

School Catalogue



2016 — 2017

Loyola Blakefield
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An Exemplary School
Recognized by the United States Department of Education
for Excellence in Education



*Loyola Blakefield is a member of the Jesuit Secondary Education Association
and the Association of Independent Maryland Schools.*

*Loyola Blakefield is accredited by the Association of Independent Maryland Schools and
approved by the Maryland State Department of Education.*

“Loyola Blakefield does not discriminate for any reason, including race, creed, color,
or national origin, in the admission of students or in the administration of its policies.”

Information included in this catalogue is subject to change without notice.

Men For Others

"MAN GIFTED WITH CONSCIENCE,
INTELLIGENCE AND POWER IS INDEED
A CENTER...CALLED TO GO OUT OF
HIMSELF...TO GIVE HIMSELF TO OTHERS.
ONLY HE WHO LOVES FULLY REALIZES
HIMSELF AS A MAN."

Pedro Arrupe, S.J.

Former Superior General of the Society of Jesus





CORPORATE TITLE
THE LOYOLA HIGH SCHOOL OF BALTIMORE, INC.

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Mission Statement

Loyola Blakefield, a Catholic, college preparatory school, established by the Jesuits and imbued with the spirit of Ignatius Loyola, forms men to serve with and for others. The Loyola student is preparing to graduate as a man of integrity, who, because he strives “to find God in all things,” is open to growth, intellectually ambitious, religious, loving, and committed to diversity and doing justice.

OPEN TO GROWTH

The Loyola Blakefield graduate accepts the obligation to develop his talents, and to grow emotionally, socially, physically, and spiritually, as well as intellectually. He seeks opportunities to stretch his mind and imagination, and to develop spiritual values.

INTELLECTUALLY AMBITIOUS

The Loyola Blakefield graduate respects his intelligence as God’s gift, understanding its ultimate use is in the search for truth in the service of God and others. He has begun to think creatively, critically, logically, and analytically. He has developed the courage and confidence to think and speak independently. His acquired habits of intellectual inquiry reflect a disposition to life-long learning.

RELIGIOUS

The Loyola Blakefield graduate understands that being fully human requires an active relationship with God, which has been informed by a knowledge of the practices and doctrines of the Catholic Church and the foundations of Ignatian spirituality. He begins to accept his personal spirituality by taking responsibility for exploring and affirming his faith privately, liturgically, and communally, through prayer and actions.

LOVING

The Loyola Blakefield graduate begins to see God at work in all things. He moves beyond self-interest and appreciates that he shares a God-Given common humanity which leads him to respect himself and others, to act with compassion and mercy, and to care for all God’s creation.

COMMITTED TO DIVERSITY

The Loyola Blakefield graduate grows beyond his own biases and personal prejudices. In a manner consistent with Ignatian principles, he comes to understand the enriching and liberating value of human variety.

COMMITTED TO DOING JUSTICE

The Loyola Blakefield graduate develops a compassionate understanding of the needs of his local and global community. He begins to understand that his Christian faith, Catholic responsibility, and Ignatian heritage call him to act ethically and to pursue justice. He understands that being a man for others is Christ-like, and answers the challenge of St. Ignatius to a leadership of service *Ad Majorem Dei Gloriam*, For the Greater Glory of God.

CURA PERSONALIS

All adult members of the Loyola Blakefield community are educators who strive to live out the school's mission in and out of the classroom. In the Ignatian tradition, *cura personalis*, care of the person, compels respect for the unique talents of each individual and a genuine love and care for each student *Ad Majorem Dei Gloriam*, For the Greater Glory of God.

IGNATIAN MISSION AND IDENTITY

The Office of Ignatian Mission and Identity assists in articulating and perpetuating the vision and philosophy of Ignatian Education for principally the adult members of Loyola Blakefield's community. The co-laboring of the adult members of Loyola's community – teachers, staff, trustees, parents, alumni – with the dedicated members of the Society of Jesus here at Blakefield is the key to perpetuating Loyola's identity as a Jesuit school in the Ignatian tradition. Opportunities for growth in this area will help maintain the atmosphere conducive for ongoing faith-based educational development. The Office of Ignatian Mission and Identity provides opportunities and programs for Loyola adult community members to grow in their understanding of what forms the charism of a school such as Blakefield. This understanding centers on themes that include the life of St. Ignatius, the Spiritual Exercises and Ignatian Spirituality, the History of the Society of Jesus, the History of Jesuit Education and Key Documents, the Characteristics of Jesuit Education and Ignatian Pedagogy, and the History and Traditions of Loyola Blakefield. These themes capture most of what motivates Loyola Blakefield's mission to be “. . . a Catholic, college preparatory school, established by the Jesuits and imbued with the spirit of Ignatius Loyola, forms men to serve with and for others. The Loyola student is preparing to graduate as a man of integrity, who, because he strives “to find God in all things,” is open to growth, intellectually ambitious, religious, loving, and committed to diversity and doing justice.”

History and Facilities

The Society of Jesus established Loyola Blakefield, formerly Loyola High School, in 1852 after St. Mary's Seminary closed St. Mary's College in order to concentrate on the education of future priests. On September 15, 1852 both Loyola College and Loyola High School opened their doors on Holiday Street under the tutelage of the Reverend John Early, S.J., the first president. In February 1855 the two schools moved to Calvert and Madison Streets, the present site of Center Stage. In 1921, the schools split and the college moved to its new Evergreen Campus while the high school remained downtown.

Under the leadership of the Reverend John Dustin, S.J. and his successor, the Reverend Ferdinand Wheeler, S.J., the high school set its sites on property north of the city to find a new home. In 1933, thanks to the financial support of a major benefactor, George Blake, the school purchased the land today known as Blakefield. One year later, upper classmen met there for the first time while the freshmen remained downtown. By 1941, the downtown campus was closed and all classes moved to Blakefield. The school remained very much the same until 1981 when the seventh and eighth grades were added. The sixth grade was added in 1988. It was only recently that the school changed its name officially to Loyola Blakefield in order to recognize all of the grades.

There are many buildings on Loyola Blakefield's scenic sixty-acre campus. The first to be constructed in 1933, was Wheeler Hall named for Father Ferdinand Wheeler, S.J. It houses the Mary Creaghan Library, the Science Department, Modern and Classical Languages, the English Department, and Murray Learning Services. The recreational lounge in the basement, today known as the Father Lloyd George, S.J. Lounge, was refurbished and expanded in 1996 and is the home of many Blakefield events year round.

Adjacent and connected to Wheeler is Burk Hall, built in 1996. It houses the offices of Upper School Principal, Upper School Assistant Principals, Guidance, College Counseling and the departments of Religious Studies, Art, History, Mathematics and Computer Science. The Chapel of Our Lady of Montserrat, which seats up to 250 persons, is also located in Burk Hall.

Sheridan Hall, named in honor of the Reverend John Sheridan, S.J., is the home to our sixth, seventh and eighth grades. The first seventh grade students were seated in September, 1981, followed by the first sixth grade students in September, 1988. Originally known as St. Mary's Hall, Sheridan underwent renovations in 1996 and 1997 when Fine Arts moved to Burk Hall.

Xavier Hall, located in the middle of the campus houses the office of the President, Development, Finance and

Facilities, Mission and Identity, and Marketing and Communications.

Knott Hall houses our new aquatic center, locker and training rooms, coaching offices, our wrestling and fitness centers and field house. The student commons features a dining hall, student and alumni lounges, conference and class room facilities, bookstore and offices for Ignatian service, campus ministry, admissions, athletics and the Dean of Students. This building is the center of campus life for Dons current, past and future.

This center replaced the Kennedy Field House, which was named in honor of former registrar David Kennedy. A bust of Mr. Kennedy is in the main Lobby of Knott Hall ensuring his name will live on at Loyola. The center is bordered by Hargaden Field, named in honor of Edward Hargaden - a long time coach and staff member - and Knott Field named after the Reverend Francis Knott, S.J.

Originally constructed over 80 years ago, Loyola Blakefield's Wheeler Hall underwent renovation and expansion in 2011. The expansion included an "end-cap" on the building's north end, which provides a new ADA compliant entrance, a four-story elevator and classroom space. The expansion and "transformation" of our flagship academic building usher in a new era in Blakefield's history. The air-conditioned building contains a state of the art language lab and audio/visual media center. Additionally, the Rev. Lloyd D. George, S.J. Lounge features an updated meeting area with retractable seating and technology enhancements.

Graduation, each year, is held in the hollow, a natural outdoor amphitheater bordered by evergreen and dogwood trees and located between Burk and Xavier Halls. The Statue of St. Ignatius offering his sword to the blessed Mother at Montserrat was erected in honor of alumni killed in action during World Wars I and II. It is located outside Xavier Hall near the Hollow in an area known as the grotto, another popular gathering place for students. In 2015, a prayer garden was created featuring a statue of Mary holding an infant Jesus, located across from the statue of Ignatius. This honors the Mothers Club of Loyola Blakefield and all the mother figures in the lives of our Dons.

In May, 2002, Loyola Blakefield celebrated its 150th anniversary. Our mission then and now is:

To graduate young men who are: Open to Growth, Intellectually Ambitious, Religious, Committed to Diversity, Loving, and Committed to Doing Justice.

In short, to build "Men for Others."

These are the true benchmarks by which we measure our educational success.

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Principal

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Upper School Assistant Principal

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Upper School Assistant Principal

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Middle School Assistant Principal

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Corporate Vice President and Treasurer

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Director of Ignatian Mission and Identity

Admissions

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Mr. Benjamin L. Rubeor, M.S.
Assistant to the Director

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Coordinator of Data Records and Stewardship

T.B.A.
Development Coordinator

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Administrative Assistant for Advancement

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Director of Communications/Marketing

Mr. Michael J. Nitti, B.S.
Multi Media Communications Coordinator

Mrs. Whitney W. Myers, B.A.
Marketing Coordinator

Athletics

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Director of Athletics

Mr. William D. Korrow, M.Ed.
Assistant Director

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Assistant to the Director

Mr. Gregory Baker, N.S.C.A.
Director of Fitness Center

Mr. Jeremy D. Parr, M.S., A.C.T.
Athletic Trainer

Mr. Matthew J. McDonough, B.S.
Aquatics Director

Campus Ministry

Mr. Brendan P. O'Kane, M.Ed., M.T.S.
Director

Reverend F. Joseph Michini, S.J., M.A., M.Div.
Chaplain

Deacon John E. Ames, Jr., M.S.
Assistant to the Director

Ignatian Service

Ms. Beth A. Szczepaniak, M.S.
Director

Mr. Joseph D. Scheide, B.A.
Ignatian Ministries Associate

Diversity

Mr. Bernard A. Bowers, B.A.
Director of Diversity and Inclusion

Finance and Operations

Mrs. Susanne I. Yancisin, CPA
Director of Accounting and Financial Aid

Mrs. Gina Fischer, B.A.
Human Resources Manager

Mrs. Chantal K. Cross, B.S.
Director of Auxiliary Services and Co-Curricular Activities

Guidance

Mr. Brennan T. Prodey, M.Ed.
Director

Mr. Brett R. Lankford, M.Ed.
Guidance Counselor

Mrs. Susan L. Buswell, M.S.W.
Guidance Counselor

College Counseling

Mrs. Kathryn McL. Mathias, M.Ed.
Director

Mr. Stephan P. Breit, M.Ed.
Counselor

Mrs. Yvette Jenkins, M.S.
Counselor

Mrs. Michelle M. Schaekel, M.Ed.
Counselor

Mr. Robert J. Wright, M.Div.
Counselor

Library

Mrs. Theresa K. Darr, M.L.S.
Director

Murray Learning Services

Mrs. M. Frances Finnegan, M.S.
Director

Dr. Wendy Cotter, D.D.S.
Learning Specialist - Upper School

Mr. Kevin D. Selby, M.S.
Learning Specialist - Upper School

Mr. J. Craig Lurz, M.A.
Learning Specialist - Upper School

Ms. Jennifer L. Pearson, M.S.
Learning Specialist - Upper School

Ms. Erin A. Courtney, Masters Equivalence
Learning Specialist - Upper School

Mrs. Maria J. Baird, M.A..
Learning Specialist - Middle School

Physical Plant

Mr. Kenneth L. Benway
Director Of Plant Operations

Mr. Jeffrey W. Simmons
Lead Service Technician

School Nurse

Mrs. Robin A. Schwartz, R.N.

School Store

Mrs. Bobbie McKenna
Manager

Mrs. Cydney A. Caldwell
Assistant Manager

Technology

Mr. Stephen J. Morrill, B.S.
Director

Mr. Stephen J. Kucharski, B. F. A.
Information Systems Coordinator

Mrs. Kimberly Fanto, M.A.S.
Junior Information Systems Coordinator

Mr. Michael D. Lackner, M.S.
Technology Coordinator

Mr. Kyle A. Dellinger, B.M.
Help Desk Coordinator

Mr. Anthony Cangelosi, B.S.
Desktop Administrator

Year Moderators

Ms. Reagan Koffel, M.A. – Grade 6
Ms. Laura L. Reid, M.Ed. – Grade 7
Mr. Lawrence J. Jarcewski, M.A. – Grade 8
Mr. Ryan C. Bromwell, B.S. – Grade 9
Mr. Michael J. DelGaudio, M.M.S. – Grade 10
Mr. Jerry L. Roe, M.F.A. – Grade 11
Mrs. Kelly M. Breschi, M.M.S. – Grade 12

Middle School Activities Coordinator

Mr. Steven F. Truitt, M.A.

Support Staff**President's Office**

T.B.A.
Executive Assistant

Mr. John H. Weetenkamp, III, M.L.A.
Special Assistant for External Affairs

Mr. John M. Stewart, M.Ed.
Special Assistant for External Affairs

Upper School Office

Mrs. Kristi R. Skinner, B.A.
Administrative Assistant for Principal

Mrs. Denise M. Hershel
Administrative Assistant for Upper School Assistant Principals

Mr. Joseph M. McFadden, B.S.
Registrar

Middle School Office

Mrs. Kelly H. Williams, B.A.
Administrative Assistant for Middle School Assistant Principal

Dean of Students' Office

Mrs. Sheila Brune, B.S.
Administrative Assistant

Mr. Jeffrey W. Glorioso, M.A., M.Ed.
Assistant for Middle School

Mr. Gregory T. Baker, N.S.C.A.
Assistant

Mr. Richard F. Sigai
Assistant

Admissions Office

Ms. M. Patricia London
Administrative Assistant

Athletics Office

Mrs. Julia N. Rineman, B.S.
Administrative Assistant

Book Store

Mr. Jose M. Albornoz, M.Ed.
Manager

College Counselor's Office

Ms. Hillary J. Horgan, B.S.
Administrative Assistant

Finance Office

Mr. Joseph Pyzik, B.S.
Staff Accountant

Mrs. P. Jean Benway
Business Office Assistant

Library

Mrs. Vonda Duncan, M.Ed.
Administrative Assistant

Mr. Steven S. Schaffer, M.S.
Director of Middle School Reading Resources

Departmental Extensions

Main Phone Number: 410-823-0601

ADMINISTRATIVE OFFICES

President and Head of School	678
Principal	512
Upper School Assistant Principals	506
Dean of Students	330
Middle School Principal	440
Admissions	680
Alumni and Development	692
Athletics	364
Book Store	220
Chaplaincy	338
Christian Service	342
College Counseling	510
Diversity	294
Financial Aid	668
Financial Operations	644
Guidance	242
Ignatian Mission and Identity	236
Library	648
Nurse	348
Physical Plant	696
Scheduling Voice Mail	230
(Scheduling Questions)	
School Store	390
Security	336
(Cell 410-979-7246)	
Sports Information Line	359
(Weather Related Updates)	
Technology	460

Academic Departments

Classical Language	
<i>Mr. Robert J. Wright, Chair</i>	570
Computer Science and Informatics	
<i>Ms. Trudy G. Runge, Chair</i>	326
English	
<i>Mr. Sean D. Flanigan, Chair</i>	626
History / Social Studies	
<i>Mr. Michael J. DelGaudio, Chair</i>	274
Mathematics	
<i>Mrs. Gayle M. Smith, Chair</i>	234
Modern Languages	
<i>Mr. Daniel A. Ranalli, Chair</i>	624
Performing Arts	
<i>Mr. James A. Katchko, Chair</i>	564
Physical Education	
<i>Mr. Donald J. Kraft, Chair</i>	369
Theology	
<i>Mr. Joseph P. Mohler, Chair</i>	254
Science	
<i>Mr. Ryan C. Bromwell, Chair</i>	482
Visual Arts	
<i>Mr. Jerry L. Roe, Chair</i>	268

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- Steven M. Shapiro** (2007) B.G.S., University of Maryland; M.Arch., Yale University; M.F.A., Maryland Institute College of Art; Visual Arts.
- Richard M. Skirpan** (2013) B.M., M.M., Duquesne University; D. MA., University of Miami; Performing Arts.
- Gayle M. Smith** (2001) B.A., M.A.T., Binghamton University; Mathematics. (*Department Chair*)
- Mary A. Spear** (2016) B.B.A., The College of William and Mary; M.B.A., Loyola University Maryland; Mathematics.
- Bruce A. Steggert, S.J.** (2012) B.A., LaSalle University; B.S., Saint Louis University; M.Div., Boston College; Science.
- Mary E. Thielen** (2015) B.M., M.M.Ed., The Boston Conservatory; Performing Arts.
- Steven F. Truitt** (2003) B.S., Franklin and Marshall College; M.A., Loyola University Maryland; Social Studies.
- Ulysse Tschantret** (2007) B.A., University of Phoenix; M.S., Ohio University; Physical Education.
- Sally F. Waller** (2003) B.A., M.B.A., M.A., Loyola University Maryland; English.
- Erin D. Warfield** (2001) B.S., M.A.L.S., Loyola University Maryland; Mathematics.
- Frederick H. D. Wise** (2001) B.A., St. Hyacinth College and Seminary; S.T.B., La Pontificia Facolta San Bonaventura (Rome); D.Min., Graduate Theological Foundation (Indiana); Religious Studies.
- Robert J. Wright** (2000) B. A., M.A.L.S., Loyola University Maryland; Classical Languages. (*Department Chair*)
- Anthony J. Zehyoue** (2015) B.A., M.A., Louisiana State University; Social Studies.
- Bradley E. Ziegler** (2014) B.A., Muhlenberg College; Visual Arts.

Academics

Serious preparation for successful college work requires that the student develop habits of organization, inquiry, perseverance, self-motivation and independence. The program of studies assumes an interested and serious student. Unless the student is prepared to devote at least two hours daily to study outside of class time, he cannot hope to achieve the goals of the program to any marked degree. Parents should realize that students who are not applying themselves to serious study are failing in their primary responsibility.

GENERAL REQUIREMENTS — MIDDLE SCHOOL

All Middle School students take core courses in English, Mathematics, Religion, Science, Social Studies, Art, and Physical Education each year. Students study Latin in grade six. Students study a modern or classical language in grades seven and eight. They may choose Italian, Latin, or Spanish.

Performing Arts electives are offered all three years. In grade 6 the students are exposed to Choral Music and Drama, or they may audition for Band. In grades 7 and 8, students select an elective. These include Band, Chorus, Drama, Introduction to Coding, Math Prep, or Foundations of Computer Science.

One of the highlights of the Middle School Program is its expansive Christian Service component. These young men are challenged to serve the needy in age appropriate programs in the Baltimore area. The 6th graders go to Blakehurst and The Carmelite Monastery, the 7th graders assist at Ridge-Ruxton and the 8th graders lend a hand at Beans and Bread. All Middle School students also participate in a retreat experience each year.

The Middle School academic day begins at 8 am and concludes at 2:15 pm. At that time, the students in grades 7 and 8 participate on one of the 13 athletic teams or several extra-curricular activities designed especially so that each student can find his niche at Blakefield. Students in grade 6 participate in performing arts electives during this time.

GENERAL REQUIREMENTS — UPPER SCHOOL

As a college-preparatory school, Loyola requires its students to complete successfully at least 27 course units. A minimum of six major course units must be completed successfully each academic year. One course unit (credit) is awarded for the successful completion of a course which meets every day for a full year; 1/2 course unit (credit) for the successful completion of a course which meets every day for one term or every other day for a full year. In order to receive any credit for taking a course, a student must take the entire course and receive a final grade for the entire course. A student who completes more than the minimum six major course units during a given year is, nonetheless, required to complete a minimum of six course units in subsequent years. In addition, credit courses in History of Art, Music Appreciation, Physical Education, and Art are required.

A student who fails the second semester of a year long course may receive a failing grade for the entire course. If a student fails a required course, he must successfully remediate the course in summer school. If the course is not available during the summer, the student may be allowed to repeat the course or its equivalent in the subsequent year while maintaining his ordinary course load. If a student carrying a minimum load of six courses fails an elective course, he must remediate the course or take a new approved elective course over the summer. A student who fails two course units in one school year is liable to dismissal.

DEPARTMENTAL REQUIREMENTS

— UPPER SCHOOL

- The following are minimum requirements of Loyola’s departments:
- 4 course units in Religion
 - 4 course units in English
 - 3 course units in Mathematics, through Precalculus
 - 3 course units in Biology, Chemistry, Physics
 - 3 course units in Social Studies including World History, US History and American Government
 - 3 sequential levels of the same Modern Foreign or Classical Language
 - 1 course unit in Physical Education
 - 1/2 course unit in Visual Art or Performing Art
 - 1/2 course unit in History of Art
 - 1/2 course unit in Music Appreciation
 - 1/2 course unit in Foundations of Computer Science
 - 40 hours of Ignatian Service

The specific requirements for each academic year are available on the school’s website under the heading “Academics.”

GRADING

Report cards are issued at the end of each quarter and semester. The letter grades on these report cards are not necessarily averages of quarterly or semester grades, but an overall evaluation of a student’s success in fulfilling the objectives of a course.

Student performance is rated on grade reports according to the following scale:

- A Excellent**
- B Good**
- C Satisfactory**
- D Minimally Passing**
- F Failing**

Changing a Course

The last day to drop and replace a required course or to move from a College Prep level to a Honors level for a course is September 27, 2016. The last day to drop any elective course or to move from a Honors level course to a College Prep level course is October 18, 2016. Any exceptions to this policy must have the approval of the Assistant Principal for Academics.

Examinations

To evaluate the comprehensive achievements of students in a subject area over the course of a term or

a year, final examinations are given. Suitable substitutes, such as papers or special projects, may take the place of examinations for entire classes or individually exempted students. Such alternative means of evaluation are subject to the approval of the department head and the Assistant Principal for Academics.

Departmental Testing Days

Letter Day	Departments
A and D	Language/History
B and E	Science/Arts/Religious Studies
C and F	Mathematics/English
A and F	Computer Science

Grade Point Average

Loyola Blakefield determines the Grade Point Average of its students using a traditional 4.00 system. Grades in Honors and Advanced Placement courses are weighted. Specifically, the sum of the numerical values of the grades in any given marking period is divided by the number of credits attempted. Please note: the numerical values of grades in half credit courses are halved for GPA calculation. Only credit courses which are taken at Loyola during the regular academic year are used for grade point average determination.

Grade	Unweighted	Weighted
A (93-100)	4.00	4.50
A- (90-92)	3.70	4.20
B+ (87-89)	3.30	3.80
B (83-86)	3.00	3.50
B- (80-82)	2.70	3.20
C+ (77-79)	2.30	2.80
C (73-76)	2.00	2.50
C- (70-72)	1.70	2.20
D (65-69)	1.00	1.50
F (0-64)	0.00	0.00

Academic Honors

Loyola Blakefield utilizes the Grade Point Average to establish First, Second and Third Honors categories. These categories are as follows:

- First Honors—GPA of 3.75 or better
- Second Honors—GPA between 3.50 and 3.74
- Third Honors—GPA between 3.25 and 3.49

Students with grades of D, F or I in any course are not eligible for Honors.

Policy regarding the recording of grades on a Permanent Record Card when an elective

course is dropped and no other course is picked up in its place.

If a student drops an elective course prior to the allowed date, nothing will be recorded on the Permanent Record Card.

If a student drops an elective course after that date, a “W” (withdraw) will be recorded.

Grades earned up to that point will remain recorded and a “W” will be issued for the remaining grade periods.

National Honor Society and National Junior Honor Society

Loyola Blakefield’s local chapters of the National Honor Society have two purposes. They recognize second semester eighth graders and juniors who best exemplify scholarship, leadership, service, and character. More importantly, the National Honor Society is a service organization to the school community.

In the Upper School, the minimum quality point average requirement for eligibility is 3.75. Leadership, service to the school and the community, and character play an important role in the determination of a candidate for membership. Through discussion, feedback from faculty, and evaluation of written documents provided by the candidate, a faculty committee determines which candidates best fulfill the requirements for membership.

A more thorough discussion of the criteria for admittance to the National Honor Society is available on the school’s web site.

Academic Review and Academic Probation

At Loyola Blakefield, *Academic Review* and *Academic Probation* serve as cautionary measures to impress upon the student the seriousness of his academic status, help identify strategies for improvement, and provide consistent support for such improvement.

Any **Upper School** student who earns two or more D marks or one or more F marks in any quarter will be placed on *Academic Review*. Any **Middle School** student who earns one or more D or F marks will be placed on *Academic Review*.

Any student already on Academic Review whose grades do not improve significantly by the end of the quarter will be placed on *Academic Probation*.

Additionally, any student who displays a precipitous decline in achievement may be placed directly on Academic Review or Academic Probation at the discretion of the Assistant Principal for Academics.

Process of Academic Review

A letter is sent home with the student’s report card informing parents of their son’s Academic Review status and the Academic Review process. This process includes:

- The student and his parents will meet the student’s Guidance counselor to discuss the student’s academic achievement and to identify strategies for improvement. Parents are informed that if significant improvement does not occur, their son will be placed on *Academic Probation*.
- The student will meet every 2-3 weeks with his Guidance counselor to ensure that the improvement plan is being followed. The Guidance counselor will also communicate with the student’s teachers as needed to monitor the student’s progress.
- The student will attend all study sessions (e.g. the Math tutoring labs or supervised study halls) deemed appropriate until the end of the academic quarter or until the Assistant Principal believes that there is a significant improvement in his deficient course(s).

Process for Academic Probation

A letter is sent with the student’s report card informing parents of their son’s Academic Probation status and the Academic Probation process. This process includes:

- The Student and his parents will meet with the Assistant Principal for Academics and the student’s Guidance counselor to discuss the student’s performance and to identify strategies for improvement. Parents are informed that unless significant improvement occurs within the next marking period, or by the end of the school year, the student may be separated from the School.
- The student will meet at least once every other week with his Guidance counselor to ensure that any strategies identified in the parent meeting are consistently followed and implemented. The Guidance counselor will communicate with the student’s teachers as needed to monitor the student’s progress.
- The student will attend all study sessions (e.g. the Math tutoring labs or supervised study halls) deemed appropriate until the end of the academic quarter or until the Assistant Principal for Academics believes there is a significant improvement in the deficient course(s).

Upper School Eligibility

Any student whose quarterly GPA falls below 2.0 is ineligible to participate in extra curricular activities for the entire next quarter. This ineligibility begins on the fifth academic day of the next quarter. A student may appeal his ineligibility status to the Assistant Principal for Academics at the mid point of the quarter.

All students returning to Loyola Blakefield in the fall begin the new school year eligible to participate in extra curricular activities regardless of their GPA at the end of the fourth quarter in the previous academic year i.e. a student who earns a quarterly GPA below 2.0 in the fourth quarter in one academic year will begin the next academic year eligible for all extra curriculars.

Middle School Eligibility

Any student who earns two or more D marks or one or more F marks in any quarter is ineligible to participate in extra curricular activities for the entire next quarter. This ineligibility begins on the fifth academic day of the next quarter. A student may appeal his ineligibility status to the Assistant Principal at the midpoint of the quarter.

Remediation of Failed Courses at Loyola

Failed courses must be remediated at a Loyola approved institution over the summer as a condition for a student's return to Loyola in the fall. If the course is not available during the summer, the student may (with the permission of the Assistant Principal for Academics) be permitted to repeat the course or its equivalent in the subsequent school year. If permitted, the remediated course must be completed in addition to maintaining a normal course load.

When a student fails a course and retakes the same course for credit during Loyola's summer school or the following school year, both the original grade and the remediated grade will be shown on the student's Transcript.

Remediation of Failed Courses at Another Institution

A student may attend summer school at another institution with the prior approval of the Assistant Principal for Academics. An official transcript indicating successful completion of the course is

required. In such cases the original grade will appear on the student's transcript and Permanent Record Card. The remediated grade will be recorded on the student's Permanent Record Card. Students who successfully remediate a course at another institution may be required to pass a Loyola Blakefield Department exam to demonstrate sufficient mastery of the material or for placement purposes. Only grades issued by Loyola are used to calculate GPAs.

Credit for College-level Work

Under special circumstances, Loyola Blakefield will grant credit for college-level course work provided the student has received prior approval from the Assistant Principal for Academics. An official transcript indicating successful completion of course work is required.

Credit by Examination

Under extraordinary circumstances and with the approval of the Assistant Principal for Academics, a Loyola Blakefield student may receive credit through examination.

Transcripts and Student Records

Transcripts of a student's Permanent Record Card are issued by the school office. The primary information contained in this record includes biographical data, a listing of all courses taken along with grades earned, the amount of credit earned for each course, and standardized testing results. Honors-level courses are so marked on this record.

All colleges and many businesses require a transcript of an applicant's high school record. These transcripts are sent directly by the College Counseling Department to the school or office designated by the student.

Upon proper notification, parents or legal guardians are allowed to review a student's complete record in the presence of the Principal or the Assistant Principal for Academics.

If the custodial parent can show the school a court order denying access to the noncustodial parent, then the school may deny access. Otherwise, the records must be available to both parents.

Quarter Grades and Course Level Changes

If a student drops to the lower level of a course on or before the midpoint of the quarter, the grades he earned in the higher level course will not be considered in the determination of a quarter grade

for the newly acquired lower level course. The grade for the quarter will be based exclusively on the grades earned in the second half of the quarter in the newly acquired lower level course.

If a student drops to the lower level of a course after the midpoint of the quarter, the grades he earned in the higher level course will be considered in the determination of the quarter grade for the newly acquired course by the new teacher. (The teacher of the newly acquired course will consult with the teacher of the original higher-level course.) A grade of “Incomplete” should not be given unless a student is in the process of making up Quarter 1 work in the newly acquired course.

Separation from Loyola Blakefield

At times, it may be determined that a student and his needs may not be well-matched to Loyola Blakefield. In such instances, the student may be separated from the school at the conclusion of the academic year or sooner, at the discretion of the School’s Administration.

COMMUNICATION

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

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

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

POLICY ON INTEGRITY

Honor Statement:

As a member of the Loyola Blakefield community, I will act with integrity in all my endeavors as I seek to know, love, and serve God. I will speak truthfully and act in a manner appropriate for the occasion. I will respect the property of the school and of community members.

A Loyola Don does not lie, cheat, or steal and discourages those who may.

Academic Honor Pledge

On my honor, I have neither given nor received unauthorized assistance on this work.

Violations of Academic Integrity

The school regards any breach of integrity as a serious matter. Some possible types of academic violations and the school’s policies for dealing with them are listed below.

Plagiarism

The intentional **or unintentional** taking of the ideas or writings of another and presenting them as one’s own without attribution is not permitted. This includes but is not limited to the use of research papers, term papers or critiques previously handed in to this or any other institution, materials accessed from the Internet or other electronic sources (e.g. phone, email, etc.), encyclopedias, dictionaries or any other source. **Additionally, presenting an author’s exact wording without marking it as a quotation is considered plagiarism, even if the source is cited.**

Copying

Homework and all other “written” assignments should always be in one’s own words. The following are examples of violations involving copying:

- copying from another person
- copying or receiving unauthorized help on any assignment or project
- copying or obtaining answers from the Internet or other electronic sources

Assessments

The following are examples of violations involving “testing” instruments:

- discussing the content or format of any assessment device with a classmate who has not completed the particular assessment

- giving and/or receiving answers during an assessment using unauthorized sources of information including electronic devices (e.g. programmable calculators, “smart watches,” cell phones), “cheat sheets,” text messaging, writing on shoes, apparel or the body
- leaving the classroom during an assessment to gain answers or to provide others with answers

Unauthorized Visibility of Helpful Material During an Assessment

Once an assessment has begun, it is the student’s responsibility to insure that any materials that might be considered useful in the taking of the assessment be completely out of sight. This includes cell phones, electronic devices, and any writing that appears on a student’s desktop or person. If any such materials are found to be in sight during an assessment, it will be interpreted as the student having received unauthorized assistance on the assessment.

Intentional absence

Intentionally being absent from school or class to avoid taking an assessment or turning in an assignment is a violation.

Use of study guides

The unauthorized use of Monarch, Cliff, or other notes, videos, DVDs, study guides or electronic information is not permitted.

Other Kinds of Violations

Lying to a member of the Loyola faculty or staff and forging a parent signature are honor violations.

Policy for Addressing Issues Involving Integrity

Violations include a range of honor violations including lying to a teacher, forging a parent’s signature, as well as cheating and plagiarizing.

First Violation

1. After a determination of an honor violation, the Assistant Principal notifies a parent of the student of the honor violation and instructs the parent that, by policy, the parent(s) and student must meet with the Assistant Principal to discuss the incident and its consequences. At this meeting the parent and student are informed that should

another violation occur, the student will likely be expelled.

2. As applicable, the student receives a zero for the assignment. If the honor violation does not involve a graded assignment (e.g. forging a parent signature, lying to a teacher), the student receives a detention to be determined by the Assistant Principal.
3. The student serves a full one day in-school suspension. During this suspension the student will make up any missed work from that class day (including tests and quizzes) and write a reflection essay on the concept of honor and its application to the incident and/or any additional topic deemed appropriate by the Assistant Principal. The student will turn this essay into the Assistant Principal for discussion before the end of the day of suspension. The student will also meet with his guidance counselor to discuss both the incident and the reflection paper. As appropriate, the student will continue to meet with his guidance counselor.
4. On the day of his return to classes following his suspension, the student will be responsible for taking any tests or quizzes that are scheduled for that day.
5. The student is suspended from all participation in all extra curricular activities for ten school days.

Second Violation (over the course of a student’s high school career at Loyola Blakefield)

1. After a determination of an honor violation, the Assistant Principal notifies a parent of the student of the honor violation and instructs the parent that, by policy, the parent(s) and student must meet with the Assistant Principal and the Principal to discuss the incident and its consequences.
2. As applicable, the student receives a zero for the assignment.
3. As a consequence of a second infraction, it is likely that the student will be expelled.

ACCEPTABLE USE POLICY FOR THE LOYOLA BLAKEFIELD ONLINE COMMUNITY

This Acceptable Use Policy (“AUP”) governs access and use of any hardware, software, network, internet, website or other computer system device or resource that Loyola High School of Baltimore, Inc. (“Loyola Blakefield”) may make available to you (including the MyLoyolaBlakefield.org website), whether you access or use those resources while on campus or from a

remote location. Loyola Blakefield computer and network-related resources are collectively known as the Loyola Blakefield Online Community or the “LBOC.”

By accessing the LBOC, you affirm that you have read and accept the terms and conditions of this AUP, which we may update from time to time. Your continued use of the LBOC after changes to the AUP have been published to the Loyola Blakefield website or the last email address on file with Loyola Blakefield constitutes your acceptance of the updated AUP. This AUP will help you understand the types of activities that are allowed within the LBOC and provide information about how the LBOC can improve your experience as a student, parent, alumnus, faculty/staff member, or otherwise a user of the LBOC.

Responsible Activities

Your use of the LBOC must, in every case, be:
(a) in support of and consistent with the educational and research objectives of Loyola Blakefield; and (b) if you are a student assigned by a faculty member.

Loyola Blakefield encourages all LBOC users to comply with the laws of the United States relating to copyright. Information on copyright law is available from the U.S. Copyright Office at <http://lcweb.loc.gov/copyright>.

If you discover an LBOC security problem, you must immediately notify either the Academic Technology Coordinator (x320) or the Director of Technology (x460). It is a violation of this AUP for you to fail to report a security problem, to demonstrate a security problem to anyone other than a faculty member, or in any way to encourage others to take advantage of a security problem.

Prohibited Activities

You may not use the LBOC to access, view, upload, post, or otherwise distribute or facilitate distribution of any message, file, data, communication, text or other content (“Content”), or take any action, that:

1. violates any Loyola Blakefield rule or policy, such as the Policy on Integrity;
2. is unlawful, threatening, abusive, harassing, defamatory, libelous, deceptive, fraudulent, invasive of another’s privacy or tortious;
3. contains actual or masked profanity, vulgarity, obscenity or pornography;

4. impersonates any person or entity, including any employee or representative of Loyola Blakefield, or disguises the origin of any Content;
5. you know is false, misleading or inaccurate;
6. bullies, victimizes, harasses, degrades, or intimidates an individual or group of individuals;
7. infringes on any patent, trademark, trade secret, copyright, right of publicity, or other proprietary right of any party;
8. harvests or collects information about other users of the LBOC for any purpose inconsistent with the educational and research objectives of Loyola Blakefield;
9. constitutes unauthorized or unsolicited advertising, junk, or bulk e-mail (*i.e.*, “spam”), chain letters, any other form of unauthorized solicitation, or any form of lottery or gambling;
10. promotes any politician, political organization or purpose.
11. seeks a financial or commercial benefit;
12. alters any settings or configurations on any computer, software or other component of the LBOC, including screen savers and wallpaper;
13. disrupts the use of the LBOC by others, or attempts to disable, change, bypass or otherwise affect security, access or other limitations imposed by the LBOC or Loyola Blakefield;
14. contains software viruses or any other codes, files, or programs designed or intended to disrupt, damage or limit the functioning of any software, hardware, or telecommunications equipment or damage or obtain unauthorized access to any data or other information of any third party;
15. links to material that does not comply with this AUP;
16. constitutes vandalism to, or improper use of, the LBOC; or
17. violates the license or other terms and conditions applicable to any software or other component of the LBOC, or any website or other resource accessed by means of the LBOC.

Without permission from both technology and administrative personnel, you may not bring onto campus, any personal computer or other personal computing device.

Students participating in the 1:1 pilot program may use their Loyola issued device as outlined by their faculty members and the 1:1 Faculty committee.

Email Access

Without the prior permission and supervision of the Academic Technology Coordinator, the Middle School Computer Science Instructor, the A/V Room Manager, or the Director of Technology, no student may use the LBOC to access any email account other than the LBOC email account issued by Loyola Blakefield.

Registration and Password

Although you may access some portions of the LBOC simply by visiting Loyola Blakefield's website with a web browser, in order to access most portions of the LBOC you will need to log on using the user name and password assigned to you. You may not share your LBOC password(s) with any other person, or permit any other person to use the LBOC while logged on under your password. You will be responsible for all uses of the LBOC under your account, whether or not authorized by you. You agree to notify Loyola Blakefield immediately of any unauthorized use of your account or password.

Consequences of AUP Violation

Your use of the LBOC is a privilege, not a right. You are solely responsible for your use of the LBOC, including any Content that you may post, upload or otherwise transmit using the LBOC. You agree to indemnify and hold Loyola Blakefield and its trustees, faculty, staff, alumni, parents, and students (together, the "Blakefield Indemnitees") harmless from any costs (including reasonable attorneys fees) or other damages they may incur in connection with: (a) your violation of the AUP, including (without limitation) your infringement of copyright or other intellectual property rights; (b) any Content you submit, post to, or transmit through the LBOC and any of its web pages, forums, chat rooms, and other features now existing or subsequently developed; and (c) your use of, and/or connection to, the LBOC. If you violate the AUP, Loyola Blakefield may demand indemnification, limit or revoke your LBOC access, remove Content, or take other disciplinary or remedial action it deems appropriate, including suspension, expulsion and legal action.

System Monitoring & Control

All LBOC activity and Content is subject to monitoring and inspection by Loyola Blakefield, including by, among other things, accessing personal folders, files, emails, and history of Internet usage. In its sole discretion, Loyola Blakefield may restrict access to and use of the LBOC (including access to inappropriate materials), and may delete, remove, or disable any Content whatsoever. Loyola Blakefield may deny LBOC access to any student or other user deemed a security risk.

Rights in Content

Content posted to, or otherwise made accessible by, the LBOC may be protected by copyright, trademark and other intellectual and proprietary rights laws ("IP Rights"). When you use the LBOC, you agree to abide by those laws and this AUP.

By posting or otherwise submitting Content, such as (without limitation) your user name, photographs or other materials, to any "public area" of the LBOC, such as message boards, blogs, forums, user pages, comments or chat rooms, web pages, and other media now known or later developed, you: (a) represent and warrant to Loyola Blakefield that you have the unrestricted right to do so; and (b) grant Loyola Blakefield a royalty-free, irrevocable, non-exclusive right (including any moral rights) and license to use, license, reproduce, modify, adapt, publish, translate, create derivative works from, distribute, derive revenue or other remuneration from, communicate to the public, perform and display the Content (in whole or in part) worldwide and/or to incorporate it in other works in any form, media, or technology now known or later developed, for as long as you are a member of the LBOC.

Disclaimer

The LBOC may enable links or other access to third-party websites and resources, such as the online store that sells Loyola Blakefield-branded items. Loyola Blakefield does not operate, guaranty, certify, endorse or control any of those websites or resources; your use of those sites or any information obtained from them is voluntary and entirely at your own risk. Moreover, Loyola Blakefield does not and cannot review all of the Content posted or distributed on the LBOC by students, faculty members, alumni and

other users. Such Content does not reflect the opinions or views of Loyola Blakefield, its trustees, partners, affiliates, faculty or staff, unless expressly stated otherwise by an authorized representative of Loyola Blakefield.

LOYOLA BLAKEFIELD PROVIDES ACCESS TO AND OPERATES THE LBOC ON AN "AS IS" AND "AS AVAILABLE" BASIS, AND DISCLAIMS ANY AND ALL PROMISES, REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, ARISING BY LAW OR OTHERWISE, WITH RESPECT TO THE LBOC AND ITS CONTENTS, INCLUDING AS TO CONDITION, THE EXISTENCE OF ANY LATENT OR PATENT DEFECTS, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE, NON-INFRINGEMENT, OR ANY IMPLIED WARRANTY OF INFORMATION CONTENT OR SYSTEM INTEGRATION. LOYOLA BLAKEFIELD WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, ANY LOSS OF FILES OR DATA), OR OTHER LOSS ARISING FROM ANY USE OF THE LBOC.

Online Privacy

Loyola Blakefield endeavors to protect the privacy of our students, faculty, staff, parents/guardians, alumni and other users of the network or website. However, in order to allow you to access the LBOC, we must collect some information from you. Most of this information will be preloaded through the registration process at the school. Loyola Blakefield reserves the right to disclose personal information when required by and in accordance with federal, state, or local laws, or in the good-faith belief that such action is necessary to conform with such requirements or to comply with a legal process served on Loyola Blakefield. Loyola Blakefield further reserves the right to provide each parent/guardian with access to the records and other personal information of their child(ren)/ward(s), and to share student information as otherwise permitted in your Enrollment Contract with Loyola Blakefield or as required by applicable Federal or State laws and regulations. In addition to the information discussed above, Loyola Blakefield collects information concerning use of the LBOC,

such as the times a user logs in and out, the pages visited and similar information. The information collected in this fashion, allows Loyola Blakefield to develop and improve the LBOC.

Shared Information: Loyola Blakefield shares some identifiable information, such as name, address, and phone number, with a few business partners. The shared information is used to contact and provide certain services to students, parents, alumni, faculty and staff. Some such partners may contact you on behalf of Loyola Blakefield for fundraising purposes or to provide some discrete services and offers to alumni, parents, faculty/staff and other users of the LBOC. The agreements with our partners require that all confidential information remain confidential and that the information be used only as previously described.

Like most websites, Loyola Blakefield may use cookies on certain pages accessible to members of the LBOC. Cookies are pieces of information that a website transfers to a user's hard drive for record-keeping purposes while visiting the site and to facilitate the display of frequently viewed information. Cookies may make your use of the LBOC easier by, for example, saving your calendar preferences for you. We may also use cookies to deliver content specific to your interests and for web traffic analysis and site navigation. You are free to not accept the cookies by referring to your browser's "help" feature, but certain features of the LBOC may not work as intended or may be slowed if you decline to accept cookies.

Modifying the LBOC or this AUP

In its sole discretion, Loyola Blakefield may modify or discontinue the LBOC, any of the features found in the LBOC, or any services, tools, products, events, or other Content, with or without notice to you and without liability to you or any third party. In addition, from time to time, Loyola Blakefield may, in its sole discretion, update this AUP. Loyola Blakefield has no obligation to notify you of any such changes other than by posting the revised version on Loyola Blakefield's website, sending a copy to your email address on file with Loyola Blakefield, or posting a copy when you next log onto the LBOC. You also agree that by use of the LBOC you agree to the latest

version of this AUP. The AUP replaces and supersedes any and all prior proposals, understandings and agreements, oral and written, concerning your use of the LBOC, including (without limitation) the LAN, Internet and Computer Acceptable Use Policy.

Consent of Parents/Guardians Required for Student use of the LBOC

If you are a student, you may access the LBOC in accordance with this AUP and then-current Loyola Blakefield policies, provided that both you and your parent or guardian (as applicable) have consented to this AUP in the manner directed by Loyola Blakefield.

Use by Alumni, Parents and Guardians

If you are an alumnus, or the parent or guardian of an enrolled student, you may access the LBOC in accordance with this AUP and then-current Loyola Blakefield policies, provided that you have consented to this AUP in the manner directed by Loyola Blakefield. If you are a parent or guardian, you are responsible for use of the LBOC by your child(ren) or ward(s) (as applicable), and agree to hold harmless and indemnify the Blakefield Indemnitees from any costs (including reasonable attorneys fees) or other damages they may incur in connection with violation of this AUP by your child(ren) or ward(s) (as applicable).

Last updated June 25, 2015.

Version 1.1

Student Services

Loyola Blakefield offers students services and opportunities for growth beyond their classroom experience.

While recognizing that students' personal and religious growth is a responsibility shared with parents, Loyola Blakefield accepts a responsibility to assist in each student's development.

IGNATIAN SERVICE

Loyola Blakefield's Ignatian Service Program gives students the opportunity to become more open to growth and committed to doing justice as they attempt to deepen their love for the human family. Service experiences offer students the chance to learn about some of the perplexing problems and conditions of contemporary society. A student's faith is often enriched as he responds to these problems and contradictions. Students can also realize that faith requires a social responsibility and constructive action.

Ignatian Service is an integral part of the Jesuit educational experience and is sewn into the fabric of our curricula. All students participate in year-round service opportunities, which may include individual, class and school-wide projects, as well as senior summer service trips. All Loyola students, with the exception of seniors, are expected to participate in their designated class project. Each senior completes a 40-hour Ignatian Service Project. At the Missioning Mass, during their junior year, students are blessed and may begin their Ignatian Service Project. As a graduation requirement, seniors must complete 40 hours of *direct* service at *one* organization addressing the needs of the less advantaged in the community. At the completion of their Ignatian Service Project, seniors must complete a thoughtful reflection on their experiences.

Loyola's service experiences give students the opportunity to respond to the needs of the less fortunate members of society and to contribute to alleviating social injustice. Students interact with people who have had life experiences that are different from their own. Reflection on their experiences helps students to discover their feelings about themselves and the people they encounter as they serve. Personal reflection also empowers students to ask questions about their perception of the world and their place in that world.

CAMPUS MINISTRY

The Campus Ministry Team at Loyola, comprising the Director of Campus Ministry and the School Chaplain, is concerned with the spiritual formation and needs of the Blakefield Community. Deeply grounded in the Roman Catholic tradition, all programs offered seek to foster the personal spiritual growth of each constituency, respecting the various faith traditions represented within the Loyola Blakefield Community.

During the school year all students are expected to participate in all school-wide and class liturgies and in a Day of Retreat arranged for each class. In an effort to create an atmosphere conducive to personal spiritual growth, Campus Ministry provides for the regular celebration of the Eucharist at 7:20 a.m. on school days, other school-wide liturgies and services, as well as opportunities for the Sacrament of Reconciliation.

GUIDANCE, COUNSELING AND ADVISEMENT

The Guidance Department shares with parents and with other departments and offices of the school responsibility in three areas of the student's life: the Academic, the Personal and the College-Career. In addition, the Department coordinates a program of standardized testing.

Counselors are available to help students eliminate or compensate for problems that stand in the way of their doing their best as well as provide information and guidance about college. Freshmen and Sophomores are assigned to a guidance counselor. Juniors and Seniors are assigned to a college counselor. Both guidance and college counselors work with their students regarding academic and personal concerns. The college counselors also focus on post-secondary school plans and the college admissions process. The guidance and college counselors are available to meet with students and/or their parents individually as well as in small groups. In addition, the Guidance and College Counseling Departments hold several informational meetings for parents and students.

The Guidance and College Counseling Departments also provide a variety of programs to help the students make sound decisions about a variety of issues and problems which impact health and the development of personality, character, and integrity. Topics include organization and study skills, drug and alcohol information, test taking and exam preparation, and a range of other academic and health/safety issues. Additional lessons are taught through Loyola Blakefield's Peer Education Program, a health education program in which upper school students facilitate lessons regarding physical and emotional well-being and safety. Under the supervision of the Guidance Department, peer educators receive extensive training to prepare them for this task.

Students also have access to a network of National Honor Society students who, as a part of their NHS commitment, tutor during their free periods. Any Loyola Blakefield student who needs academic help is advised to get that help first from his teacher or from another student in his class. If neither of these alternatives is possible, parents and students may contact their guidance or college counselor or the faculty advisor of the National Honor Society.

In addition to the assistance and programs provided by trained counselors, each student is assigned to a homeroom advisor. The homeroom advisor is available to help his or her advisees to integrate into the school community through the contribution of their individual talents and through participation in activities sponsored by Loyola. The homeroom advisor provides daily contact for any student who needs information or help.

Fr. Brad Murray S.J. Services for Assisted Learning

Murray Learning Services is a fee for service program that exists to support Loyola students with documented learning differences in their efforts to complete all Loyola requirements for graduation. It is the expectation that the students who participate will pursue a college degree.

The service is not a remedial program, but rather a service intended to help students understand their learning differences and learn to use their strengths to compensate for weaknesses. The focus is on the *process* of learning, as well as time management and organizational skills. While the focus is on the process of learning, lessons are aligned with the content students are learning in the classroom. For example, the learning specialist may be teaching note taking, active reading, and memorization skills, but he or she will use course content as the basis for the lessons. It is considered a strength of the program that each of

the six learning specialists is knowledgeable in a wide range of course work within their area of concentration.

It is not a requirement that all students with learning differences participate in the service. There are many families who have been very successful in their decision to self-advocate. By working closely with both Guidance and College Counseling, Murray Learning Service acts as a resource for all Loyola families on topics that relate to learning issues.

Generally, the greatest predictor of success at Loyola is motivation, and this is doubly true of boys who participate in the Learning Service. Murray Services is a tool that can enable students with learning issues to be successful at Loyola, but it takes extra time and extra effort.

TESTING PROGRAM

Loyola Blakefield administers a battery of standardized tests throughout the student's school career. These tests measure general scholastic ability, specialized aptitudes, achievement and interests. On the basis of these tests and with the observations of teachers, each student is advised concerning his educational and vocational choices.

Standardized testing in grades 6 and 7 includes the Stanford Achievement Tests and the Otis-Lennon School Ability Test (OLSAT). Students in 8th grade take the High School Admissions Placement Test (HSPT). Freshmen take the College Board's PSAT 8/9. Sophomores take the PSAT. Juniors take the PSAT and are recommended to take the SAT or ACT in the winter or spring of that year. Students may take the SAT or ACT as often as they wish. Generally, students take the SAT or ACT at least once in the junior year and again in the fall of the senior year.

SAT Subject tests may be taken at any time after a student feels qualified. Thus, it may be appropriate to take the Biology SAT subject test in the summer after a student has finished his Biology course; the same principle applies to other subjects. The number and choice of SAT Subject tests are often determined by the college to which a student is applying. The student is recommended to consult with his counselor about when it might be best for him to take an SAT Subject test.

HEALTH REQUIREMENTS

All health forms can be downloaded from our website. This medical information will be made available on a need-to-know basis, to the school nurse, athletic trainer, your son’s coach(s), and faculty. Students are not permitted to attend school without completed forms.

Immunization Records

The State of Maryland requires that a completed, updated, and signed certificate of immunization (DHMH form #896) be on file at the school the student attends. This certificate is to be signed by the physician’s office. All students new to Loyola are to submit this form to the Admissions Department.

Physical Examinations

All students are required to have an annual summer physical exam, documented on Loyola’s physical form, on file in the health suite. These physicals will expire 6/01 each school year and must be performed between 5/01 and before the first day of school. Those students trying out for fall sports must have submitted a physical form before they are allowed to participate.

Medications

If a student requires prescription and/or over-the-counter medications during the school day, the medication and the signed “Medication Consent Form” is to be delivered to the nurse’s office. The form needs to be signed by both the physician and a parent/guardian and is to be renewed every school year. Each student needs to supply his own medication in the original, labeled container. All medications will be kept locked in the nurse’s office and dispensed by the school nurse or authorized personnel. Medications may not be carried by a student or stored in his locker or backpack, except in the case of asthma inhalers, Epi-pens, or diabetic supplies, AND if the physician has initialed the appropriate line on the bottom of the medication form. In this case, it is recommended that an extra inhaler, Epi-pen or additional diabetic supplies be sent into the health suite for emergency use. Unused medications are to be picked up by a parent at the end of the school year and will be discarded 1 week from the last day of school.

ATHLETIC PROGRAM

Loyola Blakefield fields and supports numerous competitive teams in seventeen interscholastic sports. We do not require students to take part in organized athletics, yet a large majority of our students do participate. Each team is selected on a competitive basis as determined by the head coach in consultation with his or her assistants. The athletic department employs mostly faculty as coaches, along with non-faculty members as well.

The following interscholastic programs are available:

FALL:

Football	(3 teams)	Varsity; Junior Varsity; Middle School
Soccer	(5 teams)	Varsity; Junior Varsity; Freshman; Grade specific 7th and 8th grade teams
Water Polo	(3 teams)	Varsity; Junior Varsity; Middle School
Cross Country	(3 teams)	Varsity; Junior Varsity; Middle School
Volleyball	(2 teams)	Varsity; Junior Varsity

WINTER:

Basketball	(5 teams)	Varsity; Junior Varsity; Freshman; Grade specific 7th and 8th grade teams
Swimming	(3 teams)	Varsity; Junior Varsity; Middle School
Wrestling	(3 teams)	Varsity; Junior Varsity; Middle School
Ice Hockey	(2 teams)	Varsity & Junior Varsity
Indoor Track	(2 teams)	Varsity & Junior Varsity
Squash	(2 teams)	Varsity & Junior Varsity

SPRING:

Lacrosse	(5 teams)	Varsity; Junior Varsity; Freshman; Grade specific 7th and 8th grade teams
Baseball	(3 teams)	Varsity; Junior Varsity; Middle School
Track & Field	(3 teams)	Varsity; Junior Varsity; Middle School
Golf	(2 teams)	Varsity; Junior Varsity
Tennis	(3 teams)	Varsity; Junior Varsity; Middle School
Rugby	(3 teams)	Varsity; Junior Varsity; Freshman

INTRAMURAL PROGRAM

Throughout the school year, intramural programs are organized based on student interest. In the Middle School, 7th and 8th grade students not involved with an interscholastic team play a variety of sports during the last period of the day, two days a week. In the Upper School, intramurals occur after the school day and the weekly frequency is determined by the schedule. These sports include flag football, basketball, dodge ball, and indoor soccer. Activities are moderated by faculty members.

SCHOOL ACTIVITIES

An extensive variety of extra-curricular activities is offered to complement the academic program. This area of the school's life is regarded as very important to the overall growth and development of the students and all are encouraged to become active participants in one or more of these programs.

The following extra-curricular activities and clubs are currently active:

ACE Architectural Mentoring	Ignatian Family Teach-in
An Donte	Italian Club
Anime Club	It's Academic
Art For Others	Junior Classical League
Asian Student Union	Literary Magazine
Black Student Union	Liturgical Band
Blakefield Players	Mock Trial
Bocce Club	Model UN
Boosters	National Honor Society
Broga	Patriots Club
Car Club	Peer Educators
Chess Club	Physics Club
Climbing Club	Ping Pong Club
Culinary Club	Robotics
CURA	Rock n Roll Club
Cyber Security	Senior Board
Don Zen	Service Society
Engineering Club	Spanish Club
Environmental Club	Spanish Student Union
Film Club	Sportsmen's Association
Forensics	Stage Crew
Freshman Creative Writing	Student Ambassadors
Games Club	Student Government Association
German Club	Yearbook
Improv Club	Young Democrats
	Young Republicans

Student Regulations

STUDENT REGULATIONS

A Loyola student should conduct himself in a manner which respects and reverences God, his family, Loyola Blakefield, his teachers, his fellow Dons, and himself at all times. The following student regulations exist to promote a safe environment where the mission of Loyola Blakefield may be achieved. No set of regulations can cover every possible situation.

The Dean of Students is responsible for the regulation of student conduct and decorum. The Dean of Students reserves the right to institute any rule or policy without amending the handbook to ensure the safety of the Loyola Blakefield community or advance the mission of the school.

Loyola Blakefield reserves the right to respond as it determines to the behavior of its students. Conduct which discredits the school is cause for expulsion, even if that conduct occurs outside of school hours and off of school property. Students should be aware of this when they are representing Loyola Blakefield and/or are guests at any other school or institution.

By enrolling their son(s) at Loyola Blakefield, parents and guardians consent to the school's enforcement of its regulations. Parents are expected to cooperate with the school in promoting the school's mission and disciplinary code.

WORD AND DEED

A Loyola student respects the faculty/staff and his fellow Dons in word, action, and intention. He is sensitive to and appreciates the differences inherent to all human beings. He never disrespects another by acting or using demeaning language that separates, divides, and ultimately destroys the Loyola community.

HOURS OF OPERATION

The normal academic day begins at 8:00 a.m. and ends at 3:00 p.m. Middle School students who remain on campus after 3:30 p.m. and who are not involved in after-school activities must be enrolled in the After Care Program.

ATTENDANCE

Every Loyola Blakefield student is expected to be present for every scheduled class. The Dean of Students is the school's arbiter for determining the legitimacy of absence and lateness and for decisions regarding excused or unexcused absences.

Unplanned Absence:

In the event of unplanned absence from a part or full day (e.g. illness, car trouble, death in the family) the procedures below must be followed:

1. A parent or guardian must call or email the Dean of Students' Office (443-841-3330 or sbrune@loyolablakefield.org) prior to 8:15 a.m. to inform the school of the student's absence or tardiness.
2. Upon returning to school, the student must present a note, written and signed by a parent or guardian, indicating the reason for the absence or tardiness in order to receive a class admittance slip from the Dean of Students.
3. The student should present the class admittance slip to his teacher(s).

School-Related Planned Absence:

In the event of a planned absence that is school-related (e.g. retreats, Ignatian Service projects, athletics, early dismissal for school-related activities) the procedures below must be followed:

1. The student must notify his teacher(s) in advance to determine the work that will be missed and to formulate a plan for remediation.

Non School-Related Planned Absence:

In the event of a planned absence from school that is not school-related (e.g. medical appointments, college visits, observances of religious holidays) the procedures below must be followed:

1. A parent or guardian must call or email the Dean of Students' Office (443-841-3330 or sbrune@loyolablakefield.org) prior to the absence to report that the student will not be in school and the reason for the absence.

2. The student must notify his teacher(s) in advance to determine the work that will be missed, formulate a plan for remediation, and discuss the possible academic consequences of his absence.
3. Upon returning to school, the student must present a note, written and signed by a parent or guardian, indicating the reason for the absence in order to receive a class admittance slip from the Dean of Students.
4. The student should present the class admittance slip to his teacher(s).

The Dean of Students determines if an absence is excused or unexcused.

An excused absence means that the teacher(s) of the student are required to re-administer tests, accept late assignments, and assist the student in making up missed work.

An unexcused absence means that teacher(s) may penalize a student with a grade reduction for any major assignment (e.g. tests, papers, projects), and a grade of zero for any minor assignment (e.g. quiz, homework, class exercise) missed as a result of the unexcused absence.

Consequences for absence or tardiness may include, but are not limited to: detention, ineligibility to participate in athletic or co-curricular activities, a full letter grade reduction for the quarter (decisions in this matter rest with the Assistant Principal for Academics), a leave of absence from school, or dismissal from school. The Dean of Students may waive or alter the consequences for absences. All cases of excessive absence will be dealt with on a case by case basis.

Juniors and seniors may not miss school to complete hours for their required Ignatian Service commitment. Such absences are considered cut classes and the hours may not count.

Cutting Class:

If an absence is the result of cutting class teachers may give a student a zero on any major or minor assignment. Cutting class will result in a Saturday detention.

LATE TO SCHOOL

School begins at 8:00 a.m. with Homeroom. A student who arrives after 8:00 a.m. must report to the Dean of Student's Office.

Students arriving to school after 9:00 a.m. may be ineligible to participate in after school activities.

DISMISSAL FROM CLASS

Should an incident occur which results in the dismissal of a student from class, the student must report immediately to the Dean of Students' Office in Knott Hall. The student will not be permitted to return to that class until the issue has been resolved.

TEACHER ABSENCE

In the event of the absence of a teacher or proctor from class, students should wait quietly while a class member reports such absence to the Upper School Office, which will give the class further instructions.

APPEARANCE

Loyola Blakefield students are required to dress for school according to the following regulations. Student dress should convey respect and professionalism. A student's appearance should be characterized by neatness and cleanliness. Clothing in poor repair should be replaced. Loyola's dress requirements are:

Shoes: Loyola students wear dress shoes or casual dress shoes to school. Shoes should be constructed of leather and not canvas or other material. Shoes should not have the sole of a sneaker or a driving shoe. The popularity of Sperry shoes makes for good example regarding casual dress shoes. Dock-siders or boat shoes should look like the Sperry A/O (Authentic Original) or the Sperry Bluefish. Please know that a sneaker sole or a sole similar to the Sperry CVO sole – the same as most Vans – is not permitted. Please keep in mind that shoes cannot be canvas nor have sneaker soles.

Boots: Students may wear winter boots or work boots on the day of a late opening due to snow or ice or the day after a school closing for snow or ice.

Socks: Students are required to wear socks that rise above the ankle.

Pants: Students are required to wear dress pants or khaki pants. Pants may not have patch pockets or rivets.

Belts: Students are required to wear a belt.

Dress Shirts: Students are required to wear a button-down dress shirt. Button-down collars shall be buttoned. Flannel and Hawaiian-style shirts are not dress shirts.

Ties: Students are required to wear a tie.

Sweaters: Students may wear a dress, knit sweater over their dress shirt and beneath their sport coat if they choose. It must be crew neck or V-neck sweater. It may be long sleeve or a sweater vest. Zippered, quarter-zippered, mock-turtle neck, hooded, fleece, or sweatshirts of any variation are not permitted. It must be a knit, dress sweater. A Loyola Blakefield Sweater, available in the school store, may be worn in place of a sport coat on Fridays.

Sport Coats: Beginning Tuesday, October 18th students are required to wear a sport coat. The sport coat should be maintained in good repair. A Loyola Blakefield Sweater, available in the school store, may be worn in place of a sport coat on Fridays.

Outerwear: Outerwear may be worn over the sport coat when students are outside. Once in class, however, outerwear should be removed.

Hats: Hats should be removed when indoors.

Hair: The length of one's hair is limited to the middle of the forehead, middle of the ears, and middle of the neck/off-the-collar. The rest of one's hair should be proportionate in length and

appropriately faded. For example, hair may not be nearly shaved on the sides and long on the top.

Loyola's hair regulations are not limited to length. Students may not dye their hair nor shave lines/parts in their hair or eyebrows. The following styles are examples of prohibited hairstyles:

- mohawks and faux-hawks
- poly tails
- braids
- twists
- mullets
- spikes
- flop-tops

Shaving: Students should be clean shaven daily.

Make-up: Students may not wear make-up.

Piercings: Students may not wear earrings or show other piercings.

Tattoos: Students may not display tattoos. Existing tattoos should be covered.

Should a student need to be out of dress code for any reason, he should see the Dean of Students prior to the start of school.

On the occasion of a spirit day or other reason all or part of the dress code may be suspended. Students will be notified by email and by announcement during the school day.

The arbiter of the school's dress code is the Dean of Students.

DETENTION (JUG)

"JUG" is derivative of the Latin word *jugum*, meaning a yoke or to bear one's burden. A student may be given JUG by a faculty/staff member or an administrator for any behavior which contradicts the policies and expectations of the school. When a student receives a JUG he should sign-up to serve JUG in the Dean of Students' Office. He should serve the JUG on the day it is assigned or the day after, unless other arrangements are made with the Dean of

Students. Daily JUG runs from 3:10 p.m. to 3:45 p.m. Saturday JUG, for more serious offenses, is scheduled by the Dean of Students. Saturday JUG runs from 8:00 a.m. to 11:00 a.m.

SUSPENSION

Full participation in community activities at Loyola, including class attendance and extra-curricular activities, is a privilege which may be withdrawn from those whose behavior contradicts the policies of the school. In such cases, the Dean of Students may suspend a student for inappropriate conduct. A student suspended from school must follow the directive of the Dean of Students for a length of time determined by him. The student is responsible for all academic work missed during this time, but may not receive credit for assignments completed during suspension. He may not participate in extra-curricular activities. He will not be readmitted until a conference between the Dean of Students and parents has taken place. Suspension may terminate in dismissal.

DISCIPLINARY PROBATION

The purpose of Disciplinary Probation is to encourage a student toward greater self-understanding and integrity. A student may be placed on Disciplinary Probation after repeated minor infractions or after a major infraction. Disciplinary Probation stands as formal notification to the student and his guardian(s)/parents(s) that continued infractions may lead to dismissal from Loyola Blakefield. While on Disciplinary Probation the student may lose privileges and/or may need to complete certain requirements for a duration determined by the Dean of Students.

DISMISSAL

The decision to separate a student from Loyola Blakefield is the decision of the Principal. Families may appeal this decision to the President of Loyola Blakefield.

SCHOOL IDENTIFICATION CARDS

All students are issued a Loyola Blakefield Identification Card at the start of the school year. Students should carry their school ID at all times. If an ID card is lost or stolen it should be reported immediately to the Information Technology Department located in Burk Hall. Replacement cards cost \$10.00.

VISITORS ON CAMPUS

Any student who has visitors on the campus during the day must receive prior approval from the Dean of Students' Office. Students may not order food and have it delivered to school. Food that is ordered and delivered to school will be confiscated.

ANNOUNCEMENTS

Daily announcements are read at the beginning of the homeroom period each day, and are posted daily on the School's website.

POSTERS

Students may advertise athletic, club and school related activities by hanging posters. All posters must be approved by the Dean of Students. Posters should be hung with painters tape and be removed after the event.

EMERGENCY SCHOOL CLOSINGS

In the event of inclement weather or emergency closings, delays or early dismissals, Loyola Blakefield makes its own decision and will disseminate alerts via the following: WBAL TV and other local media, the school website, email, text message, voice message and social media. Information regarding afterschool activities, including athletics, co-curricular activities and After Care will also be distributed in the event of any altered schedule. **NOTE:** We do not follow Baltimore County for closings, delays and early dismissals. Please only respond to postings and communications that specifically reference Loyola Blakefield.

LOST AND FOUND

Any items found on campus must be brought to the office of the Dean of Students and may be claimed by the owner at that office.

DINING HALL

The dining hall is open from 7:15 a.m. until 1:30 p.m. Food and beverages are to be consumed only in the dining hall. Vending machines are located in Knott Hall for student use.

ATHLETIC FACILITIES

Students are encouraged to use the playing facilities after school when appropriately supervised, provided no other activity is scheduled. Only gym or tennis shoes are worn in the gym.

During the class day, the athletic facilities and pool are off limits except to the classes or moderated activities scheduled there. Students should lock their belongings in a locker or bring them to the area where they are playing or practicing after school.

QUIET AREAS

Quiet should be observed inside and immediately outside classroom buildings. Corridors and stairwells are not to be used as gathering places at any time. Students may enter corridors 5 minutes prior to the beginning of class. Students are not to use lockers during class periods.

CREAGHAN LIBRARY

The Mary G. Creaghan Library at Loyola Blakefield is an academic information center located on the second floor of Wheeler Hall. The library is open from 7:30 a.m. to 4 p.m. on normal school days. All members of the Blakefield community may use the library's resources.

The library is a dynamic area of the school. There is a genuine respect for the balance between technology and the written word; group work and individual contemplation. We are preparing information literate citizens who are competent problem solvers and decision makers. The library has

a commitment to foster full intellectual access to information and ideas for learning through our commitment to the mission of Loyola Blakefield, "to find God in all things".

The library supports and supplements the academic curriculum with ample print, audiovisual and electronic resources. Access to the collection is provided through an online computer catalog. The library subscribes to several subscription databases for student and faculty research. There are high interest, high quality fiction books to encourage leisure reading. We also subscribe to daily newspapers and many magazines of interest to both students and faculty.

The audio-visual (AV) room in the library is open daily. Internet access is available through the Blakefield network. This area may be used by groups of students for group study. The room may be reserved by faculty members for their classes. We also offer free printing and photocopying from this room.

All library materials are available for checkout, including reference books. We offer chess and checkers for student use during the school day. The library welcomes suggestions for library materials or services.

THE LOYOLA BLAKEFIELD HISTORICAL ARCHIVE

The school's expansive history is documented through a growing collection of memorabilia. Newspaper clippings, programs, diaries and photographs are just a few of the items available for researchers, genealogists and others interested in the history of Loyola Blakefield. The archive is located in the Mary G. Creaghan Library.

OUR LADY OF MONTSERRAT CHAPEL

Our Lady's Chapel, located between Burk and Wheeler Halls, is available daily for liturgical services and for individual meditation and prayer. The library, balcony and dining hall are available for study and other group activities that are considered to be inappropriate in the Chapel.

AFTER SCHOOL SUPERVISION PROGRAM FOR 6TH, 7TH AND 8TH GRADE STUDENTS

Any 6th, 7th or 8th grade student who remains on Loyola Blakefield's campus after 3:30 p.m. and is not involved in a supervised extracurricular activity or sport must participate in the After School Program. Students must report to Knott Hall no later than 3:30 p.m. Please note that in case of dismissal other than the normal 3:00 p.m. the after school program begins 15 minutes after school ends with limited hours. The program will operate on modified hours during exams. The student is responsible for signing in to the program proctor upon arrival. Students are required to be picked up and "signed out", personally, in Knott Hall by parents, guardians or authorized (by parent) persons no later than 5:45 p.m. The registration policy, hours and fees are as follows.

- All families of 6th, 7th and 8th grade students are required to complete the After School Program contract and "opt-in" for the semester fees or "opt-out" for daily use (whether the family intends to use the program or not).
- The program hours are 3:30 p.m. to 5:45 p.m. every day school is in session with the exception of exams.
- There is a fee of \$25 charged for pick-ups after 5:45 p.m.
- The fees are \$450 per semester (\$900 per school year) or \$30 per day.
- Semester fees are invoiced September 1st and January 15th.
- Daily use fees are invoiced monthly.

OUTDOOR CAMPUS AREA

Students should realize the responsibility they share for maintaining the beauty and character of the Loyola Blakefield campus. The Hollow may be used in fair weather for relaxation. Students may not play games in the Hollow during the Academic Day.

PARKING

Driving to school is a privilege accorded to students by both parents/guardians and Loyola Blakefield.

Due to limited space only seniors and juniors may drive to school. All student vehicles must be registered with the Dean of Students' Office. The following regulations govern driving and cars on campus:

- The speed limit on campus is 10 mph.
- Cars must have a Loyola Blakefield Parking Sticker displayed visibly on the rear bumper.
- Students must park head-in so that parking stickers are visible.
- Students must park in designated parking lots.
- Students may not return to cars during the school day.
- Students may not leave campus during the school day without permission from the Dean of Students and the students' parents/guardians.
- Students must enter campus using the Charles Street entrance.
- Students may not park on neighboring streets nor at the Board of Education.

DANCES

School dances and mixers are open only to the students of Loyola Blakefield and their dates or invitees. The directives of moderators at dances are to be followed. The Dress Code for dances and mixers will be published by the dance organizers.

LOYOLA BLAKEFIELD SUBSTANCE ABUSE POLICY

The possession, use or distribution of any quantity of alcohol, illegal drugs, prescription medications, synthetic drugs, tobacco, vaping products, or other intoxicants or paraphernalia is forbidden on school premises, school buses or at off-site school related activities. Any student who violates this regulation, who shows the effects of such intoxicants, or who is in the presence of others who violate this regulation is subject to expulsion from Loyola Blakefield.

If a student violates the above regulations, the following actions will be taken:

- The parents and/or legal guardian of the student will be notified.
- The student will be suspended, immediately and indefinitely, pending the review of the incident by Loyola Blakefield.

Loyola Blakefield reserves the right for the Dean of Students or supervising adult to conduct a search of a student, his possessions, school lockers and personal vehicles.

Loyola Blakefield recognizes the distinction between students who are violating school policy and those who are seeking help. If a student, who is neither under the influence nor in possession of any prohibited substances or paraphernalia, voluntarily acknowledges substance use, that student will be considered to be asking for help and will be directed to all appropriate resources.

ASSAULT

Assault or threats of physical harm are antithetical to the mission of Loyola Blakefield and basic human rights. Students fighting or threatening to cause physically harm to another can expect to be suspended or expelled from Loyola Blakefield.

WEAPONS

Possession or use of weapons of any type, real or simulated, are forbidden on the Loyola Blakefield Campus. Weapons include but are not limited to firearms, airsoft guns, pepper spray or mace, fire, poison, knives, throwing stars, etc.

VANDALISM

An appreciation for the beauty of the Loyola Blakefield campus, as well as a sense of Christian responsibility, should generate respect for its facilities. Any destruction, defacement, marking or theft of school property, including library books, athletic or scientific equipment and desks, will be met with disciplinary action, including suspension or expulsion.

ELECTRONIC EQUIPMENT/CELL PHONES

Cell phones, or similar communication devices, should be brought to school only if absolutely necessary. Cell phones must be turned off and secured in a locked locker during normal school hours.

Cell phones seen or heard during the school day will be confiscated and given to the Dean of Students. The cell phone may be checked for content, including pictures, videos, and text messages.

Loyola is not responsible for cell phones or other electronic devices brought onto campus or confiscated pursuant to this policy.

At no time may a student record, audio or video, another person at Loyola Blakefield without his or her explicit consent and approval from the Dean of Students' Office.

Disciplinary action will be taken at the discretion of the Dean of Students. Action may include JUG, suspension or expulsion.

Parents are encouraged to make all plans with their sons prior to the beginning of the school day. Mrs. Brune will take emergency calls during the school day for Upper School students at 443-841-3330. Mrs. Williams will take emergency calls during the school day for Middle School students at 443-841-3440. A courtesy phone is available in Mrs. Brune's office, and in the Upper School office.

LEAVING CAMPUS

Only students with permission may leave campus. In order to gain permission to leave campus a parent or guardian must contact the Dean of Students' Office and the student must sign-out at the Dean of Students' Office. If the student was off campus for a doctor's appointment, for example, and plans to return to school the student must sign-in with the Dean of Students upon returning to campus. If a student signs-out to leave for the day, he may not return to campus during the school day.

NEIGHBORHOODS

Students are never permitted in the neighborhoods surrounding the Loyola Campus.

RESPECT FOR OTHERS AND THEIR PROPERTY

As stated elsewhere in this handbook, the core of Loyola Blakefield's philosophy lies in the concept of *cura personalis*, the concern for the individual person.

In light of that, racial, cultural, and/or gender-based intolerance or insensitivity of any kind is unacceptable.

Students who deprive an owner of his belongings without permission will be suspended from school and even expelled. Students whose property is stolen should report the theft to the Dean of Students immediately.

LOYOLA BLAKEFIELD SAFE SCHOOL PROMOTION PLAN

I. Policy Statement

Loyola Blakefield is committed to ensuring respect for the human dignity of all members of the school community. As a Catholic educational institution, the school recognizes that learning must occur within the context of a safe, caring, and respectful community. This is expressed in Loyola's Mission Statement through the Grad at Grad goals:

"Loyola Blakefield is a Catholic, college preparatory school, established by the Jesuits and imbued with the spirit of Ignatius Loyola to educate men to serve others. The ideal of the Loyola graduate is a man of integrity, who, because he strives 'to find God in all things,' is open to growth, dedicated to academic excellence, religious, committed to diversity, loving, and dedicated to working for a just world."

In accordance with this mission, the Safe School Promotion Plan reinforces Loyola Blakefield's commitment to providing a safe and respectful learning environment. The Plan is consistent with Loyola Blakefield's policies regarding standards of conduct. As with any policy that addresses student behavior, Loyola Blakefield reserves the right to amend this policy.

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited at Loyola Blakefield. In addition, bullying, harassment, intimidation, or any form of retaliation against anyone who has reported these behaviors is prohibited.

Bullying, harassment, or intimidation means intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational

environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being. These actions are likely to substantially disrupt or adversely affect the orderly operation of the school, or significantly impact the interests of students or the community.

Students may be subject to disciplinary action if they engage in these behaviors on school property, at school-related activities, off school property, after school hours, or by use of electronic technology.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation to the Dean of Students.

II. Definitions

"Bullying, harassment, or intimidation" means any intentional written, verbal, or physical act, including electronic communication that

(1)

- a. Physically harms an individual;
- b. Damages an individual's property;
- c. Substantially interferes with an individual's education or learning environment; or
- d. Places an individual in reasonable fear of harm to the individual's person or property;

and

(2)

- e. Occurs on school property, at a school activity or event, or on a school bus; or
- f. Substantially disrupts the orderly operation of the school.

Electronic technology means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

III. Reporting

Students, parents, faculty, staff, and administrators are responsible for reporting any incident of bullying, harassment or intimidation to the Dean of Students. This includes students who are the targets of bullying, harassment, or intimidation as well as students who witness these actions. Students may initially report an incident to any adult member of the school

community. Faculty and staff members will provide the student with a safe, private, and age-appropriate way for the student to report any incidents. The faculty/staff member is then responsible for reporting the incident to the Dean of Students. The Dean of Students will be responsible for keeping a record of all reports submitted to his office.

IV. Investigation

When a complaint of bullying, harassment, or intimidation is brought to the attention of the Dean of Students, an assessment will be made as to what initial steps need to be taken to protect the well-being of the student(s) and to prevent any further disruption of the learning environment while the investigation is conducted.

The Dean of Students will conduct the investigation according to the school's disciplinary practices and policies. The investigation may include (but not necessarily be limited to) interviews with the person who reported the incident, the student who was the target of the alleged conduct, the person(s) against whom the report was made, and other members of the school community who may have information about the incident. The Dean of Students will make the determination whether the incident being investigated falls within this specific policy or under the school's general disciplinary policy.

V. Consequences

The Dean of Students in conjunction with the Principal will apply consequences and/or other remedial actions consistent with the school's disciplinary policies for persons who commit acts of bullying, harassment, or intimidation; for persons who engage in retaliation; and for persons found to have made false accusations after an appropriate investigation has determined that an offense has occurred. Consequences for these actions will be in accordance with Loyola's disciplinary policies and practices and may include suspension and/or expulsion.

The offender will be informed that any retaliation against the victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Separate conferences with the victim and offender will occur after the investigation as a means to follow up on any intervention and to determine whether bullying, harassment, or intimidation has continued and whether additional consequences need to be implemented. These conferences may occur as a part of a counseling intervention or with the Dean of Students.

VI. Education and Support Services

When bullying, harassment, or intimidation have taken place, the Guidance and College Counseling departments along with other student services departments (Campus Ministry, Christian Service, the School Chaplain, etc.) are available resources for continued support of victims and bystanders as well as for continued educational intervention with offenders.

Admissions

APPLICATION PROCEDURES

Loyola Blakefield seeks those students who possess the academic potential most suited to its course of study and its philosophy of education. A common profile of the student most frequently accepted is one who has earned outstanding grades at his prior school, who has demonstrated academic potential through his entrance exam, and who has embraced a philosophy of hard work in the classroom and an appreciation for academic rigor.

A student applying for admission to Loyola must complete an application and request that his current school forward an official transcript of his grades, including those of the first term of the current school year, as well as records of standardized test scores. The Admissions Committee evaluates only those candidates presenting a complete set of records. Applicants can access the Loyola Blakefield application online at www.loyolablakefield.org/apply. All Catholic Secondary Schools administer an entrance examination in December. The cost to register is \$40.00, and the results of the testing are shared among the several schools to which a student applies.

Loyola encourages candidates for admission to arrange a "Shadow Day" visit to the campus in the fall by contacting the Office of Admissions. During a Shadow Day, a student attends classes with his host and takes part in an interview with an Admissions officer. Parent interviews are not required. In addition, each fall, our community hosts an "Open House" Sunday to provide interested students and their families the opportunity to tour the campus and meet faculty and staff.

The deadline for filing a complete application for the 2017-2018 academic year is December 15, 2016. Late applications may be accepted and qualified students admitted if space is available after decisions regarding those candidates applying by the December 15, 2016 deadline have been made.

EVALUATION OF CANDIDATES

Loyola grants admission to those students whose ability, achievement, and motivation indicate that they can successfully complete the school's program of studies and subsequently gain admittance to college.

In addition to exhibiting superior academic qualifications, candidates are expected to exhibit principles that help form the heart of Loyola's mission and inform our day-to-day expression of campus life.

COURSE PLACEMENTS

Middle and Upper School students take tests in the spring to help determine appropriate class and level placement. In addition, the school provides opportunities to new Upper School students to test to a higher level in each of the subjects of Math, English, Foreign Language, and Science.

Financial Information

CURRENT TUITION FEES AND EXPENSES

Tuition 2016-2017	\$19,700.00
School Fees	725.00
Graduation fee (for seniors)	250.00
Books/Supplies	Varies

POLICY REGARDING FEES AND TUITION PAYMENTS

Tuition and Fees: Loyola has partnered with FACTS Management Company (FACTS), a 3rd party payment processor, to assist with tuition and fee payment processing. Tuition and the Student Activity Fee must be paid in accordance with one of the three options listed below.

Payment Options:

- Full Payment:** Payment in full is due July 1 and must be paid thru FACTS by check, ACH debit or credit card*. There will be no annual FACTS fee for this option.
- Two Payments:** Payment is due in July and November and must be paid through FACTS via ACH debit or credit card*. There is an annual FACTS fee of \$20.
- Monthly Payments:** Payment is due monthly from June - March and must be paid through FACTS via ACH debit or credit card*. There is an annual FACTS fee of \$45.

A non-refundable reservation deposit of \$1,000 is due in March each year along with the signed Enrollment Contract.

*A processing fee of 2.75% will be automatically added to all credit card transactions.

Late Payments: Payments received after their due date as established upon enrollment with FACTS will be subject to a late fee of 1.5% per month (18% annually) of any amount due and owing. There is no grace period for payments. If any check is returned by the bank, a \$30 return check fee will be applied. If there are 2 occasions of returned checks/insufficient funds during a twelve-month period, all future payments must be made in the form of cash, certified check or money order.

Withdraw/Dismissal: Execution of the Enrollment Contract obligates the student and the Parent(s)/Guardian(s) to pay all applicable Tuition, the Student Activity Fee and Other School Fees for the full academic year. If Loyola Blakefield does not receive written notice by June 1st that the student will not be attending Loyola Blakefield for the upcoming academic year, no portion of Tuition, the Student Activity Fee or Other School Fees paid or outstanding will be refunded or canceled. No refunds or cancellations will be provided on account of a change of Parent(s)/Guardian(s) employment status or relocation.

Outstanding Tuition Balances: Students will not be permitted to begin the academic year unless payment has been received in full or installment payments are current. Students will not be permitted to begin the school year if there is an outstanding balance due from the previous academic year.

SCHOLARSHIP AND FINANCIAL ASSISTANCE

There are three types of financial aid available at Loyola Blakefield: **need-based financial assistance, academic merit scholarships and athletic scholarships.** Each type of financial aid award has its own standards to which the student must adhere in order to maintain the granted financial aid.

Need-based financial assistance is given to those who have been accepted to Loyola Blakefield and who demonstrate documented financial need by submitting their financial information to Loyola's 3rd party financial aid processor along with required documents. Assistance can come from direct grants, endowed scholarships or Greater Glory awards. The recipient is required to maintain a minimum 2.0 cumulative GPA and some awards require a leadership commitment or involvement in extra-curricular activities.

Merit Scholarships are awarded to students entering sixth or ninth grade who manifest outstanding academic achievement, leadership and involvement in extra-curricular activities. Potential recipients for merit scholarships are identified by the Admissions Department and contacted to interview for merit scholarship award. The recipient is required to maintain a minimum 3.0 cumulative GPA.

Athletic Scholarships are awarded to students entering the ninth grade and are based on academics, citizenship, and athletic talent. Candidates are identified by the Admissions Department based on their application information, personal interviews, and school recommendations. Finalists are contacted and interviewed by a scholarship committee. Recipients are expected to participate in at least one interscholastic sport per academic year and maintain a minimum 2.0 cumulative GPA.

Applying for financial assistance and returning all required documents to Loyola's 3rd party financial aid processor is an **annual** requirement. The application is due the 1st week of January each year but is available to be completed as early as November. The award amount is included with the enrollment contract in March. Late applications for financial aid will be considered only after all submitted applications have been reviewed and if funds are still available.

Mothers' Club

MOTHERS' CLUB BOARD 2016 - 2017

The Executive Board

<i>President</i>	Stephanie McClure
<i>Vice President</i>	Ellen Galvez
<i>Ex Officio</i>	Elizabeth McMonagle
<i>Executive Secretary</i>	Hope Grenzer
<i>Treasurer</i>	Connie Staab
<i>Volunteer Coordinator</i>	Mary Louise Woolley
<i>Moderator</i>	Anthony Day
<i>Chaplain</i>	Rev. Bruce Steggert S.J.

Class Representatives

<i>Seniors</i>	– Teriko Epps, Cheryl Stout
<i>Juniors</i>	– Beth Bole, Nicole Varzandeh
<i>Sophomores</i>	– Amy LaMoure, Suzanne Stromberg
<i>Freshman</i>	– Carol Cox, Laura Mannarino
<i>8th Grade</i>	– Erin Ronayne, Jennifer Wright
<i>7th Grade</i>	– Stephanie Clancy, Terri DuVal
<i>6th Grade</i>	– Kathy Bromwell, Melissa Leonard

Standing Committee Chairpersons

<i>Admissions Office Liaison</i>	Mary Florenzo, Kara Ihle
<i>Campus Ministry</i>	Tamara DeHaven, Mary Jo Gilmore
<i>Community Outreach</i>	Katie Kuhn, Donna Lorber
<i>Fashion Show</i>	Natalie Cerasoli, Tricia Peck
<i>Hospitality</i>	Leigh Alexander, Michelle Sauter
<i>Post Prom</i>	Cindy Jones, Tisha McCoy, Kathy Moses, Mary Ellen Piparo
<i>Spiritual Development</i>	Shelley Minter, Rita Weldon-Brown
<i>Used Books</i>	Robin Duffy, Gladys Yumet

Non-Board Committee Chairpersons

<i>Creative Fundraising</i>	Holly Litrenta
<i>Harvest Potluck Dinner</i>	Cindy Jones, Connie Volk
<i>Holiday Decorating</i>	Jenn Langenberg, Daniella Toomey
<i>Loyola Alumnae Mom Liaison "LAM"</i>	Sue Hopkins, Joanne McShalley, Kim O'Donnell
<i>Mothers For Others</i>	Erin Libby
<i>New York Bus Trip</i>	Helen Doyle, Mary Munoz
<i>Parents Christmas Cocktail Party</i>	Jennifer Jones, Jill Lowe

Non-Board Committee Assistants

<i>Admissions Office Assistants</i>	Tina Bognet, Emily Rose Hoffman
<i>Campus Ministry Assistant</i>	Lisa McWilliams
<i>Community Outreach Assistants</i>	Ann McAuliffe, Rebecca Wyatt
<i>New York Bus Trip Assistant</i>	Tracey Keeney
<i>Post Prom Assistants</i>	Mary Florenzo, Tricia Peck
<i>Used Book Sale Assistants</i>	Kim Anderson, Tonja Marell-Bell
<i>Blue & Gold Auction Staff</i>	Todd Langenberg

Fathers' Club and Alumni Board

FATHERS' CLUB BOARD 2016 - 2017

<i>President</i>	Tim McLaughlin
<i>Vice-President</i>	Mark Bollinger
<i>Sergeant at Arms</i>	Mark McWright
<i>Father/Son Service Program</i>	Mike Warner
<i>Loyola Open House</i>	Erik Moran
<i>Don Doggers</i>	T.B.A.
<i>Holiday Decorating</i>	John Harper, Khashy Varzandeh
<i>Parents Christmas Cocktail Party</i>	Mark Dembeck
<i>Father/Son Communion Breakfast</i>	Hank Bollinger
<i>Blue-Gold Auction</i>	T.B.A.
<i>Communications</i>	Stuart White
<i>Chaplain</i>	Fr. Bruce Steggert, S.J.

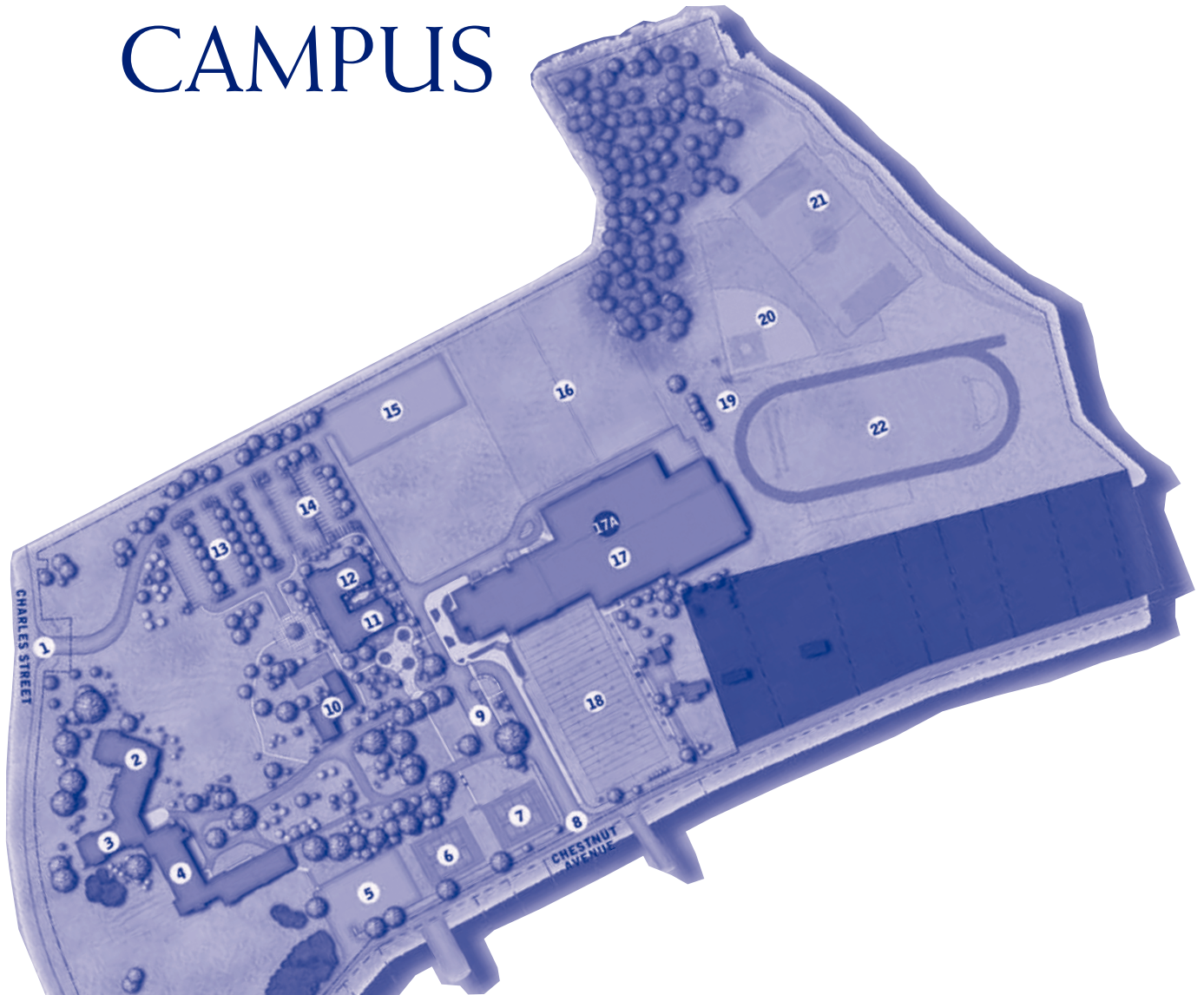
ALUMNI BOARD OFFICERS

<i>President</i>	Christopher T. Lillemoe '98
<i>Vice-President</i>	Alfred 'Chip' Cooke '92
<i>Treasurer</i>	Marc A. DeSimone, Jr. '98
<i>Secretary</i>	Craig Ronald '90

Governors

Chris Blair '04	John Pirisino '90
Drew Chlan '09	Bruce Powell '84
Mark Dixon '90	Sudi Powell '92
Mike Dorsch '84	Bob Rassa '58
Russ Hewitt '90	Joe Schimanek '85
Brett Holmes '07	Dan Twomey '03
Brendan Marshall '05	Rob Utz '05
Brendan Moag '92	Ben Yingling '02

BLAKEFIELD CAMPUS



CAMPUS MAP

- | | | | |
|----|-----------------------------|-----|----------------------------------------------|
| 1 | Charles Street Entrance | 12 | Sheridan Hall |
| 2 | Burk Hall | 13 | Faculty Parking |
| 3 | Chapel | 14 | Student Parking |
| 4 | Wheeler Hall | 15 | Student Parking |
| 5 | Faculty Parking | 16 | Practice Fields |
| 6 | Tennis Courts | 17 | Henry J. Knott Hall |
| 7 | Tennis Courts | 17A | Office of Admissions
2nd floor Knott Hall |
| 8 | Chestnut Avenue Entrance | 18 | Hargaden Field |
| 9 | Visitor Parking | 19 | Knott Field Sports Complex |
| 10 | Xavier Hall | 20 | Knott Field Sports Complex |
| 11 | Proposed Sheridan Expansion | 22 | Knott Field Sports Complex |
| | | 21 | Thomas J. Koliss Alumni Soccer Field |



P.O. Box 6819

BALTIMORE, Maryland 21285-6819

www.loyolablakefield.org

800-337-dons

return service requested