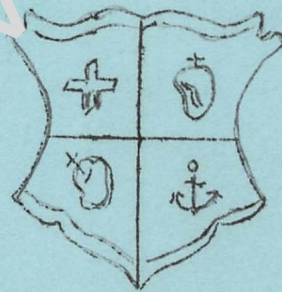


Handbook for Parents



Loretto Academy

LORETTO ACADEMY
1447 East 65 Street
Chicago 37, Illinois

Dear Loretto Parents,

Many parents ask, "What is necessary for success in high school, and for the development of the splendid habits of Christian womanhood?" --and-- "What can we do to help our daughter to attain this maturity?"

We have found that the well-adjusted Catholic high school student has these helps to maturity:

1. Firm but understanding parents who live by spiritual values and recognize the importance of Mass and the Sacraments.
2. Respectful obedience to parents who have carefully investigated their daughter's choice of companions, places of amusement, hours for coming home, and conduct.
3. Good health gained through proper food and sleep.
4. Wholesome recreation and physical exercise in acceptable places.
5. A quiet place for two hours of study every evening.

Recent tragedies in the lives of young girls have shown us the need of careful home supervision. Parents who are not vigilant can make it very difficult and often impossible for other parents to adhere to their own high standards in bringing up their daughters. These "broad-minded" parents can harm the reputation of the school while they defeat the aims of the teachers they have chosen for their daughters.

Without your active, interested cooperation it is impossible for the school to achieve the goals it has in mind for your daughter. We hope that you will read all of the pages of this booklet, that, knowing our aims, you may help us to realize them.

It is a wonderful task, building the characters of future leaders and mothers, and yet it requires grace, patience, and restraint on the part of parents and teachers. Be assured of all the good wishes and prayers of the teachers at Loretto in this great work that we share.

Sincerely in Christ,

Loretto Academy Faculty

**The Loretto Academy Program
of Studies**

Christian Doctrine . . . Four years required.

English . . . Four years required.

Mathematics . . . Algebra or Business Math
and Geometry required.
Electives: Advanced Algebra
Trigonometry.

Social Science . . . American History and
National Problems required.
Elective: World History.

Foreign Language . . . Two years of one language
required in College Preparatory Course.

Science . . . General Science required.
Electives: Biology
Physics
Chemistry.

Business . . . Electives: Typing I and II.
Shorthand I and II.

Fine Arts . . . Glee Club and
Music Appreciation required of
Freshmen students.
Electives: Advanced Glee Club
Art I and II.

GRADUATION REQUIREMENTS

Christian Doctrine	- four years
English	- four years
Mathematics	- two years
Social Science	- two years
Foreign language or equivalent	- two years
Science	- two years

Four additional credits are required selected from
the electives.

Physical Education - four years required unless a
specific medical excuse is
received from a physician.

POLICIES AND REGULATIONS

Library

Students may use the library before and after school. They may use it during study periods if they obtain a library pass from the presiding teacher. Reference books may not be taken out of the library. A fine is charged for overdue books and lost books must be paid for in full.

Extra-Curricular Activities

The various clubs or student activities meet on different days at 3:00 o'clock. Each organization has a faculty moderator. The major activities are:

Sodality	G.A.A.
Yearbook	Forensics
Drama	Library Club
Loreleers	Science Club

Homework

A minimum of two hours of home study is expected of each student. Parents should supervise the time set aside for study and should endeavor to eliminate noise and distractions. Unless the supplementary homework and study are carefully done, class work will most certainly suffer. There is a close relationship between the two.

Report Cards

Report cards are issued four times a year: November, January, April, and June. These reports are the ordinary means used by the school of acquainting parents with their daughter's progress. If the progress of a student is not proportional to her ability or if low cooperation and application have been indicated, parents are urged to confer with the teachers. Appointments should be made for these conferences.

Honor Awards

As on report card.

Attendance

Regular attendance at school is a prime requisite for successful work in the secondary school. Time lost is never completely made up. Explanations given each day in class are necessary to the work that follows. When a daily explanation is missed, the work on succeeding days based on it is difficult to do, and the student often misses something to be included on the next test. Doing the home-

work, while important, is only the minimum requirement in making up work missed.

Loretto Academy's policy in regard to vacations or trips taken during school time rests upon the premise that the chief responsibility for the girl's education rests with the parent. Therefore, the school does not grant permission formally for extended absences for trips, vacations, and the like. Absences of this kind are completely at the risk of the parents. The school assumes no responsibility for charting assignments or for assisting students to make up work.

Most professional men do not request that students miss school in order to keep medical appointments. If a student misses school for an appointment she, herself, is the loser for, here again, it is not possible for the school to provide the necessary private tutoring.

No student is excused from the three day annual retreat.

The penalty for excessive absence is loss of credit.

Reporting absences

On the first day of absence between 8:00 and 9:00 A. M. a telephone call should be made to the school office by one of the parents. When returning to school the student must present a written excuse signed by one of the parents. The girl will receive an admit slip which is to be presented to each class teacher. These slips should be obtained in plenty of time to avoid being tardy for school.

Tardiness

Tardiness, if foreseen, should be explained by a note or phone call. Admit slips for tardiness must be obtained at the office before entering homeroom or class. Tardiness is recorded in the permanent files and is part of the record sent to colleges and employers. Parents can help develop a real habit of punctuality in their daughter by making the responsibility for a perfect record hers - rather than their own.

Attendance at School Functions

All are expected to attend school-sponsored affairs given in the evening or on non-school days.

Suspension, Probation, Expulsion

The school reserves the right to suspend, place on probation, or expel students who do not conform to our standards of attendance, conduct, and application.

Uniform

All students are to wear uniforms on every school day beginning with the first school day in October. This includes: a suit spotless and pressed, uniform white blouse, white socks and black loafers. A blue, tunic-type gym suit, white socks and white gym shoes comprise the physical education uniform. In keeping with the uniform very little make-up and no jewelry, except one ring, may be worn. Colored nail polish, eye make-up, and tinted or dyed hair are in poor taste and not acceptable for school at any time. When not in uniform all are obliged to wear long stockings or socks, and abide by the rules of modesty and good taste in dress.

The condition of the uniform and the girl's appearance in general reflect the home. Although young girls should be able to care for their own clothes, a wise mother checks on her daughter's fidelity to this duty.

For special occasions, white gloves, long stockings, and a white dress will be needed.

Telephone

Students may not be called to the telephone during school time. A business call or one to parents may, with permission, be made at the lunch period from the public telephone. Parents are requested not to call the office to ask that a message be relayed to a student. Frequently it is impossible to leave the office in order to locate a girl. The convent should be called only if an emergency arises and this between 7:30 and 8:30 in the evening.

Cars and Parking

If a girl has permission from a parent to ride to or from school with a teen-aged boy or with a young man, this should be explained in a letter to the school. The letter should identify the driver and the frequency of the drives. The parents, rather than the school, have the obligation to control this type of thing.

Additional Points

In order to promote a more refined manner, both gum chewing and smoking are forbidden at all times on the premises.

No one is permitted to leave the school premises during the day without permission.

Financial Matters

Tuition per year is \$160.00 and is payable quarterly in advance.

Parents can foster the correct attitude toward spending when they see to it that all necessary expenses are paid before such optional ones as the class ring, Washington trip, pictures, etc.

The tuition rate is set with the understanding that students and parents will support the school by cooperating in the different fund-raising activities.

PRAYER FOR PARENTS

Almighty Father in Heaven, You have entrusted to me this little while the guardianship of the precious lives of my children. Help me to be a worthy steward. Give me the needed patience and understanding to carry out Your divine plan. Help me to remember that my first concern is to reach Heaven with my children where we shall all see You face to face. Direct me to be firm and vigilant in protecting them from the dangers and temptations of this world. And, when they are ready to heed any call You may give them, keep me from standing in their way. Amen.