

DE LA SALLE COLLEGIATE
PARENT & STUDENT HANDBOOK
2020-2021



De La Salle Collegiate
Builders of Boys. Makers of Men.
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Mission Statement

De La Salle Collegiate is dedicated to the Catholic education of its diverse students, including the poor and disadvantaged.

We are a college preparatory school inspired by the spirit and tradition of St. John Baptist de La Salle, where learning takes place in the presence of God.

Each student is encouraged to develop his faith, character, intellect, and morality.

***This mission is embodied in the school's motto:
Builders of Boys. Makers of Men.***



TABLE OF CONTENTS

INTRODUCTION

GENERAL SCHOOL INFORMATION

Academic Affairs	Page 5
Accommodating Persons w/Disabilities	Page 5
Animals on School Property	Page 5
Calendar	Page 5
Closing of School	Page 5
Diabetes	Page 5
Dispensing of Medication	Page 6
Equal Opportunities Statement	Page 6
Food or Chronic Illness	Page 7
Forms	Page 6
Fundraising	Page 7
Immunizations	Page 7
Physicals	Page 7
School Office Hours	Page 7
School Volunteers	Page 7
Video Monitoring Systems	Page 8
Visitors	Page 8

ATHLETICS AND STUDENT ACTIVITIES

Fall Athletics	Page 9
Winter Athletics	Page 9
Spring Athletics	Page 9
Academic Eligibility	Page 9
Athletic Rules/Code of Conduct	Page 9
Concussions/Head Injuries	Page 9
MHSAA	Page 10
Requirements for Participation	Page 10
Rules in Effect	Page 10
Travel	Page 11
Student Activities	Page 11
Intramurals	Page 11
School Dances	Page 12
Student Council	Page 12

ATTENDANCE AND SCHOOL PROCEDURES

General Policy	Page 13
Absences	
Parent Responsibilities	Page 14
Consequences	Page 14
Credit Recovery	Page 15
Distance/Virtual Learning	Page 15
Dual Enrollment	Page 15

ATTENDANCE AND SCHOOL PROCEDURES

Early Dismissal	Page 15
Graduation Requirements	Page 15
Homebound Services	Page 16
Illness/Injury	Page 16
Make-Up Work	Page 16
Participation in Activities when Absent	Page 16
Religious Instruction/Observance	Page 17
Residency	Page 17
Tardiness	Page 17
Truancy	Page 17
Unexcused Absences	Page 17

CAMPUS MINISTRY

Function of Christian Service	Page 18
Called to Protect/Called to Serve	Page 18
Christian Service	Page 19

COMPUTERS/STUDENT TECHNOLOGY

ACCEPTABLE USE

AND SAFETY POLICY

Student Use of Devices	Page 20
General Network Use	Page 21
Scope of Technology Policies	Page 21
Student User Agreement	Page 22
Publishing to the World Wide Web	Page 22
Other Technology Guidelines	Page 23
Social Media Policy	Page 23
Respect for Private Rights	Page 23
Unacceptable Uses	Page 23
Consequences for Violation	Page 24
Cell Phone Policy	Page 24

DRUG AND ALCOHOL TESTING PROGRAM

General Information	Page 25
Self Revelations	Page 26
School Wide Testing	Page 26
Random Testing	Page 26
Consequences of Positive Results	Page 27
Contesting a Positive Result	Page 27

FISCAL AFFAIRS

Collection Policies	Page 28
Conditions of Enrollment	Page 28

Fees	Page 28	Grooming - Facial Hair	Page 41
FISCAL AFFAIRS		STUDENT EXPECTATIONS	
Merit Scholarships and Financial Aid	Page 29	Grooming - Jewelry	Page 41
School Breakfast/Lunch Program	Page 29	Grooming - Tattoos	Page 41
Payments	Page 29	Field Trips	Page 41
The Brothers Table	Page 29	Free Time/Change of Periods	Page 41
Student Accident Insurance	Page 29	In the Classroom	Page 42
Student Cafeteria Accounts	Page 29	Lockers	Page 42
		Lunch & Cafeteria Rules	Page 42
		Parking	Page 43
		Search & Seizure	Page 44
STUDENT EXPECTATIONS		School Property	Page 44
General Conduct	Page 30	Personal Effects	Page 44
Academic Integrity Policy	Page 30	Students	Page 44
Consequences	Page 31	School Safety Drills	Page 45
Backpacks	Page 32		
Bullying	Page 32	STUDENT SERVICES	
Intimidation/Harassment	Page 33	Bus Transportation	Page 46
Disciplinary Standards for Students	Page 34	Counseling	Page 47
Prohibited Student Conduct	Page 34	Communicable Diseases	Page 47
Where/When Rules Apply	Page 36	Education Students w/Disabilities	Page 47
Disciplinary Measures	Page 37	Discipline of	Page 48
Permanent Expulsion	Page 37	Emergency Medical Authorization	Page 48
Corporal Punishment	Page 38	Head Lice	Page 48
Gang & Gang Activity	Page 38	Job Opportunities	Page 49
Hazing	Page 38	Mandated Reporters	Page 49
Physical Assault	Page 38	Peer Mediation	Page 49
Dress Code	Page 39	Standardized Testing	Page 49
Liturgy Dress Code	Page 39	Student Privacy Protections	Page 50
Student ID Cards	Page 39	Student Records	Page 51
Grooming - Hair	Page 40	Teacher Qualifications	Page 51
Grooming - Sideburns	Page 41		

INTRODUCTION

This Handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. All students at De La Salle Collegiate are required to comply with all rules and regulations found in this Handbook.

By registering at De La Salle, students have expressed their willingness to abide by the rules and policies of an academic community. Such regulations are meant to insure a quality academic environment and a "human" place for personal interaction. The true success of our school community is founded on the principles of self-control and self-discipline exercised by all its members, students and faculty alike. The regulations in this Handbook have been initiated to help develop self-discipline and to maintain the proper climate for learning. This handbook does not express an implied contract.

***"Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God."
(Romans 13: 1).***

The school is located and may be contacted at:
14600 Common Road
Warren, Michigan 48088
Phone: 586.778.2207
Fax: 586.498.1628

GENERAL SCHOOL INFORMATION

Academic Affairs

Please refer to the online Curriculum Guide which addresses all academic affairs.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Calendar

Please refer to the online school calendar for the most up to date information.

Closing of School

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced normally by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the school's website, social media pages, communicated via automated phone call, text message, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize designated school representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he can access educational programs and services. For further information, please contact the Main Office at 586-778-2207.

Dispensing of Medication

All medication (prescription and non-prescription) must be dispensed through the Main Office. A permission form must be filled out by the parent/guardian; it can be found in the forms section through the school website. Medication must be brought to the Main Office in the original container.

Equal Opportunity/Nondiscrimination Statement

De La Salle does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, disability, age, or religion in its programs and activities. Inquiries regarding the De La Salle's non-discrimination policies should be directed to the principal's office

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Food Allergies or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 586-778-2207.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School's Section 504 Policy is available through the school psychologist.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School also may be able to appropriately meet a student's needs through other means.

Forms

A number of forms are online for student use, including the physical form, medication forms, field trip forms, service forms etc.

Fundraising

Throughout the school year there are various fundraising opportunities through paid dress down days. Paid dress down days cost \$2 per student and the charity is announced prior to the dress down day.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 9 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Physicals

Every student at De La Salle Collegiate is to have a physical before school begins. The physical must be given on or after April 15 of the previous school year, and must be documented on the required MHSAA Form. A completed form is one that is signed in all required fields by the student and parent. There will not be an insurance policy exception list. Tracking of physicals will take place through the Final Forms site.

School Office Hours

The main office is open from 7 a.m. - 3 p.m. during the school year. The school office is normally closed on scheduled school holidays, weekends, and vacation periods that occur during the school year.

School Volunteers

The Archdiocese of Detroit/ Office for Safe Environments requires the following of all volunteers:

Criminal History Background Check: Anyone who may have contact with children, the elderly, or a person with disabilities must submit to a background check before starting work or a volunteer assignment. Forms can be obtained from the school office. Volunteers must bring the completed form with their driver's license to the Main Office. We can no longer accept forms via email or mail.

Protecting God's Children Workshop for Adults: Attendance is mandatory for anyone who may have contact with children. Upon completion, a copy of the workshop certificate must be submitted to the Main Office.

Pastoral and Volunteer Codes of Conduct: Clergy, employees and volunteers are expected to adhere to the practices stated in the Code of Conduct applicable to their position.

Some teachers utilize parent volunteers in the classroom. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the welcome desk and receive a visitor badge before going to their destination.

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Video recordings are for internal use only.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Welcome Desk. Visitors should identify themselves and inform office personnel of their reason for being at school. Students from other schools are not permitted to visit De La Salle at any time during the school day without authorization.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be required to wear a mask due to COVID-19. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Welcome Desk and sign out before leaving the school. Please refer to the DLS Return to School Plan for more Visitor information.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

ATHLETICS & STUDENT ACTIVITIES

De La Salle offers a well-rounded program of activities and athletics designed to meet the needs and interests of our students. Participation in De La Salle-sponsored activities is a privilege. A student must be in good academic, disciplinary, and financial standing in order to participate in school activities. While participating in activities, students must follow all rules and policies as found in this handbook.

De La Salle believes participation in athletics, both as a player and a spectator, is an integral part of the student's educational experience. The athletic program teaches such skills and values as the ability to think and function as a member of a team, sportsmanship, competition; and the benefits of a healthy body, self-discipline, emotional maturity, and respect for others.

ATHLETICS

FALL ATHLETICS

- Cross Country – Varsity and Junior Varsity
- Football – Varsity, Junior Varsity and Freshman
- Soccer – Varsity, Junior Varsity and Freshman
- Tennis – Varsity and Junior Varsity

WINTER ATHLETICS

- Basketball – Varsity, Junior Varsity and Freshman
- Bowling – Varsity, Junior Varsity and Developmental
- Ice Hockey – Varsity and Junior Varsity
- Swimming and Diving – Varsity
- Wrestling – Varsity and Junior Varsity

SPRING ATHLETICS

- Baseball – Varsity, Junior Varsity and Freshman
- Golf – Varsity, Junior Varsity and Developmental
- Lacrosse – Varsity, Junior Varsity and Freshman
- Track – Varsity and Junior Varsity

Academic Eligibility for Athletics/Activities

Please refer to page 42 in the online Curriculum Guide

Athletic Rules & Code of Conduct

Please refer to the online Athletic Handbook

Concussions and Head Injuries

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat

concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Athletic Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to tryout or practice until an acceptable signed statement of physical examination and consent has been provided.

- a. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
- b. Proof the athlete is covered by medical insurance; and
- c. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
- d. A signed statement acknowledging receipt of the state-required educational materials on the signs/symptoms and consequences of concussions.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

[or]

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that

sport or until the last day of the school term whichever comes last and 24 hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

STUDENT ACTIVITIES

Please refer to the Student Activities page on the website.

Please refer to the Intramurals page on the website.

School Dances

Attendance at school-sponsored dances is a privilege.

Only DLS students and high school age female students may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Doors for dances typically close one hour after the communicated starting time and will re-open approximately 30 minutes before the communicated ending time.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.
7. Follow the guidelines established by the school in the event of an early release or a late arrival.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Student Council

The Student Council serves as a liaison between the students and the school administration. Its purpose is to promote the general welfare of the school, to reflect and express student views, to coordinate certain school activities, and to encourage cooperation between the faculty and students. Regular meetings of the Student Council are held during the school year and are posted in advance. Sophomore, Junior, and Senior representatives are elected at the conclusion of each school year.

ATTENDANCE AND SCHOOL PROCEDURES

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall ensure that the child attends school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

“Start children off on the way they should go, and even when they are old they will not turn from it.” (Proverbs 22:6)

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

General Policy

The school day begins when a student arrives on campus and ends when a student's academic day is complete.

Students who arrive early for intramurals or conditioning may not leave campus until their last class is completed.

No student may leave campus during the school day without the specific authorization of the school administration.

Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the

parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

The school requires documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 586-778-2207 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

PARENT RESPONSIBILITIES WHEN THEIR SON IS ABSENT

- A parent/guardian must contact the school office at 586-778-2207 by 9 a.m.
- Parents must report the absence EVERY day he is not in attendance.
- Parents must make sure their contact information (including cell phone) is current.
- When a student returns to school after an absence, he must bring a dated note to the Main Office, signed by his parent or guardian, stating both the date(s) and reason for the absence.

POSSIBLE CONSEQUENCES FOR EXCESSIVE ABSENCES

- Students who are absent (excused or unexcused) from any class in excess of 10 days in a year or five days for a one semester class, may be denied course credit and/or may be required to make-up the days of absence at the conclusion of the academic semester or academic year.
- Should a student miss more than 10 class periods during the school year, he may be required to complete online credit recovery, regardless of his grade in class, for the work he has missed. Credit will not be awarded until the online coursework is completed. Students will be expected to pay fees incurred in relation to remediation courses.
- Absences will only be excused if official documentation (doctor's note, court order, parent note, etc.) is provided. Students absent more than three consecutive school days must produce a doctor's note upon their return to school or the absences will be considered unexcused.

Absences due to Vacations/Family Trips

- Vacations scheduled during the school year are strongly discouraged. Parents should plan vacations and/or trips only at school-scheduled vacation times.
- When parents feel that their son must miss school in excess of two (2) days, parents must contact the Main Office several days in advance to obtain a Parental Consent Form. In such absences, school assignments and tests must be made up upon return.

Credit Recovery/Summer School

Please refer to page 39-40 in the online Curriculum Guide.

Distance and/or Virtual Learning

Please refer to page 39-40 in the online Curriculum Guide.

Dual Enrollment

Please refer to page 18 in the online Curriculum Guide.

Early Dismissal

Parents must call the main office to confirm the early dismissal. Students MUST check out with the main office before leaving the building. NO STUDENT should leave the building for any reason during the school day without first clearing it with the main office.

Graduation Requirements

To graduate from high school with a high school diploma, each student must complete the following:

Subject Area	Description
ENGLISH 4.5 Credits	<ul style="list-style-type: none">• Mandatory subject for all four years.• Includes Freshmen Seminar & Reading.
MATHEMATICS 4 Credits	<ul style="list-style-type: none">• Mandatory subject for all four years.
RELIGION 4 Credits	<ul style="list-style-type: none">• Mandatory subject for all four years.
SCIENCE 3 Credits	<ul style="list-style-type: none">• Mandatory subject for the first three years.
SOCIAL STUDIES 4 Credits	<ul style="list-style-type: none">• Mandatory subject for first three years, and• Economics (junior or senior year),• U.S. Government (senior year).
FOREIGN LANGUAGE 2 Credits	<ul style="list-style-type: none">• Must be the same language, consecutive years.• Students enrolled into ESL are not required to learn a third language.• FAST students enroll during their sophomore and junior years.• 2 years of American Sign Language via Michigan Virtual High School is acceptable if pre-approved.
HEALTH & PHYSICAL EDUCATION 1.5 Credits	<ul style="list-style-type: none">• One-half PE credit in freshmen year.• One-half PE credit in sophomore year.• One-half credit of health in sophomore year.
ELECTIVES 3 Credits	<ul style="list-style-type: none">• Various courses.
COMMUNITY SERVICE 1 activity/year	<ul style="list-style-type: none">• Mandatory service participatory project with Advisory team each year

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact your son's counselor.

Illness/Injury

If a student becomes ill or injured during the school day, he should request his teacher's permission to report to the school office.

- If the illness requires that the student be sent home, the parent will be notified.
- No student will be released from school without parental permission.
- Parents may authorize another adult or relative to transport the student home.
- A doctor's note may be required to verify an absence from school.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Participation in Athletics/Activities and Attendance

If a student is absent for a full day of classes he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.

- If a student does not attend at least half of his scheduled classes for that day, he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.
- Students involved in any athletic or extracurricular event who habitually arrive late to school following such participation risk suspension/exclusion from that activity.
- The Administration will determine if there are extenuating circumstances.

Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the student's counselor at least five calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Residency

Students must reside with parent(s) or approved guardian(s) while enrolled. The address where the student resides is considered the official address of the student, unless the parent or guardian notifies the school otherwise. The school must be notified of any change of address, phone number, or email address.

Tardiness (Late to School or to Class)

Students who are late more than five cumulative times in a semester will potentially be subject to the following consequences (below). The fee is to cover the cost of a proctor for the suspension room.

- 6th tardy - 1 day in-school suspension @ \$100 charge to family
- 7th tardy - 2 day in-school suspension @ \$200 charge to family OR possibility of serving a Saturday suspension at \$200. A parent meeting will also be convened.
- 8th tardy - 3 day in-school suspension @ \$300 charge to family OR possibility of serving a Saturday suspension at \$300. A parent meeting will also be convened.

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Unexcused Absences Due to a Missed or Skipped Class

A class skip is a very serious infraction. If a student is marked "Unexcused" in a class for any reason during the school day, he will possibly be subject to the following procedures. The fee is to cover the cost of a proctor for the suspension room.

- 1st offense - Parents and student will receive standardized email.
- 2nd offense - 1 day in-school suspension @ \$100 charge to family/student.
- 3rd offense - 2 day in-school suspension @ \$200 charge to family/student OR possibility of serving a Saturday suspension at \$200. A parent meeting will also be convened.

CAMPUS MINISTRY

The mission of Campus Ministry is to facilitate and organize experiences that nourish and nurture the spiritual growth of the De La Salle Collegiate community. We are an educational Catholic ministry rooted in the Gospel of Jesus Christ. De La Salle Collegiate strives for excellence in the spiritual, academic, physical and cultural development of our students.

De La Salle Collegiate invites and challenges every student to make his faith a living reality. At the same time we prepare our students for leadership and service in the Church and the world. As a Catholic educational community, we adhere to the teachings handed down by Jesus Christ to Saint Peter and his Apostles. The power of this Word continues through the Holy Spirit so as “the gates of the netherworld shall not prevail against it.” (Matthew 16:17-19)

We are a community of faith and zeal:

- Guided by the life and Gospel of Jesus Christ.
- Emphasizing the inalienable dignity of each person.
- Fostering a love for wisdom and truth through the tradition and teaching of the Catholic Church.
- Striving to develop authentic personal relationships through trust and mutual respect.

We are a community of prayer and worship:

- Gathering regularly for the celebration of the sacraments of Eucharist and Reconciliation.
- Praying together each day as a school community.

We are a community of service:

- Living our commitment to service and the common good.
- Providing opportunities for students to assume leadership for strengthening and nurturing their faith.
- Exercising a preferential option for the poor.

Called to Protect/Called to Serve Education

Called to Protect is the approved safe environment training program for ninth grade students in Catholic High Schools. This program addresses boundaries—physical, emotional and behavioral—and how to recognize, stop and act if someone attempts to violate personal boundaries.

Who is required to receive Called to Protect training?

- 9th Grade students enrolled in Catholic High Schools

Called to Protect training three part series teaches:

- There are three types of boundaries—physical, emotional, and behavioral.
- How molesters try to violate their boundaries.
- Ways to make molesters stop violating their boundaries.
- Methods child molesters use to keep kids from telling.
- The words to use to inform another trusted adult if there is a situation of abuse.

What is Called to Serve training?

Called to Serve is an interactive safe environment training program for teens in our Catholic High Schools and Parishes. Participants leave empowered to:

- Use talents to effectively and responsibly serve others
- Work with and be role models for children
- Communicate and partner with adult supervisors
- Interact appropriately with peers
- Recognize and respond to inappropriate behavior

Who is required to attend Called to Serve workshops?

- All tenth grade students in Catholic High Schools
- Teens grades 9-12 who are church and/or Catholic School employees
- Teens grades 9-12 who volunteer with children

Christian Service

De La Salle Collegiate believes in the power and strength of community building, and a shared service experience. In line with that purpose, students must participate in one service project with their Advisory Group. Students will experience the qualitative aspect of service.

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” (1 Peter 4: 10).

The students’ Advisory teacher, in tandem with the campus ministry department, will help to create, facilitate, and to carry through all service projects. A self-reflective paper on the service project must be submitted to the Advisory teacher for final verification and completion of the required service project.

For more information, or an idea for a Christian Service Project, please contact: Ms. Jo Marie Ragona Director of Christian Service, at jragona@delasallehs.com or 586-541-6219

COMPUTERS/STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

Our school has the ability to enhance your child's education through the use of electronic networks, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled at the school.

The school *filters* access to materials that may be harmful to minors or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the school respects each family's right to decide whether or not to authorize Internet access.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have an Internet account, sign the *Authorization* form below and return it to your school.

Student Use of Electronic Devices

A student may possess or use a cellular telephone and/or other electronic communication devices (including Chromebooks) in school, on school property (including school buses), at after school activities and/or at school-related functions; however, use of a cellular telephone and/or other electronic communication device is prohibited while in the classroom or engaged in a learning environment such as a field trip or assembly unless the use is instructed by instructional staff.

Possession of a cellular telephone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular telephone and/or other electronic communication devices.

The student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall De La Salle be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

De La Salle Collegiate is considered a Google Apps for Education School for students and faculty. This secure suite of tools is designed to encourage collaboration and communication while developing 21st century skills and facilitating dynamic classroom instruction for learning. Each student will receive access to the following tools:

1. EMail: A secure email address dedicated for school, to which teachers can send announcements and students can collaborate on assignments with one another.
2. Google Calendar: Students can organize their schedules and share events and calendars with others.
3. Google Docs: Share documents, spreadsheets, and presentations. Collaborate in real-time with classmates or with your whole school.
4. Google Video for education: A video hosting and sharing solution that enables schools and other organizations to use video as an effective medium for internal communication and collaboration.

De La Salle Collegiate believes that all students should have access to technology and use it in a responsible, efficient, courteous, and legal manner. The school provides computer, network, Internet access, and email accounts to students as part of the learning environment. Internet/email access and other online services, as well as various forms of technology equipment, offer students and teachers a multitude of global resources. Our goal in providing these resources to students is to enhance their educational development and foster 21st century learning experiences in a safe and secure environment.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others for educational purposes. This technology is the property of the school and is provided to students as a privilege, not a right. It is the school's expectation that students will use these resources in a responsible and lawful manner. Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on the school's network. If a student is uncertain whether something is inappropriate, he should consult a staff member.

The school utilizes filtering systems and software to block inappropriate sites in compliance with the Child Internet Protection Act. Students are required to notify a staff member if they access an inappropriate site so that the site can be blocked. CDs and flash drives are acceptable for student use; however, the school is not liable for any negative results from their usage.

The school reserves the right to inspect any material stored on the school network, and edit or remove any materials that do not comply with this usage policy. Intentional or repeated misuse of school technology will result in consequences that may include suspension of technology privileges, payment of damages, discipline under other appropriate school policies, or possible legal action. Students are responsible for all use of their school issued accounts.

Scope of Technology Policies

Policies, guidelines, and rules refer to all devices including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software:

1. Owned by, leased by, and/or on loan to De La Salle Collegiate.
2. Owned by, leased by, and/or on loan to any third party engaged in providing services for

De La Salle Collegiate.

3. Any computing or telecommunication devices owned by, in the possession of or being used by De La Salle students and/or staff that are operated on the grounds of any school facility or connected to any equipment at any school facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

Student Network/Internet/Email User Agreement

Activities which support teaching and learning are acceptable uses of the technology. The list is not meant to be all inclusive, but rather provide the scope of what is acceptable. The following is our agreement with De La Salle students concerning the use of technology in the school setting.

As a student, I agree:

1. To have only one device on the De La Salle wireless network at a time.
2. To use the hardware and software provided by De La Salle Collegiate as permitted at the teacher/faculty discretion.
3. To use my personal laptop, or any other mobile device on the campus of De La Salle Collegiate as permitted (at teacher/faculty discretion). If deemed distracting, disrespectful, or disruptive to other students or the learning environment, the mobile device can be taken away for the remainder of the scheduled class/mod.
4. That if I bring in a personal device, I am responsible for its use and security. Further, I understand the school cannot be held liable for any damage, theft or destruction to any electronic device I bring to campus.
5. To protect the privacy of my username and password from others.
6. To follow the rules of copyright law and guidelines as well as trademark laws & licensing agreements in the copying of text, images or other files from the Internet or elsewhere.
7. To immediately notify the supervising teacher if I access something questionable.
8. Not to copy or modify files, data, or passwords belonging to other users and/or not to use their usernames and passwords.
9. Not to reveal personal information or images online such as my name, email, house address, or telephone numbers, without written permission from my parent or guardian.
10. Not to reveal personal information or images of any other individual online such as the name, email address, house address or telephone numbers.
11. Not to illegally install licenses or copyrighted software.
12. Not to vandalize any hardware, software or data including hacking into the school network and/or creating and transmitting computer viruses.
13. Not to change any computer setting without permission from the supervising teacher.
14. Not to participate in any actions which may be considered obscene, profane, pornographic, discriminatory, defamatory, harassing, malicious, or dangerous to the integrity of technology/information resources of the De La Salle Collegiate.

Publishing to the World Wide Web

Student work may be considered for publication on the World Wide Web, specifically on the teacher or school's website. Such publishing requires parent/guardian permission.

Other Technology Guidelines – Cell Phone Usage

Students may bring cell phones and other technology devices to school. They are not permitted in classrooms. They may also use them anywhere around the school, such as the Commons or Cafeteria. However, if action on any mobile device is deemed to be distracting, disruptive, or disrespectful to other students or the learning environment, the electronic device may be taken away until the end of the class or mod.

Students who request to leave school early by texting their parent/guardian during the school MUST have their parent/guardian call the main office with a formal request prior to the parent arriving at school (see policy under Early Dismissal).

Social Media Policy

Students will be subject to appropriate disciplinary action for off campus and on campus internet use, including, but not limited to cell phones, websites, emails, blogs, Twitter, Snapchat, Facebook, Instagram, and YouTube, where such use causes, or is likely to cause, a negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school. Posts to social media sites cannot use derogatory language toward De La Salle Collegiate, its mission, or anyone directly related to the school.

Students are representatives of De La Salle both in and out of school, in the real world and the virtual world, and thus, students should aspire to represent the mission and values espoused by De La Salle at all times.

Respect for Privacy Rights

Students shall not photograph, audiotape, or videotape other individuals at school or at school-sponsored events without their knowledge or consent, except for activities considered to be in the public arena such as active participants in sporting events or public performances.

- Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.
- Students shall not reveal their own personal information or images online such as name, email address, house address and telephone number, without written permission from parent or guardian.
- Students shall not reveal personal information or images of any other individual online such as name, email address, house address, or telephone number.

Unacceptable Uses of Technology Resources

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of computers, computer systems, or computer networks.
- Damaging or theft of computers, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent

materials.

- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Violating copyright laws and/or the district policy on plagiarism.
- Using the network/Internet to buy or sell products.
- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other computers or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

Consequences for Violation of Technology Policies: Internet misuse

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges.

- Students who use the computer network or the Internet inappropriately may lose their access privileges and may face additional disciplinary or legal action.
- The length of time for loss of privileges will be determined by building administrators and/or other staff members.

Consequences for Violation of Technology Policies: Cell Phone misuse

Cell Phones are not permitted in class for any reason. If a teacher deems the cell phone to be a distraction to the learning atmosphere of the class and requests the cell phone be submitted, the student will do so. The teacher will secure the phone for the remainder of the day and the phone will be returned to the student at the conclusion of the school day (after final bell at 2:45 PM on the day of the instance).

- If there is a second instance of cell phone misuse in single class, the student will submit the phone to his teacher. The teacher will secure the phone for the remainder of the school day and the phone will be returned to the student’s parent at the conclusion of the school day (after final bell at 2:45 p.m. on the day of the instance).
- If there is a third instance of cell phone misuse in a single class, the student will submit the phone to his teacher. The teacher will secure the phone and give it to the Assistant Principal, where it will be secured for the remainder of the day. The phone will be returned to the student’s parent at the conclusion of the school day (after the final bell at 2:45 PM on the day of the instance). Additional disciplinary consequences may follow.
- It is expected that student’s behave like gentlemen when asked to submit there phone and will do so without incident. Failure to do so may be treated as insubordinate or disrespectful behavior and may accrue additional disciplinary action such as after-hours

detention of suspension.

DRUG AND ALCOHOL TESTING PROGRAM

DLS has a vital interest in maintaining a positive learning environment that is safe and healthy for all of its students. Substance abuse interferes with a child's physical and emotional development and has the potential to affect those around him. Prevention, not punishment, is the primary focus of drug and alcohol testing. Testing is used to deter initial use and to identify anyone in need of help. This testing program works in concert with all DLS policies in the Student Handbook including policies prohibiting the possession and use of drugs and illegal substances.

General Information

We are concerned for our students

- who may face challenges that become obstacles in reaching their goals in life.
- who deserve a learning environment where the culture of illegal drugs and alcohol is not present or tolerated.
- who struggle to belong and sometimes choose against the advice of those who love them.

We are concerned for our parents/guardians

- who share the same values, hopes and dreams as DLS does for the young men entrusted to our care.
- who are looking to us for professional support and referral resource information to help with a substance abuse issue.

The consumption, possession, distribution or sale of alcoholic beverages, narcotics, or controlled substances at any time in a student's tenure at De La Salle (DLS) is a serious matter that may result in disciplinary action. If a student is found consuming, possessing, distributing or being under the influence of alcohol, narcotics, or controlled substances on or about the school premises, or at a school-sponsored event (whether home or away), he will be subject to disciplinary consequences up to and including expulsion. City of Warren ordinances will also be enforced.

The use of tobacco is similarly not allowed. Therefore, smoking and chewing tobacco are not permitted on campus, in the immediate vicinity of the school, or at school functions. Violations of the tobacco policy may result in suspension and/or expulsion. City of Warren ordinances will also be enforced.

The school reserves the right to require a breathalyzer test at school functions. Students who fail or refuse to take a breathalyzer test will face disciplinary consequences up to and including expulsion. Infractions of any city ordinance will be enforced.

Any student who finds himself present where alcohol or narcotics are being illegally consumed

is expected to leave the premises as soon as possible. This includes any off-campus function at any time during a student's enrollment at DLS.

Substance Misuse/Abuse: Self Revelation

A Self Revelation case is one in which a student voluntarily reveals to a counselor, teacher, coach, or administrator that he is using an illegal substance in or out of school. The student may initially wish to talk with a faculty member who will then consult with the counseling department or administration to implement this process.

- The student, parents/guardians, along with the counseling department and/or administration, will implement a process to discreetly aid the student in addressing the problem.
- The process determined will be constructed to aid the student's specific needs and not solely designed as disciplinary consequences; however, the student may lose school privileges.

DLS will test students for illegal substances as described in this policy as part of a proactive approach to ensuring an appropriate and positive learning environment. Students must sign a consent form agreeing to participate in the drug and alcohol testing program. The consent form must also be signed by the student's parent or guardian before the beginning of his tenure. Consent forms are valid for all four years.

If appropriate consent is not given, the student will not be allowed to attend DLS.

Testing

Every student will agree to be tested one time during the course of the school year as a condition of enrollment.

Random Testing

All students will be subject to random testing throughout the school year. Once a student is selected and tested, his name is returned to the collective pool for future selections. A student may also be required to submit to a drug or alcohol test if the school has a reasonable suspicion that the student possesses, is using, or is under the influence of illegal substances.

The primary method of testing will be hair analysis performed by a licensed clinical laboratory. Trained personnel will perform the hair collections. A sample of hair is cut at the scalp from the crown of the person's head. Boys with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the trained personnel and identified by the tested student.

Confidentiality & Dissemination of Results

All information related to drug and alcohol testing will be kept confidential. Only administration and the student's counselor will have access to this information. Parents/guardians will be notified discreetly and in an expeditious manner of positive test results. Parents/guardians will not be notified if a test is negative. DLS will keep drug and alcohol testing records until the student either graduates or leaves DLS. Drug and alcohol testing information will not be included on a student's permanent record.

Consequences of Positive Results

Parents/guardians will have an opportunity to verify use of prescribed medications. A first positive drug test in any school year will result in a confidential conference with the student, parents/guardians, and a member(s) of administration and loss of certain privileges. The student will be subject to weekly drug testing at student/parents/guardians expense for 6 weeks. The student must also satisfactorily complete a drug and alcohol counseling program at an accredited facility approved by DLS, again at student/parents/guardians expense.

If the student who tested positive is involved in an extracurricular activity, he will be suspended immediately from that activity until the conference is held between the student, parents/guardians and administration. The student shall be suspended from participation in any extracurricular activity and/or driving a car onto DLS's campus for 15 school days.

For a second offense, the student will be expelled from DLS, unless the student admits to substance abuse before he is selected for testing.

Should a student refuse to take a drug or alcohol test, it will be treated as a positive test result and shall be subject to the appropriate consequences.

Final decisions in all matters rest with administration.

Contesting a Positive Result

If a parent/guardian or adult student wishes to contest the results of the drug or alcohol test, they may do so in writing to administration within five days of the notification. Subsequent drug or alcohol screenings will be at the parent/guardians' expense. The re-test must be done using a method comparable to the original test at an accredited testing lab.

FISCAL AFFAIRS

New students: An enrollment deposit of \$500 is due by May 1. Freshmen and first time enrollees pay an additional registration fee of \$250.

Returning students: The enrollment deposit of \$500 for returning students is due in order to complete your registration for the following year.

Deposits and all tuition payments are made via your family account with FACTS

Collection Policies

A fee of \$35 will be assessed for late tuition payments or returned checks.

All students attending De La Salle must be up to date in their tuition payments. Students may be excluded from school, exams, school activities and graduation if their accounts are not up to date. No student will have his transcript released unless the student's account has been paid in full.

Conditions of Enrollment

Enrollment is for the entire school year. If a family chooses to cancel this agreement, the DLS Admissions Office must receive written notification and the family must complete the electronic DLS Exit Survey to finalize any disenrollment.

One hundred percent of scholarships and tuition assistance awarded to a student is forfeited (no pro-rated amount) if the student leaves De La Salle Collegiate for any reason.

In case of serious student illness, moving from the school service area, dismissal for academic or disciplinary reasons at the request of the administration of De La Salle Collegiate, or leaving for any other reason after the first full day of academic classes, the family will be charged tuition to the end of the current week, based on the following schedule:

- Weeks 1 through 8: Tuition charge is 32% of annual tuition.
- After week 8: Tuition charge is 4% for each week school has been in session for 3 or more days.

De La Salle reserves the right to dismiss a student at the discretion of the Administration when it is determined that continued enrollment is no longer in the best interest of the student or De La Salle Collegiate.

Fees

- All seniors will be charged an additional \$150 fee to cover graduation expenses.
- Advanced Placement exam fees will be billed separately in the second semester.
- IB exam fees will be billed separately, with installments beginning at the end of sophomore year.
- All international students will be charged a \$2,500 fee to cover processing.

Merit Scholarships and Financial Aid

Students that have been awarded merit scholarships or qualify for financial aid should note that these deductions are applied equally to the ten payments. Any Archdiocese of Detroit tuition assistance grants are applied to tuition when the grant is received by DLS, usually by mid-November. Financial aid and scholarships will not be applied to the registration fee or enrollment deposit.

School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:00 a.m. Lunch is provided every school day from 11 a.m. to 11:45 p.m.

Payments: Students must use their student ID cards as a debit card for lunch in the school cafeteria. In order to fund the card, please check the Infinite Campus page.

The Brothers Table - New applications are reviewed on the 25th of the month. Contact Mr. Joe Gerardi at 586-541-6276 for further information.

Student Accident Insurance

As part of tuition, each student is a member of the Student Accident Plan. The purpose of this program is to provide medical benefits to pay claims for students who are injured in an accident to/from/at school, as well as in the practice and play of intramural and interscholastic sports. No benefits will be paid for loss due to sickness or disease.

- The Student Accident Plan pays benefits in cooperation with the medical plan of the parent. The medical plan of the parent is primary, and the Student Accident Plan pays what is not covered. If however, the student has no applicable medical plan from his parent, the Student Accident Plan becomes the primary plan.
- An accident report **MUST** be filed in the school office by the activity moderator. All injuries must be reported to the moderator or school office as soon as possible so that a report can be filed. Students or parents may request a copy of the report.

Student Cafeteria Accounts

Students may check their Cafeteria Account balance at any time. Once a student leaves, any remaining funds in the account will be handled as follows:

- If the student has a brother currently enrolled at De La Salle, funds will be applied to his account.
- If a student has less than \$5. remaining in the account, the funds will automatically revert to De La Salle..
- If a student has more than \$5. remaining in the account, the amount will be refunded upon written request to the De La Salle Business Office. After one year, all amounts will be applied to the De La Salle Collegiate general scholarship fund.
- More information is available online.

STUDENT EXPECTATIONS

General Conduct

Classes begin at 8 a.m. and students are dismissed at 2:45 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

Students are responsible for the manner in which they represent themselves and De La Salle Collegiate at all times. A student who brings discredit to himself and the school through public misconduct or through interaction with law enforcement (particularly incidents involving alcohol or illicit substances) will be subject to disciplinary action when the matter is brought to the attention of the school administration. Students and their families are strongly advised to report any such incidents immediately to the administration.

Student behavior that violates school rules and regulations; and is detrimental to the reputation of De La Salle – whether such violations occur at a time when school is not in session and/or at a location other than on school property - are subject to disciplinary actions up to and including suspension and/or expulsion.

De La Salle reserves the right at its discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices and procedures.

Academic Integrity

A student's honesty and integrity in his academic work is expected in keeping with the moral and educational philosophy of our Founder. De La Salle reserves the right to submit selected pieces of work at random to external bodies for verification and evaluation of sources. All students are highly encouraged to keep all rough drafts, notes, and sources that are produced while preparing work should the need arise to produce them in defense against academic dishonesty. Any form of dishonesty in doing one's individual academic work (homework, tests, failure to report, etc.) will be considered a serious violation that will put the student's attendance at De La Salle at risk.

The following list is not exhaustive, but it gives examples of behaviors that are unacceptable:

1. Cheating: Using unauthorized notes, study aids, or information on an examination; Altering a graded work after it has been returned, then submitting the work for re-grading unless instructed to do so by the teacher; Allowing another person to do one's work and submitting that work under one's own name; Submitting identical or similar papers for credit in more than one course without prior permission from the course teacher.

2. Plagiarism: Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
3. Fabrication: Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with the standard guidelines that define the appropriate methods for collecting or generating data, and then failing to include an accurate account of the method by which the data were gathered or collected.
4. Obtaining an Unfair Advantage: Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; Unauthorized collaborating on an academic assignment; Retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; or Intentionally obstructing or interfering with another student's academic work.
5. Aiding and Abetting Academic Dishonesty: Providing material, information, or other assistance to another person with, or without, knowledge that such aid could be used in any of the violations stated; Providing false information in connection with any inquiry regarding academic integrity.
6. Falsification of Records and Official Documents: Altering documents affecting academic records; Forging signatures of parents; Falsifying information on an official academic document, grade report, letter of permission, petition, waiver form, ID card, or any other official document.
7. Unauthorized Access to Computerized and/or Hard Copies of Academic or Administrative Records or Systems: Viewing or altering computer records; Modifying computer programs or systems; Releasing or dispensing information gained via unauthorized access; Interfering with the use or availability of computer systems or information.

Consequences for Violations of Academic Integrity

Note: All consequences are subject to the discretion of the DLS Administration.

1st offense at DLS

1. Parents receive an email from teacher and a phone call from the counselor detailing the incident and next steps for the student
2. Student meeting with teacher & counselor
3. Detention served to complete the assignment in question

2nd offense at DLS

1. Parents receive an email from teacher and a phone call from the counselor detailing the incident and next steps for the student
2. Student and Parent meeting with teacher(s), counselor, and Assistant Principal; Academic Integrity Contract is signed by all parties

3. Suspension served; assignment in question may be completed during suspension or during a separate detention as determined by the teacher(s), counselor, and Assistant Principal

3rd offense at DLS

1. Parents receive an email from teacher and a phone call from the counselor detailing the incident and next steps for the student
2. Student and Parent meeting with teacher(s), counselor, and Assistant Principal; Academic Integrity Contract is reviewed by all parties
3. Multiple-day suspension served; assignment in question may be completed during suspension or during a separate detention as determined by the teacher(s), counselor, and Assistant Principal
4. Academic integrity violations will be documented on the student's transcripts

4th offense at DLS

Consequences to be determined by DLS Administration; expulsion possible.

Backpacks

Backpacks are not allowed in the hallways or classrooms during the school day. Backpacks are not allowed in the Commons prior to the end of the academic day. Students who have finished their classes will not be allowed to wait with their coats and/or backpacks prior to the end of the academic day. Backpacks are to be stored in student lockers at all times. Athletic backpacks are to be stored in athletic lockers. Backpacks are subject to inspection at any time.

Chromebook cases are permitted.

Bullying

State law requires all Michigan schools to have an anti-bullying policy in place. This law specifies that, among other things, the policy shall include a provision stating that all students "are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus." As provided in state law, bullying includes cyberbullying.

The bullying entry in your handbook should be consistent with the District's adopted policy and should include at least the following components:

- A. A statement prohibiting bullying of a pupil, including cyberbullying as a form of bullying.*
- B. A statement prohibiting retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying.*
- C. A provision indicating that all pupils are protected under the policy and that bullying is equally prohibited without regard to its subject matter or motivating animus.*
- D. The identification by job title of school officials responsible for ensuring that the policy is implemented.*

- E. *A statement describing how the policy is to be publicized.*
- F. *A procedure for providing notification to the parent or legal guardian of a victim of bullying and the parent or legal guardian of a perpetrator of the bullying.*
- G. *A procedure for reporting an act of bullying.*
- H. *A procedure for prompt investigation of a report of violation of the policy or a related complaint, identifying either the principal or the principal's designee as the person responsible for the investigation.*
- I. *A procedure for each public school to document any prohibited incident that is reported and a procedure to report all verified incidents of bullying and the resulting consequences, including discipline and referrals, to the board of the school district or intermediate school district or board of directors of the public school academy on an annual basis.*
- J. *An assurance of confidentiality for an individual who reports an act of bullying and procedures to safeguard that confidentiality.*

Intimidation & Harassment

Intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of intimidation or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass or intimidate another based upon race, color, national origin, sex, sexual orientation, gender identity, failure to comply with gender stereotypes, disability, age, or religion. The school and district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a counselor. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. Reports of sexual harassment should be made to the school's building principal or to their counselor.

Disciplinary Standards for Students

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, e-cigarettes or vaping materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted

to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
(a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
11. If a student engages in aggressive physical behavior on DLS premises or at a DLS activity, the standard suspension period has been five (5) school days and a report is made with local law enforcement. The City of Warren Ordinance Sec 22-240 defines this as “No person shall, while in any building of on any property owned, occupied or otherwise used by a school **incite, participate or otherwise be involved** in any fight or physical confrontation with another.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to vandalize or cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or

school property.

Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension. Students placed on suspension are responsible for all class work assigned during the period of suspension. Any student placed on suspension may not take part in or attend any school-sponsored event or extracurricular activity until the student returns to school when the suspension has concluded. A suspended student may serve an in-school suspension, in which case, the student will be assessed a \$100 proctoring fee to secure the services of a substitute teacher for supervision.
7. After hours detention or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Permanent Expulsion

The Michigan School Code mandates the permanent expulsion, subject to possible reinstatement, of a student in grade 6 or above who, while on school property, school transportation, or at a school activity or event, possesses a dangerous weapon, commits an act of criminal sexual conduct or arson, or physically assaults a school employee, contractor or volunteer. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Further, the Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of school policies, (5) or incite other students to act with physical violence upon any other person.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled.

A student who physically assaults another student on school property, at any school-sponsored

activity, or on any school-related vehicle shall be suspended or expelled at the determination of the school administration.

Dress Code/Student Appearance

The development of good habits of dress and grooming is an integral part of a young man's education at De La Salle. The dress code applies to students when they arrive on campus and continues until they leave.

The following items of clothing, maintained in a neat and clean condition and properly sized, are required for students throughout the school year. Students are required to be in dress code at all times throughout the school day.

- Short or long-sleeved shirts with collars must be worn. Required shirts are the purple, gold, or white DLS short-sleeved polo shirts OR the gray or black long-sleeved DLS polo shirts. These items are available in the Pilot Hangar. Shirts must be tucked in at all times during the school day.
- Students are expected to stay in dress code for the entire school day, regardless if they have classes scheduled or not.
- No long-sleeve shirts or thermal shirts are to be worn under a short-sleeved shirt. Long sleeve shirts are expected in these instances.
- De La Salle logo fleeces, sold in the Pilot Hangar, are the only type of logo fleeces permitted. They are black or gray. These logo fleeces must be worn with a collared shirt underneath.
- Dress pants of a solid color and a solid color dress belt must be worn. Acceptable pant colors: beige, khaki, tan, black, dark grey, dark blue, brown.
- Pants are to be worn above the hip and are not to sag. Jeans, cargo pants, work or any pants with sewn exterior pockets and/or any style of oversized pants are not acceptable. Pants with holes or frayed cuffs are not permitted.
- Dress shoes and socks are required. The official DLS school shoe may be purchased at Outside the Box Shoes in Fair Haven, MI 586.263.7170. All students must wear the brown Doc Marten shoes. NO other type of dress shoe is acceptable. Dress socks must cover the ankle and should similarly be dark in color.
- Shoes are to be worn as intended. Heels are not to be stepped on and have the shoes worn as sandals.
- No hats are to be worn in the building, except during non-school hours in the weight room, gym, and locker rooms.

Liturgy Dress Code

On the days the De La Salle community celebrates Mass (liturgy) together, all students are required to wear the official DLS logo shirt and tie. This code was designed in an effort to show respect for Liturgy and the coming together as a community. It is expected that all students will be in compliance on Liturgy Schedule Days. Students not in dress code will be expected to report to the Pilot Hangar and purchase an acceptable shirt and tie. ... **Liturgy Schedule Days are noted on the Calendar.**

Student Identification Cards

Each student is issued an identification card and lanyard that is not transferable and must

always be carried at school and school activities.

- The card must be worn around the neck during the school day, and must be visible at all times.
- Students who do not have their ID cards will face disciplinary consequences.

The replacement charge for a lost card or lanyard is \$5 each. Payment will be applied to your FACTS account. Replacements are obtained in the counseling office.

Grooming

Students are responsible for complying with the following grooming requirements.

- **Hair**
 - General. Many hairstyles are acceptable, as long as they are neat and conservative.
 - Extreme, eccentric, or faddish haircuts or hairstyles are not authorized.
 - If a student use dyes, tints, or bleaches, they must choose a natural, non-extreme hair color which covers all the hair.
 - Students who have a texture of hair that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the student would normally part the hair.
 - Students will not shape or cut designs into their hair or scalp.
 - The hair on top of the head must be neatly groomed and may not stand upright. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance of less than 2 inches in length. Braids, or twists that distinctly protrude (up or out) from the head are not authorized.
 - Cornrows are permitted, but they must follow these regulations:
 - Cornrows must be styled above the ears and cut above the collar and be neatly braided close to the scalp in straight rows.
 - Cornrows must be tightly interwoven to present a neat, professional, well-groomed appearance.
 - Foreign material (such as beads or decorative items) will not be braided into the hair.
 - Cornrow ends will not protrude from the head and must be secured
 - Hair gels are not permitted to slick back hair to make it appear in code.The hair must present a tapered appearance. A tapered appearance is one where the outline of the student's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not touch the ears or eyebrows, or the collar at any time (combed or natural).

Haircuts with a single, untapered patch of hair on the top of the head are considered eccentric and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head (mohawk or tire strip),

around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop). Hair that is completely trimmed closely to the scalp is authorized.

- **Sideburns**
 - Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head.
 - Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point.
 - The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.

- **Facial hair**
 - Males will keep their face clean-shaven during school & on school sponsored trips.
 - Mustaches are not permitted.
 - Students who have a dermatological reason not to shave require a doctor's note. The note should be turned over to his counselor. A doctor's note is valid for up to 30 calendar days. Students will keep the growth trimmed to less than ¼ inch and will not shape the hair growth (examples include, but are not limited to goatees, "Fu Manchu," or handlebar mustaches).

- **Jewelry**
 - Earrings or other forms of body piercing are not permitted at school or at any De La Salle activity. Chokers are not permitted. Neck chains will not be visible, except for a Kairos necklace. Bracelets will not be worn, except for a DLS-sponsored awareness bracelet. Fashion bracelets are not allowed.

- **Tattoos**
 - Visible body tattoos are not permitted during the school day or at any DLS-sponsored activity.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Free Time/Change of Periods

- Students may not loiter in the building during their unscheduled time, but must report to one of the areas available for study or other activity: Cafeteria, TARMAC, or Student

Commons.

- Students are not permitted in the hallways or locker areas except at class change.
- Four (4) minutes is allowed between classes for students to move about the building. A bell will sound to indicate the end of each class, and another bell will sound to indicate the beginning of the next class.

In the Classroom

For each class period, students should:

- Possess at all times the necessary textbooks, notebooks, work paper, pen, pencil, and other required tools for learning;
- Apply diligent attention to the teacher and the lesson;
- Promptly complete and submit assigned work at the time specified by the teacher;
- Observe the classroom rules as established by the teacher;
- Avoid any speech, conduct, or expression that may tend to create disorder in the classroom, interrupt the lesson, or disturb the teacher or other members of the class. Inappropriate behavior may result in disciplinary action.
- Cell phones are not allowed in the classroom
- Students are required to bring their fully charged chromebooks to all classes except for physical education & leave them under their desk until instructed to retrieve by a teacher.

Lockers

- Lockers remain the property of De La Salle Collegiate. Administrators reserve the right to search any locker at any time.
- The use of school lockers is a privilege extended to the students. Locker usage may be withdrawn at any time.
- Students are not permitted to change lockers without the permission of the administration.
- A student who violates the privacy of another student's locker is subject to disciplinary action.
- Students are not to share combinations with any other student.
- Students are required to keep their lockers (athletic and academic) locked at all times.
- The school is not responsible for lost or stolen valuables.
- A student who experiences theft or loss of property should fill out an Incident Report which can be located in the Counseling Office.
- Any student found stealing will be subject to disciplinary action up to and including expulsion.
- Students are responsible for the cleanliness and neatness of their lockers, and only a student's schedule may be posted in the locker.
- A damaged or broken locker should be reported to Administration. Students will be held responsible to any damaged incurred to a locker while it is assigned to them.
- Lockers must be cleaned at designated times and emptied at the end of the school year.

Lunch & Cafeteria Rules

Students may not leave campus during lunch. During lunch, students must proceed directly to the cafeteria and, after getting their lunch, shall immediately sit in a chair at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which

they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. **No food shall leave the cafeteria.**
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Parking: Visitor Parking

The school has marked and designated visitor parking spots.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parking: Student Driving/Parking

Any student who drives to school must register his vehicle with the Assistant Principal office, a parking fee is charged for the school year.

Those with on-campus parking privileges must have their parking tag properly displayed at all times and obey driving regulations in parking areas. Failure to display the parking tag may result in disciplinary action.

Students may park their vehicles in the school parking lot with the purchase of a parking pass. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The front parking lot is for school staff, personnel, and others designated by administration. Students may be required to move their vehicles for school activities.

Vehicles should be locked when parked in the school parking lot. The school is not responsible

for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended. The school is not responsible for any accidents in the parking lot.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

No student is to go to his car or any other car during the school day without the permission of the administration or an escort by one of the monitors. Students who remain at school after classes are finished are still bound by the school regulations concerning automobiles. Loitering or driving around the property is not allowed.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (*i.e.*, lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (*e.g.*, purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has

violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

School Safety Drills

Periodic fire, tornado, lockdown and evacuation drills are required by law. Students should familiarize themselves with the exit routes and the designated safe areas throughout the building and should move silently to these areas immediately upon hearing the alarm bell.

Students exhibiting inappropriate behavior during drills will be subject to disciplinary action.

The signal for a fire or fire drill is a loud horn over the bell system. The signal for a lockdown will be a PA announcement. Since drills are rehearsals for behavior that is to occur in case of emergency, the following procedures are to be observed at every drill:

- For a fire drill, immediate, orderly, and silent evacuation of the building through pre-assigned exits or alternate exits must occur. For a tornado or lockdown drill, immediate, orderly and silent reporting to designated safety areas.
- Doors and windows of each classroom must be closed.
- The teacher of each specific class must accompany and supervise his/her students during the entire time of the drill
- Three of the fire drills must take place by December 1, and two during the remainder of the school year.
- At least one lockdown drill must be held by December 1, and at least one after January 1. There would have to be a reasonable spacing interval between each drill of the same kind.
- Currently, K-12 schools are required to hold at least two tornado safety drills for each school year. Under state law, at least one tornado safety drill must be held in March.

Please visit our website to review our safety drill reports.

STUDENT SERVICES

Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Each student is assigned a counselor for his tenure at De La Salle Collegiate. Counselors are available for his academic and/or personal counseling.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Education of Students with Disabilities

It is the intent of the school to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or

(3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school psychologist.

Discipline of Students with Disabilities

De La Salle will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Emergency Medical Authorization

The student's parent/guardian should complete the school's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

TWO OPTIONS – CHOOSE ONE:

Nit-Free Option

- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).

No Live Lice Option

- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The school nurse or building principal will re-examine the student's hair. The student will be re-admitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

Job Opportunities

The Counseling Office receives many calls during the school year from employers seeking student workers. The school will recommend for employment only those students whose attendance and achievement records merit a recommendation. Work permits, required for

students 17 years of age or under, may be obtained from the Counseling Office.

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Peer Mediation

The Peer Mediation program is a student-facilitated program designed to help students understand and cope with any issues that they have with one another in a safe and trusting environment. Contact the Counseling Office for more information.

Standardized Testing

Students and parents/guardians should be aware that students in grades 9, 10, 11 and 12. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect*, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Student Records

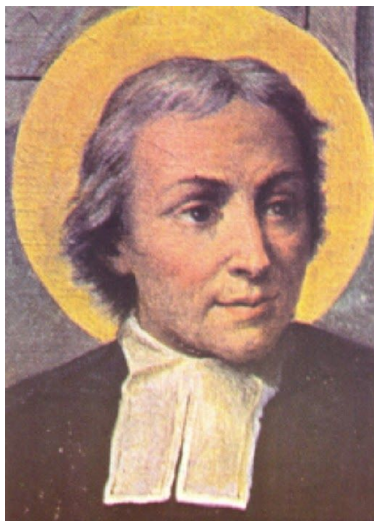
School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) rights with respect to their student records.

Teacher Qualifications

Parents may request information through the school office about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.



**St. John Baptist de La Salle, pray for us.
Live, Jesus, in our hearts. Forever!**