De La Salle High School

Educating in the Lasallian tradition of the Christian Brothers since 1965

2026-27
STUDENT-PARENT HANDBOOK

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PARENTAL COOPERATION

We are committed as a school community to having your sons discover their God-given gifts, to knowing they have an obligation to develop those gifts, and ultimately to using those gifts in service to others. When your sons graduate from De La Salle, they will have been through a great deal of academic, spiritual, and personal growth. Graduating as men of faith, integrity, and scholarship will prepare them for the next stage of life and its challenges.

Our goal is that their formation in a Lasallian Catholic school will have prepared them to know how to make decisions about their lives that are well-informed, moral, caring, just, and in line with our five Lasallian Core Principles. We make this pledge in partnership with you, the parents, as we know you are the primary educators of your children. Together, we will need the courage to give them the direction and care they need.

In that regard, their developing attitudes and behaviors in and out of the classroom, on and off campus, are crucial in this process of adolescent formation. The way they act and what they do represents and reflects De La Salle; more than that, their behavior reflects their understanding and ability to embrace the school's Lasallian Catholic values and mission. Failure to consistently demonstrate attitudes and behaviors that are consistent with the mission of the school will place them in jeopardy of remaining in the community. Essentially, the student could be dismissed from De La Salle.

As part of this partnership with us, parents[1] have responsibilities as well to cooperate with school personnel when your son is being disciplined; to work respectfully with school personnel over disagreements in schedules, academic performance, rehearsals, practices, playing time, parking, and traffic control; to monitor the use of your home as a healthy gathering place for young people when appropriate; to participate with the school in the spiritual, moral formation of our students in all endeavors, including academic, athletic, co-curricular, and Campus Ministry events; and to treat all personnel and visitors respecting their inherent dignity.

The school expects parents/guardians to model the standards of respectful and courteous behavior in their communications with others at the school. The school reserves the right to suspend, expel, or otherwise remove a student from the school, or decline to re-enroll the student, if the President and/or Vice Presidents deem the actions of the student's parents/guardians are not in line with our mission, are inappropriate or disrespectful, or impede the school's ability to meet our educational objectives.

It is a pleasure and an honor to partner with you, the primary educators of your children. It is a challenging world that awaits our students when they leave. Let us together ensure that they are up to the challenges for college and beyond and ultimately let us never forget the fact that we are always in the Holy presence of God.

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[1] *Note: The terms "parent" or "parents" throughout this document are meant to include all legal guardian(s).*

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1. OUR LASALLIAN HERITAGE

1.1 Historical Background

Saint John Baptist de La Salle (1651-1719) opened his first school in Reims, his birthplace in northeastern France, in 1679. He was convinced that, without Christian schools, some poor children would be lost both to the Church and to civil society. His initial efforts led him to organize the teachers whose services he had secured into a religious community called the Brothers of the Christian Schools, commonly referred to today in the United States as the De La Salle Christian Brothers. De La Salle inspired these teachers with the following principle:

> *You are under the obligation to instruct the poor. You should therefore have a great tenderness towards them and supply their spiritual needs to the best of your ability, looking upon these children as members of Jesus Christ and as his much-loved ones. (Meditation for the Feast of St. Nicholas)*

Over a period of 30 years, he opened schools in several French cities and towns and worked with numerous teachers and students from various socio-economic levels. By the time of his death, he had founded different types of educational institutions: primary schools, teacher training centers, boarding schools, and homes for delinquents.

Alert to the needs of his times, De La Salle was an innovator in the development of teacher-training programs and in curricular and pedagogical practices. Teachers ranked with servants in seventeenth-century France. De La Salle, however, recognized that teachers stand in a providential and grace-filled relationship to children. Because of the special dignity of this calling, he provided teachers with extensive pedagogical preparation and ongoing supervision. In consultation with his teachers, De La Salle designed a curriculum and wrote practical and effective textbooks infused with gospel values. De La Salle was one of the early Catholic proponents of universal education. Although De La Salle's schools were primarily for the poor, they attracted children from families of different economic backgrounds. However, he tolerated nothing of the social segregation that was the practice of the day. He prescribed uniform management procedures for the classroom instruction of students from different social and academic levels.

De La Salle regarded a school as a community of believers working cooperatively to achieve a shared vision. De La Salle envisioned teachers as ministers of grace who exercise their vocation daily by instructing young people in the principles of the gospel as well as in the various academic and vocational subjects. His teachers thus helped the young to commit themselves to the teachings of the gospel, to develop loyalty to the Catholic Church, and to prepare themselves for productive citizenship.

De La Salle's educational ideas are embodied in several major works, including *Rule of the Brothers of the Christian Schools, Meditations for the Time of Retreat, and The Conduct of Schools,* as well as in the textbooks he wrote for students. His contributions to Catholic education led Pope Pius XII in 1950 to proclaim him the "Patron Saint of Teachers."

Today, the De La Salle Christian Brothers continue to serve as the heart, memory, and guarantors of the Lasallian heritage. They share the mission inaugurated by their Founder with an ever-widening circle of Lasallian colleagues who are indispensable partners in extending and accomplishing De La Salle's vision. The 42nd General Chapter of the Institute of the Brothers of the Christian Schools in 1993 gave contemporary expression to the purpose of Lasallian education by describing its mission as "To give a human and Christian education to the young, especially in schools, with the service of the poor as a priority, in order to evangelize and catechize, to promote peace and justice, accomplished together as a shared mission."

Today, over one million students in more than 80 countries throughout the world receive their education in over 1,100 Lasallian schools served by over 2,500 Brothers and 100,000 Lasallian colleagues. These schools differ greatly in terms of clientele, curriculum, and methodology as well as in social and economic conditions. They are unified, however, in their Lasallian character and heritage.

Three characteristics form the core of today's Lasallian school: (1) teaching viewed as a ministry of grace; (2) association, that is, the achievement of the school's goals through the collaborative efforts of teachers sharing the same vision and values of the gospel; and (3) the effective management of the schools so as to achieve the intellectual, cultural, religious, and vocational formation of the students through a curriculum suited to their needs and based on Christian values. These characteristics provide the framework for the De La Salle High School statements of Mission and Philosophy that follow.

2. MISSION STATEMENT

De La Salle High School is a Roman Catholic educational community where students are loved, instructed, and guided according to the traditions of the Brothers of the Christian Schools and the charism of Saint John Baptist de La Salle – Founder of the Brothers and Patron Saint of Teachers.

De La Salle High School provides a Lasallian Catholic education rooted in a liberal arts tradition that prepares young men for life and college. The school seeks to educate students spiritually, academically, physically, and socially through the promotion of a vital faith life, sponsorship of strong academic programs, a wide range of student activities, and the support of a concerned and dedicated administration, faculty, and staff.

De La Salle High School recognizes and promotes the respect for and the dignity of each student by providing an environment that is moral, caring, and joyful. Within such a setting, the school seeks to challenge its students to serve others, especially the poor and the marginalized, and to deepen a sense of responsibility for humanity's future.

De La Salle High School seeks to serve and embrace students with varied academic needs and diverse social, cultural, and economic backgrounds and does so in partnership with families and all those who are committed to living the Lasallian heritage.

2.1 Integral Student Outcomes

A De La Salle graduate is a Man of Faith

- Who prays and integrates Gospel values
- Serves others, especially the poor and the marginalized
- And appreciates our Catholic, Lasallian tradition.

A De La Salle graduate is a Man of Integrity

- Who respects himself and others
- Embraces social and personal responsibility
- And nurtures a healthy lifestyle.

A De La Salle graduate is a Man of Scholarship

- Who thinks creatively, critically, independently, and collaboratively
- Strives for academic excellence
- And pursues lifelong learning.

2.2 Accreditation

De La Salle High School maintains dual accreditation by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). De La Salle High School recently completed its WCEA Accreditation process in February of 2022, with the new term of accreditation concluding in June 2028.

Between now and June 2028, De La Salle High School will continue to engage in an ongoing evaluation of all programming using the accreditation protocol, "Ensuring Educational Excellence (E3)," developed by WCEA. This WCEA accreditation protocol gives De La Salle High School the opportunity to evaluate the depth of our Catholic identity and Lasallian character. It also promotes a substantive, mission-driven, and data-informed means to assess the efficacy and vitality of all school programs using multiple sources of evidence.

Under the E3 protocol, all students are expected to complete the annual E3 Student Survey. All current parents are strongly encouraged to complete the annual E3 Parent Survey. Additionally, some students and parents may be asked to participate in accreditation focus groups or other activities as part of the school's ongoing efforts to reflect and improve in all areas.

3. SCHOOL PHILOSOPHY

The Mission of De La Salle High School is grounded in the Roman Catholic faith and is supported by the following beliefs that form the school's philosophy:

We believe that an effective Lasallian educational program promotes excellence, faith, and genuine learning in mind, body, and spirit. Effective education in our tradition must be characterized by commitment to high, positive expectations, deep caring, and attentiveness to the needs, goals, and abilities of all students.

We believe that a De La Salle education should be student-centered and challenge our young people to become active, inquiring, critical, and open-minded thinkers who are also life-long learners. A Lasallian education seeks to develop a commitment to Christian values, an active citizenship, an understanding of the role of self-discipline in the growth of the human person, a recognition of diversity, and a desire to serve others, especially the poor and marginalized.

We believe that religious education promotes the full development of the human person. De La Salle High School shares in and is directed by the teaching mission of the Roman Catholic Church. The school provides many opportunities for religious instruction, Christian service-learning, liturgical celebrations, cultivation of a prayerful relationship with God, a reflective spiritual life, and the building of a grace-filled community.

We believe that teaching is a ministry of grace and professional activity that requires thorough preparation and ongoing renewal. De La Salle teachers are called to play a special part in God's providential plan for young people. They are called to grow in holiness, to exercise their teaching ministry with faith and zeal, and to model a vision of life that makes Jesus alive and present. Lasallian educators reflect a belief that teaching is an art and a skill that calls for competence, understanding, creativity, and passion. Lasallian teachers value professional development and continually look for ways to make learning more effective for the young people entrusted to their care.

We believe that a De La Salle education is most effective when teachers, staff, families, and friends share their gifts generously as members of the school community. This community works together in mutual charity so that a spirit of generosity, patience, humor, and humility may grow among them. They work in an interdependent manner so that the Lasallian convictions and values they share may be used in the most effective manner for the good of the young. This partnership becomes a source and model for sharing with the Diocese of Oakland, Brothers of the Christian Schools, lay partners in other Lasallian works, and the wider community.

We believe that an educational experience that is true to the Lasallian tradition will assist students in discovering their dignity, uniqueness, and common identity as sons and daughters of God and brothers and sisters to one another. This education will also help them realize the importance of community, based on the development of relationships with others. The programs at De La Salle, therefore, help students appreciate their absolute value as persons, their distinctive individuality, and their call to manifest God's presence in the world.

4. SPONSORSHIP, GOVERNANCE, AND ADMINISTRATION

4.1 Sponsorship

De La Salle High School is sponsored by the District of San Francisco New Orleans of the Institute of the Brothers of the Christian Schools (De La Salle Christian Brothers). This geographical sector of the Institute is headquartered at Mont La Salle in Napa, California. The District of San Francisco New Orleans is the sponsoring religious body for a variety of ministries that include middle schools, secondary schools, a college, and an afterschool learning center spanning the states of Washington, Oregon, California, Arizona, New Mexico, Colorado, Texas, and Louisiana. As a sponsor, the Brothers act as the religious, canonical overseer of each of their Roman Catholic ministries.

4.2 Governance

The Lasallian Education Corporation (LEC) is the means through which the District of San Francisco New Orleans provides for the governance of De La Salle High School. The LEC is the sole member of the school corporation. The LEC has created the Board of Trustees of De La Salle High School with limited jurisdiction that is empowered to carry out clearly defined governing responsibilities. The Board of Trustees is responsible for recommending the appointment of the school's President/Chief Executive Officer to the LEC. Upon confirmation of the recommendation, the President serves as the sole employee of the Board of Trustees and is accountable to it and, by extension, to the LEC.

4.3 Administration

De La Salle High School is served by a President/CEO ("President"). The President offers a school-wide vision and an enabling structure to accomplish the mission of the school. Most importantly, the President, as authorized by the Board of Trustees as its sole employee, will own accountability and authority for all matters associated with the success of De La Salle, its faculty, staff, and students.

The President works in collaboration with and provides direction for the Vice Presidents, who serve as division leaders. The Vice Presidents for Academic Life, Advancement, Athletics, Finance, and Mission and Student Life constitute the President's Cabinet.

The President regularly convenes the Vice Presidents as a Cabinet to exchange information and coordinate efforts as well as to discuss mission effectiveness and specific planning initiatives. The Cabinet is the President's primary consultative body. As such it has a significant role in the President's decision-making process.

Vice Presidents have ***complete decision-making authority*** within their areas of responsibility. In cases of a disagreement by a parent or student with a decision by a Vice President, the questioning party must explain in writing how the Vice President violated policy and/or procedure.

The protocol is as follows:

1. A one-page letter must be submitted to the Office of the President via U.S. Mail, hand-delivered, or emailed within five (5) business days of the disagreement. An email should be sent to the President and copied to the divisional vice president and the President's Administrative Assistant.
2. The President will make a determination as to whether policy or procedure was violated. The decision will be communicated in writing.
3. The President' decision is final and there is no further appeal.

5. GENERAL INFORMATION

The purpose of this handbook is to provide guidance and information regarding the school's practices and expectations during your son's enrollment. The handbook is not a contract and shall not be interpreted as affording contractual rights to any student or parent. De La Salle High School reserves the right to make revisions to this document when deemed necessary by the school administration. Following notice of the revision, students and parents are expected to observe and abide by such change.

5.1 Admissions

The registration of a student at De La Salle High School is deemed to be an agreement on his part, and on the part of his parents, to comply fully with all policies, rules, and regulations of the school.

Violations of the spirit, intent, or letter of the philosophy and rules will be considered grounds for administrative action. When it is the opinion of the school administration that parents do not support school policies and that the partnership is irretrievably broken, the administration reserves the right to terminate the student's enrollment and to refuse registration or re-registration.

Except to the extent permitted by law, De La Salle High School does not discriminate on the basis of race, color, national origin, ancestry, religion, or sexual orientation in the administration of its admissions or educational policies, its financial assistance programs, or any other school programs.

5.2 Student Expectations

All students are expected to participate in the religious, social, and educational experiences of the school as directed by the administration. Failure to participate in such activities or to conform to the directives of the school, when engaged in such activity on and off campus, is a breach of the condition of membership in the school community. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church, legitimate civil authority, and the duly appointed authorities of the school. Under no circumstance may a parent excuse a student from the observance of the rules and policies of De La Salle High School if the parent expects the student to remain in good standing with the school.

5.3 Pupil Records

"Pupil records" refers to any record related to a student that is maintained by the school, including academic and health records. It does not include disciplinary investigation records or an employee's informal notes if the notes remain in the sole possession of the author and are not made available to others.

Only the President, as the custodian of records, may authorize the release of pupil records. Only teachers, administrators, and designated staff charged with student oversight have the right to review or use pupil records. Pupil records may be released only by court order or subpoena or a

search warrant. In specific cases, pupil records may be released to law enforcement as part of an investigation.

Parents/guardians of minors have the absolute right to access their son's pupil records, in accordance with the school's reasonable procedures for providing such access. Parents or guardians may grant any specified person written consent to access specifically identified student records. In cases of legal separation or divorce, both the custodial parent or guardian and non-custodial parent or guardian have the right to access or examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and write responses to information regarding disciplinary action.

De La Salle will prepare and publish a directory listing the names, addresses, and telephone numbers of all De La Salle students. Families who do not wish to have their home information published must indicate so in our online Information Updates and Agreements process in late July/early August.

5.4 Communications, Publications, and Photographs

Upon enrollment or re-enrollment to the school, parents and guardians have the choice to opt-in to the photography and video agreement that grants the school, its agents or employees as well as others taking photographs on behalf of DLS, permission to use photographs and videos taken during school events (whether occurring on the school campus or away from its campus) for any legal purpose including but not limited to school publicity, marketing, advertising, publications, website or similar purposes. This permission extends to your son as well as the guardians and members of their immediate family, if photographed while attending a DLS-related event. No payments or royalties of any kind will be paid for such photography or use of photography for these purposes. For those electing to opt-in to this agreement, this permission will remain in effect throughout their student's enrollment at De La Salle unless revoked in writing and sent to the school.

A person who intentionally and without the consent of all parties, records a confidential communication, violates Penal Code Section 632. Further, recording of classroom instruction by any person, including a pupil, without the consent of the employee and principal of a school is a misdemeanor. Education Code Section 51512.

5.5 Finances

De La Salle High School reserves the right to prevent students from attending classes up to two weeks before semester examinations if tuition accounts are unpaid. Additionally, except as required by law, the school will not release a transcript or report card, official or unofficial, or grant a diploma to students unless all financial obligations have been met by the student or the parents including the following items by the end of the school year: (1) full payment of all tuition and fees; (2) return of all materials, books, periodicals, and audio-visual equipment borrowed from the Library and any materials rented from the Bookstore; and (3) return of or payment for all borrowed athletic equipment issued for interscholastic sports. See Section 5.5 ("Textbooks") and Section 7.13 ("Transcripts") for more information.

If a student is expelled for either disciplinary or academic reasons or has withdrawn for athletic participation reasons, his parents may be held responsible for all tuition and fees owed for the school year and the return of all borrowed or rented school-owned items, equipment, and materials.

De La Salle High School participates in the Christian Brothers Student Accident Plan. The Plan is an "Excess" Plan over other valid medical coverage. Students are covered by this insurance at all school-sponsored and supervised activities. It is the responsibility of the student or parent to inform De La Salle if they wish to submit a claim for coverage under the plan.

5.6 Textbooks

A class set of textbooks will be kept in the classrooms, thereby reducing the need for screen time in class. This will also eliminate the frustration of students and teachers when a student's book is lost or left at home.

Students will have access to ebooks or teacher generated PDF's for home use.

All consumable books (novels that students can keep) will be distributed in the classroom.

If a student prefers a hardcopy textbook, for use at home, we will have a limited number available to rent for a fee at the Spartan Bookstore. If you choose to purchase a used textbook from an outside source, visit our Textbook List webpage, which provides course/book information for all textbooks used for each course, with the title and ISBN, to make your purchase.

6. STUDENT AND PARENT RESPONSIBILITIES

Parents are the primary educators of their children and have the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior. Regardless of age, all students at De La Salle are required to comply with all rules and regulations found in this handbook. The school expects its students to reside with their parent(s) or legal guardians while enrolled.

6.1 Standards for Student Conduct

1. Students are to follow the directives of the faculty and staff at all times. Student behavior in the classroom must contribute to and not hinder the learning process. If a student is told to leave the classroom for disciplinary reasons, he must report immediately to the Attendance Office and remain there until he meets with one of the Deans.
2. In order to promote school safety and to properly investigate allegations or student misconduct, the school reserves the right to search students, their backpacks, their lockers, cars, or their other possessions on campus,and/or at school events without prior notice.
3. De La Salle is a closed campus. In order to leave campus during the day, written permission, or by telephone call to the Attendance Coordinator and/or Deans in the case of an immediate emergency, is needed from the student's parents prior to the student leaving campus. No student from another campus or an unauthorized adult may be on the property without clearance from the Deans. All visitors to campus are asked to be screened through the Main Office for safety reasons.
4. Occasions of gathering as a student body demand proper respect and courtesy, especially toward guests and neighbors. Students should distinguish between assemblies, rallies, liturgical events, and the like, in determining the appropriate behavior for each.
5. Students are to respect the property of the school and other students. This respect includes the proper use of and care for all equipment. Students are also expected to report malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, are contrary to De La Salle's philosophy and will not be tolerated. It is the moral responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage.
6. Students are not to loiter in the student parking lot and should not visit that area during the school day. If some urgent matter causes a student to have to visit his car, he must receive prior approval from one of the Deans. Normally, a student should only go to his car to leave campus at the end of the day or with prior approval.
7. Students are not permitted to eat or drink in classrooms, offices, the library, the theater, or the gymnasium. Exceptions must be cleared through the Deans.
8. The use of gum, smoking, and tobacco products are not allowed on campus.
9. Possession of weapons on campus or within 1,000 feet of the school is a felony and strictly prohibited. (Weapons include firearms, dirks, daggers, ice picks, or knives of any kind.)

The following are considered serious violations of the Standards of Conduct and will be dealt with accordingly. *(Please note: this list is not exhaustive.)*:

- Truancy;
- Graffiti and intentional defacing of school property or the property of another student;
- Taking pictures or videos without consent of those filmed or photographed;
- Disobedience, defiance, insubordination, or rudeness to a school employee or volunteer;
- Language or behavior that is seriously immoral, profane, vulgar, obscene, scandalous, outrageous or disruptive;
- Theft or vandalism (see #5 on previous page);
- Gambling;
- Dishonesty of any kind, including cheating and plagiarism;
- Possession of indecent books, pictures, and objects;
- Sexual activity of any type occurring on campus;
- Any form of sexting;
- Fighting, injury, threatening comments, or harm to persons or serious threat of same;
- Possessing, using, or threatening to use any weapon including all types of knives;
- Harassment, including, but not limited to, verbal, physical, visual, sexual, ethnic, racial, religious, physical disability, or sexual orientation (See the full "Harassment" policy in Section 13.);
- Hazing (See the full "Hazing" policy in Section 13.2);
- Violation of the "Policy on Possession, Transfer, or Being under the Influence of Any Controlled Substance, including Alcohol and Performance-Enhancing Drugs" in Section 6.9;
- Alteration of school records or any communication between home and school;
- Gang association on or off campus;
- Conduct or communications at school or off campus that would reflect adversely on De La Salle High School and be detrimental to the reputation of the school and/or the Catholic Church.This specifically includes student or parent use of social media or email that is disrespectful to anyone affiliated with the school including its administrators, teachers, other students or parents.

The disciplinary process and possible consequences for serious violations are described in Sections 13 and 14.

De La Salle High School cooperates fully with local law enforcement agencies in regard to an investigation of its students suspected of illegal activity.

Attending De La Salle High School is a privilege and students who have egregious violations are asked to leave the school (withdraw/expelled).

6.2 Attendance

Students are expected to attend all classes. Prompt and regular attendance at school is essential for academic success.

6.2.1 Absence

When a student is absent from school, his parent or another person designated by the parent on the student's emergency form must notify the Attendance Office of this fact before 9:00 a.m. on **each** day of an absence.

The Attendance Office, attendance@dlshs.org, may be reached by email, from the official parent email on record, or by telephone at (925) 288-8222. The Attendance Office is open and staffed from 7:30 a.m. to 3:30 p.m. on school days.

Email and voicemail messages may be communicated to the Attendance Office 24 hours a day. Parents should include the son's name, grade, and the reason for his absence in all forms of communication. If a reply is necessary, parents will be contacted as soon as possible.

6.2.2 Excused Absence

Requests for permission to miss part or all of a school day for any other cause that may be defined under the term "anticipated personal reasons" must be submitted in writing, using the Absence Permission Form, five (5) school days before a decision is needed. *Each of the student's teachers must acknowledge the absence and sign the "Absence Permission Form" in order for it to be excused without further consideration.* The "Absence Permission Form" can be obtained in the Attendance Office.

The school strongly discourages vacations that extend beyond school holidays and vacation periods. The Deans will neither necessarily nor easily approve requests for such absences and are under no obligation to do so – especially during the time allocated for final examinations. Parents must consider the effect such vacation plans have on the student's ability to resume studies and on the added burdens placed on teachers.

6.2.3 Unexcused Absence

Unexcused absences from class or assigned activities are considered a serious breach of conduct. Accordingly, the Deans will issue sanctions for such behavior. Sanctions may range from detention to expulsion for repeated violations. Credit may be withheld from class work or tests missed during the period of an unexcused absence. When work is allowed to be made up, it is the responsibility of the student to attend to the matter according to instructions given by the teachers.

Unexcused absences are considered "cuts," and a teacher may refuse to provide assignments or accept make-up work for such absences.

6.2.4 Tardy

Students are expected to be in their seats when the bell rings. Similarly, students are to be on time for all scheduled school events.

1. Unexcused tardies may result in detention.
2. Students returning from appointments should report to the Attendance Office for an Admit Slip.

6.2.5 Excessive Absences

De La Salle encourages students to participate fully in curricular and co-curricular activities such as retreats, athletic contests, field trips, immersions, and club activities that may require students to miss class. Participating in these activities is an essential part of the De La Salle holistic learning experience; therefore, these absences will not count towards excessive absence totals.

De La Salle defines excessive absences as 10 or more class period absences per semester. Excessive absences may significantly impact a student's ability to succeed and can affect academic standing, participation in co-curricular activities, course credit, and continued enrollment.

When a student reaches 10 class absences in a semester, the school will review their attendance record and may require a meeting with the student, parents/guardians, and administration to determine appropriate next steps. Students who exceed this threshold risk losing course credit, being withdrawn from the course, or being required to remediate online.This policy reflects our commitment to in-person learning as essential to fulfilling De La Salle's mission and Integral Student Outcomes.

6.2.6 Excessive Absence Notification Procedure

Please note all absence totals per class reset at the beginning of a new semester.

1. **Fourth Absence in a Class**
    - An email notification will be sent to parents/guardians informing them that their son has four absences in a particular class.

2. **Eighth Absence in a Class**
    - The Deans will contact the families to arrange a meeting with a Dean regarding the excessive absences. The student’s assigned counselor will be informed and may be included in the meeting.
    - A formal plan and attendance contract will be created by the Deans and shared with the Student’s Counselor.

3. **Tenth Absence in a Class**
    - The student is at risk of not successfully completing the course.

- A required meeting will be set up by the school with the Student Support Team (a Dean, an assigned member of the academic team, and the students' school counselor).
- The formal plan and attendance contract will be updated by the Student Support Team.
- The school may impose possible requirements such as:
  - Reduction of grade
  - No credit received for the course
  - Restrictions on future course options
  - Restrictions on co-curricular participation
  - Withdrawal from the course and remediation online

If your student is experiencing health concerns that impact his ability to attend school, please contact the Dean and his school counselor promptly. A doctor's note from the treating physician should be provided.

Upon contacting the counselor, he/she will guide you through the next steps, which may include discussing available resources, creating a plan for support, and coordinating any necessary accommodations to ensure the student's successful return to school.

6.2.7 College/University Visits

Any student planning to visit colleges/universities must use the *Absence Permission Form* as explained in the "Excused Absence" Section 6.2.2. Students must follow all procedures and requirements for such visits as defined by the Deans and the College Counselor. Regarding on-campus college representative visits, please see our "College Counselors" section (8.3) for further attendance and registration information.

6.2.8 Attendance Requirements for Participation in Athletic and Co-curricular Activities

In order to be eligible to participate in interscholastic athletic practices/contests or co-curricular activities on school days, a student must attend a minimum of two-thirds of the school day in class or participating in school-sponsored activities. Two-thirds is measured in relation to the number of instructional minutes in a school day and does not include time given for break and lunch.

6.2.9 Early Dismissal from School Due to Co-Curricular Activities

When there is a need to dismiss student-athletes early from school due to school/league/section/CIF scheduling of athletic or co-curricular events, this information is typically provided first by the coaches to the Vice President for Athletics or the Associate Athletic Director. This information is then conveyed to the faculty by the athletic administrators. Student-athletes are typically informed through their coaches and/or athletic administrators. Student-athletes should always, out of courtesy, confirm with their teachers in a timely fashion the need for the early dismissal. Student athletes will be released from class at the time designated and communicated to teachers from the Vice President for Athletics or Associate Athletic Directors.

It is the responsibility of each student-athlete to inform his teachers of the need for early dismissal well before the date and time involved and to ask for any homework or make-up assignments.

6.2.10 Early Dismissal for Doctor, Dentist, Funeral & Court Appointments

Appointments should be made after regular school hours. If a parent/guardian wishes a student to be excused during school (e.g., for medical, dental, funeral, or court appointments), the student *must bring a note* from the parent to the Attendance Office by 8:00 a.m. The note must include the student's name and grade, the reason for leaving campus, and the date and time the student will leave and return. The students MUST sign out of school in the Attendance Office prior to leaving campus. *On returning to school, the student must first report to the Attendance Office and present a note/document from the agency before going to class or any other school day activity, including break, lunch, practice, or rehearsal.*

The Deans' Office will make the final determination regarding all absences and tardies.

6.3 Messages and Deliveries

To avoid interruptions in instructional activity, we will not deliver messages to students in classrooms except in cases of *extreme emergency.* Refer to our "Guidelines for Student Use of Devices on Campus" (Section 12.2) for device use during break and lunch.

6.4 Student Health

Students whose absence from school is due to a contagious disease (e.g., hepatitis, mononucleosis, etc.) may be asked to provide the school with a physician's note certifying their well-being.

If a student is using medication prescribed by a physician for a specific reason, the Deans of Students should be alerted to this fact in advance.

6.5 Homework during Illness

If a student is going to be absent for a week or more, his parents/guardians must notify the Director of Academic Services so that homework assignments can be requested from the teachers. If a student is going to be absent for only a few days, assignments can be requested directly from the teachers by voicemail or email.

6.6 Illness during School

A student who is too ill to remain in class/school is to report to the Attendance Office, and a call will be made to the parents to pick up the student. Under no circumstances should an ill student simply leave campus without authorization from the Attendance Office and/or Dean of Students.

6.7 Field Trips

The school sponsors various off-campus field trips for its students. These trips are organized and supervised by school personnel and are designated as school-sanctioned field trips. De La Salle High School assumes no liability or responsibility for non-sanctioned field trips and disassociates itself entirely from any involvement and encouragement in these activities.

De La Salle High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned field trips in cases where transportation is not provided by the high school.

It is the responsibility of parents to check with the Vice President for Mission and Student Life and/or the Vice President for Academic Life if there is any question about a field trip or group activity.

No agent external to the school and no member of the student body is authorized to act as a travel company's representative on campus for trips, domestic or foreign, no matter whether they are described as educational, recreational, or social.

6.8 Grooming and Appearance Policy

Appropriate, clean attire is expected at De La Salle High School. Sloppy, exaggerated styles and attire are unacceptable. Such attire also reflects a poor image of the school to the local community. Dressing in an appropriate and neat manner signals to self and others that school is a place where a seriousness of purpose can be found.

Students need to recognize different requirements for dress as different occasions demand. School is not unlike the work or professional world where a certain dress requirement may be expected in representing one's profession and in performing one's tasks.

Therefore, De La Salle High School, true to its Lasallian tradition, sets forth the following Grooming and Appearance Policy, which is in effect throughout the entire school day, including break and lunch:

1. **Shirts**: All shirts must have a collar and sleeves. Any collared shirt is acceptable. T-shirts, tank tops, sweatshirts (with no collared shirt underneath), turtlenecks, and sleeveless shirts are <u>not</u> permitted. Undershirts and T-shirts may not hang lower than the outer, collared shirt or jacket. (Members of athletic teams are permitted to wear their game jerseys on certain days designated by their coaches and with the approval of the Dean of Students.)
2. **Pants**: Casual pants or dress slacks are permitted. Shorts are also permitted, provided they do not extend below the knee. All pants and shorts must have belt loops and students may wear a belt. Gym attire, sweat pants, pajama pants, denim or jean pants, and jogging pants are not acceptable. All pants or shorts must be worn at the waist and conceal underwear. Underwear may not be visible at any time.
3. **Socks and Footwear**: Socks and closed toed shoes are to be worn at all times. Flip flops, Crocs and slides are not acceptable footwear.
4. **Hair**: Hair must be neat and clean in appearance. The length must not extend beyond the shoulders nor cover the face. Exaggerated styles (e.g. tails, color, or excessive use of gels or spray) are not permitted. Students must maintain natural hair color. The final decision on acceptable hairstyle rests with the Deans.
5. **Facial Hair**: Students must be clean-shaven. Sideburns may not extend below the bottom of the ear. A neat, trimmed mustache is acceptable with approval from the Deans.
6. **Hats**: Hats may be worn outside and must be removed upon entering any building or classroom.

7. **Jewelry**: One earring per ear is acceptable. All other body piercings, such as eyebrows, tongues, nose, etc., are not acceptable. Pins, necklaces or other accessories that convey inappropriate messages are not permitted.
8. **The following are prohibited:**
    a. Pants that are excessively baggy and/or show any part of a student's underwear;
    b. Inappropriate tattoo(s);
    c. Any clothing that is torn, "stressed," dirty, or written on; and
    d. Any clothing or accessory that contains objectionable words, symbols or visual images, such as those conveying vulgar, violent, satanic, sexually suggestive, political, controversial societal issues that may create divisiveness within the school community, racially discriminatory messages, advertise drugs or alcohol, or are contrary to the Catholic faith.

6.8.1 Liturgy Attire and Modified Dress

As a Roman Catholic Institution, De La Salle will gather as a community to celebrate mass and Holy Days of obligation throughout the year. At these gatherings, students are expected to wear Liturgy Attire.

- **Shirts**: Button down shirt, tucked in, with a tie.
- **Pants**: Dress pants or khakis with a belt.
- **Shoes**: Dress shoes or best clean shoes.

In order to celebrate special events and show school spirit, students may be granted modified dress throughout the year. Details regarding the dress expectations for each event will be communicated from the Deans. It is the students responsibility to inquire with the Deans if they have questions regarding what is acceptable to wear on a modified dress day.

Any student whose dress is inconsistent with these guidelines will be referred to the Deans and may not be allowed to attend class. If students miss class time because of improper dress, their parents will be notified and the absence will be considered unexcused.

<u>The Deans make final decisions regarding student grooming and appearance.</u>

6.9 Policy on Possession, Transfer, or Being under the Influence of Any Controlled Substance, including Alcohol and Performance-Enhancing Drugs

Using, "being under the influence of," possessing, trading, selling, giving away, or offering to trade, sell, or give away alcoholic beverages, marijuana, controlled substances, paraphernalia associated with controlled substances, performance-enhancing drugs, or other hazardous substances on campus, at any school-sponsored activity, or at a time or place directly involving De La Salle High School is prohibited. Possession includes, but is not limited to, one's person or personal property, automobiles, or school property, including lockers. Students who are on medically prescribed drugs while attending school are required to provide the Dean of Students with evidence of a medical prescription, if questioned.

The foregoing carries the following consequences:

1. A student suspected of being under the influence of alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will not be released except into the custody of his parent(s) or guardian(s), or other authorized adult(s). If this custodial release is not possible because of the unavailability of such adult(s), the student may be released into the custody of civil authorities. In no case will a student be released on his own.
    a. The offense may bring immediate suspension pending investigation.
    b. The student in violation of this policy will not be re-admitted until there has been a drug education meeting with the Deans, the student's parents or legal guardians, and the student. The student may also be placed on a probationary contract for the remainder of his enrollment at De La Salle High School. The probation contract may include mandatory drug counseling, assessment, and/or random drug testing at the discretion of De La Salle. The probationary contract will also include all rules and regulations to maintain good order as found in Section 6.1 and elsewhere in the *Student-Parent Handbook.* Failure to meet the guidelines set forth in the probationary contract may result in the student's immediate expulsion.
2. The trading, selling, giving away, or offering to trade, sell, or give away alcohol, marijuana, controlled substances, performance-enhancing drugs, or other hazardous substances may result in expulsion from school.

The school may require students or student guests on school premises or at school-sponsored events to submit to a breathalyzer test for the purpose of detecting the use of alcohol. The school may require such testing at any time, with or without advance notice, on a random basis, on an across-the-board basis, or on the basis of reasonable suspicion. The school may remove from school premises or school-sponsored events any student or student guest who tests positive for the use of alcohol or who refuses or fails to submit to such testing when required to do so by the school. The school may also discipline, up to and including expulsion, any student who tests positive for the use of alcohol or who refuses or fails to submit to such testing when required to do so by the school.

Safety dogs may be used to detect the presence of alcohol or other illegal drugs or substances on school premises or at school-sponsored events. The school may employ such dogs at any time, with or without advanced notice, on a random basis, on an across-the-board basis, or on the basis of reasonable suspicion. The school has the right to remove from school premises or school-sponsored events any student or student guest who is found to possess illegal drugs. The school also may discipline, up to and including expulsion, any student who is found to possess illegal drugs or who refuses or fails to cooperate with any reasonable search for illegal drugs.

6.10 Tobacco and Nicotine Products

The use of tobacco (smoking, chewing, and vaping devices) and all other nicotine products are hazardous to one's health and is forbidden on campus, near the campus, and at all school-sponsored activities for all students at all times. Students who violate this policy will receive detention or suspension. Repeated offenses may warrant other disciplinary sanctions, parent conferences, and counseling.

6.11 Neighborhood

De La Salle High School will impose disciplinary sanctions on students whose conduct in the neighborhood is unlawful or disturbing. Loitering, smoking, littering, and trespassing are some of the concerns for which action will be taken.

6.12 Parking, Vehicles, Bicycles, and Skateboards

1. Any student driving a car or motorbike to school is required to register the vehicle with the Dean's Office, regardless of whether the student is issued an on-campus parking permit or a parking permit for the LDS Church parking lot. Should a student be issued a parking permit for the De La Salle parking lot, the student is required to park in the assigned parking space. If a student is issued a parking permit for the LDS Church, they must park in the assigned area of the LDS parking lot. Because of limited parking spaces, Freshmen and Sophomores will not have parking privileges. Parking privileges are limited to Seniors and Juniors. Students parking on campus or at the LDS Church parking lot without a parking permit or students not parking in their assigned parking spaces or area will be towed at their own expense.
2. De La Salle assumes no responsibility for the care and/or protection of any vehicle or its contents at any time while it is parked or operated on the campus of De La Salle High School. Issuance of a parking permit shall create no liability on any property owned or otherwise controlled by De La Salle.
3. De La Salle reserves the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a serious hazard, impede vehicular or pedestrian traffic movement, or the operation of emergency equipment and/or making of essential repairs. Owners of such vehicles will be required to pay all costs involved in removing, impounding, and storing such vehicles.
4. Bicycles are to be parked in the designated bicycle area.
5. De La Salle students may not park their vehicles on the Carondelet campus, in the faculty parking lot, anywhere in the rear of the campus near the athletic fields and pool, or in the neighborhood.
6. Carelessness or recklessness in driving, excessive speed, lack of car registration with the Deans of Students, and improper parking are matters for disciplinary action including loss of parking privileges on campus or at the LDS Church.
7. Many of the streets adjacent to and close to the De La Salle and Carondelet campuses are zoned for resident permit parking only on school days between 9 a.m.- 3 p.m. Students and visitors to the De La Salle campus should follow all posted restrictions. Fines will be imposed by the municipality for parking violations.
8. Shadelands Business Park, in consultation with the City of Walnut Creek, has given permission for students to park on the street in this area. Parking other than on the street is not allowed at any time.
9. Skateboards or scooters may not be ridden on campus at any time. This includes on the driveways, parking lots, and sidewalks.

6.13 Use of School Directory for Carpools

The De La Salle High School directory, and all of the personal information in it, is solely for personal use by families of current students of the school. It is not to be shared with other individuals, organizations, or businesses.

We encourage families to connect and coordinate rides to and from campus through the use of the directory. By enabling families to use the directory for that purpose, however, De La Salle High School in no way assumes any responsibility related to anyone's carpool arrangements. By using the directory and participating in a carpool, you expressly agree to release, indemnify, defend, and hold harmless De La Salle, and its respective employees, directors, officers, agents, and representatives from any and all liability arising from the use of this service, including but not limited to any lawsuits, claims or causes of actions brought by you or any third party alleging any injuries or damages of any kind, whether relating to personal injury, damage to property, remedies in equity, attorneys' fees, or court costs.

Students and parents involved in carpooling are reminded of California's law restricting minors holding provisional licenses from transporting passengers under the age of 20 years old unless accompanied by a licensed driver who is a parent/guardian, a licensed driver 35 or older, or a certified driving instructor.

6.14 Community Health and Safety

De La Salle is committed to operating a private school promoting a healthy school community. This includes immunizations required by state law for every student unless excepted by state law. Further, De La Salle will follow all publicly-issued health orders applicable to it, and it is expected that its employees, volunteers, as well as students, parents, and visitors will comply with such government health orders.

Students who require medications to be administered will submit a written authorization. All prescription medications utilized at school require a physician and parent authorization. Students and their parents must inform the school of special medications requiring emergency use, such as Epi-pens or bronchial inhalers. Students are responsible for carrying such devices with them at all times while at school and are trained to self-administer.

7. ACADEMIC LIFE

7.1 Graduation Requirements

De La Salle High School offers subjects that comply with the minimum requirements for admission to the University of California. The school also offers a wide variety of electives that go beyond these minimum requirements. Five (5) semester credits may be earned for the equivalent of each semester course and ten (10) credits for a year-long course. For the class of 2027 and earlier, students must take a minimum of sixty (60) units per year, even if they have previously earned credits. For the class of 2028 and subsequent classes, students must be enrolled in a minimum of 70 units for their freshmen and sophomore years.

The total minimum credits required for graduation from De La Salle are 240-semester credits within courses listed in Core Curriculum (Section 7.2).

7.1.1 Graduation Requirements for the class of 2027 and earlier

Religious Studies	4 years	40 credits
English	4 years	40 credits
Mathematics	3 years	30 credits
Social Studies	3 years	30 credits
Physical Education	2 years	20 credits
*Science	2.5 years	25 credits
(Biological Science Lab and Physical Science Lab)		
*(Note: 30 credits recommended)		
World Languages	2 years	20 credits
Visual and Performing Arts	1 year	10 credits
REQUIRED SUBJECTS:		**215 credits**
ACADEMIC ELECTIVES:		**25 credits**
TOTAL GRADUATION REQUIREMENTS:		**240 credits minimum**

7.1.2 Graduation Requirements for the class of 2028 and beyond

Religious Studies	4 years	40 credits
English	4 years	40 credits
Mathematics	3 years	30 credits
Social Studies	3 years	30 credits
Physical Education	2 years	20 credits
Science	3 years	30 credits
(Biological Science Lab and Physical Science Lab)		
World Languages	2 years	20 credits
Visual and Performing Arts	1 year	10 credits
REQUIRED SUBJECTS:		**220 credits**
ACADEMIC ELECTIVES:		**25 credits**
TOTAL GRADUATION REQUIREMENTS:		**245 credits minimum**

7.2 Credit Information for HPER, Band, and Company Theatre Production

7.2.1 HPER Credit

Participation in interscholastic athletics, with the exception of badminton, may be applied to fulfilling HPER graduation requirements (20 credits) with a maximum of 5 credits being allowed in a school year. A total of 15 credits can be applied over a four-year period, only when the student needs the credits to fulfill the 20 credits needed for graduation. Participation in De La Salle club rugby can also be used for HPER credit if needed. Participation should meet the mandatory requirements as outlined by the athletic department. Participation levels are up to the discretion of the coach with approval from the Vice President of Athletics.

De La Salle club ice hockey and club trap shooting do not earn HPER credit and participation in athletic activities outside De La Salle cannot be used for HPER credit. Team managers do not earn PE Credit.

For transfers into De La Salle, athletic participation credit from a previous school will be included using the same guidelines used at the student's former school.

7.2.2 Band Credit

Effective July 1, 2017, in rare cases when a student takes Jazz Band and Marching/Concert Band during both Zero (0) and Seventh (7th) Periods for three years, the student can petition to the Registrar with VPA and HPER approval to be exempt from five (5) HPER credits.

7.2.3 Theatre Arts Company Production Credit

Effective 2021-2022, for students to earn 5 elective credits for involvement in Theatre Company productions they need to meet these minimum requirements:

- Active involvement as cast or crew for <u>both</u> drama and musical productions.
- Minimum commitment of 115 hours for each production (230 hours total).
- Completion of a signed actor/crew agreement contract.
- Submission of actor/crew biography form.

The Director of Theatre Arts is responsible for verifying a student's successful completion of these requirements. A total of 15 credits can be applied over a four-year period. These credits do not fulfill either VPA or elective graduation requirements.

These credits should appear on the student's DLS transcript at the completion of the semester (HPER), year (Company Theatre Production), or years (Band) following his participation. Students should see their counselor with any questions by the end of the year of participation.

7.3 Grading System and Grade Point Scale

GRADING SYSTEM		GRADE POINT SCALE	
GRADE	**PERCENTAGE**	**UNWEIGHTED GRADE POINT SCALE**	**WEIGHTED GRADE POINT SCALE**
A	≥ 93.5	4.0	5.0
A-	≥ 89.5 < 93.5	3.7	4.7
B+	≥ 86.5 < 89.5	3.3	4.3
B	≥ 83.5 < 86.5	3.0	4.0
B-	≥ 79.5 < 83.5	2.7	3.7
C+	≥ 76.5 < 79.5	2.3	3.3
C	≥ 73.5 < 76.5	2.0	3.0
C-	≥ 69.5 < 73.5	1.7	2.7
D+	≥ 66.5 < 69.5	1.3	1.3*
D	≥ 63.5 < 66.5	1.0	1.0*
D-	≥ 59.5 < 63.5	0.7	0.7*
F	< 59.5 Failing	0.0	0.0*
P	Passing		
NC	No Credit		
INC	Incomplete		

*Grades of "D+" or below earned in honors courses are not assigned extra points

1. Families have access to student grades via PowerSchool throughout the year. Grades in PowerSchool are updated regularly.
2. The cumulative GPA is calculated by dividing the total number of grade points earned during a student's high school career by the total number of courses taken at De La Salle and is posted on the transcript. Class rank is not calculated.
3. Quarter grades are progress grades for one marking period and do not appear on the transcript.
4. "Pass/Fail" grades are given only for non-academic courses.
5. Incomplete grades must be made up within two weeks from the time grades are officially stored. Incomplete grades that are not made up within that timeframe become a grade of F. Exceptions are made in extraordinary circumstances.

7.4 Academic Regulations and Procedures

1. If a student has an academic question, he must first contact the teacher and his assigned school counselor, who will work collaboratively to support the student. Directors may be consulted by the teacher and/or counselor as needed.
2. Students will take all of the courses listed in the graduation requirements, plus their choice of electives. A student must take all required courses during the academic year. Summer school classes are primarily for remediation. Please note that coursework taken at any site other than the De La Salle campus must receive prior written approval from the Vice President for Academic Life. Only approved coursework will appear on a student's transcript.
3. Transfer students must take all of the courses listed from the time of their entrance and may be required to make up certain courses (those not indicated on their transcript of record from the previous school) in summer school.
4. No student will graduate, be promoted, or be allowed to continue at De La Salle if he has received an F grade in any subject. The course(s) in which a semester F was earned must be repeated in an approved summer or night school, including approved online options, with a passing grade of D or better. Continuation at De La Salle is subject to the approval of the Vice President for Academic Life. Students may not apply extra credits previously earned to satisfy the replacement value for an F grade.
    a. No F grade will be removed from the student's transcript.

    Note: Four-year colleges will not accept D grades in core courses (English, Mathematics, Science, Social Studies, and World Languages). These grades may also be made up in summer school. Should a student wish to repeat a course in order to meet prerequisites for the next level and/or to meet college entrance requirements, he must repeat the course in summer school. If a student is unsure about whether a D grade should be made up in summer school, he should check with the College Counselors.
5. A grade earned in a repeated course that was not failed (i.e., where the original grade was a "D") is posted on the transcript and is used for pre-requisite consideration. The new grade is not included in the calculation of the cumulative GPA.
6. **Note**: Colleges and universities typically consider the new grade received for the repeated course in admissions and placement reviews.
7. An F grade earned in a subject not obtainable in summer school may be made up by special work during the summer with the approval of the instructor and the Vice President for Academic Life.
8. In Mathematics, World Languages, and some Science courses, an F grade earned for the first five credits of a ten-credit course may be later changed to a D grade if the grade for the remaining five credits is a C grade or better and the student passes a comprehensive examination. A formal written request for such a change is to be made by the student to the Vice President for Academic Life no later than ten (10) days after second-semester grades have been officially stored.
9. Enrollment in a year-long (10-credit) course is a commitment on the part of the student to complete the course. Only in extraordinary situations, such as failing the first semester and thereby not being prepared to move into the second semester, will students be allowed to withdraw from a year-long course.

10. Ordinarily off-campus courses are not factored into a student's GPA. In special circumstances, however, due to De La Salle's scheduling constraints on course availability, an off-campus course that is approved for a particular student will be factored into that student's GPA.
11. A student-athlete at De La Salle who wishes to compete on a collegiate athletic level should visit **www.ncaaclearinghouse.net** for eligibility rules and regulations.

7.5 De La Salle and Carondelet Cooperative Policy

De La Salle and Carondelet provide specific courses as co-educational opportunities. All students will comply with the discipline and classroom policies set forth by the respective administrations and faculties. Each school is responsible for those concerns raised by students or parents regarding its own courses and faculty; however, students should first consult their School Counselor regarding any question or concern. Classes at each school are supervised by that school; personnel are responsible to their respective administrations only.

At the request of the administration, De La Salle students may be limited to having classes scheduled only on the De La Salle campus for reasons that include but are not limited to the following: academic concerns, detentions, disciplinary issues, contracts, parental requests, or special needs.

7.5.1 Procedures Regarding Serious Academic Concerns

For students attending classes on the Carondelet campus, the student and/or parent should contact their De La Salle School Counselor and the Vice President for Academic Life. They will ensure that the appropriate Carondelet administrator is informed of the student's concerns and will arrange for any follow-up conferences as necessary. Parents should not confer directly with administrators at Carondelet without first speaking to their son's School Counselor and the Vice President for Academic Life.

7.6 Academic Information Specific to Seniors

1. A Senior receiving a first-semester grade of F in a subject other than Mathematics, World Languages, and some science courses will be obligated to make up that F grade by repeating the course through night school or any other accredited school (including approved online options) during the second semester. Evidence of having passed the course must be presented to De La Salle before a graduation diploma will be issued.
2. A Senior who has one semester F grade at the end of the second semester will not be given a diploma until he makes up the course (or its equivalent) in summer school or night school, including approved online options. The student will be permitted to take part in the graduation activities but will not receive a diploma until De La Salle receives verification that the F grade has been remedied.
3. A Senior who has two semester F grades at the end of the second semester may not be permitted to participate in any of the graduation activities. The diploma will be withheld until the student makes up the two courses (or their equivalents) in summer school or night school. The student will be given a diploma only after verification that the F grade(s) have been remedied.
4. If a Senior has **more than** two semester F grades at the end of the second semester, the student may not be permitted to participate in any of the graduation activities. In addition,

the student may not be issued a diploma from De La Salle and may have to complete necessary course work at another school. Any such instances will be reviewed on a case-by-case basis and will include unusual or extenuating circumstances.

7.7 Course Request Changes

1. ***Students may request a change in schedule within the first 12 school days of a 5-credit or 10-credit course***. Students may not enroll in an academic class after the first week has passed. Approval of requests is dependent upon: (1) space availability in the class requested; (2) suitability of the reason for the request and consistency with requirements as stated in the course catalog; and (3) parental approval. ***Student preference for a particular teacher will not be considered.***
2. Should a teacher initiate a class change due to academic difficulties after the first 12 school days of the semester, a student will be withdrawn from the course with no academic liability up to the midpoint in the quarter. The only options he has for credit at that time are Inside Work Experience (IWE) or Teacher's Assistant (TA).
3. A student who has been withdrawn from a course four weeks into the grading period will receive a WD for that course, will receive no credit, and may need to make up the credits in order to graduate.

7.8 Academic Probation Policy

1. Students who do not earn a 2.00 GPA at the end of any semester will be placed on academic probation for the following semester. The Academic Review Board meets after each semester to review all students on academic probation and renders recommendations on academic probation or dismissal.
2. Students placed on academic probation will be enrolled in a 7th-period study hall for the following semester.
3. As stated in the tuition contract, students who do not earn at least a 2.00 GPA may forfeit their financial aid award.
4. If a student receives a semester F grade, the student has to take the remediation option that the school will select to best ensure the student's ability to succeed. The remediation course may be an in-person, on-campus option that would last six weeks during the summer. Students and families need to plan accordingly.

7.9 Academic Dismissal

For Freshmen, a dismissal may be incurred if his GPA is below 2.00 for the first two semesters. Dismissal may be incurred if any student's GPA is below 2.00 for three cumulative semesters. Any Freshman, Sophomore, or Junior who receives three (3) semester failures for the academic year will be dismissed from the school no matter in what courses the failures occur.

Should a student wish to appeal his dismissal, the protocol is as follows:

1. Appeals must be submitted to the Vice President for Academic Life in writing within five (5) business days of the dismissal.
2. The appeal must include new and compelling evidence.
3. The decision is final.

7.10 Co-Curricular Eligibility

1. Co-curricular eligibility is determined at the end of each semester based on minimum GPA requirements of 2.00.
2. The first time a student falls below a GPA of 2.00 at the end of a semester, he is placed on warning status but is still eligible to participate in co-curricular activities. There is only one such warning semester allowed for the duration of a student's enrollment at De La Salle.
3. If the student's grades fall below a 2.00 GPA for any subsequent semester, the student automatically becomes ineligible, beginning the Monday after grades have been published, to participate in co-curricular activities, which include sports, team participation, or major clubs that have off-campus activities for the subsequent semester.
4. An ineligible student can only regain eligibility to participate in co-curricular activities by achieving a GPA of at least 2.00 in any subsequent semester. Once the student achieves a 2.00 or better GPA, the student is removed from athletic ineligibility and becomes eligible for participation in co-curricular activities for the following semester.
5. Semester 2 courses remediated in the summer may result in a student regaining eligibility for the fall.

7.11 Grade Appeals

Parents and students who question a grade the student has earned in an academic class ***must first discuss this matter with the teacher***. If the parent and student are still dissatisfied with the grade after a discussion with the teacher, they may file a grade appeal with the Vice President for Academic Life for a grade change. In cases where a grade is petitioned, the following procedure will be followed:

1. The student, only after contacting the teachers, presents the reasons for the appeal ***in writing*.**
2. Should the Vice President for Academic Life determine that the student's situation merits further consideration, the Vice President for Academic Life will consult with the teacher.
3. Should it become necessary, the final step in the process involves a conference including the teacher where necessary, the student, the guardian/s, and the Vice President for Academic Life to discuss the matter.
4. All final grade determinations are confirmed by the Vice President for Academic Life after a final consultation with the teacher.
5. Grade appeals must be initiated no later than 72 hours after grades are officially stored.

7.12 Academic Integrity

De La Salle High School demands students to be honest in their academic work. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of justice and personal responsibility inherent in the school's ideals.

Violations of academic integrity include:

Plagiarism: Plagiarism is the act of using someone else's work and presenting it as one's own work. Examples include not properly citing sources in written work (including material sourced from the internet or other electronic media); copying a classmate's homework; sharing one's work with another student, in full or part.

Cheating: Cheating occurs when a student attempts to get academic credit, in a way that is dishonest or unfair. Examples include using unauthorized notes, materials or resources of any kind on an exam, quiz, paper and/or homework assignment; having a phone or other electronic device out during an exam, quiz, or other assessment or wearing smart glasses; the possession or use of another student's test/answers before or during an examination; photographing or copying of a test prior to that test or the giving/receiving of test information in any format; marking answers after a test period is over; assisting another student in committing an academic integrity violation.

Artificial Intelligence (AI): The essence of a Lasallian Catholic education requires De La Salle High School to form ethically responsible, spiritually anchored servant scholars. We are called to develop Spartans who discern wisely AI's promises and limitations; think creatively, critically, and independently; and strive for excellence inside and outside the classroom.

AI may be used, unless prohibited by a teacher. However, AI is prohibited as a substitute for a student's original work product or thoughts. Specific prohibitions are: submitting work generated or material modified by AI as one's own; the use of AI Powered editing tools (e.g. Grammarly, WordTune, etc.) is prohibited in class unless permitted by the teacher.

Should a student violate this policy, there will be consequences in all cases. The teacher will confer with the student; the teacher will inform the Dean of Students and the Vice President for Academic Life of the violation; and the parent will be contacted. Repeat offenses and behaviors not included in the following list will be assessed on an individual basis by the administration and personnel involved.

Cheating, of any kind, may result in the loss of credit and/or academic honors. Students may be suspended from classes as a result of cheating. This will depend on the facts of the situation. Whether class suspension occurs or not, students will be required to participate in up to forty (40) hours of service to the school community. In addition, any academic integrity violation will result in a suspension from co-curricular activities (clubs, theater, campus ministry, athletics) from the time a ruling on the cheating incident has been made ranging from 5-20% of the season depending upon the severity of the violation as determined by the administrative team. Students *may* be allowed to attend practices or rehearsals during this time. If a student is not in season during the academic integrity violation, the sanctions could be levied during the following season. A second offense brings serious consideration to a decision to expel the student.

The following academic consequences are considered if a student violates the academic integrity policy:

1. **Homework:** The student may receive a grade of zero (0) for the assignment. Other than assignments that are determined to be "cooperative assignments," this includes a student who copies another student's homework or a student who allows others to copy his work.
2. **Cheating on a Quiz or Examination**: The student may receive a grade of zero (0) for the quiz or examination.

3. **Unauthorized Viewing of an Examination**: The student may be dropped from the course with a grade of F.
4. **Plagiarism**: "The use of quotations within a paper is a way of representing the continuity of research within a field and introducing the ideas of others by referring directly to their works. By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or an idea. ...Failure to give credit is plagiarism" (Cf. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Sections 5.1 and 5.2). The student may receive a grade of zero (0) on any assignment that is plagiarized.

7.13 Transcripts

De La Salle High School defines its "transcript" as including all earned grades at De La Salle and grades reported by other schools (if applicable).

Transcripts will be released for current students when the Registrar's Office receives a written request from the student and/or his parents. Transcript Requests for graduates are available via the Parchment link on the Registrar's Web page. Students need to plan ahead when requesting transcripts and should allow five business days for the registrar to fulfill the request. Seniors must add colleges to the "applying" column in SCOIR to have them sent to colleges. Because a student's transcript is an official document issued by De La Salle High School, the name that appears on a transcript must identically match that of the student's birth certificate. Any change to the above will only occur if De La Salle High School has been provided with a copy of the legal (e.g. court issued) name change. Only official transcripts from other institutions will be accepted to add a grade to the De La Salle transcript.

7.14 Honor Roll

Students whose semester grade point average is 3.5 or better qualify for the Honor Roll, which is published in January and September.

High Honors	*3.75 and above grade point average*
Honors	*3.5 to 3.74 grade point average*

7.15 The Valedictorian and Salutatorian Awards

The Valedictorian's Award is presented to the Senior who, throughout his high school career, distinguished himself by genuine academic achievements as well as by participation in co-curricular activities of both school and community. He will deliver the Valedictory Address at graduation.

The criteria for selecting candidates who may audition for Valedictorian include:

1. The candidate must have been enrolled at De La Salle since the beginning of the third quarter of his sophomore year.
2. The candidate for Valedictorian must have a distinguished academic record with a minimum weighted cumulative GPA of 3.75 at the end of the seventh (7th) semester. The academic record of the Salutatorian may be less stringent.

3. The candidate must have a wide range of co-curricular activities and be an active member of his class.
4. The candidate must have a good record of deportment attested to by the Dean of Students.
5. **Note**: Those candidates who accept the invitation to audition are asked to write a *Letter of Intent to Audition,* submit a *résumé* of their co-curricular activities both at De La Salle and in the wider community, and prepare a five-minute "mini-valedictory" address, which they will deliver before the Graduation Committee. After the auditions and supporting documents have been evaluated and all criteria have been met, the Graduation Director forwards the Committee's recommendation to the VP for Academic Life for approval.

The Salutatorian's Award is presented to the Senior who delivers the Salutatorian's Welcome at graduation. The Graduation Committee will recommend the Salutatorian to the Vice President for Academic Life for approval.

8. STUDENT SUPPORT SERVICES

Student Support Services provide students with the availability of experienced counselors. Counseling sessions are offered to students to assist with any academic, social, emotional, relationship, or family matter. Counselors can assist in choices in situations. Counselors act as advocates for students and are available to help with any situation presented to them.

8.1 School Counselor Assignments

Each student is assigned a counselor alphabetically according to his last name. However, each student is free to see any counselor of his choice. Should a student wish to change counselors, he should discuss the change with his assigned counselor.

8.2 Appointments

If parents would like to make an appointment, they can call or email their son's counselor. If a student wants to make an appointment, he can request one by using the forms available in the Student Support Services Center, by emailing the counselor through school email or Schoology, or by just dropping by the counselor's office. Counselors' offices are located on the second floor of the Student Services Building.

Counselors offer assistance with the following:

- academic support
- personal development
- peer relationships
- course planning
- relationship difficulties
- career choices
- substance use and abuse
- grief
- bereavement

In addition, counselors can help arrange referrals for the following:

- substance use/abuse concerns
- psychological counseling
- educational testing
- tutoring

8.3 College Counselors

The College Counselors are committed to providing comprehensive information, guidance, and support for students and their families in the college exploration, selection, and admission process. Our College Counselors are experienced, well-trained, and student-centered. They provide a robust and comprehensive college counseling program, appropriate to each grade level, including individual counseling, small group meetings, classroom workshops, and large group presentations. Evening webinars are offered throughout the year on various college admission and financial aid topics for parents and students.

Students will be introduced to and gain full access to Scoir, an internet tool for college admissions, beginning in the sophomore year. Comprehensive information is provided on the De La Salle College Counseling website and Schoology. Each student is assigned a College Counselor alphabetically according to his last name. The College Counselors are located on the second floor of the Student Services Building. There is a College Counseling section in every Spartan Spotlight Newsletter sent to parents.

A College Advisory class is mandatory for all Seniors during 7th period (or after school) in the fall and spring. This class is taught by the College Counselors to assist students through the steps involved in organizing and completing college applications (e.g. UC, CSU, Common App, and out-of-state) and supplemental material (e.g. letters of recommendation, personal essays, interviews, or portfolios).

A College Advisory class is mandatory for Juniors during 7th period (or after school) for three sessions during the spring semester to help them get a head start on developing a college list, researching colleges, and understanding the college application process.

In addition, the College Center coordinates college and university representative visits from nearly 100 colleges every year. These visits are available to Juniors and Seniors (Sophomores by request) throughout the school day primarily in the fall semester. The visit list is updated daily in Scoir. Students must sign up in Scoir 24 hours in advance and receive permission from their teacher to attend.

Students can request individual appointments with the College Counselors as needed.

8.4 Discipline Reporting and Records to Colleges and Universities

When requested, De La Salle will disclose in a confidential communication with a college or university, a students' disciplinary history at De La Salle. This information may be reported on a College Application Secondary School/Counselor Recommendation Forms, including the Secondary School Report, the Mid-Year Report, and the Common Application Final Report as follows:

First and any subsequent violations will be reported concerning:

- Violence
- Any offense which is required by law to be reported to law enforcement officials
- Expulsions

Third infraction, resulting in habitual behavior not rectified, will be reported concerning:

- Inappropriate use of social media, including sexting
- Bullying/Harassment
- Academic Integrity violation

8.5 Learning Needs Coordinator

The role of the Learning Needs Coordinator is to work with faculty, students, and parents to help meet the various learning needs and academic challenges within the student body.

The Learning Needs Coordinator:

- Provides academic support to students identified as having learning differences;
- Creates a Profile Sheet that is shared with all faculty at De La Salle as well as Carondelet;
- Works with, help educate, and meet with parents (as needed) for students with learning differences;
- Develops programs to provide academic support for students;

- Coordinates with the Learning Center Coordinator various services for students who are identified as having learning differences, including those who require classroom accommodations, extended time for classroom testing, and extended time on standardized tests
- Provides support and training to teachers working with students identified as having learning disabilities
- Advocates for students in the classroom when possible, to help support students and their access to lessons being taught and also helps support teachers in working with students with learning needs
- Compiles and submits documentation for testing accommodation for standardized tests for students requiring accommodations (including PSAT, SAT, PACT, ACT, and AP tests)
- Works closely and in conjunction with members of the Student Support Services (School Counselors and College Counselors)
- Works with local Catholic schools and those schools' support programs to prepare students as they transition to high school

8.6 The Student Learning Center Coordinator

The role of the Student Learning Center Coordinator is to provide all students with a welcoming, comfortable, and safe environment to better promote intellectual exploration, to provide access to a variety of resources, and to have a dedicated team of staff and volunteers to offer support. It is comprised of three conference rooms, office spaces, a quiet room, and twenty carousel stations. It is an area where students can focus on their studies and develop the skills needed to succeed in and out of the classroom.

The Learning Center provides the support necessary for students to become lifelong learners while achieving academic success at De La Salle. This support includes helping students assess, identify, and advocate for their individual needs while developing practical skills to carry with them as they enter college and participate in the global community following graduation.

8.7 Additional Counseling Programs

In addition to the general counseling services listed above, the Student Support Services Department also offers the following programs:

- Administration of the Preliminary Scholastic Assessment Testing (PSAT) for Juniors and Sophomores, including interpretation of results.
- Specially arranged non-standard administration of the SAT and ACT for documented, qualified students.

8.8 Concussion Management Policy

A concussion is a unique type of injury as it may have both a significant effect on one's cognitive performance and a recovery timeline that is unpredictable and significantly influenced by the presence of cognitive stressors. Medical treatment may include a reduction in academic activity, whether in the form of school attendance, homework limitations, and/or testing restrictions.

In the event that a student sustains a concussion, the student and/or parents must provide a treating doctor's restrictions on school classes or activities. Once provided, the school will provide reasonable accommodations for a student diagnosed with a concussion or concussion symptoms. The accommodation provided will be based on a written medical assessment. This seeks to maintain continuity in the care for students with concussions and to ensure that they are returning to learn in a progression or manner that is appropriate, individualized, and conducive to recovery. Any student with a concussion (regardless of whether or not it is sustained during a De La Salle activity) must be referred to one of the following individuals on campus who have been designated as the school's concussion management resources personnel: a member of the athletic training staff or his school counselor. After meeting with the student, one of these individuals will notify the student's teachers of his injury as well as any specific accommodations that need to be made. More importantly, the school wants to ensure that the student has an identified person on campus that he can go to for help in his recovery process.

Please note: Our teachers are instructed to make accommodations for students with diagnosed concussions ONLY if they have been contacted by one of the aforementioned individuals. This step is to help maintain our policy to ensure that the appropriate steps are implemented for a student's successful recovery and return to learning.

8.1.1 Steps following Sustaining a Concussion:

1. Once a concussion is diagnosed or suspected by the Athletic Training staff, the parents should notify one of the school's concussion management resources personnel (listed above). One of them will notify the student's teachers. Teachers will only be notified if the student has a note from his physician or has been seen by one of the school's athletic trainers.
2. Upon returning to school, the student will check in daily with one of the aforementioned individuals who will monitor symptoms and progress toward recovery. This should be performed until the student has fully recovered and/or no longer requires accommodations.
3. De La Salle encourages every concussed student to meet with the School Counselors to help with the return-to-learn process.
4. Any significant changes made by the doctor throughout the course of treatment needs to be communicated (with a note from the physician) to the School Counselors.

8.9 Other Health Support Services

At De La Salle High School, we are committed to ensuring that every student has equitable access to their education, including those managing chronic or acute health conditions that may impact their learning. Our school recognizes the Other Health Support Services designation as a category of support for students whose health conditions result in limited strength, vitality, or alertness, and who require additional academic support to thrive academically and socially.

8.9.1 What are Other Health Support Services?

Other Health Support Services is a designation used to assist students with chronic or acute health conditions, such as ADHD, epilepsy, diabetes, heart conditions, asthma, cancer, or other diagnosed medical conditions, that may adversely affect their educational performance.

8.9.2 How We Support These Students?

School Counselor Support Our school counselors serve as the primary point of contact for students with an Other Health Support Services designation. Counselors work with students and families to coordinate care, monitor academic progress, and provide ongoing social-emotional support. They serve as advocates within the school community, ensuring that teachers and staff are informed of necessary academic needs while maintaining the student's privacy and dignity.

8.9.3 Confidentiality

All medical information shared with the school is treated with confidentiality. Medical information is shared with teachers and staff only to the extent necessary to implement the student's support plan and ensure their safety and well-being.

8.9.4 How to Access Other Health Support Services

Families who believe their student may benefit from Other Health Support Services are encouraged to contact the school counseling office to begin a conversation. The process typically involves submitting relevant medical documentation from a licensed healthcare provider, meeting with the school counselor and appropriate school staff, collaboratively developing an individualized support plan, and reviewing and updating the plan on a regular basis or as the student's needs change.

9. STUDENT LIFE

De La Salle High School has as its concern the total educational growth of each student entrusted to its care. Co-curricular activities are an integral part of student life as a means of social interaction and education. Thus, participation in co-curricular activities and Campus Ministry is strongly encouraged.

9.1 Student Leadership and House System

De La Salle High School Student Leadership represents students in all areas of student life. The House System and multiple Leadership Classes work together to coordinate school-wide activities and social events to build school spirit. They also support fundraisers for community organizations. Guided by faculty moderators, student leadership efforts engage the student body and provide an environment for all students to become involved.

The primary goals of the De La Salle **House System** are to increase opportunities for students to form relationships with each other and faculty and staff, help grow leaders in the community, improve communication, increase accountability, and promote healthy school spirit. All students are assigned to one of four houses each containing roughly an equal number of students from all grades. Each of the four houses is composed of ten mentor groups that meet regularly throughout the year. Engaging in the House System activities is an essential component of creating a vibrant school culture.

9.2 Clubs and Organizations

De La Salle offers a number of clubs and organizations to encourage student involvement and creativity. All clubs and organizations have faculty moderators who work in conjunction with Student Leadership to maintain a high level of student initiative. Through an application process, additional clubs may form each year as student interest dictates.

The following is a partial list of clubs and organizations at De La Salle:

- Asian | Pacific Islander Club
- Black Student Union
- Ski Club
- Cornhole Club
- CSF - California Scholastic Federation
- De La Salle Robotics Club
- Green Club
- Hermanos Unidos
- Horizon Club
- International Thespian Society
- Journalism Club / Winton Oracle
- Lasallian Youth
- Model United Nations
- National Honor Society
- Rubik's Cube Club
- SCORE
- Super Smash Bros Club
- Theatre Company
- Workshop Club
- Trap Club

9.3 Rings

De La Salle currently contracts with Jostens for a variety of services, including special celebratory accomplishments or acknowledgments of our students and the creation of the Junior class ring used for the Junior Mass of Unity. Since this particular annual event is closely coordinated with Jostens, only rings purchased from them are distributed at the ceremony.

9.4 Yearbook

De La Salle contracts with a photography vendor for a variety of services including Senior portraits. As per the contract, only these portraits may appear in the school's annual yearbook. Yearbooks are distributed in May and are given only to students who have completed both first and second semesters of the current year.

9.5 Intramurals

Intramural sports are coordinated by the Mission and Student Life team and conducted at lunchtime several times per week. There are two divisions: Frosh and Upper Division. Teams in both divisions will compete in 3-on-3 basketball, flag football (frosh only), quad hockey, and additional sports based on the requests by the students. All students are encouraged to participate; however, athletes playing a sport cannot participate in the same intramural sport (e.g. basketball players are not allowed to play intramural basketball, but they are welcome to compete with their classmates in other intramural events).

10. CAMPUS MINISTRY

The Campus Ministry program at De La Salle is the specialized and focused means by which students, faculty, staff, and parents establish and develop programs in faith formation. Based on our Christian heritage, Catholic identity, and Lasallian charism of the school, the Campus Ministry program is responsible for building a faith community and can be found in every aspect of school life.

10.1 Liturgical Life

Throughout the year, Campus Ministry provides a variety of liturgical experiences that reflect the cycle of the liturgical calendar, such as a school-wide Reconciliation Service during Lent and Masses throughout the year. Class and family liturgies are sponsored in conjunction with Class Councils/Moderators and the Parent Association. Campus Ministry also coordinates sports liturgies upon request.

10.2 Retreat Programs

Retreat experiences are key opportunities for students to develop responsibility for their Christian lives.

De La Salle promotes and encourages retreats in various forms for all its students, so time is made available during school days for retreat experiences. All staff, administrators, teachers, and coaches support students by extending the appropriate considerations to students desiring a retreat experience. For assignments missed due to participation in retreat activities, the student is given an additional day for each retreat day to make up the assignment. Students are still responsible for long-term projects and tests assigned before the retreat should be negotiated with their instructor for a timely completion.

Class Retreats:

De La Salle's **Freshman Retrea**t, the Brotherhood, is a half-day experience where freshmen Spartans come together to build brotherhood. Students reflect on their first quarter, connect in small groups, hear from Senior Spartans, enjoy a keynote on being authentically yourself, and play games—all fostering community and growth.

Metanoia, named after a profound transformation, is a 1 day sophomore retreat. Each of our sophomore religion classes attend this retreat and spend a day learning how Jesus stood up and intervened in situations to protect the marginalized and the vulnerable around him. Students process real life scenarios, hear from De La Salle faculty members, and learn how to be upstanders, not bystanders when seeing injustices and harm taking place.

The **Junior Retreat**, also known as FSC (Faith, Service, & Community) Day , is a one day experience for each of our Junior Religion classes to complete a meaningful day of Service at Monument Crisis Center. As they volunteer at the center, they are putting what they have learned into action as they serve the most vulnerable in our community.

The **Senior Kairos Retreat** brings the entire De La Salle experience into focus. This is an optional, three-day and two-night experience where students are challenged to examine their faith and the difference their De La Salle experience has made in their lives, and how it has impacted their relationship with themselves, others, and God.

In addition to class retreats, two weekends are set aside each year for parents and sons to go on retreat. All retreats are staffed by the Campus Ministry team as well as faculty and staff members.

10.3 VENAVER

Spanish for "Come and See," VENAVER is a special immersion program for Juniors and Seniors who meet the qualifications and application procedures for this specialized program. VENAVER engages students in a multi day immersion experience in service, simplicity, community, and prayer. Students join in the life and work of particular communities. VENAVER takes place in the fall and spring with sites in various locations.

10.4 Lasallian Youth

All students are welcome to be a part of this group that seeks to study and live out the principles important to the identity of a Lasallian school. Activities of service include not only preparing Campus Ministry events for the campus community but also networking with other Lasallian schools in various service projects. A week-long summer service conference is sponsored by the District of San Francisco New Orleans for all Lasallian schools in the District as well as service projects in our local community.

10.5 Charity Drives

Campus Ministry sponsors a number of on-campus charity drives throughout the year to benefit Lasallian mission schools as well as other pressing needs within the community. These drives take place throughout the school year to give our students numerous opportunities to live out our core principle of "Concern for the Poor and Social Justice."

11. ATHLETICS

11.1 Athletic Facilities

Athletic facilities may be used only under the supervision of authorized De La Salle faculty/staff/coaches during designated hours.

11.2 Interscholastic and Club Sports

De La Salle High School is a member in good standing of the East Bay Athletic League (EBAL) and the North Coast Section (NCS) of the California Interscholastic Federation (CIF). As such, all members of the De La Salle community (e.g. students, parents, alumni, faculty, staff, coaches, and spectators) are required to abide by all rules, guidelines, and directives as they are related to interscholastic competition and good sportsmanship.

Should a student-athlete transfer from De La Salle to another school, the North Coast Section of the CIF requires certain forms to be completed prior to eligibility at the new school. Immediate eligibility may be restricted because of poor academic performance or disciplinary issues while a student at De La Salle.

"Eligibility" should never be assumed at a new school. A student's athletic eligibility is determined by a number of factors within the school and by the CIF. A transfer student should clear his eligibility through the Vice President for Athletics prior to competing in any school-related athletic contest. The North Coast Section website (**www.cifncs.org**) includes the documents associated with eligibility information and forms, as well as its own Parent Handbook. Areas of concern are "pre-enrollment contact" and reasons for the change in school.

11.3 Sportsmanship Code

Students, parents and family members are expected to set a good example in the matter of sportsmanship while attending De La Salle athletic events. Cheers should be of a positive nature and only directed toward De La Salle athletes. At no point should negative cheers be directed at an opponent, opposing coach, or an official. Players and spectators should model their sportsmanship to a high standard.

To this end, they should:

1. Remember that a student or parent spectator represents the school in the same manner as the participating athlete;
2. Recognize that the good name of the school is the primary concern;
3. Appreciate an exhibition of fine play or good sportsmanship by any player or team;
4. Accept and respect the decision of the officials;
5. Recognize that abusive remarks and language are unacceptable;
6. Be considerate of any injured player on either team;
7. Respect the opponent's campus;
8. Never belittle an opponent;
9. Never direct abusive remarks at individual players or officials during a contest;
10. Never "boo" a penalty;

11. Refrain from using noisemakers or musical instruments of any kind not associated with an organized and moderated pep band;

Students are bound by all rules and regulations of other schools when teams compete at a site other than De La Salle.

All East Bay Athletic League, North Coast Section, and California Interscholastic Federation school rules and regulations concerning competition and deportment are in effect for **all** games (league and practice; home or away).

Students and fans are required to respect and follow the directives of any De La Salle faculty, staff, coach, or volunteer at games.

Link to school spectator code of conduct

11.4 Tryouts

All students will be given the opportunity to try out for any athletic sport. All students are responsible for staying informed about all tryout-related information. Details regarding tryouts will be provided at preseason meetings for each sport and made available on the athletics website, the athletics social media channels and Schoology. All students who want to participate must have the following: a signed physical and athletic permission form and any other materials the coach deems necessary. A student-athlete may try out for two sports in the same season if he receives approval from the Vice President for Athletics and the coaches. Multi-sport student-athletes will always be given the opportunity to try out for the next season's sport, but they first must honor their current team's commitment. Any student-athlete who chooses to quit a sport must receive approval from the Vice President for Athletics before trying out or joining another team during the school year.

While the school is committed to providing everyone a fair chance to participate, unfortunately, not everyone who participates in the tryout process will be selected. The decision of the coach, in conjunction with the Vice President for Athletics, is final. Parents are encouraged to help their son(s) understand that not everyone will be selected for teams due to limits on roster members.

Here is a list of interscholastic and club sports currently available:

Fall Sports	
Cross Country	Varsity · Junior Varsity · Freshman/Sophomore
Football	Varsity · Junior Varsity · Freshman
Water Polo	Varsity · Junior Varsity
Winter Sports	
Basketball	Varsity · Junior Varsity · Freshman Green · Freshman Silver
Soccer	Varsity · Junior Varsity · Freshman
Wrestling	Varsity · Junior Varsity
Spring Sports	
Badminton	Varsity
Baseball	Varsity · Junior Varsity · Freshman Green · Freshman Silver
Golf	Varsity · Junior Varsity Freshman/Sophomore
Lacrosse	Varsity · Junior Varsity
Swimming & Diving	Varsity · Junior Varsity
Tennis	Varsity · Junior Varsity
Track & Field	Varsity · Junior Varsity Freshman/Sophomore
Volleyball	Varsity · Junior Varsity · Freshman/Sophomore
Club Sports	
Ice Hockey (Spring)	Varsity
Rugby (Winter/Spring)	Varsity · Junior Varsity

**The levels (i.e. varsity, JV, freshman) can vary year to year based on the number of student-athletes interested in a specific sport.*

11.5 Disclaimer

De La Salle is aware that certain employees and volunteers may operate their own businesses that offer athletic training, athletic coaching, music, drama, or other extracurricular programs. These are available to De La Salle students, as well as students at other schools. De La Salle does not have any financial interest in such businesses and does not sanction, sponsor, or endorse any such business activities. (Note: This disclaimer does not apply to summer camps or other events marketed or explicitly sponsored by De La Salle.)

12. RESPONSIBLE USE OF ELECTRONIC DEVICES, COMPUTER SERVICES, INTERNET, AND RESOURCES (ACCEPTABLE USE POLICY)

12.1 Electronic Devices

De La Salle High School believes technology can engage, expand, and supplement student learning across the curriculum. The school seeks to make learning more accessible and relevant, to ignite students' natural desire to learn, and to prepare them for college and a rapidly changing world where the information landscape is networked, digital, and overwhelmingly abundant.

The school continues to develop policies and procedures for the proper and effective use of educational technology devices on campus.

De La Salle High School operates within a "Bring Your Own Laptop" (BYOL) Environment. The extent of device use will vary according to the nature of the course. Students are encouraged and will sometimes be directed to use devices for academic work in their classes. Students at all grade levels are required to bring and use a laptop each day for academic use. Chromebooks, iPads, and tablets are neither supported nor recommended for DLS students.

De La Salle recognizes that not all students have the resources to acquire devices. If such is the case, students and parents should bring this matter to the attention of the Director of Operational Technology. De La Salle may be able to assist students with a loaner device for academic work.

As a BYOL school, De La Salle maintains a robust wireless network for student use. Students are encouraged to pair their devices with the school network to access the full range of tools and resources they may need to complete academic work. Students will learn about how to do this during Tech Boot Camp, which is required for all freshmen and transfer students.

This section sets forth the policy of De La Salle (DLS) and Carondelet (CHS) high schools for acceptable use of the computer resources made available by DLS/CHS.

DLS/CHS provides computing and network resources for the use of students and others. Students are encouraged to use computers, software packages, and outside-the-school network software for educational or school-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through DLS/CHS computer services are and remain the property of DLS/CHS. DLS/CHS may terminate the access to and use of such computer resources at any time at their sole discretion. All users are expected to conduct their online activities in an ethical and legal fashion.

DLS/CHS reserve the right to use employee or student electronic productions to support the curriculum and for demonstration purposes without remuneration to employees or to student authors or their parents/guardians.

DLS/CHS do not have control of the information on the Internet. Sites accessible via the Internet may contain information or material that is controversial, illegal, defamatory, inaccurate,

unsuitable for minors, or potentially offensive to some people. While it is the intent of DLS/CHS to make Internet access available to further certain educational goals, users will have the ability to access other information or materials, as well. A user accesses the Internet at his/her own risk and is responsible for his/her actions and activity in using the Internet.

DLS/CHS make no warranties with respect to Internet service, and specifically assumes no responsibilities for:

1. The content of advice, information, or material received by a user from a source outside DLS/CHS, or any damages, obligations, costs, or charges incurred as a result of seeing or accepting such advice, information, or material;
2. Any cost, liability, or damage caused by the manner of use of the Internet;
3. Any consequence of service interruptions or charges, even if these disruptions arise from circumstances under the control of DLS/CHS;
4. Privacy of electronic mail.

Use of the DLS/CHS telecommunications system and network, as well as access to the Internet, is a privilege offered each academic year, and inappropriate use will result in revocation, denial, or suspension of that privilege by the administration.

The definition of inappropriate use is at the discretion of the administration and shall include, but not be limited to, the following:

1. Using the network for any illegal or unethical activity, including but not limited to the following:
    a. Violation of copyright restrictions;
    b. Transmission of threatening, harassing, pornographic, or obscene material;
    c. Transmission of material protected by trade secret.
2. Using the network for personal, financial, or commercial gain, product advertisement, or political lobbying; or for the sending of unsolicited junk mail or chain letters, or for the use of chat lines in other than a supervised classroom setting;
3. Contributing to the degradation or disruption of equipment or system performance, including, but not limited to, the following:
    a. The uploading, downloading, creation, propagation, and/or use of computer viruses;
    b. Willful destruction of computer hardware or software;
    c. Unauthorized attempts to exceed or modify the parameters of the system;
4. Vandalism, including, but not limited to, the following:
    a. Any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet;
    b. Any attempt to breach security codes and/or passwords;
5. Using finite resources wastefully;
6. Gaining unauthorized access to resources or entities;
7. Invading or violating the privacy of individuals, including, but not limited to the following: The unauthorized transmission of names, residence or e-mail addresses, or telephone numbers;

    a. Accessing, deleting, examining, copying, or modifying files and/or data belonging to another user;
    b. Accessing or using an account owned by another user;
8. Creating or using social media accounts with the De La Salle name or image without authorization;
9. Posting anonymous or forged messages, documents, images, cartoons, or other transmissions on social media or platforms such as Schoology;
10. Using the network, Learning Management System (Schoology), or other tools to defame, offend, harass, threaten, or disrespect any person or persons. The display or transmission of messages, images, cartoons, or other transmissions or use of computer messages that are sexually explicit constitutes harassment and is prohibited by DLS/CHS;
11. Using the network, school platforms, or social media in a manner that is offensive to the mission of DLS/CHS, including the use of language that is sexist, racist, or homophobic;
12. Using the network, school platforms, or social media in a manner that is disruptive to the educational environment of DLS/CHS;
13. Using the network, school platforms, or social media in such a manner as to bring into disrepute the good name of DLS/CHS.
14. Masquerading, spoofing, or pretending to be someone else that includes, but is not limited to, sending out e-mail, creating accounts, manipulating HTML code, or posting messages or other online content (e.g. text, images, audio, or video) in someone else's name.

12.2 Guidelines for Student Use of Devices on Campus

12.2.1 Throughout the School Day during Instructional Time

Students are to use laptops during instructional time <u>only</u> under the direction and supervision of their teachers. Such use may occur in classrooms and outside areas where classes or groups have been assigned by a teacher or moderator.

12.2.2 Use of Cell Phones

Because students have access to and use laptops and/or iPads for their daily academic needs, students should not have out or use their cell phones in the classroom (unless allowed by teachers) or in the Library (unless allowed by the librarians). Phone holders will be available in classrooms to store cell phones during class instruction.

Community is a hallmark of a Lasallian Catholic education. We believe in the importance of building community and discourage the use of devices during community times (break and lunch), however, devices and cell phones may be used during break and lunch throughout campus. Phones are never to be used in the locker room or bathrooms.

12.2.3 Before and After School

Students may use cell phones and other devices before and after school. Devices must be used in accordance with the school's Acceptable Use Policy (Section 12.1).

12.2.4 Other

At all times and places, the use of devices must be in accord with the school's Acceptable Use Policy (Section 12.1). At no time may the photo or video functions of any device be used (a) except under the direction and/or supervision of a teacher; (b) without the knowledge and permission of those who are subjects of the recording; or (c) in the locker room or any restroom on campus.

For the safety and consideration of others, earbuds are prohibited during passing periods. Earbuds may only be used with teacher permission if/when phone use is allowed in the classroom.

Devices may be confiscated by administrators, faculty, and staff when used at prohibited times and in prohibited places, or under suspicion of academic integrity violations or any violation of our acceptable use policy. Confiscated items will be held by the Office of the Dean. Devices will be returned at the discretion of the Office of the Dean according to the facts and frequency of offenses.

Users have no right to privacy while accessing the school's network. The school monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files for the purposes of (1) retrieving school information and records; (2) engaging in routine computer maintenance and housekeeping; or (3) carrying out internal investigations. For school-provided devices, the school's right to access, review, copy, store, or delete any electronic communications or files includes any items stored on such devices, such as files, e-mails, cookies, and Internet history. The school further reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The school will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the school's network.

It is expressly forbidden to make any attempt to defeat any security system in operation on the network through hacking, cracking, or similar activities. It is also forbidden to reconfigure any school-provided device without the express authorization of the network administrator responsible for supporting that device. No computer attached to the network may be used for any illegal activities, including attempts to penetrate the security of other networks. Should the school become suspicious of any user's activities, the user's account may be disabled until a thorough investigation is completed. Any user who knowingly or negligently attempts to defeat security may be subject to disciplinary action including but not limited to loss of network access.

13. ANTI-HARASSMENT and ANTI-BULLYING POLICY

De La Salle High School is committed to providing a learning environment that is free from harassment or bullying (including cyberbullying) in any form, including on the basis of any of the following categories: sex, gender, ethnicity, religion, national origin, race, creed, color, age (40 and over), physical or mental disability, sexual orientation, or any other characteristic prohibited by law. This policy applies to harassment by employees, coaches, students, volunteers, or other third parties while on campus, or communicating about school matters. This policy also applies to Carondelet students.

Harassment includes verbal, visual, and physical conduct on the basis of any of the protected categories listed above and that are severe or pervasive enough to create a school environment that a reasonable person would consider intimidating, hostile, or abusive. Harassing conduct can occur in person, by telephone, mail, voice, or electronic mail, or by social media communications (e.g., Facebook, Twitter, Snapchat, Instagram, and any other social media platform), and during school or in connection to school-related activities. Harassing conduct can take many forms and includes, but is not limited to derogatory comments, epithets, slurs, jokes, pictures, cartoons, or posters.

Bullying involves severe, pervasive conduct-physical, verbal, or electronic-that is offensive and unwelcome to a reasonable person.

1. In the case of a student, such conduct unreasonably interferes with a student's academic performance or participation in school-sponsored activities.
2. In the case of an employee, coach, or volunteer, the bullying unreasonably interferes with his or her ability to perform his or her job or volunteer duties.

Bullying conduct is not necessarily the same as harassment. Except in unusual circumstances, a single act of or isolated incident of bullying that is not sufficiently severe and/or does not unreasonably interfere, may not violate this policy. However, all such incidents should be reported to the Dean of Students for investigation.

Prohibited harassment includes, but is not limited to, the following behavior:

1. **Unwanted sexual advances or propositions**; e.g., requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
    a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
    b. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
    c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.
2. **Written or Verbal Conduct*;*** e.g., sexually suggestive words, invitations, sexually-oriented noises, remarks, comments, jokes, slurs, epithets, or statements about a person's sexuality or sexual experience.

3. **Physical Conduct**; e.g., unwanted or inappropriate physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
4. **Visual Conduct**; e.g., posters, calendars, books, magazines, screen savers, cartoons, pictures, drawings, sexually oriented gestures, or other materials.
5. **Retaliation** for having reported or threatened to report harassment or bullying, or participating in the school's investigation.

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   Note: As a California non-profit religious corporation, De La Salle is exempt from the California Fair Employment and Housing Act as well as most provisions of the California Education Code. The policy expressed here is adopted and enforced by the school irrespective of laws addressing harassment, retaliation, or discrimination based on protected classifications.
6. **Cyberbullying** is defined as willful and repeated harm inflicted on another person through electronic media (e.g., Facebook, Twitter, Snapchat, Instagram, Periscope, and the like). Any student who sends a partial or fully naked picture of a minor or attempts to be harmful or cruel to another student or individual, in the judgment of the Dean, by sending or posting offensive material (including words, pictures, or videos) using a cell phone, the Internet or other electronic device, can be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents, including sexting, or threats of violence, may be turned over to law enforcement authorities for investigation.

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It is the responsibility of De La Salle High School to:

1. Implement the school's anti-harassment and anti-bullying policy through regular meetings with all administrators, ensuring that they understand this policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment; and
4. Establish practices designed to create a school environment consistent with this policy.

It is the responsibility of each student to:

1. Read thoroughly and understand this policy;
2. Conduct himself in a manner that contributes to a positive school
3. environment;
4. Refrain from conduct that is harassing or bullying in violation of this policy;
5. Promptly report harassing or bullying that violates this policy to the Dean of Students;
6. Cooperate with any investigation conducted by De La Salle, and provide truthful information.
7. Refrain from any conduct that is retaliatory because of any reported harassment or bullying.

13.1 Complaint Filing and Investigation Procedures

De La Salle High School will treat allegations of harassment or bullying seriously and will review and investigate such allegations in a prompt, and thorough manner. Confidentiality will be maintained to the extent possible but cannot be assured in order to thoroughly investigate. The following procedures will be followed for filing and investigating a harassment or bullying claim made by a student or adult involving conduct by another student or adult:

1. The student may first choose to tell the individual causing the harassment or bullying that his/her conduct is offensive and must stop.
2. If the objectionable behavior does not cease immediately, the student must report the harassment or bullying to the Dean of Students, or to a teacher who will report it to the Dean of Students. If the teacher is unavailable or is the subject of the allegation, the matter should be reported to the President. If the President is unavailable or is the subject of the allegation, the matter should be reported to the Chair of the Board of Trustees. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same-sex administrator if he/she prefers to do so. The student can raise concerns and make reports without fear of reprisal or retaliation.
3. The claim, whether written or verbal, will be investigated thoroughly, involving only the necessary parties, as determined by the Dean of Students. If law enforcement is involved, De La Salle may defer its own investigation to allow law enforcement time to conduct its investigation.
4. The student who allegedly harassed or bullied another student may be suspended, usually not to exceed five days, while the matter is investigated. The suspended student and his parents will be informed generally of the nature of the violation alleged though not the specifics to protect the integrity of the ongoing investigation.
5. The investigator will meet with the student alleged to have engaged in harassment or bullying to obtain the student's version of the incident(s).
6. Once the facts of the case have been gathered, the President will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment or bullying and can include all disciplinary actions up to and including expulsion.
7. If the complaint is against a non-employee or non-student, such as a parent, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

A charge of harassment or bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges against another student or adult will also be subject to disciplinary action, up to and including dismissal.

In September 2019, the Brothers of the Christian Schools of the District of San Francisco New Orleans approved Administrative Policies and Procedures for Sexual Misconduct as it relates to the Brothers. These policies and procedures are available, upon request, from the Office of the President.

13.2 Hazing

Hazing occurs when an act is committed against a student or a student is coerced into committing an act (e.g. verbally, physically, and/or electronically) that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, including, but not limited to, informal groups of friends, club, athletic team, grade level, activity or organization. Hazing is prohibited and has serious disciplinary consequences.

14. DISCIPLINARY SANCTIONS

The following disciplinary sanctions may be invoked by the school for any violation of this handbook, including, specifically, the Standards of Conduct (section 6.1), Academic Integrity (section 7.12), Responsible Use of Electronic Devices (section 12), or the Harassment Policy (Section 13). The school reserves the right to determine the discipline it deems appropriate to the situation, taking into account not only the nature of the student's conduct but the impact of such conduct on its employees, volunteers, alumni, students, family members, and the school community and its reputation.

14.1 Verbal Warning

A teacher will discuss the problem behavior with the student in the classroom or in private.

14.2 Counsel and Release

The Dean of Students will discuss the problem behavior with the student, and the precipitating cause will be recorded in the student's disciplinary record.

14.3 Detention

A period of time is assigned to a student for the purpose of disciplining for minor infractions of the rules and regulations. Failure to make the necessary arrangements will not excuse the student from serving the detention. Students who miss an assigned detention without clearance from the Deans will be given two additional days of detention. Failure to serve these additional days when they are assigned will result in suspension. Saturday detention, which takes the form of doing chores at the school while under supervision, is reserved for those chronic or serious offenders of school rules who have been given long-term sanctions. Work, athletics, and club activities may not take precedence over an assigned school day or Saturday detention.

14.4 Probation

A student is placed on probation for relatively serious misconduct, or misconduct after warning when such behavior does not require more drastic, immediate action. Both the student and his parents will be made aware of the probation and the reason(s) for it.

There are two forms of probation as follows:

1. **Non-Participation Probation**: An initial parent conference is required. This probation prohibits students from participating in and attending any co-curricular activities such as interscholastic sports functions, drama, student council, clubs, or any other elected or appointed office activity. This prohibition also applies to events sponsored jointly with Carondelet High School. If a student is involved in a sports or student leadership program, further disciplinary action may be taken by the faculty moderator or coach. A student will not be allowed to run for office or try out for any athletic team during Non-Participation Probation.
2. **Participation Probation**: Following the period of Non-Participation Probation, the student will then be placed on Participation Probation, during which time he is encouraged to participate in school activities while his behavior is closely monitored.

14.5 Suspension

A student may be suspended from school when there is reasonable suspicion for a violation of the rules of De La Salle High School. During the period of suspension, the student may not participate in or attend any co-curricular activity, whether on or off campus, that is associated with De La Salle High School. Parents are to make an appointment with the Dean of Students to discuss the matter before the student can be readmitted to the school. A statement outlining the offense and the action taken will be placed in the student's disciplinary record. At the Dean's discretion, the student may be allowed to make up missed work.

14.6 Expulsion

A student may be expelled from De La Salle High School for misconduct requiring immediate dismissal or for repeated misconduct violating De La Salle policies that has led to one or more prior suspensions or probations.

14.6.1 Procedures Regarding Expulsion

1. A meeting will be arranged with the student, his parents, and the appropriate Dean to consider relevant issues. The student and parents will be informed of the conduct and that expulsion is a possible consequence. The student will be permitted to provide information that the school shall consider prior to an expulsion decision.
2. The Dean will make a recommendation to the President.
3. The Dean will notify the parents of the President's decision.
4. Parents have the right to appeal the President's decision. Such an appeal must be made to the President, in writing, and must include new and compelling information to justify the appeal. The written appeal must be hand-delivered to the President's Office within five (5) business days of notification from the Dean.
5. The President will inform the parents in writing within 48 hours of the decision.

Note: The President is the final recourse in all expulsion situations.

15. EMPLOYEE CODE OF CONDUCT

15.1 Conduct between Adults and Minors

These guidelines have been developed to protect our students and adults and are in conjunction with the Diocese of Oakland.

1. Any involvement with minors is to be approached from the premise that minors should always be viewed, whether in a social or educational situation, as restricted individuals; that is, they are not independent. Wherever they are and whatever they do is to be with the explicit knowledge and consent of their parents or guardians. They are subject to specific civil laws in the State of California, which may prohibit certain activities. They are not adults and are not permitted unfettered decisions.
2. Adults should avoid situations that place them in a position to be alone with a minor in the classroom or other closed rooms on school premises.
3. In meeting and/or instruction situations involving a minor, the presence or proximity of another adult is encouraged. However, in those situations where the presence of another adult is not usual or practical, another adult should be informed that the meeting will be taking place. The meeting place should be accessible and visible, with the door where the meeting is taking place left ajar unless there is a clear window built into the door.
4. With rare exception employees are not to drive individual students. There must be at least another student or adult in the vehicle unless prior notification and approval has been received. Larger groups must have a reasonable number of chaperones accompanying students. Overnight trips of any kind must have a minimum of two (2) adult chaperones, at least one (1) of whom should be of the same sex as the young people.
5. Adults should avoid being the only adult in a bathroom, shower room, locker room, or other dressing areas whenever minors are using such facilities.
6. Careful boundaries concerning physical contact with a minor must be observed at all times and (beyond a handshake) should only occur under public circumstances. Prudent discretion and respect must be shown before touching another person in any way.
7. Any deviation from the above requires prior approval from the President after consultation with the appropriate President's Cabinet member.
8. Clear violations of these standards, as well as any sexual misconduct, must be reported immediately to the President.

16. OTHER

16.1 Fire and Evacuation Drills

At the first sound of the emergency alarm, students will calmly and quietly leave the building according to the designated exit plan. Students will remain with their teachers and listen for further instructions.

Students may not leave campus during any emergency except as directed by the school administration and according to the information provided by their parents on the emergency form.

16.2 Lockers

Each student is issued a school locker in which to store clothing and school-related items. It is the student's responsibility to preserve the security of that locker and also to respect the security of others. Students also have the right to expect that others will respect their belongings anywhere on campus.

To facilitate good order in this regard, the following are reminders:

1. No student should give his locker combination to anyone. The school does not accept responsibility for loss, theft, or damage. Lockers and combinations are given to each student at the beginning of the academic year.
2. Students using the gymnasium locker room are to purchase a combination lock from the Bookstore for use on gym lockers. Other kinds of locks are not permitted and will be removed.
3. Students are expected to report any and all locker theft, damage, or vandalism to the Vice President for Athletics or the Dean of Students.

17. PRESIDENT'S CABINET

David J. Holquin
President

Heather Alumbaugh, Ph.D.
Vice President for Academic Life

Mark Chiarucci
Vice President for Advancement

Leo Lopoz '94
Vice President for Athletics

Angelica Rodriguez
Vice President for Finance

Spencer Shively
Vice President for Mission and Student Life

For a complete list of Faculty & Staff go to:
https://www.dlshs.org/about/directory

De La Salle
HIGH SCHOOL