

Family Handbook
for
La Salle Academy

Foreword

La Salle Academy is a Catholic elementary school serving students from PreKindergarten through 8th Grade. This interparochial school, under the direction of the Diocese of Allentown, serves two parishes: St. Benedict, Plowville; and St. John Baptist de La Salle, Shillington.

In 1988, Bishop Thomas J. Welsh approved the building of La Salle Academy to enhance the Catholic educational programs in the southwest area of Berks County.

La Salle Academy opened its doors for the first time on September 6, 1989 with 300 students in attendance.

La Salle has been granted accreditation by the Middle States Association of colleges and schools since its opening and has been re-accredited several times.

As we continue into the future, the La Salle Academy community remains focused on the key reason for our existence:

The Spreading of God's Word Through the Catholic Faith.

Mission_____

The Mission of La Salle Academy is to send forth well educated, morally conscientious citizens prepared and eager to give life-long responsible Christian witness and service to the world. This mission will be accomplished in an environment of mutual respect and cooperative spirit among home, school and parish communities.

Our School Patron

John La Salle was born in Rheims, France in 1651. He went to the seminary in Paris, but after the death of his parents, he had to leave to look after his brothers and sisters. A few years later, he returned to his studies and was ordained. He was admired for his great devotion to the Blessed Sacrament.

John was asked to help in two schools where the teachers were trying to educate their pupils free of charge. He directed the teachers for four years, and then decided to spend his life with them. He gave away the large fortune his parents had left him. He and the young men then took vows to labor as teachers all their lives. This was the beginning of the congregation of the Brothers of the Christian School, or Christian Brothers.

During his lifetime, John introduced new methods of education. He divided the pupils into grades and started the first normal school to train teachers. He also started high schools and technical schools where students might learn a trade. He is also called the “Father of Modern Education.”

St. John died in Rouen in 1719. He was canonized in 1900.

Saint John Baptist de la Salle

Patron of Educators

Feast Day: April 7

God our Father. You chose St. John Baptist de la Salle as an educator of Christian youth. Give Your Church good teachers today, who will dedicate themselves to instructing young people in human and Christian disciplines.

Statement of Philosophy

La Salle Academy and Early Childhood Center acknowledges as our central focus the education and development of the total child in a Christ-Centered environment. We believe the child's experiences garnered in an atmosphere of faith will lead to an awareness that religion is not just a creed to be learned but a life to be lived. We acknowledge that a child's Baptismal right to the heritage and rich tradition of the Catholic faith will be supported by this school community.

One of our greatest responsibilities as Catholic educators is to build a healthy self-concept in each student. Through personal interactions, the child becomes aware of and accepts the gifts, as well as the limitations, of self and others. With continual nurturing, the child learns to respect the God-given dignity and uniqueness of each person. In an atmosphere of encouragement, the child develops intellectually, spiritually, socially, physically, and emotionally.

La Salle Academy recognizes the parents as the foremost educators and acknowledges the trust placed in us as professional educators. We strive to create an environment of mutual respect by developing a cooperative spirit among home, school, and parish communities.

We embrace our teaching ministry as a call to spread the Good News of the gospel. In an atmosphere of faith, hope, and love, we build and celebrate the relationship between God and this community of His people.

Ultimately, our purpose is to send forth well-educated, morally conscientious citizens prepared and eager to give life-long responsible Christian witness as well as service to the world.

Admission Policy _____

La Salle Academy and Early Childhood Center is an equal opportunity educational institution and, as such, students are admitted and treated without regard to race, sex, color, creed, or natural origin.

Priorities for Admission:

1. Those already attending La Salle Academy (grades PS → 8);
2. Students moving into the area and/or transferring from another Catholic school;
3. Active members of, St. Benedict, and St. John parishes; active members of other Catholic parishes without a school;

Renewal takes place on Nov. 1. New registrations for new families for the next school year begins during Catholic Schools Week. A non-refundable registration fee will be charged per student.

La Salle's Admittance Policy requires that:

1. Students seeking admission to grades K through 8 must submit a copy of records from their present school documenting their academic standing and showing a pattern of acceptable behavior.
2. Birth certificate, immunization records, and Baptismal certificate must be presented at the time of registration.

Attendance and Absence _____

Regular attendance is essential for a student to succeed in school.

If a student is unable to attend school, a parent is required to call the office (610) 777-7392. Calls are taken beginning at 7:30AM. If your student(s) has not been reported absent by 9AM, we will contact you at home or work.

A note is required when a student returns after an absence. The note should be addressed to the homeroom teacher and include the dates and reason for absence. If the absence is three days or longer, a doctor's excuse is required.

Absence Policy

5 days absent within a school year

- Notification of Absences Letter sent home and signed by parents and returned.

10 days absent within a school year

- Mandatory meeting between parents, principal, and education team.

15 days absent within a school year

- Referral to public school district of residency's truancy officer

- Possible consideration for failure for the school year as per the Diocese of Allentown policy.

20 days absent within a school year

- Referral to county magistrate
- Automatic failure. Repeat grade level at another school

If a student must leave school early, a written request must be made by the parent. The parent/guardian must sign the Early Dismissal Register in the school office before taking the student.

Tardiness: Punctuality is of the utmost importance. A student who is tardy must report to the office in order to obtain an admittance slip to class. **The person dropping off the student must come in and sign-in the student.** The only exception is when tardiness has been caused by the school buses.

Students must be in their classrooms ready to work when the bell rings at 8AM. Opening exercises begin promptly at 8AM.

A student who is late interrupts the educational process of the entire class. Habitual tardiness will not be tolerated. The consequence for habitual tardiness will be a progressive move from meeting with the principal with possible referral to the school district of residency's truant officer.

Absence / Excused Absence for Educational Trips_____

La Salle Academy will strictly adhere to the *Public School Code of Transportation* and the Diocesan Board Regulations concerning excused absence for educational tours or trips.

1. A parental request for excused absence must be submitted to the principal for consideration at least five (5) days prior to the date of the intended trip. The request must include a statement detailing the educational value of the trip and the name of the person responsible for supervision.
2. A Request for Excused Absence form has been designed for parents to request excused absence from the school for preplanned educational tours or trips. This form may be picked up in the school office.
3. If approved by the principal, the absence will be considered excused, subject to the student's satisfactory completion of the assignments missed.
4. **Upon returning from the trip**, it is the responsibility of the parent to **make an appointment with the teacher(s)**. At this meeting, parent and teacher will outline a plan to help the student compensate for lost instruction time.

Books / Book Bags / Stationery_____

All books are to be covered and carried in a school bag or tote bag. Textbooks are to be covered with brown paper, book socks, or a book cover approved by the school. **All workbooks must be covered with a book cover approved by the school. All books must be covered by the third week of school.**

Students are not permitted to deface their textbooks, workbooks, copybooks, or notebooks. We strongly encourage respect for property, orderliness, and pride in one's work. Please check students' books frequently. Families would be responsible for reimbursing for lost or damaged books prior to the last day of school.

Stationery requirements, for the following school year, will be sent home in June and posted on La Salle's web site: www.lsalbear.com The stationery form will indicate which items must be purchased at school.

Bus Transportation_____

Many public school districts supply the transportation for our students. The individual school district deals directly with the family of residence. The number for the local school district transportation department can be found on-line

La Salle will support the individual school districts bus policy for behavior and safety.

Please note: Students may ride only the bus of the school district in which they reside. If a student wishes to visit a student from another district, transportation must be arranged by the parents with the School District Transportation Director.

Dismissal_____

Homeroom teachers should be notified in writing if there is a change in the usual dismissal routine for your student by 8:00AM.

Students must be in the care of an adult at dismissal.

If a parent will be late arriving, please call the office to make arrangements.

Students may not remain unattended after school. Aftercare is available to students in grades PS → 8.

For the safety of the students, dismissal procedures must be followed.

Change of Address/Phone Number_____

Address and phone changes can be made through the “Family Portal on FACTS Mgt.” Notify the homeroom teacher and the school office of any change in address, phone number, or emergency phone number as soon as this occurs via signed note to homeroom teacher or email. The school office and classroom teacher must always be able to reach a parent or guardian or emergency contact in an emergency.

Classroom Assignment Policy_____

At the end of the school year, the teachers divide their classes into different sections for the next school year according to the following criteria:

1. Heterogeneously (mixed abilities) with an equal distribution of high, middle, and low ability students.
2. Male and female balance.
3. Social and behavioral conflicts that might exist between students.

The lists of the newly assembled class groups are given to the principal, who has the ultimate responsibility to approve or change assignments. The teachers are asked not to discuss pupil assignments with parents.

Since registration takes place throughout the summer, class assignments will not be available to teachers until the beginning of the school year.

Classroom assignments will be distributed the week before school begins.

La Salle Academy is blessed with a professional faculty. We acknowledge their expertise and experience; therefore, we cannot accept individual requests/changes in classroom assignments.

Computer, STEM, Literacy Labs/ Classes_____

In this world, technology has become an integral part of education. Students, kindergarten through 8 grade, use technology daily to enhance instruction.

Under supervision, students have access to the Internet. Students may not use the Internet without a signed Acceptable Use Policy form. This consent form will be sent home, on an annual basis, in August and kept on file until June.

Contributions / Gifts / Memorial Funds_____

La Salle Academy is grateful for contributions and gifts which enhance our academic programs. Existing funds include: Annual Fund, the Memorial Fund, Technology Fund, Library

Fund, and the Susan M. DePaul Fund, EITC & OSTC. Information about making donations can be made by contacting the Principal or Marketing Coordinator.

Curriculum

The curriculum follows the norms set by the Allentown Diocese Department of Education and the Pennsylvania Department of Education. The curriculum includes: religion, mathematics, reading, grammar, spelling, vocabulary, literature, oral expression, writing skills, science/STEM, social studies, art music, technology, and physical education.

La Salle's curriculum is constantly evaluated and updated in conjunction with the approved Diocesan Curriculum. Programs which complement the core curriculum are utilized to meet the changing needs of the students.

CYO

La Salle **Catholic Youth Organization** offers the children of our parishes and school an opportunity to participate in athletic, cultural, and religious activities throughout the calendar year. Most programs are open to 3rd through 8th grade students with some programs include students in grades K-2.

The athletic program includes basketball, golf, volleyball, cross-country, and track. The cultural activities for CYO center around Kitchen Kapers, Art Contest, and Declamation.

Some activities are open to younger children. These include developmental basketball, golf, cross-country, and cheerleading.

Students in grades 3 through 8 are encouraged to earn a Religion Award by completing a religious activity booklet during the school year.

Adult volunteers are always needed. Volunteer applications are available on the web site and through the parish offices at St. John Baptist de la Salle, Shillington, and St. Benedict, Monhton.

Go LSA Bears!

Berks Catholic Youth Sports –

La Salle Academy students are invited to participate in a number of Partner School sports and academic programs connected to our Berks County regional Catholic High School, Berks Catholic. Check the BCHS web site, Berkscatholic.org, to learn about all the exciting ways your La Salle Academy student can be a Berks Catholic Saint activity participant! Go Saints!

CYO and Other School Related Activities - Policies_____

1. Students who are placed on social suspension, in-school suspension, or at-home suspension will not be permitted to participate in extracurricular activities for the duration of that suspension. The principal will notify the coach when applicable.
2. Students who are absent from school may not participate in any La Salle or BCHS related extracurricular activities on that particular day of absence.
3. Students, who are failing more than one major subject due to not working to their ability, will not be allowed to participate in La Salle related extracurricular activities until a passing grade is earned in all subjects. The principal will notify the coach when applicable.
4. Students who are participating in La Salle related extracurricular activities must comply with the La Salle Academy Discipline Code.

La Salle Academy Discipline Policy

Grades K–3

Discipline will be handled by the classroom teacher.

Classroom communication will use a Student Management System (SMS), such as a Behavioral Calendar.

Grades 4–8 Discipline Procedures

Demerits

Demerits will be issued for the following minor infractions (but are not limited to):

1. Failure to complete homework
2. Being unprepared for class (lack of necessary materials)
3. Failure to have test folders signed and returned
4. Defacing textbooks, copybooks, or other books; or lack of book covers
5. Markings on the skin (self or others)
6. Dress code violations, including gym uniform violations (see Family Handbook):
 - Grades 1–3: Teacher will communicate with parent
 - Grades 4–8: Teacher will communicate directly with student
7. Failure to respond to requests from teachers, staff, or volunteers
8. Disruptive behavior
9. Physical contact: unwanted touching, punching, slapping, or pushing
10. Chewing gum

Accumulation of Demerits:

- Five (5) demerits within one trimester will result in a detention.
 - Minor infractions will be cleared at the end of each trimester.
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Detention (Grades 4–8)

Detention is an after-school period from 2:30 PM–3:30 PM during which the student reflects on behavior while under staff supervision.

- Detentions are scheduled by the school.
 - Bus transportation is not provided.
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Major Infractions

Immediate conduct referral and detention(s) will be issued for the following major infractions:

1. Belligerent or disruptive behavior affecting the educational environment
2. Defiance of authority or speaking disrespectfully to school personnel
3. Use of unacceptable written or spoken language, including racist or degrading statements
4. Lewd or indecent behavior, including inappropriate touching or indecent exposure
5. Cheating, forgery, or stealing — physically or electronically
6. Fighting
7. Conduct that endangers the safety, morals, or welfare of others
8. Lying to school personnel
9. Theft of school property, student belongings, or personal property
10. Use of vulgar or abusive language
11. Defamation: making false or harmful statements about individuals or groups
12. Discrimination: negative treatment based on race, religion, gender, sexual orientation, or disability
13. Harassment, bullying, intimidation, including in-person and social media activity
14. Vandalism
15. Extortion
16. Failure to serve detention
17. Endangering the safety of self or others
18. Lack of respect in the presence of the Blessed Sacrament

Additional Disciplinary Action:

Due to the seriousness of a major infraction, students may receive an in-school social suspension in addition to detention.

In-School Social Suspension (Grades 1–8)

- Students report to the office.
- Students are suspended from La Salle Academy extra-curricular activities (e.g., CYO programs, academic competitions).
- Three (3) detentions in a trimester automatically result in in-school social suspension.

Suspension from School (Grades 1–8)

For serious infractions, a student may be suspended indefinitely pending review.

Procedures:

1. Parents will be notified immediately and must remove the student from school.

2. The student's pastor will be notified.
 3. A Student/Parent/Teacher/Principal conference must take place before the student may return.
 4. Suspended students are also suspended from all La Salle Academy extra-curricular activities.
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Expulsion

The principal, in consultation with the pastors, reserves the right to require the withdrawal of a student if warranted by grave circumstances. Each disciplinary situation will be handled individually. The principal has final recourse in all disciplinary matters.

Safe School Policies

La Salle Academy is committed to maintaining a safe environment. Serious incidents involving students or adults may be reported to the Shillington/Reading Police Departments.

Incidents that may warrant police notification and immediate school suspension include:

- Threatening correspondence, written or electronic, or verbal confrontations
- False reports of threats
- Physical assault
- Possession of terroristic/offensive material
- Vandalism of school property
- Theft of school property or personal belongings

Important:

Students may not return to school until a meeting has taken place with the administrative team and full cooperation from parents is assured.

The following regulations apply to ALL school activities during school time and all school-sponsored activities held after school hours, on or off school property.

Alcohol and Other Drug Policy

Prohibited actions:

- Possession and/or illegal use of any health-endangering compounds, including but not limited to:

- Alcohol
- Tobacco or tobacco products in any form
- Caffeine pills
- Solvent-containing substances (for inhaling/huffing)
- Other drugs or narcotics not otherwise prescribed to the student

Note:

State law prohibits the use or possession of tobacco by minors. Such a violation is a summary offense carrying a \$50 fine.

Possession of Weapons

Prohibited items:

- Guns
- Knives of any sort
- Martial arts devices
- Explosive devices
- Sprays (e.g., Aerosol Self-Protection Device)
- Facsimile-type objects (e.g., toy guns)

Search and Seizure Policy

Students' personal effects (handbags, backpacks, etc.) may be searched when there is reasonable cause (cf: U.S. Supreme Court Decision - New Jersey vs. T.L.O., 1985).

If illegal or dangerous materials are discovered, the following disciplinary actions will be followed:

1. Incident may be reported to the police.
2. Parents/guardians will be notified.
3. Student's pastor will be notified.
4. Student will be immediately suspended from school for a minimum of three days.

Criteria for Return:

1. Student and parent will meet with the principal and faculty members.
2. Student must disclose when and how the substance or weapon was obtained.
3. Student and parent must agree to cooperate with school recommendations.
4. Student and parent must comply with disciplinary action and any additional measures imposed.

The principal, in consultation with the pastors, reserves the right to insist on the transfer of a student if warranted by serious circumstances.

All disciplinary situations will be handled individually. The principal has final recourse in all disciplinary matters.

Discipline Flow Chart

Minor Infraction (Grades K–3)

- Handled by Classroom Teacher
- Communication with parents via Behavioral Calendar or Student Management System

Minor Infraction (Grades 4–8)

- Teacher issues demerit
- Teacher communicates with student (or parent if necessary)
- Demerits tracked by trimester

Accumulation of 5 Demerits

- 1 Detention Assigned (2:30–3:30 PM)

Major Infraction (All Grades)

- Immediate Referral to Principal
- Immediate Detention (and possible additional consequences)

Detention (Grades 4–8)

- After School (2:30–3:30 PM)
- Parent notified

Accumulation of 3 Detentions in Trimester

- In-School Social Suspension
- Suspension from Extra-Curricular Activities

Serious Infraction or Unsafe Behavior

- Immediate Suspension from School
- Parent contacted to remove student immediately
- Pastor notified
- Required Re-Entry Conference with Principal, Parent, and Teacher

Extreme or Repeated Behavior

- Principal (in consultation with Pastors) may require Withdrawal or Expulsion

Safe Schools Incidents (e.g., Assault, Threats, Theft)

- Police Department Notified
- Immediate Suspension

La Salle Academy (LSA) Policy on Artificial Intelligence

“Technological progress is part of God’s plan for creation,” the Vatican affirmed, urging that tools like artificial intelligence (AI) must be used responsibly to promote the good of humanity. AI is an extension of human capacity, and while its full potential remains unknown, our stewardship must remain guided by faith, ethics, and discernment.
—*from the Dicasteries for the Doctrine of the Faith and for Culture and Education (USCCB)*

At **La Salle Academy (LSA)**, we recognize the importance of preparing students for a future where technological fluency is essential. In line with our Catholic identity and commitment to holistic education, we encourage the age-appropriate exploration of **Artificial Intelligence (AI)** to ensure students develop the skills necessary to use technology responsibly, ethically, and safely. This policy outlines expectations related to AI access, responsible use, evaluation and awareness, enforcement, and stakeholder guidelines at LSA.

Definitions

- **AI Literacy:** The ability to understand, use, and engage with AI systems in a thoughtful and responsible manner.
 - **Artificial Intelligence (AI):** Technology that simulates human intelligence, including data analysis, pattern recognition, and decision-making.
 - **Generative AI:** A form of AI capable of creating content—such as text, code, images, or video—based on existing data. This is the primary focus of LSA’s policy.
 - **Predictive AI:** AI that forecasts future events or behaviors based on historical data.
 - **Open-source AI:** AI tools that are publicly accessible and share data across user communities, both inside and outside school settings.
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Section 1: Access

- **Teacher Approval:** Use of AI tools in classrooms must be directed or approved by the teacher and serve an instructional purpose. AI may be used to enhance creativity, collaboration, or comprehension but must align with LSA’s curriculum.
 - **Student Access:** Students may only interact with AI tools designated by faculty or administration as appropriate for their grade level.
 - **Third-Party Tools:** All third-party AI platforms must comply with federal student privacy laws (COPPA, CIPA). No unauthorized tools may be used.
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Section 2: Responsible Use

- **Misuse Prohibited:** Users must not share personal information, attempt to deceive, or engage in malicious, inappropriate, or disrespectful AI-related behavior.
 - **Age Restrictions:** Most AI platforms are limited to users aged 13+. Any use of AI tools by students under this age must occur under adult supervision and administrative approval.
 - **Academic Integrity:** All academic work must reflect the student’s original thinking. AI use must be disclosed and cited when applicable. Undisclosed or inappropriate use may be considered academic dishonesty.
 - **Confidentiality:** Teachers and staff must never input personally identifiable student data (e.g., name, address, date of birth) into any AI tool, in compliance with FERPA regulations.
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Section 3: Evaluation and Awareness

- **Credibility:** Students are encouraged to think critically about AI-generated content. AI may produce inaccurate, outdated, or biased information.
 - **Bias and Fairness:** All users should be aware that AI systems can reflect societal biases. Teachers will help students examine outputs critically and responsibly.
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Section 4: Policy Enforcement

Violations of LSA’s AI Use Policy will be handled in accordance with the school’s general discipline procedures. Consequences may range from warnings to loss of access to digital tools, depending on the severity and frequency of infractions.

Section 5: Guidelines for Stakeholders

Student Guidelines (Grades K–8)

- Use AI with teacher permission and supervision.
- Understand AI’s capabilities and limitations.
- Use AI to support—not replace—original thinking.
- Always cite AI outputs when used in academic work.
- Fact-check AI-generated content before submitting work.
- Never share personal information with AI tools.
- Use AI to explore ideas ethically, creatively, and responsibly.

Teacher Guidelines

- Integrate AI thoughtfully into instruction to support—not replace—student learning.
- Clearly communicate when and how students may use AI in assignments.
- Discuss AI’s benefits and risks openly with students.
- Teach students how to cite AI sources (APA/MLA).
- Use only school-approved AI tools. Submit new tools to administration for review.
- Do not rely solely on AI-detection tools when investigating academic dishonesty.
- Avoid inputting any student PII into AI platforms.
- Explore professional development opportunities in AI.
 - *Suggested: Google/MIT Generative AI for Educators*
 - *Common Sense Media AI Literacy Lessons*

Faculty & Staff Guidelines

- Collaborate with peers on responsible AI integration.
- Avoid inputting confidential data (IEPs, grades, PII) into AI tools.
- Always verify AI-generated content for accuracy and tone.
- Lead by example in modeling ethical and professional AI use.

Parent/Guardian Guidelines

- Learn about AI tools and how your child may encounter them.
 - *Resource: Internet Matters—Parent’s Guide to Generative AI*
- Talk with your child about privacy, bias, and responsible tech use.
- Encourage fact-checking and creative use of AI tools.
- Promote a balanced approach to screen time and technology.
- Review the school’s Acceptable Use and AI policies regularly.

Note:

This policy will evolve as new tools and regulations emerge. LSA remains committed to ongoing reflection and alignment with best practices in Catholic education and digital citizenship.

Drop-Off/Dismissal

Main Lot School Main Entrance
AM - Drive-Thru lot for cars and buses (NO PARKING along Yellow Curb)
PM - Drive - Thru lot for BUSES ONLY (NO CARS, NO PARKING for Pick-up)

Church Lot (Lower) Parking Lot Immediately behind Church (Lower Lot)
AM- Typically only used for morning Mass and certain bus trips that require an early morning dismissal prior to 8:00am. This area is sometimes used by church groups going on excursions during the week. Proceed carefully through any school parking lot at all times to maintain safety for all.
PM- For parents who want to park their cars and have their students walk over to the parked car.
Please ensure the safety of the students on Church Lot by:

1. Entering only from Mitti Rd.
2. Exiting only onto Mitti Rd.
3. Do not back up on the lot. Park facing the school.

Church Lot (Upper) Parking Lot Immediately behind the school, upper lot to Church Parking.
This lot is generally used for Faculty parking and occasional dismissals if the lot in front of the school is blocked. Information will go out on an as-needed basis when this lot is put to use for the safety.

Pre-Kindergarten, Kindergarten, and 1st Grade students are dropped off at the school's main entrance. Pick-up for these students, if going home by car: Cars park on Holland Street near Door #2. Pre-K, KG, and 1st Grade students will be brought to the door and transferred to parent/guardian custody at that point. If additional siblings need to be picked up from grades 2-8, parents/guardians should pick up the Prek/KG/1 student by door #2, then drive carefully around the block to the entrance to the lower church lot where the older students will be waiting with faculty escorts for safety.

We ask that if you must park on Mitti St. that you park on the school side only so as not to force a child to walk across Mitti St. while traffic is moving during a dismissal period.

In the event that a car ride is later than dismissal time, (usually 2:30 pm), students will be brought to the school's main office to wait for the driver. Habitually late pick-ups will incur aftercare fees as the main office staff have additional duties to attend to at the conclusion of the student academic day, 2:30 pm.

La Salle Academy Dress Code 2025-2026

Uniforms are required and are supplied by Flynn O'Hara Uniforms Company. The principal remains the final word on compliance with the dress code and reserves the right to make changes throughout the year, if necessary, in response to the needs of the student body.

Pre-Kindergarten

The uniform for Prekindergarten students is the same gym uniform as the kindergarten students wear, which complements the activities Prekindergarten students do and is worn every day for school. There will be special days throughout the year when Prekindergarten students are allowed to dress in different clothes, depending on the activity, including practicing wearing components of the formal school uniform worn by kindergarten students but not until the Springtime. Please see the kindergarten boy or girl uniform requirements for gym uniform pieces and stay tuned for communication from the teacher when students will start to wear components of the formal school uniform.

LSA Girls Uniforms

Grades K-4

Spring/Summer Uniform (Optional, can be worn from the start of the school year through October 15th and from April 15th through the end of the year)

- Navy-blue walking shorts or navy blue skort or Blue plaid jumper (see description below)
- Light blue short-sleeved polo shirt with school logo*
- Solid dark-colored leather belt
- Plain white crew socks (must cover entire ankle)
- School uniform shoes or Gym sneakers

Fall/Winter Uniform (Worn October 16th - April 14th)

- Blue plaid jumper (knee length/must touch the knees) with La Salle Academy emblem*
- Solid navy-blue trousers worn at the waist.
- Solid pastel blue uniform blouse with Peter Pan collar (rounded collar)
- Solid navy-blue knee socks or navy-blue leotards
- Solid navy-blue cardigan or pullover long-sleeved sweater or pullover sweater vest with La Salle Academy monogram*
- Shoes: black, brown or tan/Sperrys, Docksidors, Bucks, Loafers, Saddle Shoes, Oxfords (below the ankle)

Grades 5-8

Fall/Winter Uniform (Worn October 16th - April 14th)

- Uniform plaid skort (knee length, must touch the knees)*
- Solid navy-blue trousers worn at the waist
- White, Oxford style blouse
- Solid navy-blue tights or solid navy-blue knee-high socks
- Solid navy-blue cardigan, pullover long-sleeved sweater or pullover sweater vest with La Salle Academy monogram*

Spring/Summer Uniform (Can be worn from the start of the school year through October 15th and from April 16th through the end of the year)

- Plaid skort (knee length)*
- Light blue short-sleeved polo shirt with school insignia*
- Plain white crew socks (must cover entire ankle)
- School uniform shoes or gym sneakers
- 7th & 8th graders wear uniform shoes all year except on Gym Days

LSA Boys Uniforms

Grades K-4

Fall/Winter Uniform (Worn October 16th - April 14th)

- Solid navy-blue trousers worn at the waist
- Solid pastel blue dress shirts
- Solid dark-colored leather belt
- LSA uniform navy-blue uniform tie*
- Solid navy blue La Salle cardigan buttoned, pullover long-sleeved La Salle sweater or La Salle pullover sweater vest with La Salle monogram*
- Shoes: black, brown, or tan only/Sperries, Docksidiers, Bucks, Loafers, Saddle Shoes, Oxfords (below the ankle)

Spring/Summer Uniform (Can be worn from the start of the school year through October 15th and from April 15th through the end of the year)

- Navy blue pants or navy blue walking short (no cargo-style)*
 - Light blue short-sleeved polo shirt with school insignia*
 - Solid dark-colored leather belt
 - Plain white or navy crew socks (must cover entire ankle)
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Grades 5-8

Fall/Winter Uniform (Worn October 16th - April 14th)

- Khaki trousers from Flynn O'Hara Uniforms*
- Blue dress shirt
- LSA uniform navy tie*
- Solid dark-colored leather belt
- Solid navy blue La Salle cardigan buttoned, pullover long-sleeved sweater or La Salle pullover sweater vest with La Salle monogram*
- Shoes: black, brown, or tan only/Sperries, Dockiders, Bucks, Loafers, Saddle Shoes, Oxfords (below the ankle)

Spring/Summer Uniform (Can be worn from the start of the school year through October 16th and from April 15th through the end of the year)

- Light blue short-sleeved polo shirt with school insignia*
- Khaki pants or navy blue walking shorts (no cargo-style)
- Solid dark-colored leather belt
- Dark dress socks (must cover entire ankle)
- Grades 5 & 6 School uniform shoes or gym sneakers
- Grades 7 & 8 wear uniform shoes all year except on Gym Days

LSA Gym Uniforms

All grades PK-8 will wear gym uniforms on the gym day assigned to the student's class. After October 15th and before April 15th, students K-4 must wear sweatpants and students in grades 5-8 must wear jogging pants during school but may wear shorts under or change into shorts for gym class. The gym uniform will be the default field trip attire unless otherwise specified by the classroom teacher.

PK-4 Boys & Girls Gym Uniform

- Solid light blue gym T-shirt with school name and logo*
- Solid navy-blue gym shorts with school name and logo*
- Solid navy-blue sweatpants & sweatshirt with school name and logo*
- White crew socks (must cover entire ankle)
- Gym Sneakers

5-8 Boys & Girls Gym Uniform

- Solid light blue gym T-shirt with school name and logo*
- Solid navy-blue gym shorts with school name and logo*
- Navy blue with white stripe warm-up pants with school name and logo (replaces sweatpants)*

- Navy blue with white stripe zip-up jacket (replaces sweatshirt and replaces warm-up jacket)*
 - ¼ zip sweatshirt
 - White crew socks (must cover entire ankle)
 - Gym Sneakers
-

General Regulations

- No HeyDude, CROCS, boot-type shoes, boat shoes, hiking shoes, work shoes, sandals, canvas, open toe, open topped, open backed, sparkle, glittery shoes, light-up or wheelie sneakers are permitted. No shoes with high or thick heels are permitted.
 - No half-socks, full knee socks or anklets are permitted.
 - Dress Shirts are to be tucked in at all times.
 - Skirts/skorts are to be at knee length.
-

Other Uniform Considerations

Special circumstances beyond the scope of this general guideline for the school uniform policy should be brought to the attention of the principal in writing. The principal remains the final word on compliance with the dress code and reserves the right to make changes throughout the year, if necessary, in response to the needs of the student body.

LSA/PTO/CYO Spirit Wear

The school, PTO, and CYO will provide Spirit Wear items throughout the year that students and families may wish to purchase to show off their LSA Bear Pride! Certain dates will be designated throughout the school year when Spirit Wear items may be worn in lieu of the regular uniform.

Items MUST be purchased from Flynn O'Hara and include the new LSA Logo from them.

Uniforms may be purchased at Flynn O'Hara Uniforms – flynnohara.com
1876 Catasauqua Rd. Allentown, PA 18109 | 610-231-3788
404 W. Lincoln Hwy, Exton, PA 19341 | 610-594-1970

La Salle Academy Dress Down Day Expectations

The principal remains the final word on appropriateness of all items worn as part of a dress down event. In general, items prohibited from use for a dress down are any article of clothing which is deemed to cause too great a distraction to the learning environment or puts student safety at risk.

Footwear

- The Footwear for all Dress Downs are Gym Sneakers or School Shoes ONLY. Not permitted footwear includes but is not limited to: Hey-Dude Shoes, Sandals, Boots, Flip-Flops, UGG Boots, Slippers, Crocs, wheelie or light-up shoes.

Pants

- Students may wear gym pants, sweatpants, (any color), jeans, or slacks. No leggings, yoga pants, or otherwise skin-tight pants may be worn on dress down days. No pants with rips or tears that expose skin from the waist to the ankle.
- Shorts can be worn for dress-down days with special permission during winter months and depending on the corresponding activity.

Torso

- No tank- or halter top only, low-cut, skin-tight, ripped or torn shorts may be worn. Offensive graphics or hate-filled words, (any language), or images incorporated into the shirt are hereby prohibited.

Head

- Students' hair may be dyed with a temporary dye that can be washed out completely by the next school day. Glitter or sparkles are prohibited due to the mess they create and are difficult to clean.
- Hats that go with the theme of the dress down may be worn to school and kept on during class at the teacher's discretion.
- Face paint and accents may be worn if washed off by the next school day. Again, any offensive graphics or hate-filled words, (any language), or images incorporated into the face paint are hereby prohibited.

Diocesan Policy on Gender Ideology

Approved by Bishop Schlert - 4/28/25

The Catholic Church celebrates the equal and intrinsic dignity of every human person, and we affirm that each person has received from God a natural, unchanging sexual identity as male or female. As a Catholic school, we uphold what has been revealed to us through Sacred Scripture that “God created mankind in his image; in the image of God he created them; male and female he created them” (Genesis 1:27). This fundamental truth about human beings, accessible to reason, was reaffirmed by our Lord Jesus Christ within the context of His teaching on marriage (Matthew 19:4; Mark 10:6). In championing the dignity of the human person, we uphold the basic truths of sexual complementarity and difference between men and women as willed by God in His loving plan for human sexuality and marriage.

Moreover, we believe that all our students must be treated with love and respect in accord with their human dignity. We want all our students to be safe, healthy, truly happy, and to flourish as the young man or woman God created him or her to be. Our Catholic school is dedicated to providing an environment that is consistent with these principles and that nurtures our students’ understanding of the goodness which they possess.

If a student is questioning his or her sexual identity as male or female, our school is committed to guiding him or her in truth and charity. If a student were to bring this issue to the attention of an adult in the building, the Principal must be immediately informed. Then the Principal will inform the Chaplain / Pastor and the student’s parents / guardians immediately, as they are the child’s primary educators and caretakers. The school is committed to the student’s overall well-being and can connect the family with appropriate resources for their child, including information on counselors and professionals that reflect Catholic teaching on this matter. The school’s Chaplain / Pastor and counseling services are always available to help in this regard as well. As a school, we will lovingly accompany our students and families in these difficult situations. The school will not affirm a change of gender for any student, whether social or physical, as this distorts the gift of the student’s sexual identity and is contrary to his or her dignity as a human person. Our school will refer to students only by the names and pronouns that are in accord with their biological sex. This applies to all communication, including interpersonal interactions at school, written messages, and official school documents, such as diplomas and academic transcripts.

With respect to experiences and protocols within the school that differentiate between sexes (e.g. use of restrooms, adherence to uniform dress code, involvement in athletic teams), students are expected to act and participate in accord with their biological sex. To ensure the Catholic identity and mission of the school, the Administration reserves the right to make enrollment decisions based upon this policy. For situations that are not specifically addressed in this handbook, the school’s approach will be to adhere to the official teachings of the Church, respect the unchanging reality of each student’s biological sex, and to treat each person in a manner consistent with that reality, while always having compassion for students and

their families.

To learn more about what the Catholic Church teaches about Gender Ideology/Transgenderism, please consult The Person and Identity Project: personandidentity.com

Emergency Closing / Early Closings / Delayed Openings_____

Early Closings - In the event of an early closing due to inclement weather, it is the policy of our school to comply with the decisions made by the local school districts. Due to the volume of the incoming phone calls, students may not be permitted to use the phone, and the school will assume your student will travel home on his/her regular bus (unless otherwise instructed). Early closings may be posted on La Salle Academy's web site, www.lsabear.com

Please note: For students traveling with Governor Mifflin High School students, please listen to what is happening at the high school to what time Governor Mifflin will pick up La Salle Academy students for trip home.

Emergency Closings - In the event of an emergency closing due to inclement weather, an announcement will be made sending parents/guardians a text and or voice message and or an email. Emergency closings may additionally be posted on La Salle Academy's website. It is the policy of the school to comply with the decisions made by the Governor Mifflin School District. If La Salle Academy and Early Childhood Center is not included in the list of closings, assume that school is in session. In this case, we ask parents to use their good judgment regarding conditions in their individual areas and not jeopardize the safety of their families. The school buildings will remain closed for all after-school activities when there is an emergency closing.

Delayed Openings - If Governor Mifflin announces a one-hour delay, La Salle Academy and Early Childhood Center will also announce a one-hour delay. La Salle Academy and Early Childhood Center will always follow the decision made by Governor Mifflin Transportation Department.

Anyone transported by another public school district should listen carefully for the decision made by that particular district.

If La Salle Academy has a one-hour delay, the doors will open one hour later. **However**, if any other public school district that transports La Salle students is running on a regular schedule, the doors will be open by 7:30 AM for students who are being transported according to their regular schedule.

Field Trips_____

Field trips are privileges afforded to students. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements or have not returned their permission form by the day of the field trip. Students must have a **signed Permission and Emergency** form in order to participate.

Fundraising_____

Fundraising is a very necessary and traditional part of Catholic education. Tuition pays a percentage of the cost of educating each student. Fundraising monies contribute to the operating budget for the purpose of keeping tuition rates at an affordable level. By participating in designated fundraising events, this requirement can be met.

Graduation Attire_____

Our 8th grade graduation class will be very actively involved in the following:

1. Procession in honor of the Blessed Mother
2. Benediction of the Most Blessed Sacrament
3. Eucharistic Celebration

With this in mind, ask 8th grade boys and girls to wear Graduation gowns with appropriate attire underneath.

Please Note: The following three occasions have the same dress code:

1. Graduation Picture
(Graduation Pictures typically include one set of photographs for each 8th grade student in graduation gown and one in suits, (for the boys), and dresses, (for the girls), which parents may choose to purchase from the school's photographer.)
2. May Procession
3. Graduation Mass and Awards Program

Outfits for all three events will to be in graduation gowns. Light Blue Stoles will be added to the graduation gown for Graduation Mass, Awards, and Graduation Photos.

Homework_____

Homework is a family's opportunity to share in the education of their student(s). Parents should provide a suitable place and a quiet time for homework. Parents may serve as consultants in homework assignments, but they should not do an assignment for their student(s).

Students vary; teachers vary; and subjects vary. However, time allotments for homework should be approximately:

- Grades 1 and 2 about 30 minutes
- Grades 3 and 4 about 45 minutes
- Grades 5 and 6 about 60 minutes
- Grades 7 and 8 about 90 minutes

In grades 1 through 6, no homework assignments will be given over the weekend unless there is a past due or long-range assignment. Assessments for major subjects will normally not be scheduled on a Monday.

Student Support Team (SST)_____

The Student Support Team (SST) is made up of teachers, principal, and the school psychologist. Parents are encouraged to be part of this team.

Instructional support is a process which includes:

1. Identifying students who need academic, or behavioral, or social/emotional support (A teacher or a parent may request assistance for a student).
2. Meeting as a team, sharing expertise, determining how best to meet the needs of students through a continuum of services.
3. Monitoring and evaluating student progress.

Insurance_____

All students enrolled at La Salle Academy are covered by the *Student Accident Plan* which is sponsored by the Diocese of Allentown. This insurance covers injuries which occur when school is in session and when participating in school sponsored supervised activities on or off the school premises. The cost of the program is covered by the school. Claim forms, as well as a description of the coverage, may be obtained at the school office.

After Care Program

La Salle Academy offers an after-school care program in a safe, supervised environment which includes a designated snack, outdoor/gym playtime, arts and crafts, games and special activities. These services are provided for students in grades Prekindergarten through 8th grades, Monday through Friday, 2:30PM-5:30PM. Drop-in service and weekly service are available. For further information, please call 610-777-7392.

Students who participate in aftercare must comply with the La Salle Academy Discipline Code.

Library

La Salle Academy fosters a love of reading and lifelong learning through the rich resources of its library. The library houses over 2,000 books, including reference materials, and offers flexible space for alternative class configurations that support and enhance the core curriculum.

Students in grades K through 8 visit the library weekly to select books. Library periods may also include instruction, storytelling, book reports, or research activities. Books are circulated for one week and may be renewed as needed. Students are encouraged to obtain and regularly use a public library card to further support their reading habits.

Families may also contribute to the Library Birthday Fund. This fund allows for the purchase of a book needed by the library in honor of a student's birthday. A commemorative sticker bearing the student's name is placed inside the book, serving as a lasting tribute. Each time the book is borrowed, readers are invited to pause and think kindly and prayerfully of the student it honors as they begin their literary journey.

Library/Birthday Books

One way to increase the number of books in La Salle Academy's library would be for a parent or grandparent to donate the price of a book (\$25.00) on the student's birthday.

The librarian will help your student select a book appropriate for his/her grade. A book would then be purchased and labeled as a gift to La Salle Academy's library on the occasion of the student's birthday.

Lost and Found

Lost and Found articles are kept for one month. Please don't hesitate to look or phone for lost articles.

Medication

No student may have prescription or non-prescription medications in their possession during the school day - with the exception of inhalers. All medications must be clearly labeled with the student's name, date, and dosage on the label.

If it is a liquid, it must be in a plastic bottle if the student is to bring it to school on the school bus. If the medication is in the form of a pill, the container, properly marked, should contain ONLY ONE DAY'S SUPPLY.

All medication must be kept and administered in the school office.

On-Going Medication

Parents are required to come to the school office and complete Request for Administration for Medication form when a student has a medical condition that requires a daily or emergency medication. These forms must be completed on an annual basis. Medications will be returned to the parents in June.

Lunch Program

Students may purchase a hot or bag lunch or bring their own lunch. For more information about the lunch program, check out the Maschio's Food Service link on the web site. If you still have questions, please do not hesitate to call the main office.

A packed lunch should be carried in a bag or container clearly marked with name and grade. Drinks may be purchased. Soda is not permitted.

AM Recreation: 9:20-9:40 AM (grades K-2), 9:40-10:00 AM (grades 3-5), 10:00-10:15 AM (grades 6-8). - Students are encouraged to bring a low-sugar, nutritious snack to eat in the cafeteria. Some snacks are available for a-la-carte purchase in cash by the food service.

The lunch/recreation periods are:

Recreation – 20 minutes, grades Prek-5, Prior to eating lunch

Recreation – 25 minutes grades 6-8, after eating lunch - WIN/Recreation

Lunch – 25 minutes – All Grades

Please inform the school office of any food allergies that your student may have so appropriate measures may be taken.

Parent/Teacher Communication _____

Parent/Teacher conferences are scheduled in conjunction with the distribution of the second report card.

Conferences may be scheduled at any other time by teachers or by parents. Please don't hesitate to call the school office and make an appointment (610) 777-7392. **For your ongoing safety and the safety of all faculty and staff please do not attempt to contact teachers or staff via personal cell phone, personal email or via a non-school social media platform.** Please send the teacher an email to their school email address or call the school office and we will contact the teacher and have him/her return your call. The school office is open from 7:30AM to 3:15PM.

Please note: During the summer months, please leave a message on the answering machine. We will return your call.

Professionally Speaking...

We are requesting that all members of our faculty and staff be addressed as Miss, Mrs., or Mr. At school and school-related functions. We feel that this is a good policy when conducting school business. We will likewise address our parents in this manner.

Our students are encouraged to address all adults as: Miss, Mrs., or Mr. Both in and out of school.

PTO (Parent Teacher Organization) _____

The purpose of the PTO is to offer positive assistance to La Salle Academy and Early Childhood Center by sponsoring social and educational events throughout the year, and offering financial assistance when available for the extras for La Salle Academy students. All parents, teachers, interested parishioners and friends of our two parish communities are considered members and are welcome to attend our meetings and social gatherings.

Party Invitations _____

Party invitations may be distributed at school only if:

1. Every classmate is invited;
OR
2. All the girls are invited;
OR
3. All the boys are invited.

Report Cards

Report cards are distributed three times a year. Each report card subject grade reflects a wide range of the student's school experience for which he/she must learn to take ownership.

Please Note: Report card grades are not determined simply by averaging test scores. The seven points listed below will determine the subject grade:

1. Oral participation and expression, class cooperation, attentiveness;
2. Homework and in-class assignments completed as directed;
3. Major test results and quizzes;
4. Projects, long-term assignments;
5. Prepared for class (necessary materials and evidence of home study);
6. Quality of work;
7. Extra credit assignments.

Interim Reports will be sent home mid-quarter for each marking period **as needed**. The purpose of this form is to report the student's present status.

INTERPRETATION OF NUMERICAL MARKS AND LETTER GRADES

Grade A	(95-100)	Reflects <i>excellent</i> work in the 7 areas listed
Grade B+	(90-94)	Reflects <i>very good</i> work in the 7 areas listed
Grade B	(85-89)	Reflects <i>good</i> work in the 7 areas listed
Grade C+	(80-84)	Reflects <i>satisfactory</i> work in the 7 areas listed
Grade C	(75-79)	Reflects <i>average</i> work in the 7 areas listed
Grade D	(70-74)	Reflects <i>below average</i> work in the 7 areas listed
Grade F	(69 & under)	<i>Failing grade</i>

Report Card Distribution

The main purpose of the report card is to communicate between the parent and teacher. In order to ensure confidentiality, report cards will be sent home with the student in a sealed envelope.

Students in grades 4 through 8 will be given an opportunity to see the report card before the envelope is sealed. Students in grades Kg- 3 will be given a sealed envelope. Parents of primary students can then make the determination concerning the sharing of specific grades.

Please Note: The Finance Committee of La Salle Academy has mandated that report cards and student records will not be released to families who have not met their financial obligations (tuition, fundraising, book replacement, stationery, etc.).

Report Card / Honor Roll

La Salle Academy established an Honors Program for 6th, 7th, and 8th grade students. The honor requirements are as follows:

1. First Honors - Student must have at least a B+ / 90 in all major subjects: *religion, mathematics, reading, language arts, social studies, and science*. Student must also have a minimum of Satisfactory in *effort, conduct, physical education, art, music, and technology*.
2. Second Honors - Students must have at least a B / 85 in all major subjects: *religion, mathematics, reading, language arts, social studies, and science*. Student must also have a minimum of Satisfactory in *effort, conduct, physical education, art, music, and technology*.
3. Honorable Mention - Any student who has demonstrated to the teacher maximum effort and are still not at the levels indicated for First or Second Honors, may receive an Honorable Mention Card. The student must have a minimum of Satisfactory in *effort, conduct, physical education, art, music, and technology*.

Report Card / Promotion / Diploma Policy

In order to earn a diploma from La Salle Academy, the student must successfully complete the course of study prescribed by the seventh, and eighth grade.

Grade 7: Seventh grade students failing (69% and below) any major subject (religion, mathematics, reading, language arts, social studies, or science) must do one of the following to ensure reception of a diploma in eighth grade:

1. The student attends an approved summer school;
2. The student successfully completes an approved tutoring program.

Successful completion of the summer school program, or the tutorial program, in the required subject area would remove the failing grade from the student's record. Failure to successfully complete a summer program in grade 7 will impact upon the reception of a diploma in the eighth grade.

Grade 8: Eighth grade students who fail two major subjects in eighth grade or carry a failure from seventh grade will not be awarded a La Salle Academy diploma.

Grade 7 and 8: Students who are in danger of failing will be informed at a parent/teacher conference by the first week in February. Students who continue to carry a failing grade will be notified in writing by the end of April.

Report Card / Retention Policy (Grades K-6)_____

Decisions of retention are reached cooperatively among all persons involved with the educational development of the student. Parents will be informed in writing by the end of February of possible retention. Final decisions are the responsibility of the school.

Religious Opportunities_____

Parents are expected to make sure their students attend Mass every Sunday.

La Salle Academy supports this obligation by encouraging the students to be aware of God's continual presence among us and our need to respond in prayer regularly.

Daily opportunities for reflection and prayer are an integral part of the curriculum. The student body celebrates Eucharist together twice a month, on Holy Days, and other special occasions. The Sacrament of Reconciliation is also available to the students.

Instruction is given to those preparing to receive a sacrament for the first time. In addition to La Salle's instruction, students must participate in required sacrament activities sponsored by the parish. Students will receive the sacrament in their parish church. Parents are expected to be involved in preparing their students for the reception of the sacraments.

Family-centered religious celebrations are scheduled throughout the year. Catholic Schools Week Liturgy and May Procession are a traditional part of Catholic Education. Students are required to attend the May Procession.

Another religious opportunity at La Salle Academy is the existence of Mercy Chapel within our school.

School Advisory Board_____

The La Salle School Advisory Board revised constitution was approved by Bishop Welsh and the Diocese of Allentown Board of Education on April 27, 1992.

The La Salle Advisory School Board is advisory to the Pastors in nature. The two pastors of the supporting parishes appoint three representatives from each of the parishes to serve three-year terms. The school board meets every other month during the school year.

School Hours - 8:00AM to 2:30PM_____ Office Hours are 7:30AM to 3:15PM

School opens at 7:30AM for all students in grades PreK-8. Students are to be in their classrooms by 7:55AM for opening exercises.

Parents who arrive at the school before 7:30AM must remain with their student for the purpose of supervision until the doors open at 7:30AM. No student may be left unattended.

For the safety of your student and your student's classroom, all doors will remain locked, and students will not be permitted to return to their classroom after school hours.

Student Responsibilities _____

1. Take an active part in making La Salle Academy a true faith community where all members show their love for God and grow in respect for others and for themselves.
2. Actively participate in Mass and liturgical celebrations.
3. Work to the best of your ability.
4. Display good manners at all times.
5. Respect the rights and property of students, teachers, and staff.
6. Assist the school staff in operating a safe school.
7. Show a good example to younger students.

Specific Behavior Area _____

School Bus

1. Respect the bus driver.
2. Remain in your seat until the bus comes to a complete stop.
3. Do not eat while riding on the bus.
4. Do nothing that would distract the driver or endanger safety.
5. Make sure you board and leave the bus in an orderly manner.

In cases of repeated misbehavior, students will be deprived of bus transportation.

Cafeteria Rules

1. Take your assigned seat every day.
2. Use good table manners.
3. Speak quietly.
4. Be courteous to our volunteer helpers.
5. Always say "please" and "thank you".
6. Keep your area clean.
7. Grades 1-2-3, do not leave your seat without permission from a helper.
8. No more than 3 male and female students in the lavatory at a time. Wait outside the door.
9. All lines are always single file.
10. Remember the bell is a signal for silence.

Church

It is taken for granted that because of your religious training at home and in school, your behavior in the presence of the Blessed Sacrament will always be your very best. Remember the way you sit, stand, kneel, and receive Jesus in Holy Communion, contribute to giving praise and honor to God.

Opening and Closing Exercises

1. It is most important that you maintain silence. This is a special time when we as a school family honor God and our country. It is also a time when important messages are given.
2. Remain in your homeroom until you are called for dismissal. Leave in an orderly manner, single file and to the right.
3. No student is allowed in the school building after school hours unless they are in the presence of a teacher or an adult moderator.

Playground

1. Walk quietly to and from the playground. Single File!
2. Leave the playground only with teacher permission.
3. No contact sports
4. Play safely, no rough playing.
5. Follow the calendar schedule for assigned play area.
6. The number of students in any area of play during recess is determined by the teacher on duty during that recess period.
7. No Frisbees. No hardballs of any kind. Basketballs allowed on court only. All other balls must be sponge type Nerf balls or other designated playground balls.
8. Never under any circumstance, go into the street.
9. Respond to whistle. Stop! Listen for directions.
10. Line up quickly in assigned area when directed.

Any student who is not following the rules will be asked to stand or sit quietly for the remainder of recreation.

Protection of School Environment and Materials

1. All students must use some type of school bag labeled with name and grade.
2. All school books must have a clean cover.
3. All classroom materials must be handled with care.
4. Do not chew gum anywhere on school property.
5. Do not eat in the gym.
6. Do your share to keep your school neat and clean.
7. Do not write or draw in textbooks, library books, or on desks, wall or book covers. Do not write on your skin.
8. Do not use the bathroom as a play area. Reflect the training that you have received at home regarding cleanliness in using these facilities. Respect yourself and the privacy of others.

Students and their parents or guardians are responsible for repairing or replacing any materials belonging to the school or another student that are damaged through carelessness.

Tuition/Financial Aid_____

Information pertaining to the tuition policy is sent to each family. La Salle Academy has contracted with a tuition management service, STS, which offers several options for payment through automatic withdrawal. Tuition can also be paid in lump sum by August 1st by paying directly to La Salle Academy and receiving a discount. Additional information and details are available at the school office.

Families who cannot pay the full tuition due to financial difficulties should inquire at their home parish about additional parish financial support.

Visitors_____

Visitors are welcomed. Since all outside doors remain locked at all times, visitors must ALWAYS report to the school office where they register. No one should go directly to a classroom during a school day. In addition to safety, this ensures the classroom routine will not be interrupted. All visitors must wear a visitor's badge. If parents find it necessary to see a child, please go to the school office, and the visit will be handled from there.

Volunteer Program_____

Through the Volunteer Program, parents, grandparents, and parishioners who are interested in sharing their time and talents are urged to take an active part in the student's school day. Volunteers help to strengthen La Salle Academy by helping in the following areas: classroom, computer lab, library, lunchroom, office, and maintenance. Adults interested in volunteering should call the school office and request an application.

Written Communication_____

School-home communications have a "Got It" slip on the bottom. Please sign and detach slip and return it to school the next day.

<i>La Salle Academy and Early Childhood Center Telephone Numbers</i>	
<i>La Salle Academy Office</i>	<i>610 777-7392</i>
<i>La Salle Academy Website</i>	<i>www.lsabear.com</i>

In Loco Parentis Definition

Allentown Diocesan Board Policy 5144 (Pennsylvania School Code 24 PS 13-1317)

Every teacher, vice principal and principal in a school of the Diocese of Allentown shall have the right to exercise the same authority as to conduct and behavior over the pupils attending that such, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

Policy adopted: 10/19/1972

Right to Amend

The principal and pastors have the right to interpret and to amend this *Family Handbook* for just cause. Parents will be given notification if changes are made.

La Salle Academy

Family Handbook Acknowledgement Form

We, the undersigned parent(s)/guardian(s), have received, read, and reviewed the La Salle Academy Family Handbook available on the school web-site. We understand that the policies, guidelines, and expectations contained within the handbook are designed to support the mission of La Salle Academy and to foster a safe, respectful, and faith-filled learning environment.

By signing below, we agree to support and abide by the contents of the handbook, and we will review the policies with our child(ren).

Please complete one Family Handbook Acknowledgement Form for each student:

School Year: _____

Student Name: _____ Grade: _____

Parent/Guardian Acknowledgement

Parent/Guardian Printed Name	Signature	Date
_____	_____	_____
_____	_____	_____