student possessing, using, providing, selling, or in the vicinity of alcohol/drugs on campus or at any school-related activity at

any time may be subject to dismissal from school at the discretion of the Principal based on input from the Disciplinary Board. In addition, alcohol/drugs in a vehicle or in a locker will be confiscated and considered equal to the possession of alcohol or drugs.

- Destruction or defacing of school property or the property of other students or school personnel.
- Stealing of school property or the property of any other student or school personnel.
- Insubordination--flagrant verbal abuse, any threat of violence or force toward school personnel or flagrant disobedience.
- Membership in a gang or crew or association with a gang or crew involved in criminal activity. The California Attorney General's Office has defined a youth gang as "a loose-knit organization of individuals usually between the ages of 14 and 24. The group has a name, is usually territorial, or claims a territory as under its exclusive influence, and may be involved in criminal acts. Its members associate together, and may commit crimes against other youth gangs or against the general population."
- Students possessing a weapon or facsimile of a weapon are subject to dismissal.

### **Negative Notoriety**

While we are not responsible for off-campus activities, we do have a responsibility to the Mission of the Sisters of St. Louis and to protect Louisville High School as an educational institution. To that end, we would like to remind you that, any off campus activity which brings negative notoriety to the school is grounds for permanent dismissal.

## **GENERAL INFORMATION**

### **Accidents and Insurance**

Accidents must be reported immediately to the supervisor of the event. The supervisor is required to complete an accident report form. Forms are available in the Athletic Department and the main office. Completed forms should be placed in the Business Manager's office within one day of the accident. This regulation includes every accident in the school building, on the school grounds, at practice sessions, or at any school-sponsored event.

### **AHERA Management Plan**

Pursuant to Title 40 CFR Part 763 Subpart E (AHERA), the local education agency is required to inform you that:

- A copy of this school's Management Plan is available for your inspection in the administrative office of the school.

- This Management Plan contains information regarding inspections, reinspections, response actions, and post-response activities, including periodic reinspection and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact the Principal's office to arrange for an opportunity. An application will be sent to you to document your request. Application review and report preparation will require a maximum of five (5) days.

### **Assemblies and Liturgies**

Assemblies are a regularly scheduled part of the curriculum, designed to be both educational and entertaining experiences. At all assemblies, students are expected to behave with courtesy and respect. Students should not bring books or book bags to an assembly. Applause should always be in keeping with the occasion.

Liturgies are celebrated at regular intervals throughout the year. **All students are expected to participate in the religious program of the school.** (Louisville Philosophy)

At liturgies and certain assemblies, students will be expected to be in formal dress. Students with improper attire for these special occasions will be given a detention.

### **Automobiles**

Drivers must drive responsibly at all times and enter by the front entrance and leave by the back gate. Passengers may be unloaded only at the bottom of the hall steps or at the bottom of the senior lawn. Automobiles are to be locked. Louisville assumes no responsibility for theft or damage to cars or personal property on the premises.

After school, students who are waiting to be picked up should remain on the stairs going up to the hall. No congregating is allowed outside the library as this blocks the walkways for teachers and students. The library and the computer room are open every day until 5:00 p.m. After 3:30 p.m., a student waiting for a parent **MUST BE** in either of these two supervised areas, as this is the only way we can guarantee safety.

- Parking permits are required and will only be sold to students who have a valid California driver's license. They must be purchased from the Dean of Students on designated days or any day that the student starts driving to school. The cost is \$100 per year (pro-rated). A signed contract must be on file in the Attendance Office before a student may park on campus.
- If a student is found to be speeding on campus, involved in any reckless behavior, or is reported for reckless driving going to or from school, she will lose her parking privilege for one month. **Students parking without a permit or in an unassigned space will receive detention. Cars are strictly off limits during the school day.** For special circumstances regarding cars, the Dean of Students may be consulted.

- The lower parking lot is school property and all of the automobile rules apply.

### **Closed Campus**

Louisville is a closed campus. Students are not permitted to have visitors on campus without permission from the Administration. Any visitor to campus must report to the office to sign in and receive a visitor pass.

### **Communication with Students During School**

Parents may leave a message with the Attendance Office. The Dean of Students/Assistant Dean of Students will ensure that messages are delivered.

**No cellular phones are to be used or visible during school hours or any electronic devices such as IPOD's/MP3 players.** Cell phones must be turned off and left in the student's locker during school hours. Cell phones interfere with the community spirit of the campus and serve as a source for breach of academic integrity. Cellular devices will be confiscated and a parent will have to redeem them personally from the Dean of Students. A fee of \$10 will be charged at that time. A Saturday detention will be served.

Telephones are provided for outgoing calls before and after school and during breaks. NO calls should be made during class time. Any emergency calls should be made in the Attendance Office. Messages will be taken from parents and guardians **ONLY**. They will be delivered to the student as soon as possible.

### **Controversial Issues**

Louisville desires that students acquire critical thinking skills and the ability to recognize the difference between fact and opinion. Students and teachers are encouraged to explore controversial issues; however, if a controversial issue of a religious or moral nature is raised, the authentic teaching of the Catholic Church will be presented.

### **Dances**

The following rules apply to all Louisville High School dances:

- Dances begin at 8:00 p.m. and end at 11:00 p.m. Doors close at 9:00 p.m. No students will be admitted into the hall after this time unless special arrangements have been made with the administrator. In addition, once a student has left the dance, the student will not be readmitted. All students are to leave the campus promptly at the end of the dance.
- Parents must pick up students no later than 15 minutes after an event's conclusion.
- Dress for all Louisville activities and dances should be neat and appropriate to the occasion. **Any student deemed inappropriately dressed by the teacher and/or the administrator in charge of the event will be sent home and her parents will be notified.**

- Inappropriate styles of dancing as determined by faculty chaperone will not be permitted. Students will be asked to present their ID and appear before the disciplinary board accompanied by parents.
- No smoking or use of drugs, including alcohol, is permitted.
- Only students from Louisville and invited schools may attend a student dance. Invited schools are Alemany, Chaminade, Crespi, Loyola, Notre Dame and St. Genevieve. Publicity about student dances may not be sent to any other schools. If your guest does not attend any of the invited schools, you must purchase a guest pass for him. In addition, ALL students must present a student I.D. at the door.
- Guest passes may be purchased at school prior to the event and are non-transferable.
- Students must accompany their guests into the event and will be held responsible for the behavior of their guests at any Louisville function.
- For formal dances, all students must take school provided transportation when offered.

### Deliveries

The office will not deliver gifts, floral and balloon bouquets to students. These should be sent directly to the home and not to the school.

### Dress Regulations and Personal Appearance

The following are guidelines that are used to determine the appropriateness of a student's appearance and dress. **The administration is the final arbiter on all matters concerning dress code and appearance.** All uniform items must be purchased through Mills Uniform Company.

### Formal Dress Code

Louisville students will have a formal dress code every Monday, for all liturgies, formal assemblies and other special occasions. The formal dress consists of: gray skirt or khaki pants, white oxford blouse, navy blue blazer, plain white/navy ankle socks, knee socks or tights (NO PEDS), black penny loafers

### Blazer

- navy blue with LvHS emblem (instructions for attaching emblem are available from Mills Uniform Company)
- **name must be on inside label**

### Polo Shirts

- LvHS logo short-sleeve polo shirt/white, navy blue, dark green, or burgundy
- long sleeves under short-sleeve polos are not permitted

### Blouse

- white oxford blouse

### Skirts

- navy blue, gray or blue pinfeather skirt
- length should be no shorter than the **top of the knee cap**
- boxer shorts should be worn under skirt and must not hang out below skirt
- Skirt must be fully zipped and buttoned at waist.

### Pants

- khaki pants
- may not be oversized
- should be properly hemmed and may not drag on the ground

### Shorts

- khaki shorts

### Sweaters

- navy blue v-neck pullover with a gold LvHS logo
- must be worn with a LvHS polo shirt or the oxford blouse
- Sweaters may not be worn in lieu of blazer when in dress uniform.

### Jackets

- LvHS school/athletic jackets ordered through the Athletic Department

### Sweatshirts

- must be worn with a LvHS polo shirt
- **ONLY** athletic sweatshirts purchased through the Athletic Department may be worn. This does not include team spirit wear.

### Sweatpants

- Sweatpants must be worn at the waist.
- Elastic may be removed from the leg if the bottom of pant leg is hemmed.
- **may only be worn from November 1 through March 31**
- Students wearing sweats inappropriately will lose the privilege as will the entire student body after 5 offenses in one week.

### Tights

- navy blue, white or black
- long underwear and leggings are **not** permitted

### Shoes

- tennis shoes or black penny loafers - flat heel/thin sole

### Socks

- plain white/navy ankle socks or knee socks
- must be worn at all times/visible

- PEDS may only be worn with tennis shoes

### Hats

- hats, bandanas, visors or other head coverings may **not** be worn

### Crespi Attire

- Crespi attire is **NOT** a part of the Louisville dress code. The one exception is the white Crespi cheerleading polo shirt with the small brown logo.

### Tattoos and Body Piercing

- Students may not have visible tattoos.
- Visible body piercing including nose and tongue is not allowed except for pierced ears.

### Non Uniform Days

- Occasionally the Administration allows “non-uniform days”. These days give the students the opportunity to dress up, not dress down. Consequently, items considered inappropriate for free dress days include tank tops, bare sundresses, halter tops, silk-screened t-shirts or sweatshirts, bare midriff, see-through apparel, lingerie-type apparel, exceptionally short dresses, skirts or shorts, torn blue jeans, thermal underwear, pajama bottoms, exceptionally oversized clothing, slip-on/backless footwear, hats, scarves or bandanas.

### Athletic Wear

- The only athletic wear allowed during the school day is the spirit wear purchased through the Athletic Department. This excludes warm-ups, sweats, parkas, etc., purchased for particular team sports.

### Hair

- Exaggerated styles will not be permitted. This is also true for any coloring of hair deemed unnatural or exaggerated. Any student who comes to school with any of the above violations will not be allowed to attend class until the color of hair is deemed acceptable by the Dean of Students.

### Consequences for Dress Code Violation

The disciplinary consequence for a student out of dress is an after-school detention. Students demonstrating consistent disregard for the dress code will be subject to a Saturday detention and discipline board hearing.

### Eighteen-Year-Old Students

All school regulations apply to students who are 18 years or older while they are enrolled in school. The school will continue to report to her parents concerning her grades and discipline. In addition, the school requires parental certification of absence and off-campus requests. Eighteen-year-old students who declare their emancipation must do so in writing and present notarized verification from their

parents. This may be done only if the student is financially independent of her parents for her education. Further information is available in the school office.

### Eligibility for Student Council and Class Office

To be able to run for office, a student must be able to uphold and support the philosophy of the school. She must also maintain at least a 2.5 Louisville GPA and she may not be on scholastic or disciplinary probation. Candidate list will be submitted to faculty for approval. No student may simultaneously hold more than one ASB, Class or Club Office with the exception of Campus Ministry.

### Earthquake Emergency Procedure

In the event of an earthquake or similar emergency, the following “Earthquake Procedure” will be implemented:

- Faculty, staff, and students will protect themselves during the actual earthquake.
- Immediately after the initial earthquake, the disaster plan will be put in place and the faculty, staff and students will evacuate the buildings to the tennis courts. Instructions for evacuation of the school building are posted in each classroom. Students are to move rapidly and **silently** to the areas designated.
- Stored food, water and first aid supplies will be distributed as needed. Search and rescue teams will conduct a thorough search of all buildings.
- If an earthquake occurs DO NOT CALL THE SCHOOL. If our phone lines are still operational, we will be using them for life-threatening emergency calls to emergency agencies.
- The decision to dismiss school or continue with classes after an earthquake will be made by the Principal or the Assistant Principal. We will attempt to contact KNX Newsradio 1070 AM, KFVB 980 FM, and KGIL 1260 AM with that decision.
- Parents will be instructed on arrival as to where the student will be released.
- Louisville has enough food and water stored to supply all of the faculty, staff and students for a period of 72 hours.

### Fire Emergency Procedure

- The decision to evacuate will be made on the advice of the authorities (Sheriff’s Department, Fire Department, school administrators).
- If immediate evacuation is ordered, ALL students will be walked to the Motion Picture Hospital. If this location is not feasible because of the fire’s direction, St. Mel will be the secondary destination. The students will be accompanied by the faculty. No student will be released until we reach our destination. At this time, specific steps will be taken to release students. Parents will not be permitted inside. A detailed explanation of this plan as well as a map has been mailed to every Louisville household.

### Lock Down Procedure

- In cases where there is an immediate and imminent threat to the student body, faculty and staff the administration will initiate the lock down procedure.

Students will be secured in the rooms they are currently in and no one will be allowed to leave until the threat is removed. The campus exits will be locked to prevent anyone from entering the campus. Dismissal procedures may have to be altered depending upon the ongoing emergency. Parents will be notified of any such change in dismissal.

### **Release from Louisville**

- If time permits, all student drivers who have been given permission on their emergency cards to drive themselves will be released.
- In cases where a student drives carpool with fellow student riders, the student rider(s) will be released to the student driver **provided** that the student driver is listed on the student rider's emergency card. Changes to emergency card information may be made in writing to the Attendance Office.
- Students will be released only to person(s) listed on the emergency card. Because of time and personnel constraints, **no phone calls** will be made to others not listed on the card.

### **Food and Drink**

Eating and drinking are not allowed in the buildings or classrooms at any time. Specified lawns and areas are assigned to classes for lunchtime. Care of school property is the responsibility of every student. If lunch areas are left in disorder, students will be detained after school.

For safety reasons, the hallways must always be clear of backpacks, sports bags, books and other materials. Students may never sit on the hall floors or on the concrete walkways while eating or drinking.

### **Graduation**

Diplomas are considered ceremonials and students are not entitled to them, as well as not entitled to participation in graduation ceremonies.

Students must attend all practices in order to participate in the graduation ceremony.

### **HIV/AIDS**

HIV/AIDS infection is not spread by casual contact; therefore, infection with AIDS in and of itself is not a reason to exclude a student from attending school. However, in the case of secondary infections or other health risks, the Principal has the obligation to consult with the infected student's parents and her physician or a public health official. At all times the student's privacy will be respected and her identity be kept confidential. Louisville will follow the established policy of the Archdiocese in this matter.

### **Illness and Injury During the School Day**

Students who become ill or are injured during the day will report to the health office.

- Any injured student will not be moved until a school official has seen her.

- A student may be in the health office only with the permission of the office personnel.
- A student requesting permission to go to the health office, except in very severe cases, must obtain a permission slip from the classroom teacher.
- Students are NOT to notify parents of accident or injury without first notifying school personnel.
- Parents are required to keep emergency information updated.
- If a student misses class while in the health office, she must obtain an admit slip and present it to the teacher before admission to class.
- Parents may not go directly to the classroom to speak to or take students from school. They must check in at the Attendance Office.
- Immunizations required by the State of California must be kept up to date. Students with incomplete health files will not be allowed to start classes in the fall.

### **Library**

The library is open from 7:30 a.m. until 5:00 p.m. every day. Out of consideration for others, the library atmosphere is quiet and conducive to study. Students are expected to return books on time.

### **Lockers**

Lockers are assigned to students at the beginning of the school year. Students may not change lockers without the permission of the Dean of Students. Lockers are the property of Louisville High School and should be treated and used with care. **They should always be locked.** If lockers are not used properly, they will be taken away from students.

School administrators have a responsibility of protecting the health and safety of students and to maintain order on the school premises and in school activities. In discharging this duty, it may be necessary for the administrator to conduct searches. A locker search is based upon reasonable suspicion that the locker contains something that would be disruptive to the educational process or dangerous to the health and safety of students. The right to search purses, pockets, book bags or cars is also based on reasonable cause. Only the Administration will be involved in any necessary searches.

### **Locker Decorations**

Birthday paper and ribbon applied with painters tape is allowed. No photos or magazine clips will be permitted.

### **Medication**

School personnel are not permitted to give medication of any description to the students. Attendance office personnel will dispense approved medication, which has been indicated on the student's emergency card. Students will be responsible for taking their own medication. It is recommended that students on prescription

medication bring that medication to the health office. The school is not responsible for any adverse effects from medication.

### **Policies Related to Pregnancy and Abortion**

An unmarried pregnant student enrolled at Louisville High School will be allowed to remain during her pregnancy if she chooses in compliance with the school's policy which requires approval based on the joint decision made by the girl, her parents, and physician. The student's continued enrollment will be subject to a periodic review based on circumstances and counseling particular to the situation.

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school and the values that ought to permeate Catholic education (Gaudium et Spes, 51; Code of Canon Law, 1398). Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion or influence or coerce another person to have an abortion. While no one is beyond the grace of God and His forgiveness, each of us must face the consequences for the choices we make. For confidential information regarding these matters please contact Project Rachel at 626-398-6100.

### **Transportation for Extracurricular Activities**

Ordinarily, students will be transported in a rented bus or van driven by certified drivers. Parents may drive students locally but must verify that they have adequate insurance. A signed official Louisville permission slip is required for all school sponsored activities.

### **Valuables**

Students should refrain from bringing large amounts of money or valuables to school. All belongings should be clearly marked with student's name.

### **Work Permits**

Work permits are available in the Attendance Office. During vacation, they can be obtained at your local public school.

### **Publication Disclaimer**

The school recognizes that no publication is comprehensive enough to provide guidance for every situation. The school reserves the right to amend and/or clarify school policies through communications directly to the parents from the Office of the Principal. In addition, the school maintains policies on the following areas, which will be supplied by the Principal upon parents' request. Those issues include, but are not limited to: abortion, controversial issues taught in the classroom, pregnancy, student marriage, and students infected with HIV/AIDS.



**O Louisville, Our Louisville  
Dieu Le Veult, O Louisville**

## STUDENT LEADERSHIP

### Student Body Officers 2007-2008

President ..... Elisabeth Leoni  
Vice President..... Katie Bailey  
Secretary ..... Heidi Carlson  
Treasurer ..... Andrea Evangelista  
Social Chairperson..... Faiza Morado  
Parliamentarian..... Melinda Marino  
Historian ..... Keena Batti  
Campus Minister..... Geena Haney  
Spirit Chair ..... Kelsey Mulflur

### Senior Class Officers 2007-2008

President ..... Cecilia DeMattos  
Vice President..... Lindsey Hearn  
Secretary ..... Victoria Russo  
Treasurer ..... Chelsea Weber  
Spirit Coordinator ..... Adrienne Storrs  
Historian ..... Catherine Nuwer

### Junior Class Officers 2007-2008

President ..... Emilia Barrosse  
Vice President..... Brittney Black  
Secretary ..... Katie Mulflur  
Treasurer ..... Kaitlin Sterling  
Spirit Coordinator ..... Sydney Terrill  
Historian ..... Alexa McGinnis

### Sophomore Class Officers 2007-2008

President ..... Brittney Daniels  
Vice President..... Claudine Lim  
Secretary ..... Avanthi Hulugalle  
Treasurer ..... Tanzi Jackson  
Spirit Coordinator ..... Caila McCarthy  
Historian ..... Shannon Kazan

### Freshman Class 2007-2008

Elected in the fall 2007

## CLASS MODERATORS

### Senior

Mrs. Gail Devine  
Sr. Margaret Fitzer, S.S.L. (Assistant)  
Ms. Amy Harrison  
Mrs. Kathleen Nicholas  
Mrs. Rachel Thinnis

### Junior

Mrs. Mary Marzorati  
Mrs. Maura Piazza  
Ms. Amy Ross  
Ms. Alyson Staves  
Mrs. Angela Tancraitor

### Sophomore

Sr. Maria Goretti Crowley, S.S.L (Assistant)  
Mrs. Liz Dupuy  
Mrs. Jody Viscum-Rehder

### Freshman

Mrs. Myriam Kass  
Ms. Victoria Lau  
Ms. Annie Loring  
Mrs. Teresa Mateus  
Mr. Josh Wilson

## EXTRACURRICULAR ACTIVITIES

### **Amnesty International**

The purpose of this club is to raise students' consciousness on peace and justice issues and to seek ways to help identify and solve local, national and international injustices.

### **Book Club**

The purpose of the Book Club is to encourage and stimulate an interest in reading. Club members meet monthly to discuss readings along with their faculty advisor. Modern as well as classical works are chosen by club members for monthly discussion. All students are welcome to join.

### **California Scholarship Federation (CSF)**

The purpose of CSF is to foster high standards of scholarship, service and citizenship on the part of students of the senior high schools of California. A student becomes a CSF member based on semester grades. She must accumulate ten (10) CSF points. If a student is a member in CSF five semesters in grades 10-12 (one semester being in senior year) she then becomes a Gold Sealbearer. Student will jeopardize her membership in the California Scholastic Federation if academic integrity is breached.

### **Campus Ministry**

Campus Ministry exists for the purpose of facilitating faith development within the total school community. The program includes retreats for all student levels, the involvement of the total school in community service and regular celebrations of the liturgy. A team of students assists in special campus ministry activities.

### **Cheerleaders**

Selection of Crespi cheerleaders takes place in April of each year. Information is made available to interested students well before the selection process begins. This is run by Crespi Carmelite High School. Louisville does not give academic credit for this activity. However, it will be transcribed as an extra-curricular activity.

### **Close-Up Trip to Washington, D.C.**

Every year in February/March, Louisville sponsors a trip to Washington, D.C. under the auspices of the Close Up organization. Students attend seminar sessions, meet with senators and congressmen and women, tour the Capitol area and its monuments and meet students from all over the country. On Capitol Hill Day, students meet with their home state representatives in small groups and observe sessions in both the House and the Senate. This trip is especially beneficial to junior and senior level students who are studying American History or United States Government.

### **Debate Club**

The purpose of the Debate Club is to highlight current events and issues and discuss/debate the pros and cons of these issues based on solid facts in an intelligent

and informative manner. The club meets monthly and topics are chosen by club members with the approval of the faculty advisor who is present and moderates all debates. All controversial moral issues are always presented in light of the teachings of the Catholic Church. All students are welcome to join this club.

### **Global Awareness/Explorers**

The purpose of this club is to promote enthusiasm for and greater understanding of science, nature and the environment. The club will plan and design activities such as science field trips, outdoor excursions and ski trips. Participation will include membership in the Explorers, which will provide members with a wide range of facilities and benefits for club activities. Care of the earth will be the primary emphasis.

### **International Club**

The purpose of this club is to increase the students' knowledge of other countries through activities and field trips.

### **Junior State of America**

The Junior State of America is a nationwide, non-profit, non-partisan political education organization for high school students. JSA is run completely by and for students and holds many events throughout the year to further the goals of student political awareness and involvement, to achieve greater understanding of the democratic process, promote involvement in the community and to encourage high standards of citizenship.

### **Knitting Club**

The purpose of the knitting club is to foster an interest in needlework skills especially knitting and crochet. The club will make scarves and blankets for the homeless and lonely. No previous experience is necessary to join only a willingness to learn these skills. Members will be taught how to knit and crochet and will enjoy meeting other girls with similar interests.

### **Math Club**

The purpose of this club is to stimulate interest in mathematics and to help students connect with and make friends with other students who enjoy mathematics. Members will enter and compete in a variety of mathematic competitions throughout the year both on and off campus. Membership is open to all grade levels. The minimum requirement for club credit includes payment of dues, attending three quarters of the annual meetings, participation in three-fourths of the competitions and participation in the club's annual service project.

### **Mock Trial**

The purpose of Mock Trial is to foster an understanding of the law and Constitutional rights through competition with other high schools. Members of the Mock Trial team are chosen by audition in the spring.

### **National Honor Society (NHS)**

The National Honor Society is a national student organization committed to the recognition of students for their scholarship, leadership, character and service. A student is invited to join NHS at the completion of sophomore year, after maintaining a cumulative 3.5 grade point average (GPA). After completion of a personal resume, including activities and awards, and the additional candidacy paperwork, the final selection for membership is based on an evaluation of the student's qualities by the Faculty Council. Candidates are invited to attend the Induction Ceremony and receive their NHS pin. To retain membership a student must maintain a 3.5 GPA at the end of each semester, attend scheduled meetings, and complete the required school service hours. Membership in NHS is indicated by a seal on the graduation diploma and is noted on all transcripts of academic work. Student will jeopardize her membership in the National Honor Society if academic integrity is breached.

### **Peer Ministers**

Peer ministers are selected seniors who are appointed after a process that involves an application essay. The work of peer ministry is to mentor the students in the freshman class, helping them to acclimate to high school through a series of experiences including retreats and workshops. Peer ministers also work to raise consciousness among their school mates in the areas of womens health.

### **Robotics Team**

This team is under the direction of the Science Department. The team actually engineers the construction of a robot that is entered into competition against other high schools in January/February. Those girls who participate on the team are required to spend many Saturdays with their adult advisors constructing the robot and learning the physics of motion and the science of robotics. There is a fee charged for participation that offsets the cost of materials and entry into the competition.

### **Royal Pride**

Members of *Royal Pride* will be called upon to be ambassadors for Louisville. Members serve as hostesses for special occasions, to welcome guests on campus, to speak on Louisville's behalf on and off campus, and to be the face of Louisville: someone who represents everything we stand for as a community. Members will ensure that Louisville remains distinct in hospitality – that is, known for graciousness and openness – for being welcoming and joyful.

To be considered to be a member of *Royal Pride* prerequisites include friendliness, love and loyalty for Louisville, and a smile. *Royal Pride* will be an extra-curricular activity with a time commitment. There will be an application process, training sessions, and a special addition to your dress uniform to be worn on specified occasions. *Royal Pride* is limited to approximately 15 students from the Junior and Senior classes. The motto for members of *Royal Pride* will be the same as

traditional words that the faculty lives and works by with the students best interests in mind:

To enlighten minds and kindle hearts  
by word and example  
bringing Christ to all and all to Christ.  
~Abbé Louis Bautain

### **Sports Teams**

Students may participate on a sports team provided:

- The Athletic Director has on file a record of a current medical examination
- All physical education fees have been paid
- The student meets all CIF eligibility requirements and has obtained an athletic clearance slip
- The student attends at least four periods of school daily
- The student has returned any team uniforms from previous sports

A parent meeting will be held at the beginning of each season to encourage parent support.

FALL: Cross Country, Equestrian, Field Hockey, Golf, Tennis, Volleyball

WINTER: Basketball, Soccer, Water Polo

SPRING: Softball, Swimming, Track

### **Students Against Destructive Decisions (SADD)**

The purpose of SADD is to point out the risks involved when driving under the influence of alcohol and other drugs and to encourage safe driving practices. This club will provide information and activities to promote this message. Student will jeopardize her membership in the California Scholastic Federation if academic integrity is breached.

### **NOTE: Procedure for Calendaring an Event or Activity**

Any activities that are sponsored by clubs or groups on campus must be cleared through the Assistant Principal for Student Life. A form must be completely filled out and signed by the moderator and president of the group, then returned well ahead of the requested date. Once the activity is approved, a copy of the form will remain on file. New class and student body activities may be initiated at any time providing the correct process is followed.

**Louisville High School  
2007-2008 Parent/Student Handbook Tear-Off Form**

**Please read and sign the form below. Each student is to return the signed form to her homeroom teacher no later than Friday, September 7, 2007.**



**Louisville High School  
2007-2008 Parent/Student Handbook**

**I have read all of the statements published in the Louisville High School 2007-2008 Parent/Student Handbook with my daughter and we agree to uphold and support Louisville's philosophy and follow all rules and regulations outlined in this handbook.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

