



**Student – Parent
Handbook
DeLaSalle High School**

2025-26

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Introduction

DeLaSalle High School is a Catholic, Lasallian, co-educational high school located in an urban setting, and is committed to providing students with a Catholic faith-based and structured curriculum designed to prepare them for postsecondary opportunities and choices. DeLaSalle is proud of its association with the Brothers of the Christian Schools (informally known as the Christian Brothers). From the very first school day in 1900, Christian Brothers have guided DeLaSalle students in their academic studies and the development of their relationship with Jesus Christ. This Lasallian work has considerably increased throughout the world. Today, we are 80,000 educators and more than 5,000 Brothers, and together we animate the Lasallian mission which reaches more than one million children, young people, and adults.

Educational service of the poor continues to be relevant for our time and essential for the Brothers and Lasallians. The effort required of each one of us is one of conversion of the heart and of the mind. As demonstrated by the unwavering and enthusiastic commitment to attract students from various economic levels, academic abilities, racial communities, and ethnic backgrounds, DeLaSalle extends beyond the facilitation of academic success to the preparation of students to be of service to the local, national, and global community both during and after their formal education.

Policies and operational procedures at DeLaSalle High School are intended to preserve and facilitate the best of traditional and contemporary educational standards within a Catholic school environment. All students and parents should familiarize themselves with the school's general expectations and policies.

Recognizing that each individual learner brings his or her unique needs to an educational program, the administration of DeLaSalle High School reserves the right to modify the stated policies to both facilitate and enhance the learning experience of an individual student.

The DeLaSalle High School administration reserves the right of final interpretation of stated policies.

I. Communications

At DeLaSalle, we believe that strong communication between the school and families is key to the success of our students and school community. Consistent with our Catholic roots, we are committed to nurturing not only the academic and spiritual growth of each student but also the partnership between home and school. This partnership plays a pivotal role in ensuring that students are supported in their educational journey and in building a community of shared values.

We encourage families to stay actively informed by regularly reading our eBlasts, which provide important updates and upcoming events. Additionally, The Source, located on our website, is an essential tool for announcements regarding the daily schedule, lunch menu, volunteer and student involvement opportunities, and other important information. Should any questions or concerns arise, we strongly encourage you to reach out to the appropriate department additional support.

Contacting DeLaSalle High School

Normal business hours during the school year are 7:30 a.m. to 4:00 p.m.. DeLaSalle's main phone number is 612.676.7600. To contact a staff member directly please visit our employee directory on-line at www.delasalle.com for each staff person's contact information. At no time during the school day (8:15 a.m. to 2:50 p.m.) should a parent attempt to contact their child via cell phone.

Emergency Response Team

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. DeLaSalle has assembled an Emergency Response Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. This team meets regularly to provide the foundation and framework to deal effectively with any crisis that may occur. Policies and procedures are reviewed and improved to better prepare faculty, staff, students, and families. Emergency Management Team members are members of the school administrative team, staff, and faculty. In the event of an emergency, families are encouraged to contact the Main Office at 612.676.7600. If you think you are experiencing or witnessing a life-threatening emergency, then it's important to call 911 immediately.

General Information

All media announcements to be disseminated externally, such as press releases, videos for public consumption, and the website, require the approval of the President, Principal, Director of Marketing, or the Director of Communication. Information regarding the history and current operation of DeLaSalle High School is available on the internet at www.delasalle.com.

Guests and Visitors Policy

DeLaSalle High School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main Office and abide by the regulations outlined in this handbook. Guests visiting DeLaSalle while school is in session, guests must sign in and wear the provided visitor's badge. Students interested in visiting the school for a day should see the "Student Visitors" section (page 11). DeLaSalle administration reserves the right to refuse entry to and remove a guest at any time and for any reason.

School Closings

School closing announcements (due to inclement weather or emergencies) will be announced on DeLaSalle's website, communicated through alerts to families via phone and/or email preferences, and announced on WCCO Radio (830AM), WCCO.com, WCC-TV (CBS News), KSTP TV (ABC News), and KARE11 News.

School Communication Resources

Canvas

DeLaSalle's learning management system, Canvas, allows teachers to communicate with students regarding course content. Parents are strongly encouraged to sign up for these communications by creating a Canvas observer account. Instructions for how to create an account are available at the following link: <https://dlsislanders.link/CanvasObserverDirections>.

Family Directory

A Family Directory may be published each year to aid communication within the DeLaSalle Community. This publication will be stored in the Veracross Parent Portal (login required). Any use of this directory for commercial purposes or any unlawful or other inappropriate purpose is strictly prohibited. Parents are to update profiles and choose directory preferences regularly. Updated family information is required to ensure communications and records remain current.

Newsletter (“Looking Ahead” eBlast)

A weekly newsletter is sent to all DeLaSalle families via email. The email blast is generally sent on Thursdays when school is in session and periodically in the summer. Items to be included in the weekly email blast must be submitted to the Marketing & Communications Manager by 12:00 p.m. on the Tuesday of the week in which the announcement is to be published. Please submit items more than a week out if you are able. The school reserves the right to edit all submitted material for content and length.

Remind

Coaches/moderators communicate with athletes and club participants using the school-managed Remind communication platform. This platform is used by coaches/moderators to communicate practice schedules, and other team updates.

Text and Phone Calls

DeLaSalle uses a web-based notification system to communicate time-sensitive and/or emergency information to families (including weather-related closures) via automated voice messages and text. It is important to note that the phone number(s) to which you wish to receive text messages and phone calls must be on file with DeLaSalle.

The Source

Each school day, students are directed to read all school announcements on “The Source”, a daily bulletin accessible from DeLaSalle’s homepage. Items for “The Source” must be submitted via email to communications@delasalle.com no later than 2:00 p.m. on the school day before the day of the announcement. A faculty moderator of any activity cited in a bulletin announcement must countersign all items prepared by students. The school reserves the right to edit material for content and length. Information in “The Source” may also be accessed by students via Canvas on their iPad. Media announcements such as posters, flyers, videos, audio, etc., require the approval of the Dean of Student Life who will designate areas for their display.

II. Admission and Continuous Enrollment

DeLaSalle High School's admissions and continuous enrollment process reflect our commitment to academic excellence and inclusivity within our Catholic, Lasallian tradition. Our continuous enrollment model ensures that students in good standing automatically progress through each academic year, eliminating the need for annual re-enrollment and allowing families to focus on their student's growth and development.

Our admissions criteria seek students who demonstrate academic potential, personal character, and a willingness to engage in our diverse, faith-based community. The holistic process includes reviewing educational records, teacher recommendations, and entrance exam performance for incoming ninth graders as well as taking into consideration co-curricular and volunteer involvement. Transfer students are evaluated based on academic, attendance, and behavior records and undergo a probationary period to ensure a smooth transition into our educational and co-curricular programs.

Financial aid requires an annual application, separate from continuous enrollment, and all students must meet financial obligations as outlined in the handbook. DeLaSalle retains the right to determine continued enrollment based on academic performance, behavior, and adherence to school policies, ensuring a supportive and mission-driven educational environment for all students.

Continuous Enrollment

DeLaSalle uses a continuous enrollment model following initial admission, whereby students in good standing are automatically enrolled from one school year to the next through the completion of 12th Grade.

As it relates to financial obligations and continuous enrollment, DeLaSalle will charge the student's tuition account for the applicable tuition and fees that occur as part of enrollment for each school year and will follow the policies as outlined in [Section IX \(Financial Policies\)](#) of this Handbook.

DeLaSalle retains the right, at its sole determination, to terminate enrollment at any time. Families will be responsible for tuition according to the schedule outlined in [Section IX](#) of this Handbook for any student withdrawal (including dismissal).

Continuous enrollment is being used to eliminate unnecessary procedures of an annual re-enrollment process, saving time for families that plan to stay at DeLaSalle for four years.

Financial Aid is not on a continuous enrollment basis and must be applied for each year. Financial Aid will not be awarded without a completed application and proper supporting documentation.

Policy and Procedure

As part of its Catholic and Lasallian heritage, DeLaSalle seeks to attract students from various economic levels, academic abilities, racial communities, and ethnic backgrounds. DeLaSalle High School strives to educate a broad range of students and to foster a sense of community among them. Admission at the start of grade nine is based on (1) completion of application; (2) average or better performance on grade school transcripts; (3) at least two middle school teacher recommendation regarding academic potential and personal character; and (4) meeting or exceeding national percentile standards of academic potential as indicated by an entrance exam.

Student Visitors

Prospective students in the 7th or 8th grade who are applying for admission are welcome to spend the day or part of the school day with a current DeLaSalle student. Students currently enrolled in grades nine, ten, and eleven must have a completed application on file before a visit may be scheduled. Parents must arrange all student visits with the Office of Admission at least three days before the visit. Students may not arrange for visits. Visitors must follow all rules and regulations that are binding for current students.

Transfer Students

The Admission Office and the Admission Review Committee, under the direction of the Principal, coordinate the admission of transfer students. Students who transfer to DeLaSalle must (1) complete an application form; (2) have an average or better performance on the previous school's transcripts; (3) submit at least one letter of recommendation from a teacher regarding academic potential and personal character; and (4) participate in a personal interview with the Director of Enrollment and Marketing or Principal.

Upon enrollment, the student's previous academic record will be translated into DeLaSalle credits. All prior credits will be added to a student's transcript with the Honors or AP designation but will be factored into the student's current GPA as a regular class. Students who transfer to DeLaSalle are required to pay a \$350.00 tuition deposit plus at least the first month's tuition before attending classes.

For all transfer students, the first twelve weeks of attendance at DeLaSalle are considered probationary. Continued enrollment is conditioned on the student's satisfactory classroom performance, attendance,

and behavior.

Extracurricular eligibility is determined according to the Minnesota State High School League rules, with consideration to grades earned during the last term at the previous school. Transfer students may not practice with, nor participate in, extracurricular activities until health records and official transcripts have been verified.

Sixty hours of Service Learning is a graduation requirement for all students, including transfer students, who may submit previously completed service hours to the Campus Ministry Office for review and approval.

Withdrawing from DeLaSalle

If a student wishes to withdraw at any time during the academic year, a parent or legal guardian of the student must contact the Director of Admission to initiate the withdrawal process. Once the withdrawal process is complete, the school will forward official transcripts to the transfer school. See also the ["Tuition Policies for Withdrawal of Students"](#) section in this handbook.

III. Uniform Dress Code

At DeLaSalle, we maintain a uniform dress code to foster an environment of equity, whereas students, regardless of their economic or ethnic background, can feel valued and included. The uniform dress code policy is part of our broader mission to ensure that every student is treated fairly and with respect. We believe that presenting oneself in a professional and appropriate manner is essential as it helps prepare students for life beyond high school.

We expect all students to present a neat, clean, and modest appearance at all times and while on school grounds, whether during school hours or after classes have ended. We believe dressing with modesty means skirts and shorts should hit students at mid-thigh or lower. Clothing should adequately cover undergarments while standing, sitting, walking, or participating in day-to-day activities. Skirts and shorts must be clearly visible below a shirt or sweater. Shirts should be long enough that they adequately cover a student's midsection. Modesty in dress is an important part of maintaining a respectful atmosphere, and it aligns without commitment to create a positive and supportive learning environment.

Personal Appearance

1. Clothing must be appropriately sized and kept clean and without tears, holes, wrinkles, or ragged edges.
2. Uniforms cannot include accessories such as sunglasses or adornments (chains, buttons, handkerchiefs).
3. Hats or other head coverings may only be worn during the school day for religious, cultural, or medical purposes. Hats and other head coverings must be predominantly black, brown, white, or gray in color.
4. In the spirit of modesty, jewelry must be neat and may not draw undue attention to the student. Necklaces and jewelry are not permitted below the neck area. Only one facial stud or ring piercing is allowed.
5. Hairstyles, tattoos, and any personal accessories should not draw undue attention to the student. Hair color must be natural in tone.

Violations of DeLaSalle's dress code will be reported to the Dean of Student Life. Minor conduct violations will be issued at four uniform infractions and parents will be notified when repeated violations occur. After the fourth violation, a detention will be assigned for every uniform infraction.

Purchasing Uniform Items

With the exception of shoes, shorts, and pants, all DeLaSalle uniform items must be purchased through the school's uniform provider, [Branding Warehouse](#). The [Nike Dri-FIT Advantage Women's Long Golf Skirt](#) may be purchased through outside vendors like Nike, Golf Galaxy, Dick's Sporting Goods, or others.

Uniform Appearance

Uniform Code for All Students

1. All students have the choice of wearing black or khaki uniform pants or shorts. Pants and shorts must be worn appropriately and no lower than the waist. Pants and shorts cannot contain cargo-style pockets or exterior sewn-on pockets, banded waist or bottoms, jeans, spandex, or athletic-like material. Shorts must be no shorter than mid thigh.
2. Female students must wear the school-approved Nike Dri-FIT Advantage Women's Long Golf Skirt. Skirts may not be rolled or altered in any way. This includes removing the sewn-in shorts.
3. No sweatpants or other athletic pants are allowed. This includes being worn under a skirt.
4. DeLaSalle Nike polo shirt (black or white). A solid white or black t-shirt (no visible decorations or colors) may be worn under uniform polos. Polos must be tucked in.
5. DeLaSalle Nike quarter zip fleece, DeLaSalle Nike Crew Neck sweater, or v-neck sweater (black or gray). Quarter Zip fleeces must be worn over a DeLaSalle polo. Uniform sweaters may not be wrapped around the waist, head, or shoulders.
6. Outdoor attire, such as coats, hats, jackets, gloves, etc., is not permitted during the school day.
7. Students may wear DeLaSalle spirit and team apparel over their uniform on designated Islander Days. These days are determined by the Administration.

Guidelines for Shoes, Belts, and Tights

1. Shoes must cover the whole foot with no openings on the toes, sides, or back.
2. Shoes must be white, gray, black, brown, or school colors.
3. No sandals or sandal-type shoes are permitted.
4. No slippers or slipper-type shoes are permitted.
5. Boots cannot exceed mid-calf area.
6. If a student wishes to wear a belt, it must be predominantly black or brown. Belts may be worn with pants or shorts. Belt buckles must not draw undue attention to the student.
7. All tights must be solid black or white.

IV. Attendance

At Delasalle we believe in punctual and consistent attendance. We see attendance as a critical component of a successful educational experience. Arriving on time and attending school regularly fosters student learning opportunities, sense of responsibility, and demonstrates commitment to learning. Punctual attendance allows students to engage fully in classroom activities, participate in discussions, and build relationships with teachers and peers.

Family partnership plays a vital role in ensuring students arrive on time to school, which significantly impacts their educational experience. When families prioritize punctuality, they not only emphasize the importance of education but also model responsibility and commitment for their children.

A strong family-school partnership enhances communication about attendance expectations and the importance of being on time. We encourage families to establish routines that promote early bedtimes and efficient morning preparations, making it easier for students to arrive at school ready and focused.

Reporting an Absence

Students who attend classes every day increase their chance of success in their studies. If a student must be absent for any reason the parent/guardian must inform the school at 612.676.7600 or mainoffice@delasalle.com before 8:15 a.m. that day to notify the school of the student's absence. If a parent does not call the school, the Main Office will attempt to contact a parent/guardian. DeLaSalle expects strong parental support for the school's attendance policies. Attendance issues can be addressed most effectively if open communication is maintained between the school and parents. Students who do not meet expectations regarding attendance and punctuality are subject to discipline, up to and including dismissal.

Starting school and classes on time depends on each student's punctuality. In addition to missing important class information, students arriving late to class disrupt the learning environment. All students are required to arrive at each class on time. Any student arriving into class after 8:15 a.m. will be considered tardy. When a student arrives with less than 50% of the time remaining in a class, the tardy will be considered an absence. Students must sign in and out with the Main Office whenever a student enters school after the first block period has begun or leaves school before the end of the final bell.

Occasionally, (i.e., bad weather day), a high percentage of students may be absent from school. The administration has the sole right to decide whether to make up the missed instructional time by adding hours or days to the school calendar.

Anticipated Absence

Under certain conditions, the school administration may grant anticipated absence requests. Students with approved absences have the obligation of completing the Anticipated Absence Form and making appropriate arrangements with teachers to ensure that all missed academic work will be completed. This form must be approved by the Dean of Student Life or Academic Dean and turned in to the Main Office prior to the absence.

Students who fail one or more classes will normally not be given permission to be absent from school or class.

Brief Absence/Early Dismissal

Being excused for part of the school day will be allowed only when a parent/guardian has communicated with the Main Office at least one day in advance by a written request that will be kept on file. The request must state the reason, the date, and the arrival/departure time. Medical and dental appointments will be considered excused only when a note from the physician's office is provided. Any request made the day of the release may require that the parent come to the Main Office to sign out the student. If a student leaves early for a medical appointment, they must return to school with a doctor's note. If these procedures are not followed, the student may lose credit for work missed during the absence.

Daily Eligibility

Participating in co-curricular activities at DeLaSalle is a privilege. Eligibility to participate in co-curricular activities is evaluated on a daily basis and communicated by the Dean of Student Life to the Director of Student Activities, coaches, and moderators. A student who misses any part of the school day will not be allowed to participate in co-curricular activities, including practices and competitions. Exceptions to this rule include pre-approved medical appointments, family emergencies, school-sanctioned events, or an absence approved by the Dean of Student Life. Students will not be excused from arriving late to school due to a previous night's event.

Excessive Absenteeism

Excessive absenteeism, including parentally excused absenteeism, may adversely affect a student's academic standing. In order to receive credit for any course at DeLaSalle, a student must maintain consistent attendance. If a student is absent, whether excused or unexcused, from school or an individual class period more than ten times per semester, the student and family must meet with administration to determine if the student can receive credit.

Additionally, students with poor attendance may be placed on an attendance contract and Disciplinary Probation to ensure better attendance. If a student is placed on an attendance contract, they may also have their SmartPass privileges revoked, meaning, they will not be able to request to leave class unless for medical emergencies. If excessive absenteeism is not corrected, additional disciplinary action, up to and including dismissal, will be taken. The Dean of Student Life will contact the parent(s) in this situation.

Multiple Day Absence

A parent may request that a student be permitted a multiple day absence from school. The school strongly discourages such a practice since it may impair the student's academic progress. For such absences, a completed Anticipated Absence Form must be submitted to DeLaSalle at least three school days prior to the first date of the anticipated absence. If this procedure is not followed, the student may lose credit for work missed during the absence.

School Sanctioned Absence

An instructor or moderator of a school activity may initiate a request for one or more students to be absent or dismissed early from school. Parental approval of this absence is required.

Single Day Absence

If a parent requests that a student be absent from school a single day (for a reason other than an emergency), the Main Office should be notified by the parent using the Anticipated Absence Form at least three school days prior to the requested day of absence.

Skipping Class

Skipping is defined as an occurrence where a student is recorded with an unexcused absence from class and/or the school day. No academic credit is given for classes skipped. The first time a student skips a class the student will be assigned detention and the Dean of Student Life will contact the parent(s). On the second skip, the Dean of Student Life will issue an in-school suspension in addition to parental contact. If a student continues to skip class, the Dean of Student Life will meet with the parent(s) and assign additional consequences, up to and including Disciplinary Probation.

Skipping School

On the first occurrence, of a student skipping any part or an entire day of school, the Dean of Student Life will assign detention and parents will be contacted. No academic credit is given for classes skipped. Any continued pattern of skipping school will result in additional consequences, up to and including dismissal. DeLaSalle does not approve or support any student organized "skip days". This activity will result in appropriate discipline as determined by the school administration, up to and including dismissal.

Tardiness

Punctual attendance at each class session is one of the most important responsibilities of every DeLaSalle student. Being "tardy" is defined as not being present in the classroom at the sound of the bell that begins each class period. Some teachers have attendance policies that affect their students' grades.

Students may arrive tardy to class or school, including 1st period, a total of four times in a semester without penalty. A warning will be issued when a student has been late three times. Detention will be assigned on the fifth time a student is marked tardy, and parent(s) will be notified. Students will receive additional detentions for every third tardy. After fifteen tardies, the Dean of Student Life will meet with the student and parent(s) and an attendance contract may be established. Additional disciplinary consequences may be assigned.

Students who arrive after 8:15 a.m. must check in at the Main Office before going anywhere in the school building. Students who arrive on a late school bus will be given a pass from the Main Office and may proceed to their first hour class. Arriving at school late for an unexcused reason, such as oversleeping or missing the bus, will be included in the student's total semester tardy count. Arriving more than halfway after the first block period will be considered an unexcused absence for the class periods missed.

Tardies will only be excused if due to medical appointments, family or transportation emergencies, or pre-approved absences. For medical appointments, the student must provide proof of appointment.

Unexcused Absences

An unexcused absence occurs when a student is absent from one or more classes or for an entire day of school without parent permission and without communication providing the reason for the absence, a signed anticipated absence form, or an approved school initiated absence. When these conditions have not been met and the student remains unexcused, a meeting with the Dean of Student Life is required before the student may return to classes. Students who are unexcused may not receive academic credit for work missed.

V. Academic Policies

At DeLaSalle High School, our academic policies serve as the foundation for student learning, growth, and achievement. Rooted in our commitment to excellence in Catholic, Lasallian education, these policies ensure that students are provided with the structure, support, and accountability needed to reach their full potential. From graduation requirements to student eligibility, each aspect of our academic program is designed to foster intellectual curiosity, personal responsibility, and a commitment to lifelong learning. Through these policies, we uphold high academic expectations while also offering pathways for student success, including opportunities for advanced coursework, credit recovery, and academic support.

Our academic policies also reflect our dedication to preparing students for college and career readiness. A structured framework of assessments, course requirements, and specialized academic programs guides students in their educational journey, equipping them with the knowledge and skills necessary for future success. DeLaSalle provides students with a rigorous, well-rounded education that emphasizes both academic excellence and personal development. In addition, we recognize the importance of adaptability, allowing students to demonstrate learning through various pathways.

In maintaining high academic standards, we also prioritize individualized support for students who encounter academic challenges. Our academic notice process, eligibility criteria for co-curricular participation, and credit recovery options ensure that students receive the guidance they need to stay on track for graduation. Additionally, our commitment to academic integrity, clear grading policies, and student record-keeping ensures a transparent and fair learning environment. Together, these policies reflect DeLaSalle's mission to cultivate knowledgeable, responsible, and faith-filled individuals who are prepared to lead and serve in an ever-changing world.

Cognia Accreditation

DeLaSalle continues to be accredited as a college preparatory high school under the auspices of Cognia, formerly AdvancEd, NCA/CASI (North Central Association/Commission on Accreditation and School Improvement). DeLaSalle has been accredited since 1929.

National Examinations

DeLaSalle students are expected to participate in nationally recognized assessments for the purposes of student admission, course placement, eligibility for support services, AP course requirements, and college preparation. Specific assessments and grade level requirements include:

- PreACT 8/9 - concurrent with admission process
- PSAT 8/9 - fall 9th grade
- PreACT - fall 10th grade
- PSAT - fall 11th grade
- ACT - spring 11th grade
- AP - end of course

Graduation Requirements

To graduate from DeLaSalle High School, students must complete a course of study that embeds the identified school academic competencies, values, and learning standards.

Credit Requirements

Students are required to earn a minimum of 46 semester credits to receive a DeLaSalle diploma (45 for the class of 2026). One credit is given each semester of successful work in a course. All students must register for a minimum of six credits per semester. Only one study hall per semester is permitted in a semester.

Students must complete the following credit and course requirements:

- 8 semesters of English
- 6 semesters of Mathematics
- 7 semesters Social Studies (including World History and Geography (9), Modern World History (10), US History (11), US Government (12), as well as one semester of either Anthropology, AP African American Studies, Hispanic Culture and Society, or Psychology)
- 1 semester of AP Economics, Economics, or Personal Finance (not required for the class of 2026).
- 6 semesters of Science (including Physical Earth Science, Biology, and Chemistry). For the class of 2029 and beyond, requirements are Biology, Chemistry, and 2 additional semesters.
- 2 semesters of the Fine Arts
- 2 semesters of Physical Education (including Physical Education 9 and an additional PE course)
- 1 semester of Health
- 4 semesters in one Modern Language
- 1 semester of Theology for each semester of enrollment
- 1 credit for 60-hours of service

Service Learning

DeLaSalle's Service Learning program creates, fosters and supports opportunities for students to learn and grow as servant leaders in the world today. Through the Service Learning Program, students begin to understand people in need and explore ways that they can make a difference on a local and global level.

In an effort to help students explore and discover their individual call to service, all students, including those who transfer to DeLaSalle High School, must perform a minimum of 60 Service Learning Hours

as a graduation requirement. Students must record their hours on the Service Learning Validation Form located in Canvas. Upon completion of the 60-hour requirement, students will receive a grade of “P” (passing) and 1.0 credit.

Participation in Commencement

Twelfth graders who have completed all academic requirements on or before published deadlines, have satisfactorily met all of their financial obligations to the school, and have fulfilled the obligations of good conduct as stated elsewhere in this Student-Parent Handbook, may participate in the commencement exercises.

Twelfth graders who have a deficiency of up to two credits will be allowed to participate in commencement exercises if all other graduation requirements are met and if there is an acceptable plan, agreed upon by the teacher(s), parent(s), student, and Principal, for the successful completion of deficient credits.

Theology

DeLaSalle functions under the direct supervision and leadership of the Catholic Archdiocese of Saint Paul and Minneapolis. Admission to DeLaSalle is open to students of other faiths and denominations. Regardless of faith tradition, students are required to take courses in Theology throughout their years of attendance and attend school liturgical celebrations that are held on a regular basis during the school year.

Mandatory grade level retreats are conducted annually through Campus Ministry. Retreats are a full day experience intended to expose students to Lasallian spirituality as well as developing necessary skills to make faith-based life decisions. Students absent from school on the day of the retreat must complete an additional 5 hours of service learning at a location of their choosing before the end of the academic year.

Study Hall

Study hall during the regular school day is a place for private or approved group study. Study hall is for students to work on academic assignments with use of the Media Center, if needed. Study hall supervisors will conduct the study hall as a classroom and set their own guidelines.

If students want to work with a teacher, or go to the Guidance Office or another school office during their assigned study hall period, they must utilize the school’s approved pass system in order to do so. All study hall students must first report to their study hall at the beginning of the period for attendance purposes and then move quietly and directly to the work area and later return to the study hall if so directed.

Students may not play music, videos, or games while in study hall. The iPad should only be used for educational activities.

Global Pathways Scholars Program

The Global Pathways Program fosters global competence by creating relationships between students and the larger global community. Four program opportunities (Academic Travel, Exchange Programs, International Study, and The Teens projects with Lasallian schools in Argentina, Brazil, Colombia, Greece, Italy and Spain), with a variety of relevant locations and academic topics are aim to produce student learners with the motto “Curiosity and civility, preparation and participation.” For more information, visit the [Global Pathways Scholars Program](#) website.

Credit for Learning

DeLaSalle High School provides processes and procedures by which students may meet graduation requirements, whether the school offers content in its curriculum or the student accomplishes the work in another learning environment. The school provides a process for transfer of credit for courses completed in other schools and post-secondary institutions, and recognizes credit for learning achieved in extra-curricular activities, activities outside the school, previous learning, and community experiences.

High School Coursework in Middle School

High school courses successfully completed at the middle school level may be recognized to fulfill prerequisites for advanced or honors courses at DeLaSalle. Middle school credits will not be awarded toward graduation, nor will performance in middle school courses be factored into the student's GPA. Placement into advanced or honors courses must be confirmed through performance on the DeLaSalle Math and English placement exam. Student schedules and courses may be modified within the first three weeks of the semester by administrative action to ensure placement in the appropriate courses.

Transfer Credit

Students transferring into DeLaSalle will receive credit for academic courses in their previous high school. Students from public or accredited nonpublic high schools will have their previous academic record translated into DeLaSalle credits. All prior credits will be added to a student's transcript and will maintain any Honors or AP designation. All transfer credits, regardless of Honors or AP designation, will be factored into the student's current GPA as a regular, unweighted class. Credits for students from nonaccredited nonpublic high schools, including homeschooled students, will be translated into DeLaSalle credits as practicable. All earned credits will be reflected as "P" for passing credit and will not be factored into the students GPA.

PE Waiver

To meet the Physical Education graduation requirements, all students are required to take Physical Education in Grade 9 and another PE course in Grade 10, 11 or 12. Students may choose to fulfill the requirement by requesting a PE Waiver when they are completing their course requests for the following school year.

Students who have completed one full season of participation on a DeLaSalle athletic team during 10th or 11th grade may apply for the PE waiver. Students who play a sport not associated with DeLaSalle, because it is not offered by the school, may apply for the waiver through an administrative exemption.

Applications for the PE Waiver will only be considered if:

- The student has participated in a DeLaSalle sport for one full season in 10th or 11th grade.
- The student participated in an organized and coach-supervised sport not offered at DeLaSalle that also meets the requirements of the waiver. The student would then be granted an administrative exemption.
- The student fully completes and submits the waiver application by the course registration deadline.

Post-Secondary Credit

Program for Advanced College Credit (PACC)

DeLaSalle partners with Saint Mary's University of Minnesota to offer college credit for participation in DeLaSalle courses. All students enrolled in the DeLaSalle course are eligible to participate in PACC. Students must complete both the Saint Mary's PACC application and the DeLaSalle tuition agreement prior to the deadline. Students not having completed the tuition agreement by the deadline will be removed from the roster of students earning PACC credit. PACC credit for the 2025-2026 school year is

\$100 per credit and will be included in the billing process upon registration.

College-in-the-Schools (CIS)

DeLaSalle partners with the University of Minnesota to offer college credit for participation in dual-enrollment courses. These are UMN courses taught onsite by DeLaSalle instructors. All students enrolled in the CIS course must meet dual-credit requirements. All students must complete the DeLaSalle tuition agreement when registering for the course. The tuition fee for CIS courses for 2025-2026 is \$145 and will be included in the billing process upon registration.

Post-Secondary Enrollment Options (PSEO)

Students may participate in college course-taking while enrolled at DeLaSalle. Students must receive prior approval for PSEO courses and may only take classes if the same or similar course is not offered at DeLaSalle. DeLaSalle's rotating schedule cannot accommodate post-secondary course schedules. In-person PSEO courses must meet outside the DeLaSalle school day or in an asynchronous, online format.

DeLaSalle students are able to participate in state-approved Minnesota PSEO programs outlined in the Minnesota Statutes §124D.09. Students must drop one class from their DeLaSalle schedule for a study hall. 10th grade students are limited to taking courses in Career and Technical Education (CTE).

Students participating in non-state-approved PSEO programs or summer college credits are responsible for fulfilling admission requirements and meeting any financial obligations assessed by the college or university.

Senior Exemption for In-Person PSEO - 12th grade students may elect to enroll in in-person PSEO classes that meet during the DeLaSalle afternoon sessions. Seniors must enroll in two, in-person PSEO classes that meet after the DeLaSalle lunch period. Two afternoon periods in the DeLaSalle schedule are replaced with the PSEO classes; the third afternoon period must be scheduled with a study hall. Seniors must take a full DeLaSalle course schedule during the morning periods. Students who participate in PSEO programs must fulfill all DeLaSalle graduation requirements. PSEO courses must be taken for a letter grade; both the grade and credit awarded by the post-secondary institution will be awarded to the student and counted toward their DeLaSalle GPA.

Credit Recovery

If a student fails a class, the course may be repeated at DeLaSalle, recovered through an approved and accredited program outside of DeLaSalle, or receive course continuation credit.

Repeating a Failed Class

Students must earn credits for all semesters of required courses and must re-take in failed semesters. Students must earn passing grades prior to enrolling in the next level course. If a student repeats a sequential course that was previously passed (e.g. student passed both semesters of English 9 after having only failed the first semester), both grades will be recorded and used in the calculation of the GPA, but only one course credit will be given.

Course Continuation

Continuation courses are courses in which education in the second semester is dependent upon success in the previous semester. This includes Mathematics, Modern Languages, Biology, Chemistry and Physical Earth Science 9. In these courses students may make up credit for lost credit. If a student fails the first semester, but passes the second semester with a grade of at least a "C-", credit for the first semester will be awarded. This does not erase the failing grade as counted in the student's GPA.

Recovery Outside DeLaSalle

With prior approval, DeLaSalle will accept credits from summer programs and select online learning providers to recover failed credits. The course recovery should be coordinated with the student's academic counselor. Families should not register their student for any course recovery without the approval of the school. Students who have failed both semesters of a full-year course are required to repeat the course at DeLaSalle. Letter grades received for credit recovery from other institutions will not be counted in the DeLaSalle GPA. Credit for recovery courses will only be added to the student's transcript once the Registrar has received a transcript from the approved recovery program.

Prerequisite by Assessment

DeLaSalle provides processes by which students may meet course prerequisites for knowledge acquired in another learning environment other than standard course curriculum. There are two pathways by which a student can demonstrate learning: submitting a portfolio of evidence or by demonstrating knowledge through an examination process administered by school staff.

When a student desires recognition for prerequisites met but for which no academic transcript exists, the student must submit the Prerequisite by Assessment application to the counseling office. Successful completion of a portfolio submission or examination process results in the fulfillment of prerequisites for advanced courses. Credits for the prerequisite courses will not be reflected on the student transcript. A student may apply for Prerequisite by Assessment only once for each course. Courses that are sequential must be addressed in the same sequence. Any prerequisites must be met before attempting the assessment. The student must continue to maintain full-time status during the process.

Assessment by Examination

The exam process allows a student to demonstrate evidence of learning through an examination created by and administered by school staff. Earning recognition for prerequisite learning through the exam process will require successfully completing and passing the examination at 80% or better. If the student does not achieve this level, the prerequisite learning will not be recognized and the student must take the course to earn the credit. The exam can be in one or more formats including the following:

- Formal written test covering all or a portion of the course content
- Performance-based assessment
- Demonstration of skills
- Interview
- Presentation
- Exhibition
- Written composition

Assessment by Portfolio Submission

A portfolio submission allows a student to demonstrate evidence of prerequisite learning collected by the student and presented to staff to review. Earning recognition for prerequisite learning through the portfolio submission will require successfully demonstrating mastery of the learning objectives of the course and must allow for observable, authentic assessment of learning that can be verified by an expert in the field of study and validated by a school official. The activities and assessment of prior learning experience must be at the same level of rigor and expectations as the learning objectives assessed in the regular school setting. Evidence in the portfolio submission may include:

- letters of support and explanation from individuals or organizations who have actually witnessed the student's demonstration of the learning objectives
- oral or written interviews
- actual performances or demonstrations assessed by school staff or others knowledgeable in the specifications of the learning objectives
- work samples, videos, exhibitions, and/or other evidence as appropriate for the individual situation

- Earning recognition for prerequisite learning will require successfully meeting the criteria listed on the Prerequisite by Portfolio Submission Rubric.

Course Registration and Selection

DeLaSalle High School provides processes and procedures by which students select and are approved for courses, request schedule changes, and withdraw from courses. Students are advised to choose courses wisely. The master schedule and instructional personnel are set to accommodate those courses chosen in the spring of the year.

Course Change Requests

Once a semester has begun, both the parents and teachers involved must give written approval for a schedule change on a Drop/Add Form, which is available in the School Counseling Office.

Course Adds

If a class is already filled, a request to add that class will not be honored. DeLaSalle is committed to keeping class sizes small and balanced and will not accommodate a change if it means overloading a class. (Note: this may also involve other classes affected by the change).

Students must follow their current schedule until they receive a new schedule.

Schedule changes will not be made to accommodate requests for specific teachers or for lunch wave.

Classes required for graduation will not be added to student schedules after 11 class sessions. This includes all Honors, CIS, and AP courses. After 11 class sessions, withdrawn courses must be filled with a study hall, Teacher Aide, or elective course with teacher permission. Study hall/teacher aide policy applies.

Course Withdrawals

Courses dropped during the first two weeks of a semester (7 class sessions) will not appear on a student's transcript. Any course dropped after the second week of the semester (7 class sessions) will appear as a W (withdrawn) on the transcript.

Students may replace AP or Honors courses with subject-alike college prep courses without a W on the transcript during the first 11 class sessions after the first semester of the course. Students withdrawing from AP courses after the AP exam rosters are finalized (typically November 1) will be assessed the CollegeBoard exam cancellation fee.

Teacher Aide

A senior who wishes to be a Teacher Aide and receive credit for the course must complete the Teacher Aide Form – with all the appropriate signatures – and return it to the Student Services Office during the first week of the semester. Students may not be a Teacher Aide and also have a study hall in the same semester.

Grading Policy

Semester grades are transferred to the student's permanent record. Under certain circumstances, with the permission of the Principal, an incomplete grade (INC) may be given. An incomplete must be made up within two weeks of the end of the semester, or after the student's return to school, or the student's grade will be determined from the work that has been completed. A student who has received an incomplete may be eligible to participate in extracurricular activities for the two-week grace period. If work has not been completed in this time, the student will become ineligible to participate until all work has been turned in and a final grade determined.

A failing grade of F (0 points) will be given for insufficient achievement in a course. Teachers are required to give students and parents adequate notification prior to assigning a failing grade.

DeLaSalle does not provide class rank to outside organizations such as post-secondary institutions, scholarship programs, military organizations, NCAA, or the media.

Grade point values are assigned as follows:

| Regular Courses | Grade | Honors Courses |
|-----------------|-------|----------------|
| 4.00 | A | 4.60 |
| 3.67 | A- | 4.22 |
| 3.33 | B+ | 3.83 |
| 3.00 | B | 3.45 |
| 2.67 | B- | 3.07 |
| 2.33 | C+ | 2.68 |
| 2.00 | C | 2.30 |
| 1.67 | C- | 1.92 |
| 1.33 | D+ | 1.33 |
| 1.00 | D | 1.00 |
| .67 | D- | .67 |

Homework

Students should ordinarily expect to receive an average of two to three hours of homework each school day. A successful student completes all homework on time.

Academic Reports

Parents and students are encouraged to use Canvas as a means of tracking student progress. For students who are not showing satisfactory progress at the monthly academic checkpoints, progress reports will be sent to parents/guardians. Progress reports will be sent to all families prior to mid-semester conferences. Semester grades will be sent electronically at the end of each semester. These are final grades, become part of the student's permanent record, and appear on the student's transcript.

Conferences

Two times during the school year, DeLaSalle hosts Parent-Student-Teacher conferences. These face-to-face conversations are highly regarded as one of the most important factors in a student's overall satisfaction with and success at DeLaSalle. Students are strongly encouraged to attend with their parent(s)/guardian(s). Information regarding conference dates and times is published on the school calendar, in the weekly blast, and on the DeLaSalle High School website.

Honor Recognition

Academic Letters

Students who have been on the Honor Roll at DeLaSalle for four semesters during their high school career will be awarded an Academic Letter. These letters will be presented at the Academic Awards Reception.

Distinguished Scholars

Students whose cumulative grade point average is 4.0 or above after the first semester of grade twelve will be recognized as Distinguished Scholars of their class. The Distinguished Scholars select graduation speakers from within the Distinguished Scholars group.

Honor Roll

To qualify for the Honor Roll, a student must have a semester grade point average of 3.0 or higher

with no D or F grades for the semester. “High Honors” is awarded to students with a semester grade point average of 3.8 or higher.

National Honor Society

Students in grades 11 and 12, with a cumulative grade point average of 3.5 or higher, will be considered for membership in the National Honor Society. Other criteria for membership are the student’s service to school, service to the community, leadership, and personal character. The selection committee is composed of faculty and staff across various departments who reflect on their experience working with students in different settings.

Academic Notice and Student Co-Curricular Eligibility

Each DeLaSalle student must be continually striving for academic achievement (good grades) and making progress towards graduation (sufficient credits earned). The relationship with teachers, school counselors, and academic dean, in addition to the steps of the Academic Notice process assist students towards these goals of academic success.

Student Identification

Students will be placed on Academic Notice if their GPA for the current grading period falls below 2.0 and they have an F grade in one or more courses. Identification reviews occur at four academic checkpoints during the year, including at each midterm and semester end. 9th graders will receive notification at the midterm of the first semester, but will not be placed on Academic Notices until the end of the first semester. A written notification will be given to the student and parent(s).

Support and Student Responsibility

The academic dean will meet with students to identify steps they can initiate to improve their academic performance. Students are expected to meet with teachers during breaks or afterschool tutoring to review missing assignments, re-engage in instruction, and complete tests and quizzes or other assessments. Students are encouraged to meet regularly with school counselors, Title I support, learning specialists, and other school staff.

Removal from Academic Notice

A student who receives all passing grades for two consecutive marking periods will be removed from Academic Notice. A student who ends the school year on Academic Notice may make up for lost credit in summer school. The student will remain on Academic Notice until the end of the first semester.

A student on Academic Notice will be referred for administrative review if the student remains on notice for four (4) consecutive marking periods (e.g. mid-terms, quarters, semesters) after initial identification, or the student has two or more course failures at the end of the semester.

Academic Eligibility for Participation in Athletics and Activities

All rules and regulations of the Minnesota State High School League (MSHSL) governing interscholastic eligibility are in effect for all DeLaSalle students who participate in MSHSL-sponsored activities. In addition, at DeLaSalle each student’s eligibility to perform or compete in an extracurricular event is dependent upon making progress toward graduation.

A student on Academic Notice will lose eligibility for in-season and co-curricular participation on a week-to-week basis. A student may continue to practice with and participate in extracurricular activities, but may not compete or perform with any team or group. A student will not be eligible for any school sponsored trips (excluding academic field trips and required service learning).

A student may earn back eligibility for the following week by completing the requirements of the Academic Eligibility Plan:

- Work with the school counselor to understand the eligibility requirements
- Attend tutoring with a teacher for a minimum of 15 minutes a designated amount of times per week, typically 4 times a week.
- Complete all assignments that are due each week. No new missing assignments or zeros.
- Maintain a clean attendance record. No unexcused absences or tardies.
- Maintain good academic standing each week. No failed quizzes or tests.

Students will turn in their completed Academic Eligibility Plan each Friday after school. Teacher signatures are required to verify information. A review team will meet Monday morning to determine eligibility for that week. This process continues each week while on Academic Notice for the duration of the season or activity.

Academic Board of Review

DeLaSalle High School retains the right and discretion to disenroll students based on academic concerns. An Academic Board of Review (ABOR) may be convened to determine whether or not a student will be dismissed from DeLaSalle due to insufficient progress toward graduation and academic misconduct.

ABOR Student Referral Criteria

Students will be referred for an ABOR hearing based on insufficient progress toward graduation and academic misconduct.

- Students who remain on academic notice for four (4) consecutive marking periods (e.g. mid-terms, quarters, semesters) after initial identification.
- Students with two or more course failures at the end of a semester while on academic notice.
- Students with three (3) findings of academic misconduct.

Factors impacting ABOR referrals and decisions may include but are not limited to credit recovery attempted and earned, academic progress, completion of weekly academic recovery plans, findings of academic misconduct

ABOR Membership

Voting membership will consist of:

- Director of Teaching and Learning (chairperson)
- Student's Academic Advisor
- Three teachers

Non-voting membership, when possible, will consist of

- Academic Dean
- Student's School Counselor

ABOR Procedure

ABOR hearings will be scheduled in January and June upon the conclusion of the semester grading periods. Additional ABOR hearings may be scheduled as necessary. Presenters will be notified at least one week prior to the ABOR hearing to prepare their remarks.

ABOR Hearing Proceedings

1. The Academic Dean will present the reason/s for the ABOR.
2. The student and student's family will present their information and position.
3. After the school, the student, and the student's family have made their presentations, ABOR members may ask questions.
4. The school, student, and student's family will be given the opportunity to respond to the other's presentation. ABOR members may ask questions after each response.
5. The chairperson will determine if a second round of responses and questions is needed.

6. The meeting will end when the school, student, and student's family have finished their presentations and responses.

ABOR Decision

The Principal of DeLaSalle will notify the student, student's family, and the ABOR members of the ABOR's decision within 48 hours of the hearing. A written confirmation of the decision will be communicated to the student's family.

If a determination is made that a student is not on track to graduate and/or lacks the determination to make adequate academic progress, school administration reserves the right and discretion to dismiss a student from DeLaSalle. In circumstances when the student is not retained after their ABOR, the student may only reapply for readmission to DeLaSalle after the successful completion of at least one term at another school.

Students who have their enrollment continued after their ABOR must maintain satisfactory progress toward the conditions identified as a result of the review process. In situations where those conditions are not met, the Principal has sole discretion to determine whether dismissal is appropriate. In special circumstances, an Academic Board of Review (ABOR) may be convened to determine student placement.

ABOR Appeal

Any rulings from the ABOR can be appealed to the President. Appeals must be heard within three (3) business days from the time the decision is sent.

Student Records

In compliance with the appropriate state legislation and pursuant to the Family Educational Rights Act of 1974, DeLaSalle High School will follow a policy that has as its objective the safeguarding of the confidentiality of the academic records of students. Furthermore, under appropriate conditions, students shall have access to view the contents of such records.

On a permanent basis, the school will maintain a record of each student that contains certain minimum personal data that is necessary for the operation of the educational program; i.e. names, address of parents/guardians, date of birth, grades, standardized test scores, GPA, and attendance record. Observations or notices made by an individual teacher, counselor or administrator which are not communicated to other persons in working with the student are not considered a part of the official records and need not be retained by DeLaSalle or made available for examination, since they are not included with the student's permanent records. In addition, parents/guardians of a student who is 18 years old or over must have the consent of the student to see the student's records.

Parents and legal guardians of students under 18 years of age, and all students 18 years of age and older, have the right to examine the school's official record, files, and data related to the student.

The Student Services Office is responsible for maintaining and providing the proper security for student records. This record includes the student's identification data, courses taken, grades and credits earned, standardized test scores, and each year's cumulative absences and tardiness. Parents, guardians, and students who are 18 years or older may request a review of the files by making an appointment with the Student Services Office. Student health records are kept on file in the Nurse's Office. Students must have current immunizations on file for continued enrollment.

The academic record of each student is kept in the Student Services Office. Requests for review of a student's permanent record are to be made by the student or the student's parent/guardian (if the student

is under 18 years of age) directly to the Student Services Office. No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents/guardian of a student under 18 years of age, except (1) the teachers and officials of a school who have a legitimate educational interest in such information; (2) unless there has been a federal request for submission of student records in connection with the student's application for financial aid; or (3) as otherwise required by law. The student or parent/guardian will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records.

The financial record of each student's tuition account is kept in the school's Business Office. DeLaSalle follows a policy that safeguards the confidentiality of each student's records, making them available only to those who have legal and legitimate educational interest in the information contained in the files.

VII. Behavior and Discipline

As a Catholic, Lasallian community, DeLaSalle recognizes that each person has rights and responsibilities. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are also expected to respect the property rights of other students, faculty, and the school. DeLaSalle expects parents and families to cooperate with the school in reaching these goals.

Improper behavior will not be tolerated and is grounds for disciplinary measures such as detention, probation, suspension or dismissal. Behavior at all school events, whether on or off school property, is governed by all expectations as outlined in this handbook. Behavior using DeLaSalle provided resources, such as iPads, regardless of whether the behavior occurs on or off school grounds, is governed by the expectations outlined in this handbook. In addition, DeLaSalle reserves the right to discipline students for behavior outside of school or school events which disrupts the school or the school environment.

Academic Misconduct

Academic misconduct is defined as scholastic dishonesty, including plagiarism, use of AI technologies and claiming it as original work, copyright infringement, copying the work of another, turning in another's work as one's own, or aiding another student in doing any of the above.

1. For a first violation of Academic Misconduct, the incident will be reported to the Academic Dean and the Dean of Student Life and documented via the schools incident software. The teacher will determine the academic consequence per the Academic Misconduct guidelines and notify the parents/guardians.
2. A second violation of Academic Misconduct will result in no academic credit and the incident will be reported to the Academic Dean and the Dean of Student Life and documented via the school's incident software. Additional school consequences may be assigned and the parents/guardians will be notified.
3. If a third violation of Academic Misconduct occurs, the student will receive no academic credit and the student will go before a Disciplinary Board of Review.

Violations of Academic Misconduct follow a student throughout their time at DeLaSalle.

Bullying and Cyberbullying

Purpose

DeLaSalle is committed to providing a safe educational environment for its students and teachers. DeLaSalle acknowledges that it cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or under the direct supervision of school personnel. The purpose of this policy is to assist DeLaSalle in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

Provisions

- A. DeLaSalle expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. DeLaSalle also expressly prohibits cyber-bullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.
- B. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C. A person who observes an act of bullying or becomes aware of such an act must report it to a DeLaSalle teacher or staff member. Anyone with any bullying-related concerns may also contact the Dean of Student Life.
- D. Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying others are prohibited.

A student who violates this policy may be subject to discipline for that act in accordance with DeLaSalle's policies and procedures. DeLaSalle may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include:

- The age, development, and maturity levels of the parties involved;
- The levels of harm, surrounding circumstances, and the nature and severity of behavior;
- Past incidences or past or continuing patterns of behavior;

- The relationship between the parties involved; and
- The context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in our handbook, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from DeLaSalle’s school property and events or termination of services or contracts.

Definitions

- A. For purposes of this policy, “bullying” means deliberate or intentional behavior using words or actions that are intended to cause or that do cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
- Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
 - Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
 - Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
 - Cyber-bullying.
- B. For purposes of this policy, “Cyber-bullying” means the use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyber-bullying” is a form of bullying, and provisions of this policy that refer to “bullying” are intended to refer to cyber-bullying as well.
- C. For purposes of this policy, “on school property or at school-related functions” means all DeLaSalle’s school buildings, school grounds, and school property or property adjacent to school grounds, DeLaSalle’s school buses, DeLaSalle’s school vehicles, DeLaSalle’s school contracted vehicles, the area of entrance or departure from school grounds, premises, or school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Detention

Detention is held Monday-Thursday for 75 minutes after school. When detention is issued, it is mandatory that it be served by the date indicated. Failure to serve detention may result in in-school suspension, parent(s) will be contacted, and a meeting may be held between the student, parent(s), and Dean of Student Life. In some circumstances, two lunch detentions may be scheduled to take place of the after school detention.

In certain circumstances, students may be assigned a 2-hour Saturday detention.

Disciplinary Board of Review

A Disciplinary Board of Review (DBOR) is convened when a student has violated DeLaSalle’s standards in such a way as to jeopardize their placement as a student at the school. Any rulings from the DBOR can be appealed to the President. Appeals may only be filed with new information that was not present at the time of the DBOR. Appeals must be heard within three (3) business days from the time the decision is sent; decisions of the President are final.

DBOR Membership

Membership of the Disciplinary Board of Review, when possible, consists of:

1. Principal (chairperson)
2. Dean of Student Life (presenter/non-voting)
3. Student's academic advisor
4. Three teachers
6. School Counselor (non-voting)

DBOR Procedure:

1. The Dean of Student Life will present the full disciplinary record and incident.
2. The school, student, and student's family will present their information and position.
3. After the school, student and student's family members have made their presentations, DBOR members may ask questions.
4. The school, student, and student's family will be given the opportunity to respond to the other's presentation.
5. DBOR members may ask questions after each response.
6. The chairperson will determine if a second round of responses and questions is needed.
7. The meeting will end when the school, student, and student's family have finished their presentations and responses.

The Principal of DeLaSalle will notify the DBOR members, student, and student's family of the final decision by phone. A written confirmation of the decision will be communicated to the student's family.

Disciplinary Dismissal

Students who do not fulfill the conditions of Disciplinary Probation, or engage in other serious conduct that violates a school policy will be dismissed from DeLaSalle.

In an instance where the safety and security of DeLaSalle students and/or staff may be in jeopardy, or a student's conduct is so egregious as to warrant immediate dismissal, the right to a DBOR may be revoked. The student may not be on school property, nor attend any events sponsored by DeLaSalle such as dances, assemblies, athletic events, and theater productions on or off school property.

For possible readmission to DeLaSalle after a disciplinary dismissal, the student must successfully complete a semester at another school and be approved by the school administration. If the student is readmitted, they will be on probation for one year and sign a written contract. There will be no chance for further appeals.

Disciplinary Probation

Disciplinary Probation is typically the last warning before dismissal. It can be issued when students are returning from a suspension or if a student has not corrected a pattern of misbehavior after repeated interventions.

When a pattern of misbehavior is observed by administration, a meeting will be set up between the Dean of Student Life, parent(s) and student. The objective of the meetings is to help the student understand the implications of their behavior and to create a plan to help the student improve their standing. If after this meeting the student continues to accrue infractions, said student may be placed on Disciplinary Probation. Continued infractions while on Disciplinary Probation may result in a Disciplinary Board of Review or dismissal.

Disrespectful Behavior

Disrespectful behavior is defined as not showing due courtesy to other individuals or the school environment. This may include acts of physical or verbal abuse, including the use of inappropriate gestures and language. Judging the severity of the behavior will be at the discretion of the school

administrator. The student may be assigned detention or in-school suspension for a single occurrence and the parent(s) will be notified. A student who has a pattern of disrespectful behavior may be placed on Disciplinary Probation or required to appear before a Disciplinary Board of Review.

Gambling

All forms of gambling are forbidden on school grounds or within the school building. Game playing for money is not allowed.

Hate Speech

Hate speech is defined as discriminatory harassment that includes verbal, written, graphic or physical conduct that directly attacks or condones attacks on any person, or group or persons based on their race, ethnicity, national origin, religious affiliation, sex, gender, or gender identity, sexual orientation, age and disability or disease. Any student that is in violation of this policy will be subject to appropriate behavioral consequences, up to and including dismissal. Students who feel as though they are being discriminated against should contact the Dean of Student Life or report their concerns to a member of the School's administration, faculty, or staff.

Major Disciplinary Infractions

DeLaSalle administration will take immediate disciplinary action with any student involved with a major infraction. Consequences may include detention, in-school suspension, at-home suspension, Disciplinary Board of Review or immediate dismissal. Major infractions include but are not limited to:

1. Fighting, hitting, or causing a fight;
2. Vandalism of school property or individual's property;
3. Truancy;
4. Lying or stealing;
5. Profanity;
6. Bullying and cyberbullying (as defined in this handbook);
7. All forms of discrimination, including those based on racial, gender, sexual orientation, religious, psychological, or physical differences;
8. The use, sale, or possession of any prohibited, dangerous, and/or illegal substances or items such as drugs, weapons, or alcohol;
9. Academic misconduct such as passing off another's work as one's own, or obtaining credit for work not done;
10. Verbal abuse, harassment, threatening language, or any behavior that results in an injury to the good reputation of another or falls short of the basic respect each person should be given;
11. Insubordination, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior;
12. Hazing in any form, whether on or off school property. This includes any behavior that is demeaning, degrading, or contrary to human decency;
13. Harassment of any kind;
14. Tampering or attempting to tamper with school issued technology.

Minor Disciplinary Infractions

Corrections and/or warnings by staff members are given for inappropriate behavior that is minor in nature. If inappropriate behavior continues, a written report might be placed in the student's record and would be considered a minor infraction. A warning will be issued when a student accumulates three minor infractions.

When a student reaches four infractions in one academic year a detention will be assigned and parent(s) will be contacted. In some circumstances, a meeting may be arranged between the student, staff member,

and Dean of Student Life. Examples of minor infractions include, but are not limited to:

1. Leaving the iPad in an insecure location;
2. Uniform violations;
3. Backpack/Purse violation;
4. Inappropriate public displays of affection (PDA);
5. Littering;
6. No SmartPass.

Depending on the nature of individual situations, additional disciplinary consequences may be assigned. Continued minor infractions after the first three may also result in additional disciplinary consequences. The Dean of Student Life will notify parent(s) after the sixth infraction a parent meeting will be scheduled and a student may be put on disciplinary probation.

Profanity

Profanity in any form is not allowed at DeLaSalle or at any of its functions. A student using profanity may be assigned either detention or in-school suspension depending on the severity of the incident.

Prohibited Substances

Students in possession, under the influence of, or reasonably suspected to have in their possession or be under the influence of alcohol, marijuana, synthetic substances, or any illegal or prohibited substance (or paraphernalia related to the use of such substance) during the school day, or at any school-sponsored event will not be allowed to enter or remain on the school grounds.

A student in violation of this policy will be placed under immediate and indefinite suspension. The school will immediately notify the parent(s). Depending on the specifics of the situation, the student may be dismissed from DeLaSalle outright. A student who is suspended for the use or possession of a prohibited substance or paraphernalia will be required to have a chemical assessment prior to the lifting of the suspension. The results will be used to determine whether the student will be permitted by school officials to remain at DeLaSalle or to return at some time in the future. If the evaluation recommends a student for treatment, the treatment must be implemented before the student is permitted to return. If treatment is not recommended, the student will be allowed to return pending the student's acceptance of school-imposed conditions and with the understanding that any additional offense will result in immediate dismissal.

In an effort to ensure that our students remain healthy and that our school and campus remains drug free, DeLaSalle High School will use a drug detection program to inspect the building, parking lot and surrounding campus. Additionally, a breathalyzer may be used when a student is suspected to be under the influence of alcohol. If a student is found to be in possession of prohibited substances or paraphernalia, DeLaSalle has the right to initiate school protocol regarding the use and possession of prohibited substances.

Regardless of age, the use or possession of tobacco, e-cigarettes, or any related products by students is not permitted on campus or at any location that may be viewed from the school grounds. In addition, students are not permitted to use tobacco, e-cigarettes, or any related products at any school-sponsored activities. Any violation of this prohibition will result in parental notification and suspension. In certain situations, students may be placed on disciplinary probation.

Violations of DeLaSalle's prohibited substance policy will be reported to the Director of Activities. DeLaSalle adheres to all Minnesota State High School League (MSHSL) rules regarding chemical use.

Sexual Harassment

Sexual harassment by word, gesture, or physical contact is strictly prohibited. At DeLaSalle, no person will be subjected either directly or indirectly to another's unwelcome sexual comments, displays or

overtures. This includes excessive displays of affection that are inappropriate in a public setting. Students who violate this policy shall be subject to appropriate discipline, up to and including dismissal. Students who feel they are being harassed are encouraged to contact the Dean of Student Life office or report their concerns to a member of the School's administration.

Suspensions

For any behavior that jeopardizes the well being of any member of our school community, or which can be determined as a violation of school policy or values, the school reserves the right to suspend a student.

Depending on the nature of the violation, a student may be assigned in-school suspension or at-home suspension. It is up to school administration to decide whether a student is permitted to make up daily assignments missed during the suspension and are unable to participate in extracurricular activities the day of the suspension. Students on suspension may not attend any school related events regardless of their location.

A student serving in-school suspension will be isolated from the student body and must do academic assignments or work assigned by the administrator. The student may take major exams at the beginning of the day. Uncooperative behavior while serving in-school suspension will result in at-home suspension. A student on at-home suspension may not be on school grounds the day of the suspension. A reentry meeting will be scheduled before a student can return to school.

Threatening Language

Any student making a verbal or written statement or threat to be serious, including but not limited to threats of physical or emotional harm to any student, faculty, staff, family member, or building facility, will be taken seriously. The student responsible for making the statement will be removed from school while the situation is being investigated. In some situations, school administration reserves the right and discretion to decide if such language constitutes a terrorist threat. In these situations the police will be informed. The school may require the student to present a favorable professional assessment of their mental health in order to continue at DeLaSalle. Disciplinary consequences, up to and including suspension or dismissal, will be imposed.

Vandalism

Anyone apprehended for vandalism at DeLaSalle must pay for the damage caused, and possible legal prosecution may be brought against the person. Student vandals may be suspended or dismissed.

X. Student Life

At Delasalle High School, we believe the high school years are integral to students' intellectual, spiritual, and social formation. As a Catholic Lasallian institution, we are committed to fostering an environment that nurtures academic excellence, personal growth, community involvement, and faith development. The Student Life section of this handbook offers a glimpse into the many opportunities and experiences that will shape your child's journey with us.

Our school community is grounded in the teachings of St. John Baptist de La Salle and principles of faith, service, and respect, inspired and encouraged to embrace these values in all areas of their lives—whether in the classroom, on the athletic field, in artistic pursuits, or through acts of service. The goal is to create an inclusive and supportive environment where every student is empowered to grow as a responsible, compassionate, and faith-filled individual.

This section provides our extracurricular activities, student organizations, school traditions, and the resources and expectations for students as they navigate their high school experience.

Activities

Most DeLaSalle extracurricular sports and activities are governed by the Minnesota State High School League (MSHSL). DeLaSalle chooses to follow MSHSL bylaws and eligibility rules for all student activities. Visit www.mshsl.org to read the bylaws and eligibility rules for each activity.

All students who wish to participate in MSHSL sponsored activities must have a current physical (within three years) and an annual MSHSL parent's permit and health questionnaire on file at DeLaSalle prior to the first day of practice for the selected activity.

At DeLaSalle, each student's eligibility to perform or compete in a student activity is dependent upon meeting DeLaSalle's academic, attendance, and behavioral expectations.

Questions or proposals about the creation of a new student activity should be submitted to the Director of Student Activities.

Assemblies

When there is an assembly, students must leave their books in the classroom, unless otherwise directed, and proceed directly to the assembly area. Following the assembly, students should return to their classrooms to pick up their materials and proceed to the next scheduled class or activity. Students are expected to behave in an appropriate manner.

Backpacks, Book Bags, Purses

Only drawstring bags purchased at the school store are permitted during the school day. All other backpacks, book bags and purses must be stored in a locker while school is in session. This policy applies to out-of-uniform days as well. DeLaSalle reserves the right to inspect backpacks, book bags, and purses at any time, for any reason, and with or without notice.

Before and After School

Students may not leave campus during school hours except with permission or for an event such as a scheduled school activity. Loitering in the gyms, locker rooms, and school parking lot is not allowed. While a student is on campus they must be dressed cleanly, neatly, and modestly. This includes attending any on-campus activities.

A student who exhibits uncooperative behavior before or after school loses the privilege of remaining on school grounds before or after school and parent(s) will be contacted. In severe cases, the student may also lose the privilege of participating in after-school activities.

The school building opens at 6:30 a.m. Students entering the building before 8:15 a.m. must report to the Florance Center.

Students who remain in the school building between the end of the school day and 5:00 p.m. must report to one of the following areas:

1. Media Center & Thies Technology Lab - when supervised;
2. Classroom - if supervised by the teacher;
3. Athletic areas - when supervised by a coach or teacher.
4. Students are not permitted to gather in the Albers Atrium, gyms, A-building Lobby, or Florance Center, or hallways after 3:15 p.m.

The school building closes at 5:00 p.m. unless there are school sponsored activities or sporting events. Any student who is still in the school at that time will be required to wait in the lobby between the two locked doors while they wait for their transportation. There will be

no supervision in the school building after 5:00 p.m.

Cafeteria – Florance Center

The cafeteria is located in the Florance Center. Students are encouraged to recycle and compost by depositing all waste in the designated receptacles. Students must leave the tables and floor around their eating area clean. No food from off-campus sources may be delivered to school unless approved by school administration. When the weather permits, students may use Founder’s Park during their lunch period. Students will be supervised and must remain within the confines of the park as defined by the sidewalks. Students wishing to leave the Florance Center, unless going to the restroom, must obtain a SmartPass from a lunch supervisor. School consequences may apply for students in the hallways or other areas on campus without a pass during their lunch period.

Cafeteria Accounts

The DeLaSalle Cafeteria utilizes an account system for its lunch activities, and does not accept cash within the lunch line. Each student has an individual account where money can be deposited (through the Main Office or online). Once the money is deposited into the account, students use their unique account number to make purchases in the Cafeteria.

Money can be deposited to an individual account in three ways:

1. Send in a separate check, either through the mail or in person (checks for lunch accounts cannot be deposited for other purposes);
2. Students can deposit cash into the account in the Main Office;
3. Online through DeLaSalle Cafe’s LunchTime portal;
<https://www.delasalle.com/current-students-families/delasalle-cafe>

Cell Phones and Personal Electronics

Cell phones and other personal electronics such as phones, headphones, smart watches, or any device that can access the Internet may not be used during the school day (8:15 a.m. to 2:50 p.m.). Cell phones are expected to be kept in a student’s locker during the school day. Teachers and staff will confiscate these or other potentially disruptive items during the school day, and school consequences are as follows:

1. First offense - the Dean of Student Life will hold the item until the end of the school day and parents or guardians will be contacted.
2. Second offense - the student will be assigned detention and parents or guardians will be contacted.
3. Third offense - the student will be responsible for bringing their phone or item to the Dean's Office for 15 consecutive school days. The student must drop the device off before 8:15 a.m. and can pick it up at 2:50 p.m.
4. Fourth offense - a parent meeting will be scheduled and the student will turn their phone into the Dean’s office for the remainder of the school year.

DeLaSalle is not responsible for confiscated items that are lost or stolen.

In accordance with DeLaSalle policies, unauthorized photographs or video and audio recordings of the school, students, teachers and staff, school property, or school-related events are strictly prohibited. This includes audio or images that are artificially generated. All photographs and recordings taken at DeLaSalle, on school property, or at school-related events are the property of DeLaSalle and may be confiscated at the discretion of the school.

Students may use the phone in the Main Office if they need to contact a parent or employer while school is in session. Parents may also contact the Main Office if they need to reach a student during the school day.

Violations of this policy are subject to the school's discipline policy and may result in discipline up to and including dismissal.

Dances

School-sponsored dances are put on for the enjoyment of the student body. Students and their guests are expected to adhere to the following dance guidelines.

Dance Behavior

Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy or affection of a sexual nature or which are otherwise determined by DeLaSalle, in its sole discretion, to be inappropriate (even between consenting individuals) are not allowed. All rules and regulations stated herein apply at school dances.

Dance Dress Code

DeLaSalle's casual dances will follow the uniform policy outlined herein. When dances are deemed formal or semi-formal, jeans, tennis shoes, and athletic jerseys are not acceptable. It is recommended that men wear ties and women wear dresses, skirts, or dress pants. DeLaSalle reserves the right, in its sole discretion, to make determinations concerning appropriate attire.

Dance Guests

Each student may bring one guest to a school-sponsored dance. The host or guest student must have their guest complete a Dance Guest Registration form 24 hours before the dance. The DeLaSalle student and guest must arrive together. The guest must present a picture ID. Prior to the dance, guests will be presented with guidelines and rules for DeLaSalle dances.

All guests are subject to the same rules as DeLaSalle students. If the rules are not followed the guest will be asked to leave.

Fire and Tornado Drills

In the event of a fire or a fire drill an alarm will sound. Students are expected to exit the building quickly, quietly, and in an orderly fashion following the directives of the adults in the area. Upon exiting, classroom and office doors should be shut (not locked) and lights turned off. The first people to reach the outside exit doors should hold them open until all have vacated the building. Once outside, students

should stay a safe distance away from the building. In most cases, this means across the street from the building and clear of the roadway that borders the building. Students must stay with their class since teachers may need to take attendance. When it is safe to return to the building, an administrator will signal the "all-clear."

In the event of a tornado or a tornado drill the school bell will ring repeatedly. Students should exit classrooms quickly and quietly; upon exiting, classroom and office doors should be shut and lights turned off. Students should proceed to the lowest corridor of the building they are in and sit on the floor away from glass windows or display cases. They must remain seated and quiet in order to hear instructions from teachers.

Notes: Gymnasiums and the Florance Center are not to be used as tornado shelters.

Food and Beverages

Unless special permission is granted, food and drink may not be brought into classrooms. Before school, food and drink may only be consumed in the Florance Center. After school, food and drink may only be consumed in The Schultz Lab or the Florance Center.

Illness in School

Students who feel ill and/or are in need of health assistance during the school day should report to the Main Office. If unable to report, another student should be sent with a message that someone is sick. Parent(s) will be notified. There is no place in the school for an ill student to rest. The school does not have a full-time nurse on staff.

Insurance

Each student who participates in the school's athletic program should have medical insurance coverage before participating in any practices or competitions.

Media Center & Thies Technology Lab

The DeLaSalle Media Center and the Thies Technology Lab are places for student collaboration, study, research, and reading. The Media Center and Thies Technology Lab may occasionally be closed. During the school day, students must have a pass to visit and leave the Media Center. Materials may be checked out using a current student ID. Students will be charged replacement value for lost or damaged items. On occasion, teachers may bring their classes to the Media Center for projects. When this is the case, other students are expected to find a place to work that will not interfere with the activities of the scheduled class.

Computers are available for use in the Media Center and Thies Technology Lab. All students must log in when using these computers and follow the "Technology and Use of the Internet" policies outlined herein.

In accordance with the school's mission and vision, resources in the Media Center are available as a support for the DeLaSalle curriculum. The availability of resources and materials is subject to the Media Center Policy on Selection and Re-evaluation.

Food and beverages are not allowed in the Media Center or Thies Technology Lab. The Media Center and the Thies Technology Lab privileges may be revoked for inappropriate and uncooperative behavior.

Lockdown Procedure and Drills

In the event that a situation requires DeLaSalle to go into Lockdown, the following steps will be taken. Students will be informed to immediately proceed to the nearest classroom or office. Classroom and office doors will be locked. Teachers and staff in these areas will have students move to an area away from windows and doors and remain there until members of the Emergency Response Team have given the "all-clear" signal. If the school is to complete a practice emergency lockdown drill, communication will be sent out in advance.

Lockers and Locks

All hallway and locker room lockers are the property of DeLaSalle High School. School authorities may search lockers and their contents at any time, for any reason, without notice, and without student or family consent. Lockers are assigned at the beginning of the school year and students are only permitted to use that locker. Each year a student is issued a lock that must be used throughout the year. Locks purchased elsewhere are not permitted. A replacement lock is available for \$5.00. Students with questions or problems with lockers should see the Dean of Student Life.

The assignment and supervision of lockers for athletics and physical education classes is under the authority of the Director of Activities or the Physical Education teacher.

School locks provide only minimal security. It is best to leave valuables at home or, if they must be brought to school, to check them with the Main Office. The school is not responsible for lost or stolen items.

Lost and Found

Lost-and-found articles should be turned-in to and claimed at the Main Office. Articles not claimed after a reasonable period of time are discarded or donated to charity.

Medications

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

1. Designated school personnel will administer or supervise the administration of prescribed medications.
2. A consent form signed by a physician and a parent must be on file with the student's health records.
3. Medications must be in a prescription bottle labeled by a pharmacy with the student's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing.
4. Medications are stored at DeLaSalle in a locked cabinet or drawer.
5. Students who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

Out-of-Uniform

Out-of-Uniform days occur during Homecoming week. There are some days during the school year where students are permitted to be out of uniform. Typically, students will be required to purchase an out-of-uniform wristband. If students do not wish to participate, they must wear the school uniform.

Out-of-Uniform Day attire must be modest, clean, and in good condition according to the following:

- Students must wear clothing that covers the entire torso;
- No hats or other head coverings unless they are worn for religious, cultural or medical purposes.
- Hats and other head coverings must be predominantly black, brown, white or gray in color;
- No backpacks, purses, or other bags other than the DeLaSalle drawstring bag;
- No sunglasses;
- No ripped or torn clothing of any kind;
- Any printing on shirts may not mention or suggest the use of alcohol, tobacco, illicit drugs, or be profane or offensive;
- Shorts, skirts and dresses must be no shorter than mid thigh. Spandex, yoga pants, or any similar style pants and shorts are not permitted;
- Clothing must not contain hate speech or images or language that is inconsistent with DeLaSalle Core values;

Dress code violations on Out-of-Uniform Days will be reported to the Dean of Student Life.

Out-of-uniform attire is subject to the approval of the administration. Students who do not meet the above guidelines will be required to change attire or wear a school-loaned uniform, and the student will be written up for a uniform violation. Parent(s) will be notified when repeated violations occur.

Student Identification Cards

All students enrolled at Delasalle are required to carry a valid school-issued identification card with them at all times during school hours, including while on school property, participating in school-sponsored events, and during any off-campus activities organized by the school.

All students receive a student identification card free of charge at the beginning of each academic year. If a student loses their ID, they must request a new one from the Deans of Student Life. The first two IDs cost \$5.00, and every ID after that will cost \$15.00.

School-Sponsored Trips

The teacher, coach, or moderator will determine and clarify the rules of conduct with parent(s) and students before the trip. Students must be in good academic and disciplinary standing to qualify for a trip. Tuition and financial obligations must be current for a student to participate on a trip. Should there be questions, the moderator and DeLaSalle's administration will determine eligibility.

Textbooks

At the beginning of each school year and/or semester, each student may be provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course. Families must compensate DeLaSalle for damaged or lost books and materials. Payments are made in the Business Office. If a lost book is later recovered in good condition, families will receive a refund.

Transportation

DeLaSalle's Transit Authority, in conjunction with 4MATIV, the transportation management service, coordinates all busing service for DeLaSalle students and is available to handle questions or concerns about student transportation.

All school bus routes will begin service the first day of school. Morning routes are designed to arrive at DeLaSalle by 8:10 a.m. Afternoon buses leave the school at 3:30 p.m. Transportation services drop off students in the morning on DeLaSalle Drive. Loading for after school departure occurs primarily on DeLaSalle Drive and East Island Avenue.

DeLaSalle works to provide transportation services for all students/families that submit their request. DeLaSalle in conjunction with 4MATIV vendors provides transportation services for students within the Minneapolis city limits and surrounding communities. DeLaSalle's Transit Authority creates routes efficiently to meet school start times. Routes are created to ensure the students are on the bus no longer than 70 minutes to or from school under normal conditions. DeLaSalle may also provide van transportation for students that live where bus routes are unavailable based on timing and efficiency. To make a request for transportation services, parents or guardians must complete a Transportation Agreement Contract by completing the 2025-26 Transportation Form as soon as student enrollment is confirmed. Transportation Request forms are available online in Veracross Portals.

When students are being transported to and from school or for a school-sponsored activity, they are reminded that all school regulations are in effect.

Transportation service rules and regulations exist to protect the safety and welfare of each transported student. Students who use school provided transportation will abide by transportation rules. Any student who misbehaves in a school transportation vehicle will be subject to disciplinary action, up to and including dismissal. Parents and students should review these safety rules:

1. Only students assigned to a route may ride in the vehicle assigned to that route.
2. Students must be at the bus stop 5 minutes before the designated stop time, board the vehicle in a safe and orderly fashion, take a seat promptly and remain seated throughout the ride. When exiting the vehicle, wait until it comes to a complete stop, and then exit the vehicle in an orderly fashion.
3. Always follow the instructions of the bus driver, coach, or moderator.
4. Respect the vehicle as property. Vandalism or damage to the vehicle will be billed to the student and parent(s).
5. Behave in an appropriate manner. Fighting, smoking, abusive language, "horseplay" or being disrespectful to the transportation driver or chaperone will not be tolerated and will be subject to disciplinary action. Sharp objects and other illegal substances are strictly forbidden.

6. Keep noise level to a minimum so the driver is not distracted. Never put arms, head, feet, or any object out the bus window.
7. Refrain from bringing animals (except for guide dogs) into the vehicle.

Driving to DeLaSalle

In order to control unauthorized use of DeLaSalle's parking lot during school hours, it is necessary that every vehicle properly displays a valid parking permit. Permits may be purchased from DeLaSalle at the beginning of the school year. DeLaSalle High School determines the number of student permits available for purchase and the priority of availability. Please refer to www.delasalle.com as well as Back To School communications for annual purchase information. It is the driver's responsibility to ensure proper display of the permit. Depending upon availability, and at the discretion of DeLaSalle Administration, temporary daily parking permits may be purchased with at least 24-hour notice to transportation@delasalle.com. Unauthorized vehicles may be detained or towed at the owner's expense. Students parking without a registered permit may receive a ticket of \$50 imposed on the school bill. DeLaSalle Transit Authority will be monitoring the parking lot daily and communicating infractions. DeLaSalle reserves the right to revoke parking permits for any reason, including but not limited to reckless driving around the school area or at off-campus school events. All parking permit sales are final. No refunds or proration for any reason. DeLaSalle is not responsible for theft or damage to vehicles or items within. Due to geographical limitations, additional parking passes to Minneapolis Parks and Rec lots will be communicated and cost will be passed through to families. Marshall Avenue has free parking and is recommended for those who do not obtain a parking permit. All Minneapolis Parks and Rec and city parking is monitored by Minneapolis and outside the jurisdiction of DeLaSalle High School and the DeLaSalle Transit Authority.

Public Transportation

Metro Transit bus routes serving both St. Paul and Minneapolis stop daily and regularly at DeLaSalle High School. Contact Metro Transit directly at 612.373.3333 for route information. Metro Transit Student Go-To passes are available for purchase in the DeLaSalle Main Office. Prices and options vary.

Carpooling

There are carpool options available for families. For more information, please call the DeLaSalle Transit Authority at 612.676.7600 option 6.

XI. Financial Policies

DeLaSalle's Business Office is responsible for the stewardship of funds while creating, executing, and enforcing all financial policies of the institution including Financial Aid and Tuition. Financial Policies are approved by both the Finance Committee and Board of Trustees. The current financial policies are important to maintain current and ongoing support for students and families. DeLaSalle's internal policies and financial transactions are reviewed by an external auditing firm annually to ensure compliance with Generally Accepted Accounting Principles.

Academic-Based Aid

The following terms and conditions apply to recipients of academic-based aid grants or scholarships. Financial aid from any organization other than DeLaSalle or the Archdiocese of Minneapolis and St. Paul that are not specifically listed in the Tuition Statement may reduce DeLaSalle's portion of any financial aid award, if applicable. Such grant or scholarship funds must be received directly by DeLaSalle from the organization.

The minimum qualifications for renewal of a DeLaSalle Presidential scholarship are:

- Students must earn a minimum 3.0 grade point average each semester; and,
- Students must have no serious conduct issues.

Failure to meet the minimum qualifications will result in the scholarship not being renewed the following year.

Financial Aid Terms and Conditions

There are two types of financial aid at DeLaSalle High School, 1) need-based aid, and 2) academic-based aid. If a student receives any financial aid, DeLaSalle requests that the student, parent or guardian, or both, write a thank you that DeLaSalle may share with the many generous donors who make a DeLaSalle education possible for our students. The most effective thank you notes come from the heart and explain how the grant or scholarship personally benefited the family. Notes and letters should be directed to:

Advancement Office
c/o DeLaSalle High School
1 DeLaSalle Drive
Minneapolis, MN 55401

or emailed to, AdvancementOffice@DeLaSalle.com.

Financial Aid is not on a continuous enrollment basis and must be applied for each year. Financial Aid will not be awarded without a completed application and proper supporting documentation.

Fundraising

All financial matters and activities within the school affect the operation of DeLaSalle's advancement and fundraising initiatives and are, therefore, under the direct supervision of the President. No money or gifts-in-kind, nor any fundraising drives, collections, raffles, etc., may be solicited in the name of DeLaSalle without the written approval of the President. Additionally, student-generated fundraising must have the written approval of the Student Council, Director of Student Activities, and the Principal's Council, prior to gaining the approval of the President. Money collected from student-generated fundraising for school purposes must be turned into the Business Office by 3:30 p.m. on the day it is collected. All checks should be made payable to DeLaSalle High School.

Need-Based Aid

The following terms and conditions apply to recipients of need-based financial aid grants or scholarships. Financial aid from any organization other than DeLaSalle or the Archdiocese of Minneapolis and St. Paul that are specifically listed on the Tuition Statement may reduce DeLaSalle's portion of any financial aid award, if applicable. Such grant or scholarship funds must be received directly by DeLaSalle from the organization.

To receive 100% of the financial aid award offered, a student must complete ten hours of work-service between May 16, 2025 and March 15, 2026., families acknowledge that:

- Work-service represents twenty percent of a student's total financial aid award.

- If, for any reason, the student does not satisfy the work-service obligation, any unmet portion of the obligation will be charged at a rate of two percent of the total financial aid award per unmet hour.
- The student is responsible for completing work-service as scheduled.
- Parents/Guardians are responsible for scheduling and ensuring that their student's work-service obligation is satisfied.
- Work Service commitments that are not met by March 15, 2026 will result in a financial obligation that will be billed in April of 2026 and are due upon receipt.

It is not acceptable to miss work-service because of school disciplinary consequences, routine medical appointments, or co-curricular activity participation. Failure to complete the work-service obligation in accordance with DeLaSalle policy may result in dismissal from the work-service program and forfeiture of up to twenty percent of the total financial aid award.

Tuition and Fees

Tuition, fees, and other school related fees will be charged to the student tuition account (currently through Tuition Management System, Veracross, when they become due. Examples of other school-related charges could include but are not limited to, field trips, protection plans for devices, transportation, advanced placement exam fees, lost books, and registration fees.

Students will be continuously enrolled at DeLaSalle, and as such will automatically be charged for future school years following its normal billing cycle. Families are responsible for tuition and fees and must provide written notification to the Business Office and the Office of Admission if they intend to withdraw from DeLaSalle.

Financial Aid must be applied for each year of enrollment. Awards do not carry forward from one year to the next and will be reevaluated each year.

Tuition Payment Timing, with Notification Deadlines for Withdrawal:

Registration Fee: Payment due in March of the current year (added as a charge by using billing date selected for tuition payment) for the upcoming school year. Notification must be received no later than January 15th to remove this charge. **This charge is non-refundable.**

1st Tuition Payment: Payment due in May of the current school year for the upcoming school year. If your student is withdrawn or dismissed from DeLaSalle prior to the beginning of the upcoming school year, tuition will be refunded (excluding the registration fee and any additional fees that may have been incurred).

In the event that a student withdraws or is dismissed from DeLaSalle during the school year, tuition will be charged as follows:

If the withdrawal/dismissal date is before Thursday, September 4, 2025, 90% of tuition for the first semester will be refunded. If your payment was made through Tuition Management System, Veracross, there will be a five dollar fee assessed for your refund.

If the withdrawal/dismissal occurs on or after Thursday, September 4, 2025, 100% of the total annual tuition is owed and automatic withdrawals from banking accounts or credit card charges will continue as scheduled to satisfy the tuition payment agreement.

All fees associated with the students enrollment will also be due and are non-refundable.

If need based tuition has been applied, and service hours have not been completed at the time of withdrawal, the amount of financial aid applied will be reduced accordingly. See "Need-based Aid" for

calculation of the amount that would be charged back to the account if service hours are not complete.

If tuition has been paid in full for a withdrawing student, the party responsible for the tuition payment may submit a written refund request to DeLaSalle's Business Office. The refund will be delayed or reduced if school property (textbooks, devices, library resources, athletic uniforms, etc.) has not been returned.

All fees are non-refundable, including graduation fees. Both DeLaSalle's Principal and Chief Operating Officer must approve all refund requests prior to disbursement of funds.

General Terms and Conditions

Financially responsible parties agree to remain current with tuition invoicing as stated in their Tuition Agreement and further agree that:

- Finance charges may be assessed at a rate of 0.67% / month (8% annually) on balances over 30 days past due.
- Past due accounts not brought current within 30 days may result in removal of a student from attendance until satisfactory arrangements are made with the Business Office.
- Payments made to DeLaSalle which are returned or unsatisfied for any reason may be assessed a fee.
- Any fees incurred by DeLaSalle for collection of past due accounts will be assessed to the account.
- They bear the legal responsibility for payment of all tuition and fees associated with attending DeLaSalle High School regardless of agreements or arrangements with any third-party.

Tuition Payment Terms

Each student's tuition account must be kept current at all times. In the event a student's account is not current, DeLaSalle reserves the right to pursue additional means of collection. In certain situations, a student may be removed from DeLaSalle. A student whose tuition account is not current may be unenrolled from DeLaSalle, or may not be permitted to take semester final exams.

Twelfth graders whose financial obligations have not been completed by April 25th, may not be permitted to participate in Commencement ceremonies, may not receive their diploma and may not receive their official transcripts until all financial obligations to DeLaSalle have been satisfied.

Students interested in academic, mission, or study abroad trips must have all tuition and fee financial obligations current prior to signing up for travel. Students whose accounts become past due prior to travel departure, may not be allowed to travel even if trip expenses are current.

Families making monthly tuition payments must use a payment system of automatic monthly deductions from a responsible party's checking account, savings account or by credit card. The terms and conditions of this Handbook apply until all monies owed to DeLaSalle have been paid in full regardless of a student's enrollment status at DeLaSalle. Non-standard tuition payment arrangements must be agreed upon in writing in advance with the Business Office and may require the completion of additional paperwork.

Family changes to the billing account information being used for payments must be communicated to the Business Office at DeLaSalle High School more than four business days prior to any scheduled payment. DeLaSalle, through the Board of Trustees, sets its tuition for each upcoming school year in January, and these adjustments in tuition and fees will be communicated to families prior to being charged in March (Registration fee) and May (Tuition).

XII. Technology

At DeLaSalle High School, technology is an essential tool for learning, communication, and collaboration. Rooted in our Catholic Lasallian principles, we are committed to fostering a respectful, responsible, and ethical digital environment that reflects our values of faith, service, and community.

As good stewards of technology, students are expected to use digital resources with integrity and care, ensuring that their actions online and offline reflect respect for themselves, their peers, and the broader school community. In the spirit of Saint John Baptist de La Salle, we emphasize the responsible use of technology to support academic growth, deepen faith, and encourage social responsibility.

We encourage all students to approach technology as a means of innovation and connection while understanding the responsibilities that come with digital access. By upholding these values, we cultivate a culture of respect, accountability, and ethical engagement in the digital world.

Acceptable Use

Use of DeLaSalle High School's technology resources is a privilege, not a right. The privilege of using technology resources provided by DeLaSalle is not transferable or extendible by students to people or groups outside DeLaSalle and terminates when a student is no longer enrolled at DeLaSalle High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. DeLaSalle's procedures in the Student-Parent Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

DeLaSalle Responsibilities

While on campus, DeLaSalle High School will:

1. Provide Internet and email access to its students.
2. Provide Internet blocking of inappropriate materials as identified by DeLaSalle filters.
3. Provide age appropriate restrictions as identified by DeLaSalle.
4. Provide cloud and network data storage areas for users of technology resources.
5. Provide devices to complete projects and coursework.

Technological devices are DeLaSalle property and are defined as tablets, computers, cameras, stylus, and other hardware utilized with such devices. Technological devices will be treated similarly to textbooks, school lockers, desks and all other forms of school property. DeLaSalle reserves the right to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as to investigate inappropriate use of resources.

Device Care

Students will be held responsible for maintaining their individual and school-owned devices and school supplied accessories while keeping them in good working order.

1. No labels or stickers may be applied directly to the device or case other than those applied by DeLaSalle administration.
2. A school-issued case is distributed with each individual device and must be used by students at all times and without exception.
3. Device accessories furnished by DeLaSalle must be returned with normal wear and no alterations. Any exceptions will result in a replacement fee.
4. Tablet power chargers and cables are to be kept by the student until their enrollment at DeLaSalle has concluded. It is the responsibility of the student to replace any lost or damaged hardware.
5. Malfunctioning or damaged devices must be reported as soon as possible to the Media Center or content area teacher. DeLaSalle is responsible for repair of malfunctioning devices; this includes accidental damage. Devices damaged from misuse or neglect will be repaired with the family responsible for the full replacement cost of the device.
6. Students are responsible for any and all damage to devices and related hardware
7. Stolen devices must be reported immediately to the Media Center or content area teacher and the Police Department.

Parent/Guardian Responsibilities

Talk to your students about values and the standards that your student should follow when using the Internet just as you do regarding the use of all media information sources such as television,

telephone, movies, and social media. If your student seems distracted by the device, one option is to restrict the use of the device in their bedroom overnight. The device could be charged outside of their room, which would help avoid distractions during sleep and ensure the device will be charged for the next day. Further platforms and programs such as Screen Time and Jamf Parent could help set boundaries and oversight. Information at the beginning of the year will be communicated for optional oversight.

Prohibited Uses

Students are prohibited from and appropriate disciplinary measures will be taken for engaging in the following activities:

1. Illegal installation or transmission of copyrighted materials
2. Attempted jailbreaking the device or device impersonation by utilizing a personal in place of school-issued device
3. Any activity violating school policy or public law
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by DeLaSalle administration
5. Taking photographs or audio and video recordings, unless specifically instructed to do so by a teacher for education-related purposes
6. Use of non-school approved social media; chat rooms; websites selling term papers or answer keys, book reports, and other forms of student work; photo, video, text and instant messaging and sharing services
7. Internet/Computer games
8. Use of external data disks or attachments without prior approval from the Administration
9. Changing tablet operating settings (excluding personal settings such as font size, brightness, etc) without school personnel permission
10. Spamming/sending bulk or inappropriate emails
11. Gaining access to another student's device, accounts, files, and/or data
12. Using DeLaSalle's technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
13. Use of anonymous and/or electronic false communications
14. Impersonating a member of DeLaSalle via social media, email, messaging, or any other use of account or profile
15. Dissemination of personal information to non-school approved organizations; including but not limited to: account set-up for social media sites, chat rooms, eBay, email, etc
16. Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to uploading or creation of computer viruses, programs, or applications capable of affecting DeLaSalle's technology resources
17. Transmitting or accessing obscene, offensive, threatening or similar material intended to harass or demean
18. Bypassing the website filter on campus, using a hotspot during school or using a Virtual Private Network (VPN).
19. Unauthorized usage of artificial intelligence
20. Any activity considered contrary to DeLaSalle's Code of Conduct, mission, or philosophies

Student Responsibilities

Students will:

1. Use all DeLaSalle technology resources in a responsible and ethical manner
2. Obey general school rules concerning behavior and communication applicable to technology use

3. Help protect school technology by contacting an administrator about any security problems they may encounter
4. Monitor all activity on their account(s)
5. Return their individual device along with all other school issued equipment and hardware at the end of each school year or upon leaving DeLaSalle
6. Return school technology equipment at the required date provided by the Technology department or content area instructor
7. Use all technology resources in an appropriate manner so as to prevent damage
8. Report any damages or loss of device or access to accounts immediately to the technology department
9. Turn off and secure their device after they are done working to protect their work and information

“Damage” includes, but is not limited to, the loss of data resulting from delays, non-delivery, or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via DeLaSalle High School’s designated Internet System is done so at the student’s risk. DeLaSalle specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources.

If a student should receive an email containing inappropriate or abusive language or questionable subject matter, that student should contact the Dean of Student Life immediately.

Cost of Repairs

Damage Resulting from Negligence

DeLaSalle’s Annual Protection Plan described below does not insure against individual device damage resulting from negligence. In the event of negligent damage to the device, the entire amount of repair cost must be paid before the reissue of a replacement device to a student. Furthermore, incidents of damage resulting from negligence are reported to the Dean of Student Life and may result in disciplinary action.

Other technological devices and corresponding hardware are not covered by DeLaSalle’s Annual Protection Plan. Any damage or loss will result in

General

Families will be held responsible for all damage to their device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the family will pay full replacement value. Lost items such as chargers, cables, and accessories will be charged the actual replacement cost.

Note: Disciplinary action may result for any student whose device is damaged multiple times in any school year.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent and a copy of the report must be provided to DeLaSalle for insurance plan protection to take place.

Intentional Damage

All families are responsible for full payment of intentional damages to devices. DeLaSalle’s Annual Protection Plan described below does not cover intentional damage. In the event of intentional damage, the entire amount of repair cost must be paid before the reissue of a replacement device to a student.

Further, incidents of intentional damage are reported to the Dean of Student Life and will result in disciplinary action.

Device Authenticity

Students are required to use only their school-issued iPads during school hours and for all school-related activities. To maintain accountability and ensure compatibility with our systems, students are strictly prohibited from using a personal iPad in place of the school-issued device, even if placed in a school-issued case. Any attempt to misrepresent a personal device as a school-issued iPad will result in disciplinary action.

Protection Plan Limitations

DeLaSalle Administration reserves the right to limit the availability of protection plan options to any family for any reason. The following liability limitations exist for the Annual Protection Plan:

1. A per occurrence limit of \$405.00 applies to each repair or replacement due to covered damage. For any one loss, families are required to pay for replacement equipment having a manufacturer's suggested retail value of, or for repair costs that are more than the per occurrence limit.
2. An aggregate occurrence limit of two replacements or repairs will be allowed per device for the current school year. Families are responsible for all repair costs after the second occurrence during the school year.

DeLaSalle Email and Responsible Use Policy

Students are provided an Islander Apps email account primarily for communication with members of the DeLaSalle community. It is intended as an official communication tool and should only be used for schoolwork. It is not intended to be used for communication of a personal nature. Unless otherwise notified by school staff, students should only expect delivery of messages sent to or from DeLaSalle domains (i.e. delasalle.com, apps.delasalle.com, studentapps.delasalle.com) provided they pass through school filters.

Email messages sent from students adhere to the following disclaimer and may include a hyperlink to this web page:

“This email, including any attachments, is confidential and intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not represent those of DeLaSalle High School. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited.”

However, students should not expect privacy in their communication, as digital communication is inherently insecure as DeLaSalle reserves the right to inspect all messages.

Inbound and outbound email messages and attachments are monitored for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain mail, known spam mailers and other malware or inappropriate content. DeLaSalle High School reserves the right to intercept, store, archive, delete, or view emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Even though emails are scanned for viruses and other malware, this does not guarantee such messages are free of malware. The recipient is responsible to ensure they are malware-free. DeLaSalle High School accepts no responsibility for any damage caused by receiving emails from our email system.

All electronic communication must be used in a responsible manner consistent with other educational

communications. Responsible use includes:

- Not forwarding/sending an email to a third party obtained from an individual that the individual reasonably expects to be confidential
- Not posting materials that are of a fraudulent, defamatory, harassing, or threatening nature
- Not sending chain emails or spam
- Not unlawfully soliciting or exchanging copies of copyrighted software via electronic means

DeLaSalle expects all members of the school community to use computing and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and federal laws, and school policies and standards.

Email can be a valuable tool for sending and replying to messages easily and quickly as well as reaching a wide audience. Email messages can also be forwarded, re-forwarded, printed, or permanently stored by any recipient. Students should keep this in mind when composing a message. Email does not convey the subtleties of body language, voice intonation, or other cues with which we express. Students should avoid attempts at irony or sarcasm. The most effective email is short, clear, and relevant.

If a message solicits anger or other negative emotion, students should allow time to pass before responding. By waiting to reply, it may allow time to pass to better understand the sender's meaning and the reply will be more moderate when the emotions have subsided.

Sometimes email is incorrectly addressed. If you receive a message intended for someone else, return it and let the sender know it was sent incorrectly.

Most email systems allow responses to be sent to all recipients of a message. Consider whether this is appropriate before using this feature. It may be better to reply to only the sender. Avoid indiscriminate forwarding of messages. If doubts arise about forwarding a message, students should ask permission from the sender first. Information useful to one person may be unnecessary to others. When sending messages to multiple recipients, consider the distribution list carefully.

Email messages are files, and take up computer space, just like any other data. Students should:

- check the mailbox every school day, at a minimum.
- delete messages when they are no longer needed.
- limit the size of any attachments, especially when sending to multiple recipients. Sending large files can cause undue network, server and Internet traffic and diminish available bandwidth to all users worldwide.

By following the above guidelines, students will find it easy to be a good digital citizen!

Internet Use

At DeLaSalle, technology is defined as computer software, hardware and networks, online connections such as email and Internet, video equipment, cameras, and all other media equipment. Technology use is for educational purposes only; it is a privilege and not a right. Logs are maintained for Internet activity. Internet sites will be monitored, filtered, and blocked for non-educational content including, but not limited to, pornography, obscenity, personal email, social networking, and games. Students attempting to access the sites of non-educational content are considered to be misusing school technology. There will be consequences in accordance with DeLaSalle's established discipline policies that may result in restriction of privileges, probation, or dismissal from DeLaSalle.

Desktop computers are available for student use in the Thies Lab and the Media Center. All other desktop computers in the building are off-limits to students. Students who attempt to use computers not designated for student use or who violate school policies for acceptable use will face disciplinary action,

up to and including dismissal.

Students are expected to:

1. Use all technology in accordance with the mission and philosophies of DeLaSalle and in a legitimate manner.
2. Never use technology without supervision.
3. Sign-in with their school issued user account; log off the computer when finished
4. Evaluate the authenticity of information obtained electronically, cite sources properly, observe copyright laws, and respect the intellectual property of others.
5. Never give out personal or family information such as phone numbers, addresses, and credit card numbers; never arrange a meeting with a stranger.
6. Report all abusive or suggestive language to staff.
7. Realize that email, Internet browsing and file servers are not private.
8. Conserve resources by using printer ink and paper carefully.
9. Not use DeLaSalle resources for personal or private commercial gain.
10. Not download or install programs on DeLaSalle computers; use only virus-free CDs or USB drives.
11. Not change any computer's desktop or screen settings.
12. Never give login codes, username, or password to another student or login for another student.
13. Never use another student's login.
14. Remember their password.
15. Be responsible for keeping backup copies of files.
16. Report any technical problems, suspected breaches of security, or inoperable equipment immediately to staff.

iPads and Isle Pad Program

In an effort to advance educational achievement for all students, DeLaSalle has implemented a 1:1 technology initiative to distribute an Apple iPad tablet device to every student. This implementation puts them not only at the forefront of becoming 21st century learners, but also affords each student the opportunity to become a responsible digital citizen.

The policies, procedures, and information within this manual apply to all devices (iPads) and related accessories (power cords, covers, keyboards, etc) used at DeLaSalle High School, including any other mobile device considered by the Administration to become part of this technology initiative and covered by this policy. Teachers may set additional requirements for use in their classroom.

Caring for Your Tablet

Students are responsible for the general care of the device issued by DeLaSalle. Devices that are broken or fail to work properly must be taken to the Media Center for an evaluation of the equipment. Students are responsible for bringing a fully charged device to school each day.

Carrying Devices

Protective cases with keyboards have been provided by DeLaSalle for each student-issued device. All devices must be within the school-issued case with a keyboard at all times. There will be no exceptions.

Distribution of Device

For the 2025-26 school year returning students will use the iPad tablet devices (hereinafter referred to as "device") assigned to them from the subsequent school year. Parents and students must complete, sign, and return all necessary documents, including appendices to this manual or the device may be locked remotely. All devices will be covered by the Tablet Device Protection Plan included in this

Handbook. Documents will be furnished to families in July for return in early August.

General Precautions

Each device is the property of DeLaSalle High School and all users are expected to abide by and are subject to the policies, including but not limited to all disciplinary policies in this manual.

1. Only use a clean, soft cloth to clean the screen, no cleansers of any type
2. Cables must be inserted carefully into the device to prevent damage. Only one cable and power adapter will be given to each student. It is their responsibility to take care of and replace if needed.
3. Devices and cases must remain free of writing, drawing, stickers, or labels that are not property of DeLaSalle High School.
4. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area
5. Students are responsible for keeping their device's battery charged for school each day

Screen Care

Device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the device when it is closed
2. Do not place anything on or near the device that could put pressure on the screen
3. Do not place anything in the carrying case that will press against the cover
4. Clean the screen with a soft dry cloth or anti-static cloth
5. Do not bump the device against lockers, walls, car doors, floors, etc.
6. Place the device on a safe, secure spot on the desk when using it to avoid falling.
7. Do not stow in extreme weather conditions such as heat, cold, or rain

Managing Files and Saving Work

Network Connectivity

DeLaSalle High School makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

Saving to the Device/Home Directory

Students may save work on their device; however, students are responsible for backing up their own files. Lost work is not the responsibility of the school or technology staff. It is recommended that all important school work files be backed up to the student's Islander Apps account, iCloud account and/or personal media. Storage space is available on the tablets—but DeLaSalle is not responsible for lost work in the case of resetting, operating system upgrades, syncs and/or device failure. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

Protecting and Storing Your Device

Device Identification

Student tablet devices will be labeled in the manner specified by DeLaSalle. Devices may be identified in the following ways:

1. Serial number
2. Wi-Fi Address
3. DeLaSalle High School Label
4. Asset Tag

Devices Left in Unsupervised Areas

A primary responsibility for each student is to secure his or her device whether on or off campus.

Under no circumstances should devices be left unsecured and/or in unsupervised areas. If a device is found unsecured, it will be taken to the office of the Dean of Student Life. A student will be issued a minor violation for this type of occurrence.

Storing Your Device

When not in use, devices should be stored in a secure place. Students are encouraged to take their devices home everyday after school, regardless of need. Devices should not be stored in a student’s vehicle at or away from school. Students participating in activity programs are to follow standard activity guidelines regarding securing devices.

Repairing/Replacing Your Tablet

Summary of Coverage:

| | Software | Accidental Physical Damage | Loss/Theft/Negligence | Required Payment |
|-------------------------------|---|--|---|--|
| Annual Protection Plan | DLS covered | Covered by annual premium | Not covered | \$100 |
| Description | <i>No expense to family. DeLaSalle Technology Department will repair.</i> | <i>\$20 co-pay will be charged per claim. Maximum of two claims per school year.</i> | <i>Family responsible for full device replacement. 9th Gen and Case: \$405 10th Gen and Case: \$625</i> | <i>Paid in full in the initial tuition bill.</i> |

Tablet Device Protection

The device is the property of DeLaSalle High School, and has been purchased by DeLaSalle. The school does provide coverage for software malfunctions of the device that are covered under warranty, but does not cover the device for physical damage, theft or loss.

Devices that are physically damaged must be returned to the DeLaSalle Media Center for repair. When submitting a repair claim an explanation of where and when the accidental damage occurred with a detailed description of the actual event must be provided.

An annual protection plan for physical damage as a result of accidental occurrences must be purchased through DeLaSalle High School:

Annual Protection Plan: this plan covers the device for the current school year against accidental physical damage to the device. This protection plan costs \$100 per year and has a \$20 co-pay per claim with a maximum of two claims per school year. Families are responsible for all repair costs after the second occurrence during the school year. This plan does not protect against loss or theft.

Theft or Loss

DeLaSalle High School loans devices to students for school use. The student is ultimately responsible for the device, and as such, is responsible for ensuring that the device is not lost or stolen. In the event that the device is lost or stolen, the family will be responsible for the full replacement cost of

the device. Devices that are lost or stolen must be immediately reported to the Media Center, and a police report may be required. Lost or stolen devices are the responsibility of the family and will be charged appropriately.

Returning Your Device

Fines/Penalties

Unless otherwise instructed, individual school devices and accessories must be returned to the DeLaSalle at the end of the school year, following specified and communicated procedures. Students who withdraw midyear must return devices and corresponding hardware to the Admissions Department. If a student fails to return the device at the end of the school year or upon withdrawal or termination of enrollment at DeLaSalle, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with Minneapolis Police.

Other school-owned devices and equipment must be returned at the corresponding time stated by the Technology Department or content area instructor. Any damaged or lost devices and equipment will be billed to the student account for full replacement costs.

Furthermore, families are responsible for any damage to the device, not covered in DeLaSalle High School's Tablet Device Protection Plan and must return the device and any accessories to the Media Center in satisfactory condition. Families will be charged a fee for any needed repairs, not to exceed the replacement cost of the device not covered by their insurance plan.

Returning Your Device

Unless otherwise instructed, students will return their device at the end of the school year so they can be checked for serviceability and updated for the subsequent school year. Students will keep the power adapter and charging cable first issued to them until they graduate. Students who terminate enrollment at DeLaSalle for any reason must return their device and charging accessories on the date of termination. Devices must be returned in good, working condition. Jailbroken devices or devices with no serial number would be examples of devices not returned in good working condition. It is the sole discretion of DeLaSalle High School Administration to make determinations on device condition.

SmartPass

SmartPass is a digital hall pass monitoring system DeLaSalle uses to track where students are and how long they are at a designated location. All students receive a specific number of passes a day to go to the bathroom, or their locker, or get a drink of water. When a student is reported for being out of class past the pass limit, and the reason is not justifiable, they will lose a pass. Smartpasses may be taken away at the discretion of the Deans for misuse. Once a student is reported four times, they will no longer have round-trip pass privileges for the remainder of the semester.

Tablet Software

Any changes or altering to the device's original operating system including jailbreaking is strictly prohibited. Any case of jailbreaking will result in discipline, including but not limited to suspension from classes and financial restitution to the school for damages incurred.

Additional Software

DeLaSalle is responsible for any software put on the device. DeLaSalle will deploy approved academic applications and is not responsible for any personal software that is requested; such software must follow the same guidelines covered in the *Sound, Music Games, Apps* section above.

Inspection

DeLaSalle reserves the right to inspect devices on demand. Students may be selected at random and without notice to provide their device for inspection.

Legal Requirements

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Please refer to DeLaSalle's Copyright Policy for specific details; this document can be found on the DeLaSalle High School Canvas LMS.

Plagiarism is a violation of the DeLaSalle's Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, text, and artificial intelligence.

Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to DeLaSalle's Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by DeLaSalle.

Originally Installed Software

The operating system, applications (apps) and digital books (e-books) originally installed by DeLaSalle must remain on the device in usable condition and be easily accessible at all times. Periodically, the school may update the operating system; add apps and e-books for use in a particular course. The licenses for this software may require that the software be deleted from devices upon completion of the course.

Procedure for Re-Loading Software

Any software related issues should be reported to the Media Center or support@delasalle.com. DeLaSalle's Mobile Device Management can update, remotely push out, and fix software applications. If higher-level technical difficulties occur, the device may be reset. DeLaSalle does not accept responsibility for the loss of any software or documents deleted due to a reformat and/or reset.

Software Updates

Updates of the licensed software and applications are available from time to time. Students may be required to check in their devices for periodic updates and syncing. Students are not allowed to update the operating system or remove apps and ebooks without the school's consent.

Student Discipline

If a student violates any part of the above policy, DeLaSalle will follow the progressive discipline policy as stated in the Student-Parent Handbook. Violations can be minor or major in nature and result in a warning, detention, suspension or dismissal. DeLaSalle reserves the right to place restrictions on devices when deemed necessary.

Using Your Tablet

Tablet devices are intended for school use each day. In addition to teacher expectations for device use, school messages, announcements, calendars, the Student Handbook and schedules may be accessed using the tablet device. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.

Charging Your Device

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Students are considered unprepared for class if their device is not charged and will receive a minor violation.

Device Maintenance and Repair

Loaner devices may be issued to students when they leave their device for repair in the Media Center. There may be a delay in getting a device should DeLaSalle not have enough available to loan.

Internet Access

Students are allowed to set up Wi-Fi networks on the device. This will assist them with device use while at home. Students are cautioned against connecting to unsecured wireless networks as this may expose the device to viruses, identity theft, malware and various other threats and hacking attacks.

Not Having Your Device at School

If students fail to bring their device to school, they may check to see if a loaner is available in the Media Center. If not, they are responsible for completing coursework as though they had their device with them. DeLaSalle will have a specific quantity of temporary devices each day. These will be provided on a first-come first-serve basis. Students who have repeatedly forgotten their iPads may be subject to disciplinary consequences.

Printing

Wireless printing is not available for tablet devices at DeLaSalle. Each student will receive an allotted quantity of print credit, which can be used at the Media Center utilizing school-owned computers.

Screensavers and Background Images

Any media or image deemed inappropriate by DeLaSalle administration may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary actions.

Sound, Music, Games, Apps

Students are permitted to use the device for personal use. However, doing so cannot be distracting to the educational setting. During school classroom hours it should be used strictly for educational activities. The device should not include any games, music, or apps that would conflict with the mission and philosophies of DeLaSalle High School. Use of the device in school must be primarily for education.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. Personal Listening Devices (headphones, earbuds) are not permitted to be used with the device during the school day unless approved by school Administration, including the hallways.
3. Music is allowed on the device and can be used at the discretion of the teacher.
4. Internet based games are not allowed on the devices.

APPENDIX A - Student-Parent Blanket Waiver Form

It is part of DeLaSalle's education to conduct field trips (both local and extended), programmatic activities, service opportunities, and other off-campus trips away from the DeLaSalle campus that may or may not include transportation. When these activities happen during the course of the school day, DeLaSalle will communicate the date, times, and location of the activity prior to it occurring. Activities programs (athletics, clubs, etc.) will use the activity schedule through the Activities Office and/or the team to serve as notice; even in instances where teams/clubs leave school early. It is understood that some changes in the scheduling of activities may occur due to circumstances beyond our control.

In addition, while on the DeLaSalle campus, losses may be experienced from the disappearance of personal property of students or parents, or with respect to damage to a vehicle. I understand that being on campus carries with it certain risks, including the risk of injury or loss of property, that such risks may exist with or without appropriate supervision and that DeLaSalle may not provide supervision before or after school and at other DeLaSalle sponsored activities. I voluntarily assume all such risks.

In consideration for DeLaSalle enrolling student and permitting student to participate in programmatic activities, field trips, athletics, unsupervised access to the DeLaSalle campus, the undersigned student, parent(s), and/or guardian(s) on behalf of the student, hereby voluntarily forever release, waive, discharge and covenant not to sue DeLaSalle and its trustees, administrators, employees, agents, representatives, and volunteers from any and all liability, arising from any injury or property damage or loss that the undersigned may suffer as a result of the student's participation in any supervised or unsupervised activities at DeLaSalle or any activity described in this waiver, unless such damage or loss is the direct result of willful, intentional or grossly negligent act of DeLaSalle, its trustees, administrators, employees, agents, representatives and volunteers.

The waiver applies to all such circumstances or activities of a student. Your signature(s) at the bottom of this page will indicate your agreement to the waiver. Students who will be 18 during the academic year must read and agree to the waiver, and indicate their agreement by signing at the bottom of this page. This waiver may be revoked as to any specific off-campus activity by written notice received by DeLaSalle's Business Office at least one school day before the activity is scheduled. I understand that by signing this waiver I am giving up substantial legal rights, including the right to bring legal action or assert a claim.

*Parent/Guardian Signature

*Signed electronically as part of the student's Back-to-School paperwork

APPENDIX B - Photograph/Video Opt-Out Form

(PARENTS: Complete and return this form only if you **do NOT** give permission for your student's image to appear in possible school publications, including postings on the website, in district promotional activities, or in student yearbooks.)

During the course of the school year, photographs or videos of students are taken during the school day and at activities for use in community and educational news releases, publications, video productions, social media, educational projects, and the school's website, www.DeLaSalle.com.

Pursuant to the Family Educational Rights and Privacy Act, (FERPA), DeLaSalle designates photographs and videos of students as "limited directory information" that may be released and published only for the following purposes: use in official school publications, promotional materials, or on the website; use in an officially sanctioned school yearbook; or use as part of a school event.

If you **do NOT** wish to have photographs or videos of your students released for these limited purposes, you must sign and return this form to be kept on file for one year. You will be asked to fill out a new form each school year if you do not want your child's image published.

Please note that if your student participates in public events (such as a sporting event or drama production that is open to the community) the school may have little or no control over photographs taken by media, other parents or community members attending the event. Students 18 years of age do not require parental consent for photo use.

I do not give my permission for DeLaSalle High School, authorized partners or media to use photos or videos of my child for school purposes, other than as outlined above.

School: DeLaSalle High School _____ Date: _____

Student's Name: _____

Student ID (for returning students): _____

Parent/Guardian Signature: _____

DELASALLE HIGH SCHOOL STUDENT HANDBOOK AGREEMENT

I acknowledge and accept the policies of the DeLaSalle Student-Parent Handbook and understand that it is my responsibility to adhere to them.

Print Student's Name

***Signature of Student**

Grade

I acknowledge and accept the policies stated in the DeLaSalle Student-Parent Handbook and realize that my student is accountable to adhere to them.

Print Parent/Guardian Name

***Signature of Parent/Guardian**

Today's Date

*Signed electronically as part of the student's Back to School paperwork