

# LA SALLE STUDENT HANDBOOK 2018-2019

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# **MISSION & PHILOSOPHY**

## **MISSION STATEMENT**

La Salle College High School, a Catholic, independent, college preparatory school for young men of varied backgrounds, is conducted in the tradition of St. John Baptist de La Salle. Through a broad and balanced, human and Christian education, La Salle College High School guides each student in the development of his unique God-given talents and fosters a commitment to academic excellence, service, and leadership.

## **GRADUATE PROFILE**

### **Men of Intellect and Accomplishment**

La Salle College High School graduates, having completed a rigorous academic program, are lifelong learners who think critically and communicate effectively.

### **Men of Faith and Compassion**

La Salle College High School graduates respect human dignity, embrace Roman Catholic Tradition and morality, and value the uniqueness of their Lasallian heritage.

### **Men of Service and Justice**

La Salle College High School graduates live their faith through their actions, recognize the interconnectedness of our world, and act on their obligation to right injustice.

### **Men of Integrity and Respect**

La Salle College High School graduates accept responsibility for their own education and actions and in the spirit of Christian gentleman treat people with respect.

## EDUCATIONAL PHILOSOPHY



Since 1680 educational institutions in more than 80 countries have been influenced by the vision and innovative spirit of Saint John Baptist de La Salle, the Founder of the Institute of the Brothers of the Christian Schools and the Patron Saint of Teachers. De La Salle transformed education by forming a community of educators with whom he developed a spirituality of teaching and learning, to give a human and Christian education to young people, especially the poor.

Lasallian Education centers on Catholic values and personal relationships, emphasizing academic excellence, faith formation, inclusion, respect for the individual, service and social justice. A Lasallian Education strives to enrich each student's cultural, intellectual, physical, social and spiritual development.

Today, the De La Salle Christian Brothers and their Lasallian Partners continue to respond to students through advancements in teaching, technology and scholarship. In Lasallian communities, educators touch hearts, stimulate minds and cultivate leadership to prepare students for life, work, and service to society and the Church.



Since 1858 La Salle College High School has lived out the vision of St. John Baptist De La Salle by providing an education founded on the religious traditions of Roman Catholic Christianity and the rich timeless Lasallian heritage. At La Salle, all faculty and staff strive to embody the core principles of the Lasallian educator: a living faith, a trust in God, a recognition of God's holy presence in their daily lives, a zeal to participate in God's saving work of educating youth, a belief in the dignity of all people, and a deep concern for the disadvantaged and the poor.

At La Salle College High School, Catholic values and personal relationships nurture our spiritual formation, fostering the academic preparation, and cultivating the personal growth of the young men. In a warm and caring environment that is built on trust, acceptance, and affirmation of one another, we emphasize a human and Christian education as each student is encouraged to explore his interests, develop his talents, and fulfill his God-given potential.

The De La Salle Christian Brothers and Lasallian Partners at La Salle College High School commit themselves to delivering a rigorous and relevant education. The teaching faculty constantly seek to improve their teaching and the learning experience of young men by adopting appropriate educational advancements and technological innovations. A La Salle education seeks to foster insight, commitment and action on the part of graduates who heed in their lives the call to place their unique talents and skills in the service of other individuals, the community, society, and the Church.

# STUDENT REGULATIONS

La Salle Students and Parents are required to familiarize themselves with the following regulations, adopted to help make La Salle a more efficient and pleasant community capable of attaining worthwhile goals.

**La Salle College High School, a private, Catholic, independent school conducted by the Christian Brothers, reserves the right to review any student's conduct in an individual instance or over any period of time to determine whether said conduct is poor, unacceptable or does not contribute to the school in a positive manner. Said determination will be made at the sole discretion of the administration. Upon the making of any such determination, the administration reserves discretion to suspend, place on disciplinary probation, expel or carry out any other disciplinary action deemed appropriate.**

## **EXPECTATIONS of LA SALLE PARENTS AND FAMILIES**

La Salle College High School wishes to be true partners with parents in the education of their sons. In that regard, we presume that a family has chosen La Salle College High School because its Mission and values align with their family's priorities. Support for school policies and respect for school staff are assumed in this relationship. La Salle College High School reserves the right to require the withdrawal of a student at any time when his parent(s) or guardian(s) demonstrate attitudes or behaviors clearly at odds with or undermining of the Mission, values, or policies of La Salle College High School in their dealings with the school or its personnel or while attending its events.

**ACADEMIC PRIORITY: A student's first responsibility is to his academic career.**

## **ATTENDANCE**

There may be days when a student is unable to attend school. An excused absence is one that is due to illness or family emergency. Contacting a reliable classmate for homework assignments on the night of the absence and/or communicating with the teacher at the earliest convenient time is expected. Absent students are responsible for missed work.

Outside of illness or emergency, school attendance is compulsory. A family vacation does not qualify as an excused absence. School holidays and breaks are published well in advance to offer parents an opportunity to plan their vacations at a time that does not interfere with attendance policies. Families and their sons cannot expect teachers to accommodate missed work/opportunities for any unexcused absence. Unexcused absences during midterm or final examinations are strictly prohibited.

Attendance throughout the school year is vital to a student's academic success. There is no doubt that the correlation between absences and grades is extraordinary. As a rule of thumb, students who miss school have grades that reflect their gaps in learning. Students should make an effort to be in school daily and on time. Remember, the school's main number should NOT be used to report any student absence. All attendance matters are expected to be reported to the Attendance Line at 215-233-4140 before 7:55 AM. A note is required upon returning to school. **Absent students are not eligible to participate in extracurricular activities.**

## **CLASS ABSENCE POLICY**

Any student who misses 25 or more classes for a one-credit course or 10 classes for a half-credit course will receive an "Incomplete" in the course and be required to do make-up work to successfully complete the course. Normally, the make-up work for students in this situation will necessitate attendance in a program approved by La Salle during the summer immediately following the absences.

## **HOMEWORK**

Homework is an important part of school life. Written assignments should be done completely and accurately in order to derive benefit from the assignment. Even if there are no written assignments on a given night, students will still have studying, reading, and revision of notes. It is strongly recommended that a student should spend approximately between two and three hours per night, on average, on homework, study, and preparation for class. When classes are cancelled for weather-related emergencies, students can expect that teachers will post continuing assignments on class pages on the LS Portal. Students are advised to check class sites on the La Salle portal on a daily basis and/or to sign up for appropriate alerts from the LS website.

## **ACADEMIC INTEGRITY**

La Salle College High School strives to maintain an atmosphere conducive to learning and educational challenge within which each student endeavors to embrace a strong sense of academic and personal integrity and Christian values. Therefore, all forms of plagiarism or cheating are unethical and contrary to the philosophy of La Salle. Students engaging in any of these behaviors are subject to a complete loss of credit for the assignment or test which could result in failure for the marking period or course.

Instances of violation of Academic Integrity will be reported to the Dean of Academic Affairs. Repeated violations are subject to disciplinary action, suspension, or dismissal. (A full explanation of the policy appears below.) Membership status in some student groups requires strict compliance to the Honor Code. Although each case will be reviewed on an individual basis, students in violation of the Honor Code may not expect to participate in La Salle's National Honor Society or Student Council and/or receive academic recognition.

## **STUDENT HONOR CODE**

### **PREFACE**

The mission of La Salle College High School is to provide an academically challenging college preparatory program in an environment that reflects Catholic Christian ideals and ethics. The dignity and integrity of the institution and of each individual student are of paramount concern to the administration, faculty, staff, and students themselves. A La Salle College High School diploma should recognize not only the successful completion of an academically rigorous course of study, but also the formation of a young man with high ideals of morality, honesty, and respect for himself and his community. Furthermore, La Salle College High School endeavors to create an atmosphere of personal and academic freedom and of mutual trust between students and faculty. Breaches of academic integrity by a student thwart the development of such an environment of freedom and trust.

A student's acceptance of enrollment in La Salle College High School and continuation of an enrollment in La Salle are contingent upon the student's acceptance of and adherence to the principles of this Honor Code.

### **RESPONSIBILITIES OF STUDENTS**

- To complete all academic work honestly and independently, except in those instances in which an instructor clearly permits collaboration among students, for example, assigned group projects. (See "Academic Cheating").
- To acquaint themselves with the meaning of plagiarism, to learn how to properly cite sources used in written work, and to consult with instructors regarding the allowable resource materials or aids to be used during tests or in the completion of any graded work.
- To refrain from revealing any information regarding the contents of a test, directly or indirectly, to any other student who may subsequently take the same test.

- To refrain from the fraudulent or unethical use of computers, as more fully defined in the Acceptable Use for Technology Policy of La Salle College High School.
- To refrain from personal dishonesty as more fully defined in this Honor Code.

## **ACADEMIC CHEATING**

Cheating involves a willful and fraudulent act on the student's part. It includes, but is not limited to, the following:

- Copying answers from another student's quiz or test.
- Allowing another student to copy answers from a quiz or test.
- Orally communicating answers during a test or quiz.
- Transmitting answers by use of non-verbal signals during a test or quiz.
- Using notes or other unauthorized materials during a test or quiz.
- Gaining access to test questions or answers before a test without permission of the teacher.
- Violating test or assignment procedures established by the teacher.
- Copying the homework of another student and submitting it as one's own.
- Collaborating with others or with written materials in take-home assignments unless expressly allowed to do so by the teacher.
- Obtaining a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work.

## **PLAGIARISM**

Plagiarism is a situation in which one leads a reader to believe that written work submitted by the student is his own writing when it is not. Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part or all of another person's work and presenting it as your own.
- Submission of papers or reports from commercial research companies, including on-line sources.
- Copying portions of a text without crediting sources.
- Rephrasing another person's ideas and presenting them as your own without crediting sources.

## **FRAUDULENT OR UNETHICAL USE OF COMPUTERS**

*See the Acceptable Use for Technology Policy of La Salle College High School.*

## **PERSONAL DISHONESTY**

In addition to all of the above behaviors, personal dishonesty includes, but is not limited to:

- Stealing the personal belongings of a teacher or another student.
- Destruction or abuse of school property.
- Failure to report instances of theft or destruction of school property.

## **SANCTIONS**

It is our goal to educate students as to the gravity of honor violations. Students who are found to be in violation of the Student Honor Code will be sanctioned and will face disciplinary action and possible expulsion from La

Salle. Matters of Honor will be treated seriously and the following guidelines will be a reference for the administration in sanctioning Honor violations; however, each case will be examined individually and responded to in an appropriate manner.

- Instances of personal dishonesty will be reported to the Dean of Students.
- Teachers will deal with violations of academic integrity on an individual basis.
- All serious instances of academic dishonesty will be reported to the Assistant Principal for Academic Affairs, as well as the student's guidance counselor.
- The **first serious violation of academic integrity** may result in a reduced grade for the assignment, test, lab report, or quiz.
- The **second violation** of academic integrity may result in a failing grade in the course in question.
- The **third violation** of academic integrity may result in suspension from school and/or from school-related activities for a period of time. Students who are in the National Honor Society and/or on the Student Council may be subject to other sanctions according to the guidelines outlined by those associations.
- A student who has a **further violation** of academic integrity will be reported to the Principal and may face dismissal. Reported violations are cumulative while the student is enrolled at La Salle, but do **not** appear on the permanent record.

## ACCEPTABLE USE POLICY FOR TECHNOLOGY

This Acceptable Use Policy is implemented to make La Salle College High School technology users aware of the responsibilities that they accept when they use La Salle's technology resources. In general, what is required is ethical, efficient, and legal utilization of technology resources on La Salle's campus - use that is respectful of the rights of all users in the La Salle community. Acceptable Use is intended to mean appropriate use as detailed in this Policy

• **Appropriate use of technology resources:** La Salle provides innovative technology resources, including access to the internet, student devices, a wireless network, computer labs, and printers, to support the pursuit of educational excellence. Within the school day, these resources are to be used to conduct research, support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school. In addition, the Acceptable Use Policy for technology applies to all laptops, tablets and mobile devices that use the La Salle College High School Network.

• **Use of technology resources – a privilege, not a right:** The use of technology resources at La Salle is a privilege, not a right. Users who fail to adhere to the terms of the Acceptable Use Policy face cancellation of account access privileges as well as disciplinary or legal action. The student use of technology in the classroom is at the discretion of the instructor.

• **Unacceptable uses:** La Salle College High School seeks to protect the civil, personal, and property rights of those individuals using the school technology resources and regards the following technology use as unacceptable:

1. **Accessing information which does not support educational purposes, including but not limited to:**
  - hate sites
  - sites that promote racism, sexism, or hatred based on religion, ethnic origin, or sexual orientation
  - sexually explicit adult sites
  - sites that promote violence or illegal activities

- gambling sites
  - all other sites La Salle deems to be improper and not conducive to the mission of the school
- 2. Sending, forwarding, posting, or publishing inappropriate communications, containing but not limited to:**
- language that is obscene, profane, sexually explicit, lewd, vulgar, and rude, disrespectful, threatening, or inflammatory
  - communications containing harassment, personal attacks (including prejudicial or discriminatory), or spreading false or defamatory material about a person or organization
  - hate mail or chain letters
  - personal web pages that connect to La Salle College High School
  - communications using references to La Salle on any unauthorized web pages
- 3. Abusing technology resources, including but not limited to:**
- changing, rearranging, adding, or deleting desktop and software settings on resources used by multiple users
  - downloading and/or storing information on the network not pertinent to classroom activities on network resources
  - wasting resources; i.e., print cartridges and paper by printing unnecessarily
  - using the network to engage in illegal activity
  - using the network in ways that disrupts network use by others
  - vandalizing, damaging, or disabling equipment, software, or data
- 4. Safety and security issues, including but not limited to:**
- failure to keep personal passwords confidential
  - failure to log off when finished using a workstation or laptop
  - logging on using the password of another person
  - disclosing photographs or personal information, such as name, or phone numbers, online, of the school, for oneself, or for others
  - hacking/cracking or otherwise accessing accounts and files of others
- 5. Copyright issues, including but not limited to:**
- downloading or exchanging pirated or illegally obtained software
  - violating software licensing agreements by loading software illegally
  - copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission (Material on Web sites is protected by copyright)
- 6. Social networking and electronic communication, including but not limited to:**
- Faculty/staff and students are prohibited from direct connections or interactions with each other via external social networking sites. (ex. Facebook, Twitter, etc.)
  - Faculty/staff and students are all provided email accounts through La Salle College High School. Electronic communication between Faculty and students must be conducted through the La Salle Email system. Faculty/staff and students are prohibited from contacting each other via personal email accounts.
  - All social networking activity and postings should adhere to the La Salle College High School Code of Conduct. Any online communication that brings negative publicity to La Salle will be considered a violation of La Salle's Acceptable Use Policy for Technology
  - All instant messaging done through the FinalSite portal should also adhere to La Salle's Code of Conduct and Acceptable Use Policy

## 7. Using digital media and multimedia equipment inappropriately:

- Recording audio & video without an individuals expressed permission
- Taking photos of individuals without expressed permission
- Defacing or disconnecting any classroom multimedia equipment including projectors, TVs and speakers
- Posting/sharing digital images and files online without expressed consent of an individual and an official representative of La Salle College High School
- Using school-issued multimedia equipment for non-school related activities without consent of an official representative of La Salle College High School

• **Consequences for inappropriate use:** Access to technology is provided as an important part of the La Salle College High School educational environment. Users who fail to follow the Terms of Acceptable Use Policy face cancellation of access privileges as well as disciplinary or legal action. Students with high level access through the Lab Manager Program & Network, Web and Multimedia Managers will have increased responsibility and expectations in terms of the Acceptable Use of Technology. These students will sign separate agreements with members of the La Salle College High School Administration.

• **Procedure for reporting inadvertent inappropriate use:** If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a member of the Office of Information Technology or school administrator of the mistake. Failure to report unintentional misuse will result in the incident being considered an intentional violation.

• **Limited Privacy:** Users of La Salle College High Schools technology resources have the right to privacy in their e-mail correspondence and personal files; however, La Salle College High School's administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of the acceptable use guidelines.

• **Student devices:** Students in the Classes of 2019 and 2020 received a device through the school. Students are responsible for bringing these devices to school each day and making sure that the devices are working properly. If a student's device is not working properly, he should bring it to the Support Center in the Office of Information Technology as soon as possible. Devices that have Accidental Damage Protection (ADP) will be processed by the Office of Information Technology and sent out to be repaired or replaced and a loaner device will be given to the student. These loaned devices are not covered under the student's ADP and any damage incurred to these devices would be the responsibility of the student. Once a student's device has returned from service, the student will be called to the Office of Information Technology and will return the loaned device. Students in the Classes of 2021 and 2022 are part of the Device of Choice Program and maintain responsibility for their own devices just as they would with any other school supplies.

Students are responsible for saving all files to their OneDrive accounts. If a student device malfunctions, is broken, or is lost, all work is retrievable from his OneDrive account. La Salle College High School accepts no responsibility for the loss of any student work that has not been saved to OneDrive. If a student brings a device that has a virus to the Support Center, the device will be reset to factory settings.

Although students can and will bring their devices home with them, this does not free them from adherence to the Acceptable Use Policy. Student devices may not contain any software, files, images, etc. that violate any of the unacceptable uses stated in this document.

• **Disclaimers:** La Salle College High School makes no warranties of any kind, whether expressed or implied for the Internet access it provides. La Salle College High School specifically denies any responsibility for the quality of information obtained through the Internet. La Salle College High School denies responsibility for loss of data resulting in delays, non-deliveries, miss-deliveries, or interruptions sustained by users as a result of

system failure. La Salle College High School denies responsibility for financial obligations arising from unauthorized use of the system for the purchase of products or services. La Salle College High School accepts no responsibility for damages incurred by a user's inappropriate use of the system.

## **ACADEMIC PROBATION POLICY**

Personal academic success through responsible decision making is at the heart of La Salle's educational mission. La Salle College High School is committed to developing each student's academic potential and expects each student to work to his ability. Any student who fails two or more subjects at the end of the First Semester or earns a First Semester GPA of less than 1.50 will be placed on Academic Probation for the Second Semester. A letter from the Dean of Academic Affairs will be sent to the parents/guardians of the student notifying them of this matter. Parents/guardians and student will be required to meet with the appropriate Grade Level Counselor to develop a Plan of Action for the student during the first week of the semester. The student's teacher will contribute to the development and follow-through of this plan. The plan will also include the student being assigned to the Library during his free periods for the semester. At the end of this probationary semester, a student's academic performance will be reviewed. If the student has a GPA of less than 1.50 in the Second Semester while on Academic Probation, his academic good standing at La Salle will be in serious jeopardy.

If a student not on Academic Probation finishes the school year with a Second Semester GPA of less than 1.50 (and if he remediates any year-end failures during the summer), he will be allowed to return to La Salle in the Fall on the condition of Academic Probation. Such a student's academic performance will be reviewed at the end of the First Semester.

**Students who are on Academic Probation for two or more consecutive semesters are in serious jeopardy of not being allowed to return to La Salle College High School.**

## **SEMESTER EXAMS**

For any 1.0 credit class, a student should expect to take a comprehensive semester 1 (midterm) and semester 2 (final) examination weighted as a standard 20% of the semester grade. The semester exam for a 0.5 credit class is also considered the course's final exam and weighted as 20% of the grade. Exam weeks are published in the school calendar so that planning can occur around this important time period. Exam attendance is compulsory.

## **REPORT CARDS**

Report cards are issued to the student twice per year. In addition, **Copies of digital "Notice of Progress" reports are made available through the student and parent portals twice each semester.** Hard copies of a student's report card are mailed at the end 1st semester and (2nd semester). Except for the final report card, each card is a Progress Report indicating how the student is currently doing in each course. The Permanent Record is made only of the Final Marks in the 9th, 10th, and 11th grades, and of the First Semester and Final Marks in the senior (12th) year. The date for the 1<sup>st</sup> semester Parents-Teacher meeting will be announced on the school website. Parents are encouraged to speak to teachers at any time about their son's work. Call the school office (215-233-2911) to arrange to speak to a teacher either by phone or in person.

**GRADING POLICY:** La Salle uses the following letter grading system with numerical equivalents:

LETTER GRADE	NUMERICAL RANGE (%)	GRADE POINT VALUE
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.7
B+	88-89	3.3
B	85-87	3.0
B-	82-84	2.7
C+	80-81	2.3
C	77-79	2.0
C-	74-76	1.7
D+	72-73	1.3
D	70-71	1.0
F	<70	0

### GRADE POINT AVERAGE

Each letter grade is assigned a grade point value (as above). These grade point values are increased for Honors (.5) and Advanced Placement (1) courses. Thus, an A, normally worth 4.0 in a regular course, is 4.5 for an Honors course and 5.0 for an Advanced Placement course. To find a grade point average (GPA), multiply the grade point value by the number of credits for the course, add up all those figures to yield a grade point total, and divide that total by the total number of credits the student is attempting to earn. The GPA is calculated to the third decimal place. GPA's do not include courses, such as Group Advisory, where a student does not earn a letter grade. The following is an example:

COURSE	GRADE	CREDIT VALUE	GRADE POINT VALUE	GRADE POINT TOTAL (CV x GPV)
Religion IV	B	1.0	3.0	3.0
World Literature	A+	1.0	4.3	4.3
Economics	A-	0.5	3.7	1.85
AP Calculus	A	1.0	5.0	5.0
Internet Appl.	C-	0.5	1.7	0.85
Honors Physics	B	1.0	3.5	3.5
American History	C+	1.0	2.3	2.3
Phys. Ed/Aquatics	A	0.5	4.0	2.0

Grade Point Total ÷ Total Credit Value = Grade Point Average:  $22.80/6.5 = 3.508$

*Note: Only final and cumulative GPA's appear on the transcript.*

### GRADUATION REQUIREMENTS

La Salle requires at least 26.50 credits in order to graduate. Students must complete their final credits in attendance at La Salle. In many cases students elect to take additional credits where possible. Minimum requirements areas follow:

Religion	4 Credits	Language	3 Credits
English	4 Credits	*Physical Education	1 Credit
Mathematics	3 Credits	Fine Arts	1/2 Credit
Science	3 Credits	Health	1/2 Credit
Social Studies	3 Credits	Information Tech	1/2 Credit
Electives	4-5 Credit minimum		

\*Refer to the *Program of Studies* for information on satisfying this requirement.

## **ACADEMIC AWARDS**

- 1) **Outstanding Academic Achievement Award:** This major academic award is reserved for our top students based on the final grade point average for the previous year. Only those who earn a 4.0 or higher will be given this award. This award is presented to each student at the annual Honors Convocation evening in the fall.
- 2) **Scholastic “L” Award:** All students achieving a 3.75 or better GPA with no grade below a “B-” based on final yearly grades receive this award. This award is presented to each student at the annual Honors Convocation evening in the fall.
- 3) **Academic Excellence Award (1<sup>st</sup> semester):** This award is given at the end of the first semester to those who have achieved a 3.75 or better GPA with no grade below a “B-”.
- 4) **Second Honors:** This academic award is presented to all students achieving a 3.5-3.74 GPA with no grade below a “B-” based on final yearly grades.

## **SCHOLARSHIPS**

Students who have been awarded Presidential Scholarships must maintain a GPA of at least 3.0 in order to retain the scholarship. Warning letters will be mailed home if a student is in jeopardy of not retaining a scholarship. Questions should be directed to the Director of Financial Aid.

## **NATIONAL HONOR SOCIETY**

The National Honor Society is composed of La Salle College High School juniors and seniors who have distinguished themselves in the area of scholarship, leadership, character, and service.

**Notice of the application period for the National Honor Society will be announced via Daily Announcements and the LS Website early in the second semester. Eligible students should attend to the details of the application process. A student will be considered for admission to the National Honor Society if, after five semesters, he has:**

- **A minimum cumulative GPA of 3.75**
- Actively participated in extracurricular activities
- Significant involvement in community service
- The endorsement of three faculty members
- A record of outstanding citizenship as determined by the Dean of Students and La Salle’s Honor Code and Student Regulations

**A committee of faculty will review all applicants and make recommendations to the moderators and to the Principal for admission of students into the NHS. In the spring semester, a ceremony will be held to induct new members into the La Salle Chapter of the National Honor Society.**

**Once admitted, the student must maintain the minimum GPA, continue his participation in activities, provide service to the La Salle community, and maintain a record of good citizenship and behavior. Documentation of service must be provided to the moderators on a timely basis. Students who fail to maintain these requirements may be suspended or removed from the NHS.**

## **PIAA ELIGIBILITY**

La Salle is a member of the Pennsylvania Interscholastic Athletic Association. A student-athlete’s eligibility is determined by the standards set by the PIAA. The academic requirements are as follows:

1. You must pursue a curriculum defined and approved by your Principal as a full-time curriculum.

2. You must be passing at least four full-credit subjects or the equivalent as of each Friday during a grading period. If you fail to meet this requirement, you will lose your eligibility from the following Sunday through the Saturday immediately following the next Friday as of which you meet this requirement.
3. You must have passed at least four full-credit subjects or the equivalent during the previous grading period, except that eligibility for the first grading period is based on your final grades for the preceding school year. If you fail to meet this requirement, you will lose your eligibility for at least 10 or 15 school days of the next grading period, beginning on the first day report cards are issued. If your school has four grading periods, you will be ineligible for at least 15 school days; if your school has six grading periods, you will be ineligible for at least 10 school days.

## **NCAA ELIGIBILITY REQUIREMENTS**

In order to participate in Division, I or II athletics on a collegiate level a student must meet the NCAA Clearinghouse requirements for certification. It is the student's responsibility to make himself aware of these requirements and to meet them. This process begins in freshman year and continues throughout the four years of high school. Students are encouraged to consult with their guidance counselor, athletic administrator, and coaches if they have any questions and to consult the latest published rules. The La Salle College High School College Counseling Office recommends that students considering Division I and Division II athletic competition in college pay close attention to the requirements (revised August 2016) for eligibility available at the following NCAA sites:

[https://web3.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.jsp](https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp). For convenience, the latest published copy of the Division I and Division II Eligibility Rules is included at the end of the Student Handbook. Parents and Students are directed to consult the NCAA Eligibility Site for updates: [www.eligibilitycenter.org](http://www.eligibilitycenter.org) and these additional guides for information:

[http://fs.ncaa.org/Docs/eligibility\\_center/Quick Reference Sheet.pdf](http://fs.ncaa.org/Docs/eligibility_center/Quick_Reference_Sheet.pdf)

<http://www.ncaapublications.com/productdownloads/CBSA17.pdf>

## **FAILURE POLICY**

### **A. Seniors:**

If a senior fails more than two full credits, he will not be permitted to receive a diploma under any circumstances. A failure in any course must be made up before a diploma will be granted. A senior who fails more than one credit may not be permitted to participate in graduation exercises. In make-up work, a student can improve his mark by one letter grade.

### **B. Underclassmen:**

An underclassman who receives failing grades in courses that total two or more credits will not be permitted to return to La Salle. If a student fails in courses that total less than two credits, the failures must be removed from the transcript in order to continue at La Salle. In make-up work, a student can improve his mark by one letter grade.

## **REMEDATION POLICY**

All final failures must be successfully remediated in order for an underclassman to return to La Salle in the Fall or in order for a Senior to receive his diploma. Based on the nature of the failed course, there may be different options for remediation. A meeting with the Academic Affairs Office of La Salle College High School will

determine the appropriate remediation plan. Summer school courses in public schools or private schools that are equivalent in scope to the course failed at La Salle may be one such option. Thirty hours of tutoring (for a one-credit course) or fifteen hours of tutoring (for a half-credit course) may be another option.

In the case of remediation by tutoring, the tutor must be approved by the Dean of Academic Affairs and documentation of meeting hours will be required. At the conclusion of the required hours of tutoring, the student will have to demonstrate mastery of the material. At that time, the Registrar of La Salle College High School, in consultation with the instructor of the failed course, will determine the appropriate means of assessment. This will normally be in the form of a written examination – but the nature of the failed course may call for another assessment tool. There will be a \$30.00 fee for the administration and grading of the final assessment.

An underclassman will not receive his roster of courses for the upcoming school year (a Senior will not receive his diploma) until remediation is successfully completed. Summer Remediation must be completed by the end of the day on the second Friday in August for an underclassman to return to La Salle in the Fall.

## **GYM CLASSES**

Unless excused, a student must participate in the Physical Education classes according to his roster. To be excused he must present a note from his doctor or his parent to the Dean of Students Office before 7:55 AM. Students may not engage in any kind of athletic activity in the gymnasium unless they are wearing proper athletic shoes. Only gym uniforms can be worn during athletic activity in gym classes. No student is permitted in the gym at any time without faculty supervision.

## **LIBRARY**

**The McShain Library is available to La Salle students for research, reading, and quiet study. The Library in St. Michael is intended as a place for study and research. As such, it is important that the entire La Salle community respect the needs of faculty and students to maintain a study place conducive to concentration. While occasional conversation may be necessary, a quiet atmosphere is the norm. If students wish to collaborate or work in groups, they are to go to the Glaser Student Center or, weather permitting, the outside areas of the school.**

**The Library is open from 7:30 AM until 5:00 PM each day (3:00 PM on Fridays). Students may visit the library before school, throughout the school day, and after school. The library and library website contain a variety of resources, including a strong reference collection. The library staff assists students who are engaged in research and in the preparation of special projects. Library and digital research instruction will be provided as part of the introductory course in Information Science and Technology.**

**Students may use cell phones, laptop and tablet computers for study and homework. They must abide by the Acceptable Use Policy of the School. In addition, personal cell phones, laptop and tablet computers as well as the library computers are not to be used for playing games or other non-academic uses while students are in the library.**

**The setup for the library tables and chairs has been designed for effective individual study. Students are not to move chairs away from the tables for which they have been designated. When ready to leave, students should push in their chairs, throw away any paper, and put back all newspapers and magazines. Any books not checked out should be given to the librarian.**

## **LASALLIAN MISSION & MINISTRY**

The Office of Lasallian Mission and Ministry seek to build a living faith community at La Salle through prayer, liturgy, retreats, and community service. The Sacrament of Reconciliation and spiritual counseling are also offered through the Ministry Office. A school retreat program begins with underclass retreats conducted on campus. Seniors are offered the choice between a multi-day off-campus retreat and a single day retreat. **Seniors are required to participate in one of these off-campus retreats as conducted by La Salle College High School's personnel in the Lasallian Mission and Ministry Office in order to graduate from La Salle. Underclassmen are required to participate in their respective class retreats on the assigned days. Students who are absent from underclass retreats on the assigned day will be required to complete a make-up retreat on the day designated by the Dean of Students.**

## **STUDENT SERVICES**

### **COUNSELING, GUIDANCE & COLLEGE COUNSELING SERVICES**

Counselors in the Guidance and the College Counseling Departments support the education process at La Salle. Each counselor seeks to establish a personal relationship with the students to better motivate each young man to strive to realize his maximum potential spiritually, intellectually, and socially. Parents and guardians are invited to contact counselors regarding the personal, social and academic development of their sons at La Salle. **The Guidance Department** is staffed by four grade-level counselors and two learning support counselors. Students are scheduled for regular advisory periods with their grade-level counselors and are also encouraged to visit the counselors whenever needed on an informal basis.

**The College Counseling Department** is staffed by three college counselors and an administrative assistant. The Department assists and supports students in their navigation of the college search and application process through personal interviews, group advisory sessions, monthly newsletters published on La Salle's website, announcements in the Daily Bulletin, and special events, such as the October College Fair.

### **HEALTH SERVICES**

A nurse is on duty during the school day. By state law, the nurse can administer first aid only. In case of an accident, parents will be notified early. If it is necessary for the student to go home early from school, his parents will be called to determine the best method of transportation. Parents and guardians are invited to direct health questions to the school nurse.

### **BREAKFAST, LUNCH & AFTER SCHOOL FACILITIES**

**Breakfast is served in the Glaser Student Center every morning from 7:15 to 7:50 AM. At lunch time, the school offers a variety of hot platters and a la carte items through our contracted school dining service. After school, the vending machine area is available for students waiting for rides and for casual use. Students using this area are expected to maintain the seating arrangement of tables and chairs and to dispose of trash upon departing.**

**The Glaser Center, opened in 2017, contains generous space for eating breakfast and lunch for students. The adjacent vending machine area has a small number of tables for after-school use. Since there is sufficient space in the main dining area of the Glaser Center, the vending machine area is not available for seating for students during breakfast and lunch periods.**

# **STUDENT LIFE**

## **Student Expectations**

La Salle College High School, a Catholic, independent, college preparatory school for young men of varied backgrounds, is conducted in the tradition of St. John Baptist de La Salle. Each student is called to develop his unique God-given talents and commit himself to academic excellence, service, and leadership. Students must conduct themselves as gentlemen. Their actions should at all times reflect the mission of the school and be in agreement with school policies and procedures. Students whose actions do not meet this expectation will be subject to intervention by school officials and disciplinary action. A Lasallian gentleman is a Man of Intellect and Accomplishment, Faith and Compassion, Service and Justice, and a Man of Integrity and Respect. This should be evident in the classroom, school building, campus, as well as off campus. Students are called to be gentlemen at all times, not just to act like one during prescribed times of the day.

## **Enforcement and Guidance**

### **DEAN OF STUDENTS**

The Dean of Students serves to guide students to becoming men of character who conduct themselves as Lasallian gentlemen. The Dean assists classroom teachers in the management of classroom discipline and establishes a positive school climate to encourage self-discipline on the part of all students. In matters of discipline, the Dean of Students is the school's chief liaison between the parents, the community, and the school. In conjunction with the Principal, the Dean makes all decisions that concern disciplinary actions.

### **FACULTY**

Teachers have the authority to take necessary steps in order to maintain a classroom environment that is appropriate and conducive to learning. Every member of the faculty serves as an official of the school in the implementation of our discipline policies that have been established to promote a Christian atmosphere reflective of our mission and values. This is applicable to the entire campus as well as any school related activity.

## **Community Rules and Student Regulations**

### **CONDUCT ON CAMPUS**

Students are to conduct themselves like gentlemen and must abide by the school regulations at all times. Additionally, students are to treat their peers, teachers, and other community members with respect at all times. This applies to all settings and situations on the campus. The “campus” is not limited to the school’s property, but also includes the streets and property surrounding the school. This area is considered a school zone and our students are under the jurisdiction of La Salle when in said area. Students should respect the campus, keeping it clean and in good condition.

### **CAMPUS BOUNDARIES**

Students may use the academic hallways during class time to go to the study centers, study commons, or to meet with a teacher. They must be quiet and may not congregate in the halls. Lockers may be visited only before school, between classes and at the end of the school day. The auditorium, gymnasium, and locker room are off limits without the written permission of an administrator.

Students may not gather in any area outside of the school building with the exception of the pit. Students are not permitted in the parking lot or any other area around the building without the written permission of an administrator. No students are allowed to leave campus at any time during the school day unless they have permission from the Dean's Office. Students participating in after school activities are not permitted to leave campus between the end of the school day and the beginning of their activity.

### **CONDUCT OFF CAMPUS**

Students are responsible for the good name of the school. La Salle College High School reserves the right to discipline students for off-campus conduct detrimental to the school's reputation, harmful to anyone in the school community, or not representative of the community's ideals, including the use of social media. Students who bring discredit to themselves or to La Salle College High School as a result of improper conduct outside of the school will be dealt with in an appropriate manner when the conduct becomes known to the school.

### **CONDUCT ON SCHOOL BUSES**

A La Salle student is expected to comply with the regulations of his school district concerning his conduct on their school buses. Those who make use of the private bus transportation are expected to comply with the regulations established by the current carrier. All of these riders will also be held responsible to La Salle for their conduct on these buses. Students who violate these rules may be denied transportation.

### **SCHOOL PROPERTY**

Marking, defacing, or damaging school property and vandalism of any kind are unacceptable. This includes, but is not limited to books, desks, lockers, and walls. Students that engage in such behaviors will be financially responsible for repair and will be required to perform community service. These actions are also punishable by suspension or expulsion in serious or repeated instances.

## **Student Health and Well-Being**

### **ALCOHOL AND OTHER DRUGS**

La Salle is a ZERO TOLERANCE CAMPUS with regard to the sale or distribution of legal or illegal substances. The School Administration looks upon the use or possession of alcoholic beverages, drugs, or substance abuse (legal or illegal) of any kind as an extremely serious offense. Any student discovered to be selling or dispensing legal or illegal substances on campus or off campus will be **EXPELLED** from La Salle. A student found using, possessing, or under the influence of alcohol, drugs, or other substances (legal or illegal) on the La Salle campus or at any school-sponsored event, home or away, is liable for expulsion.

A student who violates the Alcohol and Other Drugs Policy who is not dismissed from La Salle will face, at the minimum, the following consequences:

- \*His parents will be notified and required to come to school to meet with an administrator.
- \*He will be suspended from school and all school activities for an indefinite period of time and placed on Disciplinary Probation.
- \*He will be required to have a professional alcohol/drug evaluation. He will be required to sign a release form to disclose the results of that evaluation to La Salle and could be required to attend a rehabilitation program at his own expense.

**In an effort to maintain a safe and healthy community, the school administration and counseling staff may mandate drug and alcohol testing, a professional assessment, and/or counseling of any student that is of concern.**

## **SMOKING AND THE USE OF SMOKELESS TOBACCO PRODUCTS**

The building and campus of La Salle College High School are smoke free areas. Students are required to refrain from smoking and the use of other forms of smokeless tobacco products while on campus and while traveling in school vehicles. Possession of tobacco and related products is prohibited. Vape Pens, E-cigarettes, associated products, and the like are prohibited

**First Offense:** Five days after-school detention and \$100.00 fine payable to Student Aid Fund.

**Second Offense:** One-day suspension with a parent interview, probation period of one month, five hours of community service, participation at the student's expense in a "Smoke Enders Program" approved by the school and a \$200.00 fine payable to the Student Aid Fund.

**Third Offense:** Review by the administration for possible expulsion or further intervention.

## **MEDICATION**

Medication of any kind, prescription and non-prescription, is to be administered only by the school nurse. Students are not permitted to have any medication in their possession at any time with the exception of asthma inhalers, Epipens, and insulin if medically necessary. The nurse and administration must be made aware of these medications before a student is allowed to have them in his possession. All other medications are to be stored in the Nurse's Office. Families seeking permission for students to self-administer medication on off-campus trips are required to have an approved La Salle Field Trip Medication Policy form on file for each trip.

## **GAMBLING**

Gambling is not permitted on school premises at any time. This includes but is not limited to card playing, sports pools, and betting.

## **TEASING, HARASSMENT, BULLYING, HAZING.**

The La Salle community is diverse. It is a community of brotherhood and acceptance where students are asked to embrace each other's uniqueness and differences. No student should at any time be made to feel uncomfortable about himself.

La Salle students are expected and encouraged to form meaningful relationships with their Lasallian brothers. This is a vital part of the Lasallian community. Teasing, harassment, bullying, hazing and other disrespectful behavior in any form and by way of any medium are completely unacceptable. Fighting and physical violence of any kind are strictly forbidden.

The administration will work to safeguard the spiritual, physical, mental, and emotional well-being of every student. All students are expected to support and assist in efforts which promote the acceptance of others. At a minimum, students should report an instance of teasing, harassment, bullying, or hazing observed or suspected to the Dean of Students, counselor, teacher, coach or administrator.

### **Definitions**

**Teasing:** Teasing is behavior on the part of a student or students which

- Irritates or provokes with petty distractions or other annoyances, often in sport
- Substantially interferes, verbally, in writing, physically, with a student's education

- Creates an intimidating or threatening environment
- Substantially disrupts the orderly operation of a class, a school activity, or school policies

Teasing may begin as playful banter or lighthearted joking. When comments or actions are unwelcomed, persistent and/or meant to irritate another person, the offender is in violation of school policy.

**Harassment:** Harassment is an ongoing or repeated set of behaviors meant to bother or upset another person, including

- Uninvited and unwelcome verbal or physical behavior toward a person
- Behavior which creates an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct
- Behavior which is persistent and annoying to another person or persons

### **Bullying**

Pennsylvania law defines bullying as an intentional electronic, written, verbal, or physical act directed at another student in a school setting that is severe, persistent, or pervasive, and has the effect of substantially interfering with education, creating an environment or disrupting the orderly operation of the school. School setting for purpose of the law is defined broadly to include not just the school grounds, but school buses, designated bus stops, and any school-sponsored and supervised activity. A person found to be bullying another student is liable for suspension or dismissal depending on the nature of the situation.

Bullying includes

- Acts that are habitually cruel or overbearing, especially to smaller or weaker people
- Behavior which forces one's way aggressively or by intimidation
- Actions which are habitually cruel to others

### **Hazing**

La Salle follows a definition of hazing as adapted by Pennsylvania Law (HB 1574):

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of [a student] a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization within any public or private school within this Commonwealth providing instruction in grades 7 through 12 or any combination of those grades. The term shall include, but not be limited to, any brutality of a physical nature, such as [forcibly administered physical punishments], exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

## **Reporting Procedure**

Any teasing, harassment, bullying or hazing suspected or observed is to be reported as soon as possible to the Dean of Students, counselor, teacher, coach or administrator. A person's words or actions may be hurtful despite intending otherwise. It is therefore important for a young man who feels that he has been mistreated to inform others, especially in the early stages. If a person is clearly trying to cause harm, physical, or emotional, the victim or witnesses should involve an adult immediately. The following are guidelines for dealing with such an uncomfortable situation. If an individual experiences repeated negative behaviors after one of the measures below, he should move to the next step.

1. Inform the person/student that his comments or actions are unwelcomed
2. Tell a faculty member, coach, counselor, administrator and a parent
3. Notify the Dean of Students

Coaches, faculty members, counselors or administrators so informed by a student or parent of such behaviors or who become aware of such behaviors are required to report such behaviors to the Dean of Students as soon as possible.

## **Corrective Action**

Teasing can lead to more serious behaviors not in keeping with appropriate community behavior at La Salle. Harassment, bullying, and hazing are very serious violations of school policy at La Salle and students found in violation of this policy are subject to suspension or dismissal depending on the nature and severity of the situation.

A student in violation of the above policy can expect a variety of interventions, corrective actions, and consequences deemed necessary by the Dean of Students in consultation with the Principal and the school administration. The following is a hierarchical guide to potential outcomes for violation of the Teasing, Harassment, Bullying, Hazing Policy:

1. Counseling interventions, corrective actions
2. Corrective actions, disciplinary consequences
3. Review by School Administration for dismissal from school

Please view the "Teasing, Harassment, Bullying and Hazing Policy" (posted at [www.lschs.org](http://www.lschs.org)) for more specific information regarding reporting procedures and corrective actions.

## **WEAPONS**

No weapon nor ammunition for a weapon shall be brought onto school property, to any school-sponsored activity, or in any vehicle providing transportation to or from the school, activity, or event. The term "weapon" includes any instrument capable of inflicting serious bodily injury.

## **FIRE DRILL and LOCKDOWN REGULATIONS**

Students are responsible for knowing the fire drill directions as posted in each room they use. Anyone involved in initiating false alarms and/or tampering with fire alarm signage will be suspended and subject to expulsion.

Students are responsible for knowing the lockdown procedure which is practiced during the school year. They are expected to follow the instructions given to them by any faculty or staff member.

### **PERSONAL PROPERTY**

All students must respect the property of others and the right to attend school in a safe and drug-free environment. Any personal property which a student brings on campus may be confiscated by a staff member and searched if necessary. A student, his backpack, notebooks, car, digital devices or other belongings may be searched at any time or any event as long as the student is enrolled at La Salle College High School given reasonable suspicion. Students may not bring book bags into school bathrooms.

### **LOCKERS**

Lockers are the property of La Salle College High School and must be kept neat, tidy and in good condition. Lockers must be locked at all times. Possessions will be safe only if locker combinations are personal. This is a student's responsibility. Only locks bought at school may be used on the lockers. Other locks will be removed by the school administration. Valuable articles should not be left in lockers.

### **AUTOMOBILES**

A student who drives to school is responsible for observing the following regulations: The campus speed limit is 15 M.P.H. Students may only park in the student parking lots. Students are not permitted to go to their cars during lunch periods or any other time during the school day. All students driving to school must park on campus. Parking permits issued to students must be displayed in cars while on campus. Students must park their car, lock it, and immediately leave the lot to enter the building. Students are not allowed to loiter in the parking lot. **Parking spaces are limited. Permits will be issued depending on availability.**

### **CELL PHONES, LAPTOPS, TABLETS and ELECTRONIC DEVICES**

La Salle seeks to maintain an appropriate academic atmosphere throughout campus, which includes the educational uses of portable digital devices. During the school day, students may use portable digital devices, such as cell phones, laptop and tablet computers in specific approved school areas and for approved academic uses, including academic work in the library, library hallway, Glaser Student Center and computer labs. **Individual teachers determine the appropriate use of technology within classrooms and labs.** Text messaging or calling students during the school day is prohibited.

Students who use these items without direct permission during the school day are subject to disciplinary action. Students must use said device at the appropriate time and place, and in the appropriate manner. Failure to do so will result in confiscation and disciplinary action. Repeat violations will lead to long-term confiscation and further disciplinary action. Taking photos or videos of the school, employees, or students is prohibited without administrative approval.

### **THEFT**

A student involved in a theft will be suspended. A student that is found to have committed a theft may be expelled. Possession of stolen items will result in serious disciplinary consequences as well. Students must return any found item to the lost-and-found in the Dean of Students Office.

## **PERSONAL APPEARANCE**

A La Salle College High School student represents his school and his family at all times. To this end, he is expected to be neat, clean, and well-groomed.

### **STUDENT DRESS CODE**

**A DRESS SHIRT AND TIE ARE WORN AT ALL TIMES.** A dress shirt is designed to be worn with a tie. Golf, floral and flannel shirts are not appropriate. A sport coat, cardigan, or V-necked sweater is optional. No crew necked sweater or sweat shirt of any kind are acceptable. Ties must be appropriate, clean and properly adjusted.

**DRESS TROUSERS WORN AT THE WAIST WITH A BELT.** Pants that are baggy, have unconventional, enlarged or side pockets, or have rivets/grommets are not considered dress slacks. Pants must be in good condition. Jean/jean-look pants are not acceptable.

**DRESS SHOES WITH SOCKS ARE TO BE WORN.** Hiking boots, desert boots, work boots, open-back shoes and designer athletic shoes (canvas or leather) are not considered dress shoes. Shoes must be in good condition, worn properly and tied at all times. Pants must extend down and cover the top of the shoe.

**HAIR** must be groomed and neat. Certain fad haircuts may be deemed unacceptable.

**HATS AND HOODS** are not to be worn or carried anywhere in the school building during the school day. Students must place these items in their locker for the entire school day.

**FACIAL HAIR.** Students are required to be clean shaven at all times. Beards and/or moustaches are not allowed. Sideburns are to be no longer than to the bottom of the ear.

**EARRINGS.** Students are permitted to wear ONE earring. No other body piercings are permitted.

**TATTOOS.** Tattoos and other body markings are strongly discouraged. Tattoos are not to be displayed and therefore need to be covered at all times.

- Students need to be in dress code before they enter first period classes
- The Dean of Students will be the interpreter of the Dress Code.
- Disregard for these regulations for dress will result in disciplinary action.

## **DISCIPLINARY CONSEQUENCES**

### **DETENTION**

Detention will be held every day before and after school for a 45-minute period. Detention will be assigned if a student violates school policies or procedures, has been late or has unexcused absences from school or class. Private detentions may also be held by individual teachers.

### **PUNISHMENTS**

Disciplinary fines, written assignments, restrictions and any other punishment deemed appropriate by the Dean of Students and administration may be given as a consequence to a particular offense.

### **SUSPENSION, DISCIPLINARY PROBATION, AND EXPULSION**

Violations of the student regulations may result in suspension from school. This requires a meeting with the parents, student, and the Dean of Students. At the discretion of the school, a suspension may be imposed and continued during a period of administrative review of individual student behavior; such review may lead to further consequences, including a request for the student to be withdrawn or expulsion from the school.

A student's second suspension is reviewed by the administration for possible expulsion. For serious violations of student regulations and the school's code of conduct, a student will also be placed on disciplinary probation. Once suspended or placed on probation, the student and his parents/guardians will meet with the Dean of Students. He will receive indefinite detention. In addition, he may be subject to one or more of the following consequences:

- Non-participation in or attendance at school activities, dances, proms, extracurricular sports and activities including athletic contests.

- The length of suspension and/or probation will be determined by the Dean of Students in consultation with the School Administration.

**Very serious violations of the student regulations, repeated disobedience of school policy, or violation of probation may result in EXPULSION.**

## **DAILY OPERATIONS & PROCEDURES**

### **TELEPHONE**

Emergencies excepted, telephone messages will not be delivered to students during classes. Students and parents are requested to observe this policy.

### **PUNCTUALITY**

Being on time for homeroom, assemblies and all assigned classes is extremely important for a sound educational experience. A student must be in homeroom at **7:55 am or at the start of homeroom on delayed schedule days**; otherwise he is late. If he is late for school or late for class during the day, he must get a tardy slip from the Dean's Office and serve detention. Students must provide a doctor's note upon entering school if that is the reason for the lateness. Students must be in school on time to participate in extracurricular activities. Notification will be sent to parents or guardians of a student who has an excessive number of lates or absences for class or school in a quarter.

## **ABSENCE**

On a day that a student is absent, one of his parents must call the school attendance office at 215-233-4140 before **7:55 am**. A student who has been absent must present a note signed by one of his parents to the Dean's Office before going to class. A student who misses a scheduled class without authorization is in serious violation of school regulations and will face disciplinary action. Students who are absent from school are ineligible for extracurricular activities. Please see La Salle's class absence policy for the attendance requirements for a one semester and two semester course.

## **EARLY DISMISSAL**

Early dismissal from school is strongly discouraged. Students should arrange all appointments either on holidays or after school. If it is absolutely necessary to be excused early, an early dismissal form must be presented in the Dean's Office before 7:55 am. The form must be filled out in its entirety and state who is picking up the student. If a student will be driving himself, the correspondence must specifically state that information. Students must provide a doctor's note upon returning to school if that is the reason for the early dismissal. Early dismissal forms are available in the Dean of Students Office. Any student leaving school before dismissal must be picked up in the Dean of Students Office or report to the office to sign out in the case he is driving himself.

At no time is a student to call his parent and ask to be picked up. Parents should not communicate with their sons via text message and/or calling them during the school day. All appropriate communication should go through the Dean's Office or the Nurse's Office.

## **ILLNESS and INFIRMARY**

Before reporting to the infirmary, a student must receive permission from his classroom teacher or office personnel. Before a student is sent home due to illness contact must be made with a parent or guardian.

## **EMERGENCY SCHOOL CLOSING**

When severe weather conditions or other unforeseen circumstances place the holding of regular classes in doubt information will be available on La Salle's website ([www.lschs.org](http://www.lschs.org)) and via local broadcast media. The Blackboard Connect message system will send an email and voice message to addresses and phone numbers provided by parents. Please **DO NOT** call the school regarding the closing of school.

In the event of deteriorating weather conditions during the school day, the administration will make a timely decision for an early dismissal. The information will be posted on the same sites listed above.

**Parents should not call school for a student's dismissal. Students who drive to school are expected to stay at La Salle until school is dismissed, even if they live in districts that have sent buses.**

## **SCHOOL DAY**

The school day officially begins at 7:45 AM and ends at 3:00 pm. Buses normally depart between 3:00 and 3:30 pm. Students may not leave the campus during the school day without the permission of an administrator. Students may leave campus after their last scheduled class, but not before 7<sup>th</sup> period. A student dismissed or departing earlier than their last scheduled class must report to the Dean's Office to sign out.

## Additional Information

### IDENTIFICATION CARDS

A La Salle student must carry his I.D. card at all times, including to and from school and at all school activities, home or away. ID cards are distributed to students after Orientation Day each school year. ID cards are required for cafeteria purchases and should be carried at all times, including to and from school and at all school activities, home or away. A lost student ID card will require a replacement card at a cost of \$5.00.

### LOST AND FOUND

Lost and Found is located in the Student Activities Office. Students should turn in found articles or claim lost articles there.

### SCHOOL DANCES

School dances are held several times throughout the school year. Attendance is restricted to La Salle students and female guests. A limited number of tickets are available for each dance. Tickets can only be purchased in the Dean of Students Office at published times. NO ONE will be admitted to a dance without a ticket or a current I.D. NO TICKETS will be sold at the door at the time of the dance. A student who possesses or uses alcohol or illegal substances may be turned over to civil authorities and will be subject to expulsion. Everyone at a dance must obey La Salle staff members at all times. Furthermore, students are to conduct themselves as gentlemen. Inappropriate behavior will not be tolerated.

## FINANCIAL OBLIGATIONS

### TUITION & FEES

La Salle College High School is a Catholic independent educational institution that emphasizes religious values and academic excellence. We depend on full and timely payment of tuition, rather than Church or government subsidies. La Salle makes every effort to minimize fees and tuition increases while providing the very best quality education consistent with Catholic values. When a student registers at La Salle we hold a place for that student; we commit resources to optimize the educational experience of that student; we design staffing, supplies, and programs based on the number of registered students. Each year we forgo potential income by limiting the number of incoming students when we commit a place for your son. **Thus, once a semester begins, \$1,000 will be retained from prior tuition payments should any student be withdrawn in the early days of the term. No tuition will be refunded for that semester for any reason beginning on September 10th for the 1st semester and January 31st for the 2nd.**

Tuition for the 2018-2019 academic year is **\$23,050**. In addition, as applicable:

- **\$520** for grade 12 senior fee (includes retreat, yearbook, and graduation expenses)
- **\$9,400** for David Program tuition
- **\$390** for all those in the instrumental or choral music programs
- **\$1,290 - \$2,490** for those on La Salle's Private Bus Routes

The non-refundable **\$1,000** payment made at initial enrollment acceptance is a tuition credit; registration for grades 10-12 occurs each spring and includes a non-refundable **\$300 fee** collected separately (\$50 is a

rostering fee and \$250 is a credit towards tuition). Application fees collected from prospective students are **non-refundable and are not tuition credits**.

- Scholarship and financial aid credits are divided evenly by semester.
- Returned checks generate a \$15 bank fee, which we pass along.
- Overdue balances cause monthly fees equal to the greater of \$20 or 1% of the balance.
- Financial Aid is available and must be applied for annually. [Visit the Financial Aid page for more information on deadlines and procedures...](#)

### **Payment Option Available to All Students**

**Semester Invoices:** If you do not enroll in the monthly payment plan, you will automatically receive semester invoices from La Salle due in full **July 15 and November 15**; late fee assessments begin on these dates. La Salle does NOT accept credit card payments for tuition, but HES, our monthly vendor will accept credit card payments for BOTH semester and monthly invoices (with a convenience fee attached).

**Monthly installments:** We urge all families who cannot respond fully and on time to semester invoices to please enroll in the April-January monthly payment plan offered through Higher Education Services (1-800-422-0010). There is a \$40 per family membership fee. **To learn more about monthly installments through HES, to download the application, or to access your account, please visit the monthly payment plan.**

All students must meet each semester's obligation on time or must be on time in the monthly HES plan in order to attend La Salle. There are no other special payment plans - please enroll in HES and stay current to avoid loss of student participation privileges. Should an unpaid balance still result, it leads to late fees and loss of both curricular and extracurricular participation, including reception of grades, transcripts, and graduation. If membership in HES is lost, full payment is due to La Salle immediately. If you have any questions, please [contact the Business Office](#).

### **Contact Information**

CFO: Mr. Mark Gibbons	x4841	<a href="mailto:gibbons@lschs.org">gibbons@lschs.org</a>
Controller: Mrs. Kathy Curley	x4842	<a href="mailto:curleyk@lschs.org">curleyk@lschs.org</a>
Asst. Controller: Mrs. Connie Gill	x4843	<a href="mailto:gillc@lschs.org">gillc@lschs.org</a>

### **OFFICE OF INSTITUTIONAL ADVANCEMENT (IA)**

The Office of Institutional Advancement works with the President, faculty, staff, alumni and parents to help establish and maintain broad levels of institutional awareness and philanthropic support for La Salle. The IA Office in Alumni House provides the framework for building strong support and lasting relationships with a variety of constituencies to advance the Lasallian Mission at La Salle College High School. The IA Office is also the first point of contact for the creation and dissemination of all communications, including those on the web and in print, to promote consistent and accurate messages for and about La Salle College High School. For further information, please contact Daniel L. McGowan, Vice President of Institutional Advancement, 215-233-3250 or 215-233-2911, ext. 4809.