**To: Class of 2020**

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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**.
* **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** |

**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. **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** | | | |
| Mr. William Leahy, Sophomore 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, you are required to contact both Mr. Leahy 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.** Personal drop-ins to the Academic Affairs Office can also be effective if a schedule is very complicated. If a student desires to set-up an appointment to meet in person, please be advised to discuss your rationale and options with Mr. Leahy and the respective department chair first, prior to a meeting with Mr. Whitney. | | | |
| **Department** | **Chair** | **Email** | **Ext.** |
| Art | Mr. Michael Hearn | [hearnm@lschs.org](mailto:hearnm@lschs.org) | 4167 |
| English | Mr. Gerard Hartey | [harteyg@lschs.org](mailto:harteyg@lschs.org) | 4166 |
| Instrumental Music | Mr. Joseph Vettori | [vettorij@lschs.org](mailto:vettorij@lschs.org) | 4905 |
| Mathematics | Mr. Tom Lang | [langt@lschs.org](mailto:langt@lschs.org) | 4381 |
| Science | Mr. Stephen Duncheskie | [duncheskies@lschs.org](mailto:duncheskies@lschs.org) | 4159 |
| Social Studies | Mr. Gerald Miller | [millerg@lschs.org](mailto:millerg@lschs.org) | 4178 |
| Vocal Music | Mr. Mark Norman | [normanm@lschs.org](mailto:normanm@lschs.org) | 4181 |
| World Languages | Mr. William Geiger | [geigerw@lschs.org](mailto:geigerw@lschs.org) | 4164 |
| David Program | Mr. John Keenan | [keenanj@lschs.org](mailto:keenanj@lschs.org) | 4853 |
| Sophomore Guidance Counselor | Mr. William Leahy | [leahyw@lschs.org](mailto:leahyw@lschs.org) | 4850 |

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| **GENERAL INFORMATION REGARDING**  **SOPHOMORE 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.** |
| **Phys Ed II** is listed among your courses | * This is an “unscheduled” course and you will see it listed on your roster in period 10. * 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. Leahy will re-explain this policy at the beginning of school in your Group Advisory class. * **Remember, although as a freshman you likely earned 0.5 of your 1.0 credit La Salle requirement, you still have an outstanding P.E. balance. If you participated in music or art as a freshman your likely outstanding credit balance is 1.0!** You need to pay attention to this and address it in the most convenient and enjoyable way possible or it may come back as an unfulfilled requirement as an upperclassman. |
| Your roster has themusic class titled **Instrumental Instruction** | * **If you are rostered for Instrumental Instruction, you need to report to Mr. Vettori or Mr. Ciccimaro during the first A-F cycle.** You will be reminded of this at the sophomore orientation assembly, and throughout the first week of school. * This music course is considered a “phantom” class with no official meeting time, place, or teacher. * This course is, however, listed on your roster during homeroom for attendance purposes only; you DO NOT have music instruction at this time. * Mr. Vettori or Mr. Ciccimaro will assign you to a meeting time, place, and teacher based on mutual convenience and availability. Both teachers are found in the music wing of the building located in La Salle’s West Wing. Please make sure you take care of this responsibility so that your music instruction can begin ASAP. |

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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) |
| **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.** |