To: Class of 2018
From: Mr. Kevin P. Whitney, Dean of Academic Affairs

TO-DO ITEMS

- **Review Student Policies & Regulations** – Enclosed in this mailing you will find your *Student Policies & Regulations Acknowledgment Card* (red card). Please take the time to review the 2016-2017 School Handbook located on La Salle College High School website. After your review, please sign the respective Acknowledgment card and then bring it with you to submit to your Homeroom teacher on Thursday, September 1st, 2016. For your information, details pertaining to the start of the school year can also be found at [www.lschs.org/backtoschool](http://www.lschs.org/backtoschool).

- **Review Your Class Roster** – Rosters for the 2016-2017 school year will be available on La Salle’s student and parent portals by Friday, August 5th. Be sure to review both semester rosters carefully, prior to the start of the new school year.

As you review your roster information, please keep the following points in mind:

- The courses you selected in the spring are the ones we attempted to schedule. Specifically regarding *electives*, every attempt was made to schedule you for the electives you requested, but there are several factors that militate against getting them all. Primarily, core courses take precedence over electives, thus are scheduled prior to them. After core courses are scheduled, electives that fit into your schedule are then added to your roster. **As a Junior, if you did not get a requested elective, please be aware that you will have an opportunity to get it next year.** Please also know that Academic Affairs personally reviews every schedule, and what you have received is the best combination of required and elective courses that could be scheduled given the constraints brought on by an assortment of variables.

- Due to the size and complexity of the schedule, **La Salle cannot entertain nor honor requests for specific class periods, lunch times, or teachers** unless for reasons related to extreme or uncontrollable situations – i.e. health, physical limitations, family crisis. La Salle College High School’s Drop/Add Policy indicates *there will be no student-initiated changes to rosters after the first full cycle of the school year*. The first cycle ends at the end of the day on Tuesday, September 13th. This includes all classes, both 1st & 2nd semester.

**IMPORTANT INFORMATION ABOUT YOUR ROSTER**

**HOW TO HANDLE QUESTIONS ABOUT YOUR ROSTER**

Mr. John McGranaghan, Junior Guidance Counselor, serves as the primary point of contact for questions regarding a student’s schedule. Placement changes also need approval from the respective department chairperson. **If you wish to adjust your schedule before school begins, you are required to contact both Mr. McGranaghan and the respective department chair.** They may be reached by dialing 215-402-402 and the four-digit extension number (below). **With most of our staff still on summer break, consider e-mail as an ideal means of making contact.** Should you wish to make a change to your schedule during the first cycle of the school year, you must complete the appropriate “drop/add” paperwork. This process will require the approval of your parents, your counselor(s) and the Dean of Academic Affairs. Forms will be available in Academic Affairs as well as the Guidance Center.

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<tr>
<th>Department</th>
<th>Chair</th>
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### GENERAL INFORMATION REGARDING JUNIOR SCHEDULES

| If your roster is missing Lunch or only has Lunch scheduled for one semester | • This is done to allow certain electives to be scheduled.  
• If you do not see a lunch in either semester or both of them, it is likely that your electives are there.  
• In many cases your lunch will be described as a “floating” lunch which meets at different times on different days.  
• If you desire a scheduled lunch over certain electives, you should contact your Guidance Counselor before the start of school. |

| Phys Ed II is listed among your courses | • If you have Phys Ed II on your schedule, it means you still need at least a half credit to meet your graduation requirement.  
• You will earn the credit by participation in a school sport or by successful participation in two intramural sports. Specific information regarding these requirements is available on the final page of La Salle’s Program of Studies or through your Grade Level Counselor. Mr. John McGranaghan will re-explain this policy at the beginning of school in your Group Advisory class.  
• This is an “unscheduled” course and you will see it listed on your roster in period 9. |

| If you have a course listed that is not physically scheduled | • These courses include, but are not limited to, Instrumental Instruction, Independent Chorus, Art Portfolio, Advanced Ceramics, Advanced Sculpture, Advanced Music Studies, Web Site Management, Multimedia Management, and/or Network Management.  
• You must contact the assigned teacher to see when you meet. It is your responsibility to get this done during the first few days of school. |

| All Juniors will have both an assigned Guidance Counselor and College Counselor | • These two counselors will not be the same.  
• The Junior Guidance Counselor is Mr. John McGranaghan.  
• You are assigned a Group Advisory class. If it is not on your schedule, contact your counselor or Academic Affairs so we can schedule one or arrange for you to meet with your counselor independently to receive the important information presented in these classes.  
• College Counselors for Juniors are assigned alphabetically by surname. Juniors, will be introduced to their respective College Counselor in their 2nd semester, during their Group Advisory class. |

### BOOK INFORMATION

- Non-religion textbooks and language workbooks are provided by the school and will be distributed in class during the first week of school.
- Purchasing your consumable books (English novels, Religion textbooks, etc…) can be done, starting on Tuesday, August 16th using the following link located on La Salle’s website: [www.lschs.org/virtualbookstore](http://www.lschs.org/virtualbookstore)

**Students who may experience a roster change should put off making book purchases until their schedule is accurate and complete. Know that teachers are well aware of the flux associated with the start of every semester. Putting off this purchase, although less than ideal, is not viewed as a problem.**

**Questions regarding class materials:**
If you have questions related to class materials, please contact the appropriate Department Chairperson using the information on page 1.

**Questions regarding online book purchases:**
Please be aware that LSCHS is partnered with Follett as its official bookstore vendor. Even so, students/families are encouraged to be educated consumers when determining what is best for them. Questions related to the purchase should be directed to the Follett Virtual Bookstore customer representative using the contact information supplied within the web link above; phone inquiries should use their toll free number 1-877-827-2665.