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2018-19 SCHOOL HANDBOOK

THE ADMINISTRATION OF LA SALLE HIGH SCHOOL MAINTAINS THE RIGHT TO AMEND, MODIFY, OR INTERPRET ANY AND ALL GUIDELINES CONTAINED WITHIN THIS 2018-19 HANDBOOK.

SCHOOL OVERVIEW

MISSION

As a Catholic school in the Lasallian tradition,
La Salle High School prepares young men to achieve their full potential
in body, mind, and spirit.

VISION

Students will be guided to live as disciples of Jesus Christ.

BELIEF STATEMENTS

We believe in the Lasallian core values of Faith, Service, Community, Scholarship, and Leadership.

- **Faith:** We are Catholic in faith, Lasallian in tradition, and respectful of all beliefs.
- **Service:** We integrate service and reflection into the student curriculum and the professional development of our employees.
- **Community:** We respect the dignity of each person and provide a welcoming, supportive, and safe atmosphere.
- **Scholarship:** We develop lifelong learners and provide a rigorous, research-driven, student-centered curriculum.
- **Leadership:** We produce men of virtue equipped with the skills, confidence and experience to lead themselves and their communities.

ACADEMICS

GRADUATION REQUIREMENTS

Students of the Class of 2019 will need 25.75 credits; and the Classes of 2020 and beyond will need 25 credits consisting of 4 English credits, 4 Mathematics credits (must include Algebra II), 3 Social Studies credits (must include American History and Government/Economics), 3 Science credits (must include at least 1 credit each in a life science and in a physical science), 1 Fine Arts credit, 0.5 Physical Education credit, and 0.5 Health credit. In addition, students are required to have earned a Religion credit for every year they are a student at La Salle High School. Students who take HP and ACP English are required to include at least 2 consecutive credits of the same foreign language during their freshman and sophomore years as part of their minimum graduation credits. There may be additional requirements at specific academic levels.

Additional graduation requirements:

- Each student is required to make a La Salle junior-year Kairos retreat.
- Each student must perform a minimum 60 hours of Christian Service and do an annual Christian service learning paper requirement.
- Each senior must complete a required senior service initiative and Senior Declaration. See the “Campus Ministry - Christian Service” section for further details.
- Students must accumulate the necessary points on State of Ohio required testing and other criteria, as determined by the State. **Specific details can be found in Course Guide Booklet.**

ACADEMIC POLICIES

Student Expectations and Responsibilities

A major principle found at the basis of a Lasallian education is to provide students with the knowledge and skills to aid them in being highly successful in post-secondary educational opportunities and their chosen careers.

Homework: We believe that homework is an essential part of the learning process. It supports and reinforces classroom activities. Homework takes many forms depending both on the subject and the academic level of the course. Students should anticipate spending a minimum of 2 hours per weekday evening and 3-4 hours over a weekend doing homework and studying.

Late, missing, or incomplete homework: Students must submit assignments fully complete, in a manner satisfactory to the teacher, and on deadline dates as determined by each teacher. Late assignments may only be accepted at the discretion of the teacher.

Failure and Make-up of Academic Credit

Any freshman, sophomore or junior who at the end of the school year has failed more than three credits (required or elective) is subject to not being permitted to return to La Salle for the following year. Students who, for any reason, do not qualify for promotion by earning the minimum credit requirements and passing all required (non-elective) courses needed for graduation, may be denied admission for the following year.

Students who do not pass courses during the school year may be denied admission for the following year if the required credits are not made up through:

- 1 Remediation of the course at a school that offers “Summer School” to recover the credit.
- 2 Remediation of the course through a certified online school to recover the credit.
- 3 Remediation of the course through tutoring by a teacher holding a Ohio license in the content area with 9-12 certification adhering to the ODE requirements for credit recovery.

The credit must be recovered prior to the beginning of school the subsequent school year. All make-up of credit must be arranged by the student and his family with the approval of the guidance department at the student's/family's expense.

The recovered credit will be added to the transcript only after acceptable documentation has been received and approved by La Salle High School indicating the credit has been recovered. Both the original failed grade and the recovery grade will be included on the transcript and both grades will be included in the calculation of the GPA and Class Rank for the student.

The principal reserves the right to make all final decisions on an individual basis regarding the eligibility of a student returning to La Salle following an unacceptable school year of academic performance.

Cheating, Plagiarism, and Testing Discrepancies

Homework, tests, and other assessments are key components in determining student GPA, class rank, and qualification for potential scholarships. Therefore, it is important that all students have an equal and impartial environment to demonstrate their abilities. Thus, any forms of academic cheating, plagiarism, copying other student's work, passing off someone else's work as one's own, obtaining credit for work not completed, or permitting others to cheat/copy one's work in any format jeopardizes the rights, academic welfare, and integrity of all La Salle students, and is contrary to many of the values that our students need to learn. Consequences due to these inappropriate actions will be determined by the Assistant Principal, including zero credit for the work; notification to parents; meeting involving the Assistant Principal, parent, student, and/or his guidance counselor; suspension for a period of time or loss of privilege to participate in co-curricular activities or to hold certain leadership positions where integrity is a criteria; demerits; morning or afternoon detention; extended afternoon detention; probation; or suspension.

Schedule Changes

In order to allow time for proper planning, students and parents are asked to make course choices well in advance of the next school year. These choices are finalized on the basis of thorough student, teacher and parent consultation, examination of the Course Guide booklet, and opportunities for student-counselor-parent conferences. First priority is given to the five core courses (Religion, Science, Mathematics, Social Studies and English) for all students. Electives are then scheduled with priority order given to seniors, followed by juniors, sophomores, and freshmen. While every effort is made to provide students with their top choices, this is sometimes impossible. Students requesting a schedule change for any class after the selections have been finalized will be subject to a \$50.00 fee for processing the schedule change.

Co-curricular or Out-of-class Activity Eligibility

Any student is fully eligible to participate in all co-curricular activities, including interscholastic athletics, unless he is ineligible for academic or disciplinary reasons or he is ineligible according to Ohio High School Athletic Association by-laws.

Furthermore, in order to be eligible to participate in any co-curricular activity, either athletic or non-athletic, a student in grades 9-12 must be currently enrolled, must have been enrolled in school the immediately preceding quarter, and must have received passing grades during that preceding quarter in a minimum of 5 one-credit courses or the equivalent, each of which counts toward graduation. Summer school grades earned may not be used to substitute for failing grades from the last quarter of the regular school year. In addition, a minimum overall average of greater than or equal to 69.5% in a preceding quarter is required for students to participate in any of the co-curricular activities (athletic and non-athletic).

There are numerous additional Ohio High School Athletic Association by-laws which govern the eligibility and participation of students in interscholastic athletics. All of the OHSAA eligibility requirements can be referenced by either going to their website www.ohsaa.org or by asking our Athletic Director.

Field Trips

If a group of students is scheduled for a field trip, a teacher of a class in which a student is doing poorly may elect to deny a student permission to attend the field trip if the field trip involves the student missing that teacher's class.

ACADEMIC PLACEMENT

Classification

Students are classified in accordance with the following minimum credit requirements:

Freshman = 8th grade promotion

Sophomore = 5.5 credits

Junior = 11.75 credits

Senior = 18.75 credits

Graduation = 25 credits

Academic Placement and Course Levels of Difficulty

La Salle is a college preparatory high school that is comprehensive in nature. Courses are assigned levels of difficulty and students are placed by the school's professional staff in these courses according to the following ability levels:

- Honors and Advanced Placement (HP & AP): Rigorous courses - some of which are Advanced Placement courses or college credit courses through either an articulation arrangement between La Salle and various universities or post-secondary option opportunities. These courses are designed for students who excel and pursue the highest academic achievement
- Advanced College Prep (ACP): Accelerated courses aimed to prepare students to excel in college.
- College Preparatory (CP): Courses geared to provide students with the skills necessary for collegiate success.

An adjustment in the level of courses being taken by a student may be initiated through the recommendation of his teachers or counselor.

Advanced Placement & Other College Credit Options

There are several ways for students to earn college credits during their years at La Salle High School. These include AP tests; dual credit programs with universities/colleges; advanced standing credit; and through College Credit Plus. **Specific details can be found in Course Guide Booklet.**

Students are encouraged to give serious consideration to the benefits that may be derived from the self-discipline of careful preparation for an Advanced Placement Test, and also from the possibility of advanced placement in the student's freshman college program. AP Courses offered are United States History, English Literature & Composition, English Language & Composition, Spanish Language & Culture, French Language & Culture, Government and Politics: United States, Calculus AB, Calculus BC, Statistics, Physics C Mechanics, Chemistry, Biology, and Human Geography.

La Salle High School requires that all students enrolled in Advanced Placement course(s) participate in the related May Advanced Placement exam(s). The Advanced Placement Program is a quality one and it is believed that our students and school benefit from participation in the program. A fee is charged for each Advanced Placement Test taken.

Any student who is interested in dual credit programs and the College Credit Plus program should discuss these outstanding opportunities with his school counselor before the end of January. Ohio's College Credit Plus can help student earn college and high school credits at the same time by taking college courses from community colleges or universities. The application process takes place during the spring semester. The acceptance decision is up to the community college or university of the student's choice.

High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. All College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement.

Student athletes must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five one-credit courses or their equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Students must check with their counselor to ensure that the coursework they are taking is compliant the OHSAA.

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA.

GRADES

Grade Indications

A = 90 - 100% indicates outstanding work.

B = 83 - 89% indicates above average work.

C = 75 - 82% indicates average work.

D = 70 - 74% indicates below average work.

F = Below 70% is considered a failing grade, and indicates that the student does less work than the minimum required in class, or does work of very poor quality.

Incompletes are not given. At the end of a quarter, grades are determined based on work completed by that date. On rare occasions (e.g., a family tragedy or a serious illness or accident verified by a physician), a student may be granted an opportunity by the Assistant Principal to complete required work resulting in a grade change. The time limit for completing this work will be five school days after the end of the quarter, unless specified otherwise.

Grade Averaging

For purposes of grade averaging, each quarter grade is assigned double value and the final exam grade is assigned single value. In averaging for a semester, the total is divided by five if an exam is given or by four if an exam is not given. In averaging for the full year, the total is divided by nine if an exam is given or by eight if no exam is given. In all courses, the final average for the course will determine whether the student has passed or failed that course. Separate credit for individual semesters of full-year courses will not be granted.

Comprehensive Examinations

La Salle second-semester comprehensive examinations are administered in all year-long English, math, science, social studies, religion, and foreign language courses at the end of the school year. Students should realize the seriousness of these exams and plan plenty of time for extensive long-range reviewing and studying. **Each exam in year-long courses counts for 1/9th of the final average for that course.** Seniors only: a senior may be exempted from a La Salle second-semester comprehensive examination in a given subject if he has earned a year-to-date average of at least 89.5% through the 4th quarter and has the approval of his teacher and the administration. Even if a senior is exempt from an exam, he may still elect to take it. He must realize, however, that the exam will count regardless of the grade he earns. Missed comprehensive examinations are to be made up at the discretion of the teacher. Any student who deliberately skips an exam will be considered as truant (i.e., zero for exam and other possible disciplinary consequences). Any senior that is truant must take all exams.

Grade Point Average (GPA)

90%+	= 4.00	89%	= 3.86	88%	= 3.71	87%	= 3.57
86%	= 3.43	85%	= 3.29	84%	= 3.14	83%	= 3.00
82%	= 2.88	81%	= 2.75	80%	= 2.63	79%	= 2.50
78%	= 2.38	77%	= 2.25	76%	= 2.13	75%	= 2.00
74%	= 2.00	73%	= 1.75	72%	= 1.50	71%	= 1.25
70%	= 1.0	69% or below	= 0.0				

La Salle uses this 4-point scale for determining and reporting unweighted GPA for transcripts and other needs. However, certain agencies (e.g., some colleges, technical schools, scholarship/financial aid granting agencies, NCAA, etc.) may recalculate or request a revised unweighted GPA using a straight four-point scale (100-90% = 4; 89-83% = 3; 82-75% = 2; 74-70% = 1; 69% or below = 0).

Note: any classes which are graded pass/fail are not included when determining GPA.

In addition to unweighted GPAs, La Salle also reports weighted GPAs. For weighted GPA calculations, College Board AP courses and dual-enrollment courses are based on a 5.0 scale (add 1.0 to each GPA on the 4-point scale); Honors courses are based on a 4.5 scale (add 0.5 to each GPA on the 4-point scale); and all other courses with numerical grades are based on the 4.0 scale. Universities, colleges, scholarship committees, and other outside entities determine which GPA they use for their needs.

Honor Roll

The Honor Roll is published quarterly. All report card quarter grades are included in honor roll averages except classes which are graded pass/fail. Honor Roll is figured on a straight numeric average. No student can make honor roll and have a grade below 80%.

First Honors: grade average equal to or greater than 89.5%.
Second Honors: grade average equal to or greater than 82.5%.

Academic Excellence: an annual award presented to any student who makes First Honors three out of four times during that school year.

The following Honor Certificate awards are cumulative and are awarded to seniors:

Bronze: Student must make honor roll 3 of 4 times in any 1 year.
Silver: Student must make honor roll 3 of 4 times in any 2 years.
Gold: Student must make honor roll 3 of 4 times in any 3 years.
Platinum: Student must make honor roll 3 of 4 times in all 4 years.

Rank in Class

Class rank will be used for internal purposes only in determination of Valedictorian and Salutatorian. For purpose of calculating rank in class, final averages for all courses attempted, including summer school courses, are assigned the following grade point values on a 4.5 point scale:

97-100% = 4.50	89-90% = 3.50	81-82% = 2.50	73-74% = 1.50
95-96% = 4.25	87-88% = 3.25	79-80% = 2.25	71-72% = 1.25
93-94% = 4.00	85-86% = 3.00	77-78% = 2.00	70 % = 1.00
91-92% = 3.75	83-84% = 2.75	75-76% = 1.75	69 % or below = 0.00

Course levels of difficulty are assigned the following multiplication factors:

HP: 3.5 ACP: 2.5 CP: 2.0

To calculate rank in class, the grade point value of each course attempted is multiplied by the course level multiplication factor, and then multiplied by the number of credits for that course. These products are totaled and then divided by the total number of credits attempted. (Note: all courses that are graded pass/fail are not included when determining class rank.)

To be eligible for the distinctions of valedictorian, salutatorian, and top 10 academic seniors, a senior must have been a student at La Salle for all 16 quarters of his four high school years. Final class rank for seniors is determined only after the senior year has been totally completed. However, the valedictorian, salutatorian, and top 10 academic seniors must be identified in May before the end of the school year. Thus, the ranking for these distinctions will be determined on April 30 (or sooner if deemed necessary by the administration) of the senior year based both upon all courses previously completed and upon the year-to-date averages as of April 30 (or sooner if deemed necessary by the administration) for all senior year courses currently in progress as though those courses had fully concluded at that time.

Report Cards and Parent-Teacher Communication

Parents are notified at the end of each quarter once quarter grades are finalized in PowerSchool. Following the fourth quarter, report cards are e-mailed home.

Ongoing communication regarding student progress is a shared responsibility – student, teacher, and parent. The first level of responsibility is for the student to keep his parents fully informed of his progress. Furthermore, it is the student's responsibility to check Moodle daily and the parents' and student's responsibility to check PowerSchool daily for grades and other information posted there.

Parents are also encouraged to communicate directly by phone or e-mail with any of their son's teachers regarding areas of concern. If a parent leaves a message for a teacher, know that the normal expectation is that the teacher will respond back by the end of the next school day.

Moodle & Powerschool

We use Moodle for posting course resources and PowerSchool for posting grades. When a teacher assigns homework or any other course work, it will be posted online. Students who are absent should access this information and be prepared for the next class.

In PowerSchool, grades are viewable by both students and parents. Minimally, grades are updated on a weekly basis.

Access to PowerSchool is through the use of a username and password. Passwords are provided at the beginning of the school year. If you have any questions regarding passwords, please email mainoffice@lasallehs.net.

Post-High School Entrance Requirements / Transcripts

Post-high school entrance requirements vary depending upon the college and the degree program chosen by a student. Each student and parents should consult with the son's guidance counselor for advice regarding all college prerequisites and be aware of these expectations as a student selects his high school academic coursework. All requests for transcripts must be directed to the Guidance Office.

Additionally, NCAA imposes certain academic requirements in order to achieve college athletic eligibility. Students and parents are encouraged to visit the NCAA Eligibility Center through the NCAA website www.ncaa.org. Furthermore, students and parents should visit the list of La Salle's NCAA core courses which are posted at <http://web1.ncaa.org/hsportal/exec/hsAction>. Enter our school CEEB code 361021.

ATTENDANCE

GENERAL ATTENDANCE POLICIES

Regular attendance by all students is viewed as an essential component of La Salle's educational program. Family vacations resulting in students missing school time are strongly discouraged due to the disruption of the academic process and will count against daily attendance.

School Day: The school day for all students, regardless of individual schedules, runs from 8:00 a.m. until 2:40 p.m. Parents are asked to make every attempt to avoid scheduling appointments during this time.

In accord with La Salle's educational philosophy, compliance with attendance requirements is viewed as an important element of each student's education and growth in responsibility and maturity. Failure to follow attendance policies may result in disciplinary action.

PROCEDURES FOR REPORTING ABSENCES

- 1) Notify La Salle:** La Salle must be notified **each** day that a student will not be in attendance. A parent/guardian must call (513.741.2662) or e-mail the Attendance office (attendance@lasallehs.net) before 8:00 a.m. to report the student's absence and to indicate the reason; otherwise, the student will be considered truant. **Notification (e-mail or phone) from a student is not acceptable.** When reporting an absence, please state your name, name of the student, reason for absence, and a phone number where you can be reached. Truancy procedures will be followed if a student is absent without notification from an adult. In the event of an absence for extended illness or frequent illness, a doctor's letter of explanation is required. If you have additional concerns or special messages concerning your son's illness, please call the Assistant Principal.
- 2) Note to explain absence:** When a student returns to school from an absence, he must present a written explanation from his parent/guardian or other acceptable source indicating the date and nature of the absence, before school.

ABSENCES

Students are marked either “present”, “absent”, or “truant” during the school day. If a student is not reported absent by a parent/guardian but is not at school, he will be considered truant.

Excused Absences are instances where a student is absent from school and will be marked as “absent.” Some examples include, but are not limited to, the following circumstances:

- Illness - verified by parent or doctor in writing.
- Court appearance as a witness or defendant - verified by a court official in writing.
- Hospitalization - verified by hospital in writing.
- Death in the immediate family - verified by parent in writing.
- College or military induction testing – verified by test supervisor or recruiter in writing.
- College visits - verified by parent in writing and documentation from college official.
- Medical and dental appointments - verified by doctor or dentist in writing.
- Emergency medical treatment - verified by doctor in writing.

Missing School Work Due to Excused Absences – Any student who has an excused absence is permitted to make up the missed work. For each day of school-approved excused absence, a student is automatically granted one day for make-up work.

Truancy is a willful attempt, on the part of the student, to evade the attendance expectations of parent/guardian and the school administration or administrative staff. Students who absent themselves from their assigned program of studies are considered truant. Truancy is of two kinds:

- Truancy from Class/Lunch/Assembly - Truancy from class, lunch, or an assembly is when a student fails to report to assigned activity without prior permission granted by the supervisor, moderator, teacher, counselor, or a member of the administration. Students truant for class/lunch/assembly will receive three hours of detention and/or other disciplinary consequences as determined by the Assistant Principal. Any senior who has been truant in a class throughout the school year is not exempt from any final examination.
- Truancy from School - Truancy from school is when a student fails to report to school or leaves the premises after arriving at school without prior permission from the Attendance Office and without the knowledge and consent of the parents. Truant students will receive disciplinary consequences as determined by the Assistant Principal. Any senior who has been truant throughout the school year shall not be exempt from any final examinations, regardless of his academic standing. Any subsequent truancy from school or from any class by a student may be cause for expulsion.

EXCESSIVE ABSENCES

A student who exhibits a habitual pattern of absences may receive permanent zeroes on tests, quizzes, and assignments missed (exceptions can come from guidance or administration). A student who exhibits a habitual pattern of absences will meet with Administration. Parent meetings may also be necessary. If a student is absent due to truancy, no credit will be given for any missed work/test.

TARDY/LATE ARRIVAL POLICY

Every student is expected to be in his first block class when the bell rings to start the school day and to make transportation arrangements that will guarantee his punctuality.

Procedures of Discipline and Penalties for Being Tardy/Late Arrival:

The school day begins at 8:00 a.m. a student is "Tardy" if he arrives to his first block class after 8:00. Any student who is tardy or late is to report to the Attendance Office for check in. If a student is tardy for two classes in the quarter, the third and following tardy/absence(s) will result in the assigning of a detention. The third tardy and up to five tardies will result in a detention being

assigned. If the sixth tardy occurs it will result in ISS (In-School Suspension) being assigned. A student who misses more than 30 minutes of the first class without a parental excuse will incur an automatic Detention.

Missing Work Due to Tardiness or Late Arrival: A student arriving tardy or late regardless of reason should contact or meet his teacher(s) of classes missed on the same day to arrange make-ups at the teacher's discretion. A student who develops a pattern (defined as more than two times per quarter) of being late and missing assignments or assessments (tests, quizzes, projects, presentations, etc.) for a particular class is subject to consequences at the discretion of the Administration working mutually with the teacher(s), including receiving a zero for missed items.

TARDINESS FOR CLASS

Every student is expected to be in class when the bell rings. The teacher will note all tardiness for class. Students who arrive tardy to class must have a pass.

LEAVING CLASS

Any student who leaves the classroom during class is required to sign-out and sign-in upon return and wear the room's Hall Pass Lanyard. For all other cases, employees will use a signed, dated note system in order for a student to go to a different location. On occasion, employees may call a classroom to summon a student – that student should obtain a signed, dated note in order to return to class.

EARLY DISMISSAL POLICY

Parents are asked not to make appointments or to make arrangements that would require their son to miss any class time. A student should bring a note to the attendance office **before school** for a dismissal slip. If a student must have an early dismissal, he will be considered as one-half day absent.

Illness: If a student becomes ill during the school day, his classroom teacher will send him to the nurse. The nurse will contact the parent/guardian and inform him/her of the illness. Students are not to call their parents directly. The parent and nurse will reach a decision if the student should remain at school.

Attendance at and Participation in after-school activities: To participate in or attend any extracurricular activity in the afternoon or evening, a student must be in attendance during the regular class day on that date for a minimum of three consecutive hours. The Assistant Principal must approve any exceptions. Any student who violates this policy is subject to disciplinary action as deemed appropriate by the Assistant Principal.

POLICY FOR COLLEGE VISITS

Any student wishing to visit a college may be allowed a maximum of four visits total spread over his junior and senior years, provided the following is observed:

- A letter from parent/guardian giving permission for the college visit must be presented to the Attendance Office at least one week prior to the date of the visit.
- Upon his return to school, the student must present to the Attendance Office written verification of his visit from an official of the college that he visited.

Any schoolwork missed due to the college visit must be made up by the student. The Assistant Principal will oversee all attendance concerns regarding college visits and any exceptions to the above.

INCLEMENT WEATHER

La Salle High School will post via our website, e-mail, local television stations, and app notification system. Please do not call the main office for delay or school closing information. Students who use public school district bus transportation should check with the provider of that transportation to determine what service will be provided.

Normally, La Salle High School will not dismiss early due to weather conditions. However, if it becomes necessary, an announcement will be posted via our website, e-mail, local television stations, and app notification system.

STUDENT CONDUCT

BEHAVIOR EXPECTATIONS

Respect

Each student must respect oneself, teachers, other school employees, students, and school property. If a student is told to do something reasonable by a teacher or other school employee, he must do it. Any situation without legitimate reason approved by the administration when a student does not obey the direction of a teacher or other school employee is considered a serious matter which will be addressed sternly with disciplinary action by the administration.

Students who attempt to intimidate, assault, or harass a teacher at any time are subject to immediate expulsion from La Salle High School and possible criminal charges.

Staff property - Computers, telephones, and teachers' desks/file cabinets/etc. in the classrooms are for teachers' use. These are off-limits to students and violations will result in disciplinary action that may include possible expulsion, suspension, or hours of detention to be determined by the administration.

Respect for Honesty

Forgery - Any effort to submit false documents or to deceive parents or personnel at La Salle is a very serious matter. In cases where this occurs, the student is subject to suspension. Please note: Parental permission does not relieve the student of the responsibility with regards to forged or altered documents.

Respect for Others

- 1) **Respect for Prayer/Country**– As men of faith, La Salle students are called to complete reverence during times of prayer and National Anthem. This includes stopping if walking, proper and active participation at appropriate times, and removal of head coverings.
- 2) **Respect for Females** –Any student who does not demonstrate complete respect for females will be subject to disciplinary action.
- 3) **Respect for Diversity** –Any student who does not demonstrate complete respect for the diversity of others will be subject to disciplinary action as deemed appropriate by the Assistant Principal.
- 4) **Respect for Others** – All students are called to treat each other in all matters with total care, respect, dignity, and to accentuate the positive gift and value of each other.
- 5) **Quiet Atmosphere** –Screaming, yelling and whistling in halls or classrooms are not permitted. Conversation in the halls between classes should be mild. In order to maintain this quiet atmosphere, students are not permitted in the corridors after classes have begun without an authorized hall pass.
- 6) **Rough-Housing** – Students who engage in rough-housing (physical horseplay, pushing, etc.) will be subject to disciplinary action which may include any or all of the following: detention, parent conference, suspension, and probation contract.

- 7) **Fighting** –Any student who violates the right of others and who fights in school or its vicinity is subject to being suspended from school, depending upon the severity of the fight, and being placed on a probation contract.
- 8) **Weapons** – A weapon is defined to be any material or object that is or can be used to harm, injure, threaten, or intimidate another individual or oneself. (This includes lookalike items and nonfunctional items.) Any student found to have a weapon in his locker or car, or on his person, or has brought such an item onto a bus provided for daily student transportation or for transportation to any school-related events, is subject to immediate expulsion from La Salle and may be turned over to legal authorities for prosecution. This rule is in effect 24 hours per day, seven days per week.
- 9) **Inappropriate Language, Gestures, Drawings** – Our students are expected to behave as Christian gentlemen, we will not condone or tolerate the use of profanity, offensive gestures, or the drawing of inappropriate pictures on one’s own property or on the property of the school or another student.
- 10) **Neighbors** – La Salle is located in a residential community and there is a need to respect the privacy and quiet of our immediate neighbors.
- 11) **Harassment** – Harassment, bullying, hazing, spreading of rumors and threats against a student, faculty, staff member or another individual are never condoned by La Salle High School. Harassment in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual orientation, is prohibited. Harassment is defined as unsolicited, offensive behavior. It includes jokes, insults, innuendo, propositions, or threats – and nonverbal gestures, touching, assault or the display of pictures or other visual material. Such actions are un-Christian and contrary to the principles of La Salle High School. Some further examples, though not all the possibilities, of what constitutes harassment include:
 - using sexual, racial or ethnic slurs against a student, faculty, staff member, or others
 - posting or distributing written or graphic material that is derogatory of a person
 - defacing property in a way that is derogatory of a person
 - verbal or physical actions meant to bully or threaten other students or adults
 - verbal and non-verbal communication that harasses an individual because of the individual’s race, ethnic identity, color, sex, sexual orientation, religion, handicap, age, ability, etc.

If students are the victim of or witness any harassment, they should talk to their parents, teachers, counselor, or an administrator about what they have experienced or observed. It is important to file a written complaint with a counselor if students believe they have been harassed or witnessed the harassment of another individual. An administrator will review and investigate the complaint. Appropriate action will be taken consistent with the policies of La Salle High School and governmental laws. Students who harass other students or adults are subject to disciplinary action including possible hours of detention, suspension, probation, or expulsion to be determined by the administration.

Respect for Property

- 1) **Cleanliness of the School Building** –Students are expected to help keep the classroom and corridors clean by picking up materials that may have been carelessly discarded.
- 2) **Building property** – Students are not to regulate any furnace or air-conditioning thermostat controls. They should not operate school-owned electronic equipment or adjust any window shades, except at the direction of a teacher or staff member.
- 3) **Eating & Drinking** – Except for water in a clear container, all other food and drink is restricted to the cafeteria only and should not occur in hallways or other rooms on campus except on very special occasions with teacher supervision. Open food containers or partially consumed food items, including drinks, must not be stored in student lockers.
- 4) **Book Bags** – Book bags may not be carried about the school. Bags are to be placed in the student's locker before the first block of the day and are to be taken out only when the student is leaving the building after his last block. Students may use a drawstring bag to carry athletic clothes to the De La Salle building for physical education classes.
- 5) **Public Transportation/Busses** – Students of La Salle are always representatives of their school. Proper behavior on public vehicles is required of La Salle students. If misconduct on public transportation is reported, it will not only be dealt with by the

school and student's parents, but also by transportation authorities and the police. A student who damages bus transportation or other public property is subject to serious disciplinary action, including expulsion from La Salle.

- 6) **Vandalism, Graffiti, Inappropriate Drawings** – Any student who vandalizes, marks graffiti, or makes inappropriate drawings on desks, lockers, walls, planners or books; or destroys, damages, or defaces any school property or the property of others is subject to one or more of the following procedures:
 - He will be held accountable for proper restitution of the estimated cost of the damage.
 - He may be required to clean, paint, or repair the damaged property.
 - He will be assigned detention hours, and in cases of more major or persistent actions against this code, is subject to serious disciplinary action, including parent conference, probation, suspension, and possible expulsion from La Salle.
- 7) **Theft** – Any student or group of students involved in any theft of school or student property or being in possession of stolen property is subject to serious disciplinary action, including possible expulsion from La Salle, may be handed over to legal authorities for prosecution, and is liable for restitution.
- 8) **Fire, False Alarms, Fire Equipment Abuse** – Any student who deliberately sets a fire on school premises, sets off a false alarm, reports falsely the threat of a fire or explosion, or who tampers with fire alarm equipment, extinguishers or extinguisher cabinets, is subject to serious disciplinary action, including expulsion from La Salle and will be reported to the proper authorities for prosecution. This rule is in effect 24 hours per day, seven days per week.
- 9) **Fireworks** – Possession and/or use of fireworks and smoke bombs is a serious offense and the possession of such items is a threat to the safety of the La Salle community. In the use or possession of the above items, the student is subject to serious disciplinary action including possible expulsion from La Salle. This rule is in effect 24 hours per day, seven days per week.
- 10) **Red “Classroom Go-Kits”** – The red emergency “Classroom Go-Kits” backpacks are to be used or handled by faculty and administration members only. This rule is in effect 24 hours per day, seven days per week.

On or Off Campus Behavior

Whether on or off campus, certain types of behavior that are unacceptable, whether or not related to school, include, but are not limited to, those which are harmful to La Salle's reputation, which are not aligned with our school's values or mission statement, which create unrest, discord, or discontent in the La Salle community, which affect the safety and good name of others, or which are illegal or criminal, whether or not resulting in arrest.

Dress and Grooming Policies

The administration reserves the right to make all final decisions on what constitutes appropriate dress and grooming on an individual basis. The following dress and grooming code is in effect for the entire school day (defined as from the time the student enters the building in the morning until 2:40 p.m.), from the first day of school until the last day of school, including exam days. Therefore, students are required to arrive at school clean-shaven and properly dressed.

Pants Options - Clean and neatly pressed pants are the only acceptable pants.

Long Pants: Khaki, black, navy blue, gray, or olive green colored dress pants, Dockers-style pants, or corduroy pants are permitted. Other styles such as pants with elastic in the bottom, sweat pants, nylon pants, cargo pants, Levi's, denims, or jeans are not permitted.

Shorts: May be worn from the start of the school year until October 1, and again from April 15th until the end of the school year.

Khaki, black, navy blue, gray, or olive green colored dress shorts are permitted. Shorts must be hemmed Bermuda style, no longer than knee-length. Other styles such as jean-shorts, cargo shorts, cut-offs, or athletic shorts are not permitted.

Belts & Accessories - Students must wear a belt, and the belt must be clearly visible at all times; therefore, the shirt must be completely tucked into the pants. In addition, the belt must be in to the belt loops with the end not permitted to hang down. Pants/shorts must be worn at the waist. Students are not permitted to wear their pants/shorts so that "belt" level would be below their waist. Suspenders are not permitted.

Shirt Options - All shirts must be properly fitted and completely tucked into the pants/shorts at all times. Shirts must be neat, clean and free of rips, tears and holes. The following are the acceptable options for normal daily wear:

1. A short or long-sleeved polo shirt embroidered with any La Salle approved branding purchased through the spirit shop or obtained through an official school activity.
2. A short or long-sleeved button-down Oxford dress shirt with any La Salle approved branding purchased through the spirit shop or obtained through an official school activity.
3. A button-down Oxford dress shirt, short- or long-sleeved, without any logos or emblems.

Undershirts - Only solid colored undershirts or turtlenecks may be worn under any of the above shirt options.

Shoes - Only low cut dress shoes and normal gym shoes are acceptable. Sandals, slip-on gym shoes, moccasins, clogs, and slippers are not permitted.

Socks - Socks must be visible above the shoe top.

Outerwear Options - The following are acceptable outerwear items during the school day:

1. Any La Salle approved branded dress sweater, La Salle approved branded non-hooded sweatshirt, La Salle approved branded sweater vest, or La Salle approved branded ¼ or full zip all purchased through the spirit shop or obtained through an official school activity.
2. A non-distracting, solid-color crewneck or V-neck dress sweater that is fitted at the waist.

Note: Any outerwear item must be worn over an acceptable shirt option with the collar of the shirt showing.

Jewelry - Students are permitted to wear a non-smart watch or class ring as well as a small Cross or Crucifix outside the shirt. No other jewelry is permissible. No earrings or other body piercing are allowed. If the student is wearing a non-approved necklace or chain outside the shirt, or if a student is wearing a body piercing ring or rod, the item will be confiscated by an employee and turned over to the Administration. This rule is in effect throughout the school day and at special events as determined by the administration.

Hair styles and facial hair -

- A student's hairstyle should be in keeping with the seriousness of his education and his self-development and should not detract from a serious academic atmosphere in the school. Hair should be neat, well groomed, clean and combed, as determined by the Administration.
- Hair over the eyes, hair that is inappropriately dyed, hair that is unusually cut, hair that has designs shaved into it, or other inappropriate hairstyles as judged by the Administration are not acceptable.
- Students must be clean-shaven; no mustaches, beards, goatees, or sideburns past the bottom of the ears are allowed. Repeat offenders will be suspended and sent home until in compliance with the facial hair policy.

Tattoos - If a student has a tattoo, it may not be visible during the school day and the student will have to have it covered.

Hats and Sunglasses - Hats and sunglasses are not to be worn in the school building during the school day.

Coats and Jackets - Coats and jackets are to be stored in the student's locker during the school day. The only exception is for students going back and forth from the main building to the De La Salle building. A student should get his coat from his locker immediately prior to going to the De La Salle building and return it to his locker immediately upon his return.

Student Photo ID - A student must wear his student photo ID on a school-provided lanyard or clip from the moment when he walks in the door until 2:40 p.m. The photo ID and lanyard are to be worn around the student's neck. They must be visible on the outside of his clothing and on the student's front, located at chest height or higher. The photo ID cannot be altered in any manner. If a student loses his photo ID, a new one may be purchased in the Main Office for a \$10 fee.

For Friday/Spirit Days - A student is either to wear normal school attire or wear upper body La Salle spirit wear in order to participate in the Friday Spirit Day. The spirit wear must be worn as the outermost piece of attire and must be in the condition that it was given to the student or purchased in the spirit shop without any tears, missing sleeves, or writing. All other dress code rules are in effect.

For Specified Days of Business Attire - All students are to wear a short or long-sleeved button-down Oxford dress shirt (any color) and tie instead of the school day polo shirt for the entire school day. All other dress code policies remain in effect.

For out-of-uniform days - On these special days declared in advance by the Administration, a student may wear any La Salle clothing, or other clothing as determined by the administration. Students may also choose to wear normal school attire. All other dress code rules are in effect.

Violations of the dress and grooming policies are subject to referrals. Students will be given appropriate dress code items for a fee if they are available or will be asked to shave. Students that violate this policy multiple times will be removed from the classroom and the parent will be required to come to La Salle to correct the situation.

Cell Phones and Other Electronic Devices

During school days, from the time a student enters the building in the morning until 2:40 p.m., he may carry his cell phone on his person, but it must be turned off, not used, and kept in his pocket unless instructed by a teacher to do something different with it. Any use of a cell phone during this restricted time, unless instructed to use it by a school employee, including, but not limited to, texting, ringing, calling, listening to music, or playing games, will carry detention consequences. The school employee who observes the cell phone use will confiscate the phone and give it to the Attendance Office. The student may pick up his cell phone in the Attendance office along with a detention at 2:50 p.m. If a student exhibits a repetitive behavior of using his cell phone during restricted time, he may receive additional discipline consequences as determined by the Assistant Principal and may lose temporarily or permanently the privilege of carrying his cell phone on his person during restricted times.

Parents, **DO NOT** call or text your son on his cell phone during the restricted time. If you do, he may be subject to disciplinary action.

All other electronic devices, except for calculators and student tablets, are not to be used or carried any time during the school day. Any non-classroom audio, video, or photographic image recording by students is not permitted on campus or at a school event unless approved by the administration. Classroom audio, video, or photographic image recording by students is permitted only with the teacher's consent and direction. Any violation of these policies will result in severe disciplinary action as deemed appropriate by the Assistant Principal.

Electronic Posting and Social Media

Students may not post any images, videos, or audio of students, parents or employees of La Salle High School on the Internet without the consent of that individual and—in the case of students—his parent/guardian. Any posting at any time by a student or someone associated with that student on any blogs or the Internet or electronic social media sites (e.g., Facebook, YouTube, Twitter, etc.) which contain direct or implied content about La Salle High School or individuals associated with the school that the administration of the school deems inappropriate must be removed immediately and the student will face suspension with possible expulsion.

DISCIPLINE PROCESS

General Discipline Guidelines

Behavioral Expectations: An important goal of La Salle is to help the students develop a commitment to a Catholic Christian lifestyle. To achieve these ends, certain guidelines for student behavior are hereby outlined. The basic rules of common sense, of mature behavior, and of respect for other people should always be the norm for every student's behavior. The spirit that underlies all of the following rules is directed toward the growth of every student so that he will develop mature and responsible behavior that goes beyond merely keeping the rules.

When students enroll in La Salle they understand and agree that the school reserves the right to exclude them from any school function or activity at any time if their conduct, attitude or academic standing is regarded by the school administration as unacceptable.

At the end of each school year, student disciplinary and academic records will be reviewed by administration. If a student's record is found to be unacceptable, he may not be permitted to return for the following year.

The administration reserves the right to make all final decisions regarding appropriate student conduct and consequences on an individual basis.

Definitions and Explanations of Disciplinary Actions

The La Salle discipline system is based on a graduation of Electronic Referrals, detentions, suspension (In School and Out of School), disciplinary probation and expulsion that pertain to different levels of offenses. The following is an overview explanation of La Salle's discipline system.

1) Electronic Referral – For certain actions by a student behaving in a manner inconsistent with the disciplinary code, the student will be issued a Electronic Referral by a teacher or by other school personnel. Electronic Referrals are not given lightly and should not be regarded as such.

Depending on the nature of the electronic referral or the number of electronic referrals, students may be subject to further disciplinary action as determined by the Administration.

2) MORNING AND AFTERNOON DETENTION - Detention requires a student to be in school prior to or after the school day and will involve either an academic assignment or work program. Detentions are assigned by the Administration for serious or repeated infractions. **Morning Detention** is from 6:45 a.m. to 7:45 a.m. **Afternoon Detention** is from 2:45 p.m. to 3:45 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays. The student must be present for detention as assigned and scheduled; failure to do so will make the student subject to additional disciplinary action. Participating in a co-curricular activity does not excuse any student from serving detention on an assigned day. Students who arrive late for detention may be assigned an additional detention.

Note: In addition to electronic referrals and detentions, teachers may require a student to stay after school for academic or disciplinary reasons, but it should not occur on the same afternoon of the day when the student was informed of the punishment.

3) SUSPENSION - Suspension serves as a warning that the situation is critical and behavioral change must be forthcoming. The length of the suspension is at the discretion of the Administration. The parent/guardian, counselor and teachers of the student will be notified concerning the suspension. Depending on the reason and nature of the suspension, it may be served off (no academic credit given that day)- or on (academic credit given that day)-campus.

If a student is suspended, the student and a parent or guardian may be required to have a conference with the Administrator. Others, e.g., a teacher or the student's counselor, may be included in the conference as appropriate. The course of action decided upon will depend on the factors involved. Suspensions may result in additional courses of action that may include, but are not limited to: hours of detention and/or service hours, referral for testing or mandatory counseling to seek professional help in order to change or modify inappropriate behavior, recommendation or requirement that parents enter the student into a rehabilitative program, disciplinary and/or academic probation, or expulsion.

Students who are suspended are not permitted to attend or participate in any school function or activity until reinstatement has taken place.

5) EXPULSION - A student may be immediately expelled or asked to withdraw for the following as well as other serious reasons not noted here: violation of La Salle's Alcohol and Drug Abuse policies, damaging school property, stealing, truancy, violation of the terms of disciplinary or academic probation, a second suspension, an act which endangers the safety of others, a consistent pattern of behavior unacceptable to La Salle High School or harmful to its reputation, or a single very grave offense. In the case of an expulsion, the Assistant Principal will inform the parent or guardian that this action is being taken. The parent may request a conference with the Principal and the Assistant Principal. This is the very last measure the school will take.

If a student leaves La Salle High School because of disciplinary action, he may not return to the La Salle campus for a term of no less than one calendar year for any La Salle activity, i.e. games, plays, etc. The student must return all school issued property before leaving the building.

Probation

A student may be placed on probation by the Principal or Administration. Probation is due to serious, unsatisfactory non-compliance by the student in one or more areas, e.g., academics, attendance, discipline, etc. The probation may be temporary (lasting one calendar year or less) or permanent (in effect as long as the student is enrolled in the school). The administration will clearly delineate the reason(s) for the probation, any restrictions during the term of probation, the criteria for removal from probation, and the consequence of non-compliance to those criteria (including, but not limited to, disciplinary intervention, limitation of co-curricular participation or school activities, suspension, or expulsion).

SUBSTANCE ABUSE POLICY AND PROCEDURES

Legal Search

La Salle High School is private property; therefore, the administration of La Salle High School reserves the right to search students, their lockers, and personal property, including book bags, clothing, technological items (including cellphones, tablets, and laptops), and any vehicle, whether owned by the student or not, parked on La Salle property. The search will be made in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed or where the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply, or the school will require that he be withdrawn from La Salle by his parents/guardians.

It should be understood that the school's purpose and desire in conducting a search is to investigate any suspicion and to protect the student population. This search may include the use of dogs in cooperation with local law enforcement personnel.

Substance Abuse

Possession, Carrying or Transporting - Any student found to be knowingly carrying, transporting, or in possession of alcohol, steroids, narcotics, chemicals or other non-prescribed drugs, as well as in possession of drug-related paraphernalia, on campus, or at any school activity on or off La Salle's campus, or during any school-organized transportation to/from school activities is subject to expulsion from school. Additionally, students found to be engaged in the distribution of alcohol, chemicals, lookalike, paraphernalia or other drugs to any person will be subject to police/legal action. Under the Safe School Zone Law of Ohio, delivery or sales of drugs in or within 1000 feet of any school or park is a felony and criminal prison terms are automatically doubled.

Under the Influence - Any student who is on campus, or at any school activity on/ off La Salle's campus, or participating in any school-organized transportation to/from school activities and is under the influence or having used alcohol or non-prescribed drugs is subject to expulsion from school. When a student is not expelled, an alcohol/drug assessment and intervention/treatment program of mandatory counseling will be required.

If the student is required to enter an alcohol or drug intervention program in order to remain at La Salle, he must strictly adhere to the following:

- 1) The school will provide a list of professional assessment facilities and parents **MUST** choose one of these approved organizations.
- 2) A complete professional assessment of his substance problem.
- 3) The results of the assessment must be provided to La Salle High School along with any follow-up counseling or intervention activity in which the student and parents will be involved.
- 4) In order to remain at La Salle High School, the student must follow the recommendations of the assessment, participate in the intervention, and be willing to cooperate fully with the administration regarding the process and future assessments.

Failure to comply with any or all of the above mentioned stipulations will result in expulsion. Additional consequences for violation of La Salle's Substance Abuse Policy may include, but not limited to, the following: exclusion from graduation ceremonies, exclusion or removal from co-curricular activities, suspension.

Breathalyzer/Drug Testing - La Salle reserves the right to use a breathalyzer or a substance abuse sensor at any time an administrator believes a situation warrants, without prior warning to the student. Refusal to submit to testing with a breathalyzer or a substance abuse sensor will be viewed as an admission of guilt by the student and result in the maximum consequences. Additionally, La Salle

reserves the right to require a student to submit to a drug test if the school suspects that the student is under the influence of non-prescribed drugs while on campus, or at any school activity on/off La Salle's campus, or participating in any school-organized transportation to/from school activities.

Tobacco - The use or possession of any kind of tobacco product, e-cigarette, or look-a-like is prohibited anywhere on school premises, as well as on any street, sidewalk, or property adjacent to La Salle, and at all school-sponsored activities regardless of location.

Drug Testing Prevention and Intervention Policy

La Salle High School is committed to a drug-free environment for students, to the prevention of students beginning the use of drugs, and to the intervention and counseling for students who have used drugs. We want all La Salle students to be healthy and safe. Thus, annual mandatory drug testing is in place for all students.

- 1) Students are selected randomly by the nurse. The nurse clips a sample of hair from the student and places it in an envelope. The student seals the envelope and verifies his identification number.
- 2) Hair provides a 90-day window of detection that is accurate, reliable and many times more effective in identifying drug use than urinalysis or saliva tests.
- 3) If a hair sample cannot be obtained from anywhere on the body, then the student is given 90 days to grow it. If he refuses, then the attempt is counted as a positive test. If he medically cannot grow hair on his body, confirmed by his doctor, then the student will undergo an alternate method of testing.
- 4) The collected samples are sent to a drug testing facility for analysis.
- 5) Parents/guardians will be provided the test results by the Counselor.
- 6) Test results are confidential and available only to the student and his parents/guardians by the Counselor..
- 7) The test identifies at least the presence of marijuana (including Ecstasy), cocaine, opiates, phencyclidine, and amphetamines.
- 8) Once tested, the student's name is placed in the general pool for further random testing. It is possible that a student may be tested more than once during a given school year.
- 9) If a student's test result is positive
 - a) The Counselor will meet with the student and his parents/guardians.
 - b) The student is encouraged to receive an external drug assessment, counseling and intervention at the family's expense.
 - c) The student may select an internal mentor who will offer support and encouragement to the student as he is pursuing his external counseling and intervention help.
 - d) A second drug test will be administered approximately 100 days following the assessment, and a \$60 fee is assessed to the family to cover the cost of the second test. Subsequent regular testing may be put into place.
 - e) If the student tests positive a second time at any time during his years at La Salle, his parents/guardians will be expected to withdraw him from La Salle, or he will be expelled.
 - f) If a senior tests positive for the first time during the last 100 days of his senior year, his diploma will be held until his parents provide evidence that they have begun an external drug assessment, counseling and intervention program for their son at the family's expense

SPECIFIC GUIDELINES

La Salle Cafeteria

The cafeteria is equipped to handle over two hundred students at one time. Students may purchase hot and cold lunches. In the morning the cafeteria is open so students may purchase breakfast before school begins.

Basic regulations that must be observed by all students are:

- 1) A student should take his tray to the washing window after he finishes lunch.
- 2) All disposable items are to be placed in the waste containers. Recyclable items (cans and plastic bottles) are to be placed in the recyclable cans.
- 3) During lunch periods all students must stay in the cafeteria until dismissed. The only exceptions are summons slips and passes given by the cafeteria proctors to go to the spirit shop, media center, or locker during lunch.
- 4) The student must clean up all spilled material. Mops and buckets will be provided.
- 5) Students will take turns to see that the cafeteria tables are cleaned after their lunch and chairs elevated following the final lunch each day. Refusal to comply with this policy will result in the student being sent to the Assistant Principal for disciplinary action.

- 6) All food and beverages must be consumed in the cafeteria.
- 7) Students who pack their lunch must not bring any glass beverage bottles.

Food Allergies

Students with known food allergies must be proactive in the care and management of their food allergies and reactions. They should not trade food or utensils with others, should not eat anything with unknown ingredients or anything known to contain the allergen, and must notify an adult and/or nurse immediately if they eat something they believe may contain the food to which they are allergic.

Restricted Areas

Outside of the school day, students should be on campus only when attending a school related function, such as an activity, event, or meeting, under the supervision of a faculty/staff member. Certain areas on school grounds are considered non-student areas at all times. These include, but are not limited to, the south stairwell in the science/library wing, the far west stairwell, maintenance shop, custodial closets, women's restrooms, the restrooms located between the chapel and media center, faculty/staff room, and faculty/staff mailroom. There are other areas where students are permitted only when supervised by a faculty/staff member. These include, but are not limited to, private offices throughout the campus, kitchen area, stadium concession building/garage, the art courtyard, bookroom, gym/stage, locker rooms, parking lot, and the De La Salle Memorial Center. Students are not permitted to use the school elevator unless they have received special permission from an administrator.

School Lockers

All locker **assignments** are fixed; therefore, a student must use the locker assigned to him. If a situation arises such that a locker change is necessary, the student must consult with the Assistant Principal.

- 1) Though all lockers are the property of the school, it is the responsibility of each student to keep lockers that he uses clean and in good condition.
- 2) The administration may enter any locker at any time.
- 3) **Lockers must be kept locked at all times. This is each student's responsibility. Violators are subject to disciplinary consequences.**
- 4) Money and excessively expensive items should NOT be stored in any locker at any time.
- 5) Students are not to share lockers. Students should not reveal their locker combinations to other students.
- 6) Unauthorized entry into another student's locker is considered a major offense against Christian respect. Any student or group of students who tampers with locks or lockers is subject to serious disciplinary action, including possible immediate expulsion from La Salle and will be required to pay for the damage incurred.
- 7) Hallway lockers: Hallway lockers are to be secured with the installed combination lock only. If a hallway locker becomes jammed or broken, the student should inform the Assistant Principal immediately. If the lock on the locker is malfunctioning, the student should remove the contents of his locker and immediately bring them to the Assistant Principal's office until his lock is repaired. Textbooks, lunches, etc. are to be stored in school hallway lockers only. Every student is to clean out his hallway locker after his final exams. Anything left will be discarded.
- 8) Physical education: Students should change clothes in their assigned locker room. Students should use their own padlock to secure their personal property in a locker. At the end of every physical education class, they should remove the lock and their personal property and leave the locker and locker room in a clean condition ready for the next class. **A student should not bring valuables to the physical education locker room. These items should remain in his hallway locker.**
- 9) De La Salle Memorial Center athletic locker rooms: Students should use their own padlock to secure personal property in lockers during practices, games, etc. **A student should not bring valuables to the athletic locker room. These items should remain in his hallway locker or locked in his vehicle after hours.** These lockers must be cleaned out at the end of the season or as directed by a coach or member of the administration. Anything left will be discarded.
- 10) Art room lockers and band room lockers: Students should use school-supplied locks to secure their personal property in lockers provided. These lockers must be cleaned out as directed by a teacher, director, or member of the administration. Anything left will be discarded.
- 11) Unclaimed items and unclean lockers: Anything not claimed by the end of a season or end of a school year will be discarded. All lockers will be subject to a \$25 fee for someone else to clean it out.

While a locker is provided for each student, it is recommended that students do not bring valuable items to school. La Salle High School is not responsible for the loss or damage of any item of a student's personal property brought upon school premises whether or not that item is in a locker. Lost, damaged or stolen items should be reported to the Assistant Principal.

Healthy Campus Environment

La Salle is committed to maintaining a safe, healthy and productive environment for all individuals. To preserve that commitment numerous procedures need to be continually adhered to including, but not limited to, the following:

We enjoy and want to maintain our safe environment. Thus, parents/guardians, guests and students are always encouraged to keep a watchful eye on our school and grounds and report any suspicious or questionable activity on or near campus to appropriate law enforcement authorities and school administration.

Parents/guardians and guests need to abide by the requirement that smoking in all forms is prohibited in any of our school buildings/structures, in any vehicle owned by the school, or in the areas directly or indirectly under the control of our school immediately adjacent to locations of ingress or egress.

Parents/guardians, guests and students are asked to not idle their motor vehicle in our parking lot or drives to prevent exhaust fumes from entering the buildings through open windows and air intake points.

Except for selective pre-approved non-student-focused school functions, alcoholic beverages are not permitted in any buildings on campus. Alcoholic beverages are never permitted in our stadium and on our school parking lot or drives, including personal vehicles.

Parents/guardians, guests and students are advised that La Salle uses a preventative maintenance approach which includes a focus on making the school buildings and grounds an unfavorable place for pests to live and breed. From time to time, it may be necessary for the school to use chemicals to control a pest problem. When chemicals are used, the school will try to use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met. For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. Parents/guardians may request prior notification of specific pesticide applications made at the school. To receive notification, you must annually be placed on the notification registry by submitting your name and email address to the Facilities Manager. The registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any EPA exempt pesticide.

Building Security

For the safety of our students, faculty and staff, several building security measures are in place:

- Students who move between the main building and the De La Salle Memorial Center should use the designated keypad entrances. Students must keep the keypad code completely confidential.
- All exterior doors are locked. Students and adults should not open any exterior door for anyone to enter from the outside, no matter who that person is. All students should enter the main building through the main front entrance or courtyard entrance. All employees have keys to gain access to the building. All visitors should enter the main building through the main front entrance or the business office west side entrance.
- Students may not ask faculty for keys to access areas on campus without adult supervision.
- Students must be supervised at all times during after-school activities and may not leave supervised areas.
- Outside doors to the building should never be propped open, unless they are done so with maintenance approval for special occasions.
- Both the main front entrance and the business office west side entrance are monitored by a security camera to screen visitors and a security buzzer lock system. Unauthorized individuals will not be granted admission to the building.
- The sale of tickets during school hours to external individuals (parents, alumni, community, etc.) will take place in the Athletic Office, Spirit Shop, or designated area.
- Visitors to the school will continue to sign in at the main office desk. Visitors will remain in the main office until someone meets or escorts them to the individual or office on campus they are visiting.
- All students and employees will wear required photo IDs.
- La Salle has an emergency notification system that will be as a quick means of communicating urgent or crisis-level recorded messages to parents and employees. Parents, it is your responsibility to ensure that the main office always has current email

addresses for both parents, as well as home, cell, and private work phone numbers (if available) for both parents. Messages may be sent through the use of different means depending upon circumstances: text, phone, and email.

- Parents, on the Emergency Procedures Form that you complete prior to the start of every school year, you will list the names of non-parents whom you approve to pick up your son from school for any purpose. It is your responsibility to ensure the main office always has a current updated list. The school will not release your son to anyone who is not on the list and who does not provide appropriate identification.
- La Salle uses random drug-dog and gun/firearm trained dog sweeps as a preventative means to ensure our school and community are safe.

The Archdiocese of Cincinnati is committed to providing a safe workplace for its employees and all those who enter its property or premises. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan/Parish property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by the Archdiocese or its administrators, the possession, transfer or use of weapons is prohibited while on Archdiocesan/Parish property or premises, including without limitation, while in Archdiocesan/Parish-owned vehicles. Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, ammunition look-alikes (dummies or duds), explosives, nightsticks, spring-loaded knives, and other objects designated to intimidate or injure people. Any Archdiocesan/Parish employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan/Parish property or premises and may be prohibited from future entry to the Archdiocesan/Parish property or premises.

Student Use of Tools and School Equipment

No student is permitted to be on scaffolding or any ladder taller than a 6-foot step ladder. Students may not use any type of hoisting apparatus or power-driven machinery (other than office machines). Only adults with appropriate and current certification may use power-driven machinery (such as scissor lifts), and must wear the required safety equipment during operation. Any adult using scaffolding or extension ladders are required to use OSHA-approved safety equipment (such as harnesses and hard hats). When using certain tools (e.g., hammers) students must wear safety gear (protective eye wear, gloves, etc.), and may only use those tools under adult supervision.

Signs and Publicity

Signs, announcements and other forms of publicity may be displayed in designated areas only with the prior approval of the administration and the moderator of the activity involved. Signs or announcements posted anywhere in the building without this express approval will be removed.

Automobiles and Parking

Any vehicle parked on La Salle property is parked at the risk of the owner of the vehicle. La Salle is in no way responsible for vandalism or damage incurred on La Salle property.

Any student with a valid driver's license who plans to drive to school at any time during the school year in an automobile or other motorized vehicle must obtain a parking permit to be hung from the interior rear view mirror for the vehicle which he may be driving to school. Each driving student will be assigned a specific parking location, and he must park within a single parking space designated for his parking. Loitering in or around the parking area during the school day or outside school hours is not permitted. Students must drive responsibly, not recklessly. Students should not turn up the volume of their stereos excessively or honk their vehicle horns, as these activities are disrespectful and disturbing to our neighbors. Outside school hours, vehicles are to be parked in single parking spots and should not be parked in spots designated as "Handicapped" or "Reserved."

Students who violate any of the above are subject to detentions, fines, suspension, vehicle being towed off of La Salle property at the student's expense, or loss of driving privileges at the discretion of the Assistant Principal.

Dance Guidelines

La Salle sponsors several semi-formal dances throughout the school year: By purchasing a ticket students agree to the following guidelines:

- All students must arrive no later than one-half hour past the beginning of the dance. At that time the administration will begin to place phone calls to a parent/guardian of each absent La Salle student and his date.
- La Salle students and their dates may need to sign in when arriving to the dance.
- Students will be permitted to leave a half-hour prior to the end of the dance, but no earlier unless prior arrangements have been made between the administrator and the student's parent/guardian.
- La Salle personnel, parent volunteers, and La Salle security supervise all dances. A breathalyzer will be on site and will be used accordingly. Purses, bags, and jackets will be searched.
- Dancing must be appropriate and respectful. No slam, lewd, or grind dancing will be tolerated.
- If any La Salle student or his date is dressed unacceptably, that student will be required to fix the problem or will be sent home following a phone call to notify a parent.
- **Each La Salle student will be held accountable for his actions as well as the actions of his date.**

FINANCIAL POLICIES

PURPOSE: Tuition and general fees are the primary source of income for La Salle High School, used to pay the expenses for providing a quality, Catholic education to our students. The purpose of these policies is to define the duties and obligations regarding the payment of tuition and other related fees.

PAYMENTS: La Salle High School offers various payment options, which permit flexibility to meet the needs of our parents/guardians. Tuition may be paid in full or using a monthly payment plan. Tuition payments are processed electronically through an online tuition payment system from an account designated by the parent/guardian responsible for tuition. The authorization to charge your account will remain valid until modified or revoked in writing. Additional payments may be paid in the business office by cash or check. Periodic payments will be due by the date specified by the administration and outlined in the payment schedule completed for each family. Payments not received by this date will be assessed a late fee. Other fees may be assessed for payments returned due to non-sufficient funds or other reasons specified by the bank and for other costs incurred in processing tuition payments.

La Salle High School will withhold report cards, transcripts, student records and diplomas until all amounts due from tuition and other expenses charged to a student's tuition account are paid.

Unless other arrangements have been made in advance, tuition payments as outlined in your payment schedule must be current at the beginning of each academic quarter. The student may not be permitted to attend classes or take part in any co-curricular activities until the tuition and any other fees are paid.

Once tuition payments are current to the agreed payment plan, readmission to classes will be at the discretion of the administration.

Periodic tuition payment plans are assessed a service charge of 2.5% on the net amount to be collected. Tuition paid in full by the June deadline are not assessed the service charge.

TECHNOLOGY FEE: In addition to the tuition and general fee, there is a non-refundable technology fee. This fee is used to fund our technology program, which includes the student tablet. This non-refundable fee is paid by all incoming freshman at the time of registration, and then annually each January of their freshman, sophomore and junior years.

TEXTBOOKS: Every student is obligated to give his textbooks the best of care. Students are responsible for the care and return of all books that they use throughout the year. A fine to cover the cost of the book will be issued for each book a student does not return to the teacher. The cost will be determined by the Business Manager and Assistant Principal.

WITHDRAWALS: For students who withdraw from La Salle High School prior to the end of the academic year, all amounts due for tuition, and any refunds of tuition will be calculated on a quarterly basis. If a student is withdrawn after the start of an academic quarter, tuition and related charges will be due for the entire quarter. Any tuition assistance awarded by La Salle High School for which the student has maintained eligibility will be credited on the same basis as tuition is calculated. All report cards, transcripts and student records will be held until all amounts due and any other obligations are met. Parents are required to complete the official withdrawal form in the main office to begin the process.

ACCEPTANCE: By enrolling a student in La Salle High School, it is deemed that the parent(s) and/or other person(s) responsible for the financial obligations of the student accept the terms of these policies.

La Salle High School may change or alter this financial policies and such changes will be communicated in writing.

SCHEDULE OF FEES

CAMPUS MINISTRY RETREATS

- Freshman/Sophomore Retreats \$50
- Junior Kairos Retreat \$100
- Senior Called to Serve Retreat \$225
- Lasallian Youth Immersion Trip (fees assessed on a per trip basis)

GENERAL SCHOOL FEES

- Parking - \$50 per parking space
- Graduation Fee (Seniors only) - \$100
- Scheduling Change Fee - \$50
- ID Replacement Fee - \$10
- Locker Cleaning Fee (locker in disrepair) - \$25

TECH FEES

- Replaced Power Cord and Brick - \$30
- Replaced Stylus -
 - Class of 2019 - \$20
 - Class of 2020-2022 - \$30
- SD Card (16 GB) - \$10
- Tablet Case - \$20
- Tablet - replacement cost TBD by Business Office and Help Desk
- Daily Rentals
 - Tablet - \$10 per day
 - Stylus - \$5 per day
 - Power Cord and Brick - \$5 per day

Hardware Fine System

- HARDWARE FINE WARNING (second time for negligent repair to tablet) => sent to student/parent by school email
- HARDWARE FINE (third time for negligent repair to tablet) = \$25
- 2nd HARDWARE FINE (fourth time for negligent repair to tablet) = \$200

BEHAVIOR DISCIPLINE FEE(S) - \$10 an hour

Occurs after a behavioral probation has been signed and documented. Reason being, we have tried going through all of our discipline process and now the student/parent is paying for our extra time allotted to continually correct behavior.

Ex. An hour detention would cost the student/parent \$10. An ISS (being 7 hours) would cost the student/parent \$70.

OFFICES AND DEPARTMENTS

CAMPUS MINISTRY

Religious Education at La Salle High School

Since La Salle is a Catholic high school and is, therefore, dedicated by its nature to a Christian philosophy, the program of religious education is the most important, vital and, in fact, the integrating discipline in the school curriculum. Practically, this primacy should be evidenced by the time, talent, finances, ingenuity and energy devoted to La Salle's program of religious education.

Every member of the faculty and staff has a significant role in the school's program of Christian education. This role is accomplished by those faculty and staff members not directly involved in teaching religion by their Christian life and conduct, their professional competence, human qualities, and by the way they relate to each other and to the students; by these means all are called to give witness to the reality of the transformation proclaimed in the Gospel.

In the larger framework of the Church's pastoral effort, La Salle takes effective means to collaborate with and involve the parents, parish priests, and other significant members of the community in the work of educating our students in their faith.

To foster the spiritual growth and development of La Salle students, our Campus Ministry Office coordinates numerous faith experiences, including liturgies, prayer services, communion services, penance services, student retreats and days of renewal.

Liturgical Services

Prayer is the foundation of the Christian life, because this is our means of communicating with God the Father, Son and Holy Spirit. Prayer is also incorporated into all classes, activities, games, practices and meetings at La Salle.

“For where two or three come together in my name, there am I with them.” (Matt 18:20) Following the Lord’s decree, we come together as a school to pray as a community, usually once each month. These all-school services are most often Masses. Other Masses and services are scheduled on a regular basis. Para-liturgical prayers are offered on some occasions, as well as Reconciliation Services that offer the opportunity for students to receive the Sacrament of Reconciliation. Members of the school community who wish to receive this or other sacraments apart from regularly scheduled times can contact the Director of Campus Ministry or the School Chaplain to see if this can be arranged. All are encouraged to look to their parish church as their primary dispenser of the sacraments, especially at those times when our Director of Campus Ministry is not a priest.

Christian Service

“Whatever you did for one of the least of these brothers (and sisters) of mine, you did for me.” (Matt 25:40) That is our mandate to help the poor, the unfortunate, and anyone in need. The goal of our Christian Service program is to instill in students the senses of Christian and civic responsibility that manifests them as acts of community or charitable service. While we teach our students that they should undertake their service work purely out of a spirit of generosity and love, it is important to note that La Salle does have a minimum Christian service requirement that must be completed prior to graduation.

Each student is required to perform and document a minimum of 60 hours of Christian service outside of regular school hours prior to graduation. Additionally, each student is required to write an annual Christian service learning paper through his religion class.

Additional points regarding the Christian service requirement: in order to expose students to a range of service situations, La Salle requires that at least half of the minimum hours of Christian service needed for graduation must be done in service with the poor, unfortunate or disadvantaged, the infirmed or the elderly – these hours are known as Red Christian Service Hours. The remaining hours may be additional Red Christian Service hours or may involve service for any church, school or civic need – these hours are known as White Christian Service Hours. The requirement of the minimum hours of Christian service is the responsibility of the student to arrange and to complete. As an assist, throughout the school year some opportunities are offered by La Salle to help students fulfill the service requirement for each type of service work. Students should listen carefully for these announcements or check e-mail.

Some details for all students regarding Christian service:

- Documentation for service hours must be submitted to the Campus Ministry Office within 20 school days of completion of the service. Documentation submitted after the 20 school day window will not be counted.
- Service to parents, grandparents, and other family members is considered a family obligation and does not count as part of a student’s Christian service total.

- Service performed by a student to a co-curricular activity in which he participates as part of his involvement in that activity does not count toward his Christian service total. However, if the co-curricular activity decides to perform outside service as a group, those hours do count toward each participating student's Christian service total.
- Students are not to receive pay or other forms of compensation for performing hours of Christian service; rather, the hours must be voluntary.
- If the service hours are performed for an organization, the entity must be non-profit. Volunteering for a for-profit organization is not considered Christian service because the organization is the benefactor of the service as opposed to the aforementioned needs of the community.
- Performing service during the summer between eighth-grade and freshman years is acceptable, but only service done after the date of eighth-grade graduation.
- Whether or not a particular activity counts as Christian service or whether or not it is classified as Red or White is determined by the campus ministry office. It is advisable to seek clarification if there is any uncertainty before doing the work.

In addition to a service requirement, La Salle, as a school community, adopts certain projects and causes. Every week, a Lasallian Youth Mission Collection is held. The proceeds of these collections support many charitable needs, locally, nationally and internationally.

Retreats

Even Jesus and the Apostles knew the need to withdraw from the business of life in order to regain their focus. "Then, because so many people were coming and going that they did not even have a chance to eat, Jesus said to the apostles, 'Come with me by yourselves to a quiet place and get some rest.'" (Mark 6:31) Retreats have been a part of Christian life ever since.

In order to encourage our students to adopt the practice of making an annual retreat, all students are required to make a La Salle planned or approved retreat during their freshman, sophomore, junior and senior years. One-day La Salle High School planned retreats are offered during freshman and sophomore years, a three-day Kairos retreat during junior year and a three-day retreat during senior year. All senior students are required to participate in one of the following senior retreat experiences: participate in a three-day "Called to Serve" retreat; act as a retreat leader for a junior, sophomore, or freshman retreat; participate in a service immersion trip during the summer between junior and senior years; participate in the 2-3 day Archdiocese of Cincinnati March for Life.

La Salle has made a commitment through its retreat program to peer ministry by having our retreats led by a group of seniors who have received special training to prepare them for this role. You will note that as part of the graduation requirements every student is required to make a La Salle planned and/or sponsored Freshmen Day of Renewal, Sophomore retreat, Kairos retreat and Called To Serve retreat.

Pastoral Counseling

According to individual needs, on a limited basis, and in conjunction with other school programs (when it is appropriate), the School Chaplain and Director of Campus Ministry also provide basic pastoral counseling to students, to their families and to La Salle employees. If the need for ongoing counseling is evident, a referral to an appropriate professional will be made.

The confidentiality of sacramental confession through a priest is absolute. Acceptable confidentiality is maintained for all other issues except when child abuse is occurring or is likely to occur, or when there is real and imminent danger of a suicide attempt or of harm being done to oneself or to another person. According to La Salle's strict policy on substance abuse, students voluntarily voicing substance abuse issues will be directed to seek professional help.

GUIDANCE DEPARTMENT

The La Salle Guidance Department offices are located in the Media Center.

The primary role of the counselor is to help each student with any difficulties or problems he might encounter whether they are educational, social, family, or personal in nature. By talking the problem over with his counselor, the student may solve it. In other cases, further steps will be taken to help each young man as much as possible.

It is also the duty of the counselor to help each student with his postgraduate plans. Each of the counselors will have a portion of the student body assigned to him/her, and it will be his/her responsibility to see each of these students during the school year either through individual counseling sessions or through a group presentation to a class.

Any student or parent who has concerns regarding class schedules should discuss the matter with the student's guidance counselor.

The professionals in our Guidance Department are well trained and equipped to administer various interest surveys, aptitude, achievement, intelligence and personality tests on an individual basis with the students. The use of these surveys and tests is designed for personal exploration. They are also able to give recommendations to the parents concerning psychological testing and services, special services for the ill and handicapped, referral agencies for drug and alcoholism, etc.

If any student desires to have a private conference with his counselor, he should contact his counselor to arrange an appointment as soon as possible.

Parents are encouraged to work closely with their son's counselor in order to provide the best education and development for the student.

LASALLIAN SCHOLARS INSTITUTE

The Lasallian Scholars Institute is a four-year program which accepts high-performing students. Scholars will be asked to complete rigorous academic demands, become leaders in the school and community, and be spokespersons for the ideals of La Salle during their four-year education. Scholars are to be emblematic of the type of men La Salle strives to develop.

The Lasallian Scholars Institute forms industry partnerships in the fields of Engineering, Global Business, Healthcare, and Information Management and Technology, to create a dynamic learning environment, develop community relationships, and mold young leaders. Students learn in-depth career information, inside information about Cincinnati-based employers, and connect with and learn from some of the most qualified individuals in specific industries. The program serves as a means to engage companies, alumni, and students in a unique learning dialogue designed to increase specific student career awareness and community involvement. The above is primarily accomplished within the Institute's Leadership Seminar, a four-year course of study.

STUDENT SUPPORT SERVICES

La Salle students are able to take advantage of several special services to help them be successful. These services include speech & language services, intervention services, occupational therapy services, audiology services, and school psychology services.

ODE Jon Peterson Special Needs and Autism Scholarship

La Salle is approved by the Ohio Department of Education (ODE) as a provider in the Jon Peterson Special Needs and Autism Scholarship programs which provide special needs scholarships for students who qualify. Each State of Ohio scholarship is used, first and foremost, to provide the student's special needs services. What remains, if anything, is applied to educational services, as permissible by the rules of the programs administered by the State of Ohio.

HEALTH CLINIC & NURSE

A school health clinic is located on the west end of the first floor and is staffed by a registered nurse. The nurse's normal hours are 7:30 a.m. until 2:30 p.m. Any student who needs medical assistance should go to the health clinic. If there is an occasion when the nurse is not in the clinic, the student should proceed to the main office. The nurse's duties will include, but are not limited to, maintaining students' health records, performing drug testing duties, performing health tests and screening exercises, dispensing medications, providing first aid, attending to sick students, and communicating with parents and other medical professionals as needed.

Medications

Students are not permitted to self-administer prescription or non-prescription medication while on La Salle property. If a student must take prescription medication while at La Salle, the medication must be given to the nurse in the original container along with a completed Request for Administration of Medication form signed by both the doctor and the parents; these forms may be obtained in the main office or on the school website. If a student must take non-prescription medication while at La Salle, the medication must be given to the nurse in the original container labeled with the student's name along with a note from the parents granting permission for the nurse to administer the medication; this note must include the student's name, medication name, dosage, instructions and time of administration.

To discuss arrangements for any special needs, i.e., inhalers, diabetic supplies, etc., please contact the nurse.

HART & FASNACHT MEDIA CENTER (LIBRARY)

The media center is open each school day from 7:00 a.m. until 4:00 p.m. On Fridays, it is generally open from 7:00 a.m. until 3:00 p.m. On occasion, it may be open for either limited hours or extended before/after the normal hours.

SPIRIT SHOP

The Spirit Shop is located in the Hart & Fasnacht Media Center on the first floor of the main building near the chapel. Parking is available at the courtyard entrance with easy access to the shop. To view the hours of when the Spirit Shop is open or to shop online, visit the Spirit Shop's website at lasallehs.net/shop.

STUDENT FORMS

WORK PERMITS

All requests for work permits should be directed to the main office. Students should allow one school day for processing.

STUDENT'S RECORDS

A student's permanent academic and health records are confidential. However, these records are available to members of employees, including auxiliary service personnel, as professionally needed. Parents may request to see their son's permanent records.

A student's records will not be released to individuals outside of the school unless the parents/guardians sign a release form. All records will be sent as instructed except when financial obligations remain.

Parents/guardians and students, understand that La Salle High School is required at times to provide the student's personal information, including, but not limited to, name, age, place of residence, e-mail address, and other pertinent academic and personal information to the student's public school district of residence, Northwest Local School District, Catapult Learning, Hamilton County Educational Service Center, Ohio High School Athletic Association, Ohio Department of Education, the Archdiocese of Cincinnati, and/or elementary schools and parishes. Parents/guardians and students grant permission for this to occur.

PUBLICATION RELEASE

Students and their parents/guardians accept and agree that La Salle High School is permitted to use without securing permission for each occurrence their name, photograph, likeness, voice, quotes, artwork and graphics, and written works, in all school and general media publications and other forms of communication that include, but are not limited to, printed newsletters electronic e-Newsletters, alumni newsletters, school website, school sign, school newspapers, school yearbook, local newspapers, parish-generated products, TV/cable/radio, admission materials, school-generated works, forms of social media, and public relations releases/products. Any restriction of use is the responsibility of both the student and his parents/guardians to inform La Salle annually in writing.

ACCEPTABLE USE OF TECHNOLOGY POLICY

Student and Parent use of La Salle High School technology and services must align with the Acceptable Use Policy available on our website at lasallehs.net/academics/tablet-program/acceptable-use-policy.

Last Updated on June 22, 2018