**To: Class of 2018**

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**From:** Mr. Kevin P. Whitney, Dean of Academic Affairs

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| **TO-DO ITEMS** |

* **Review Student Policies & Regulations** – Enclosed in this mailing you will find your *Student Policies & Regulations Acknowledgement Card*. Please take the time to review the 2017-2018 School Handbook located on La Salle College High School website. **After your review, please sign the respective Acknowledgement card and then bring it with you to submit to your 1st period teacher on Thursday, September 7th, 2017.** 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 2017-2018 school year will be available on La Salle’s student and parent portals by Monday, August 14th.Be sure to review **both** semester rosters carefully, prior to the start of the new school year.

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| **IMPORTANT INFORMATION ABOUT YOUR ROSTER** |

* **Seniors, be sure you have at least six (6) credits.**
* **Every student is now required to take a scheduled lunch.**
* 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. Please 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 Friday, September 15th. This includes all classes, both 1st & 2nd semester.**

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| **HOW TO HANDLE QUESTIONS ABOUT YOUR ROSTER** |
| Your College 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 your College Counselor and the respective department chair.** They may be reached by dialing 215-402-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. |
| **Department** | **Chair** | **Email** | **Ext.** |
| Art | Mr. Michael Hearn | hearnm@lschs.org  | 4167 |
| English | Mr. Gerard Hartey | harteyg@lschs.org | 4166 |
| Instrumental Music | Mr. Joseph Vettori | vettorij@lschs.org | 4905 |
| Mathematics | Mr. Tom Lang | langt@lschs.org  | 4381 |
| Science | Mr. Stephen Duncheskie | duncheskies@lschs.org | 4159 |
| Social Studies | Mr. Gerald Miller | millerg@lschs.org | 4178 |
| Vocal Music | Mr. Mark Norman | normanm@lschs.org | 4181 |
| World Languages | Mr. William Geiger | geigerw@lschs.org | 4164 |
| David Program | Mr. John Keenan | keenanj@lschs.org | 4853 |
| College Counselor | Mr. Gerard Brett | brettg@lschs.org | 4846 |
| College Counselor | Mrs. Marla Stalone-Johnson | stalonejohnsonm@lschs.org | 4845 |
| College Counselor | Mr. James Sawyer | sawyerj@lschs.org | 4852 |

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| **GENERAL INFORMATION REGARDING** **SENIOR SCHEDULES** |
| The **new schedule and lunch periods**  | * The NEW Regular Bell Schedule has 9 periods every school day. Primarily, this extra period was added so that every student would have a scheduled lunch. **Every student must have a scheduled lunch period and may not schedule extra classes during this period.**
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| **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.** **Seniors who do not meet the Phys Ed II requirement will not graduate.**
* 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.
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| 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.**
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| All Seniors are assigned **a Guidance Counselor and a College Counselor** | * As you should be aware, these two counselors are not the same.
* College Counselors for Seniors were assigned alphabetically by surname and should remain the same, as introduced to you in your Junior year.
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| **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 15th** using the following link located on La Salle’s website: [www.lschs.org/virtualbookstore](http://www.lschs.org/virtualbookstore)
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| **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.** |