

STUDENT-PARENT HANDBOOK

2023-2024



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Memberships and Affiliations

**District of San Francisco New Orleans – De La Salle Institute
Diocese of Yakima**

Western Catholic Education Association (WCEA)

National Catholic Education Association (NCEA)

Washington Federation of Independent Schools (WFIS)

National Honor Society (NHS)

Pacific Northwest Association for College

Admission Counseling

Association for Supervision and Curriculum Development

Washington Interscholastic Activities Association (WIAA)

1A South Central Athletic Conference - West

Accredited by

Washington State Board of Education (OSPI)

Western Catholic Education Association (WCEA)

Department of Homeland Security: Student Exchange and Visitor Program

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1.1 Notice of Implied Agreement

The contents of the 2023-2024 Student-Parent Handbook are to be accepted by the parents and students as essential parts of the contract between them and La Salle High School. Violations of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term "parents" throughout this document is meant to include single parents and legal guardians.

The registration of students at La Salle High School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school, as outlined in this Handbook. La Salle High School reserves the right to refuse registration or re-registration. When it is the opinion of the School administration that parents do not support the school policies, the administration reserves the right to terminate the student's enrollment. La Salle High School reserves the right to make revisions of this Handbook when, and if, deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the student body.

NOTE: The "Partnership Statement" signed in agreement to support and abide by the contents of the 2023-2024 Student-Parent Handbook and the policies and procedures contained therein. The Partnership Statement must be digitally signed in your student and parent portal prior to attendance on August 19th.

1.2 Statement of Acceptance and Good Standing

La Salle High School admits students of any race, gender, color, creed, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, gender, color, creed or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Students are enrolled at La Salle High School on the basis of a yearly evaluation and acceptance. La Salle High School reserves the right to dismiss students for infractions of regulations, unsatisfactory academic standing or other reasons that affect the welfare of the individual student or the student community.

A student considered to be in good standing is:

- a) one who has not become subject to dismissal for academic reasons,
- b) one whose record of conduct is satisfactory, and
- c) one who has met all financial obligations to the school or made satisfactory arrangements for their discharge with the Business Office.

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 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 authorities, and the duly appointed authorities of the school. Under no circumstance may a parent excuse a student from observance of the rules and policies of La Salle High School if the parent expects the student to remain in good standing with the school.

1.3 Harm to Self or Others, Child Abuse & Neglect Reporting Act Compliance

School employees with reasonable suspicion (e.g. through words, drawings, gestures) of a student threatening harm to self (e.g., "cutting," suicide) or others must report such threats to the Dean of Students and/or Principal. Further report to health and/or law enforcement may be required by the type of threat communicated or suspected.

Consistent with the laws of the State of Washington, all members of the school faculty and staff are required to report any instance of suspected child abuse or neglect. This means that if a school employee has a reasonable suspicion that abuse, as defined by the law, is occurring, the employee must and will report it to the proper officials within 48 hours. This is to protect all persons concerned. Child abuse, as defined by the law, is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This includes:

- Physical and emotional abuse
- Emotional deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation.

1.4 Confidentiality of Documents and Other Information

In order to protect the dignity, character, and future of all students, La Salle High School holds all inter/intradepartmental and school communications about students and/or his/her school, civic, or home life to be confidential and for the information of proper members of the staff. This information will not be released to any other individual. Exceptions may be made when the student and/or parents request release, when harm to self or others is at stake, or if forced to do so by court order.

Academic information, which includes grades, will be released as the official transcript when the student and/or parents request the school do so in written form. The student and/or parents may request in writing that standardized test scores be released.

The school also protects the confidentiality of counselor-student discussions whether the counselor is one formally appointed by the school or is a staff member chosen by the student. The school recognizes the staff member so chosen as a counselor and requires him/her to act professionally and within the guidelines of the school and state law (e.g., cases where the health or safety of the student or others is involved.) The school does not recognize the right, morally, of any outside person to inquire or demand to know the content or nature of such counselor-student conferences.

Demographic information on students, such as name, address, phone number, e-mail, occupation of parents, etc., will be used by faculty and staff at the prudent discretion of the Principal.

1.5 Change of Address, Phone Number or E-mail: The main office of the school is to be notified immediately of any change of address and/or change of phone number. This is essential in order to keep school records accurate and in order to be able to contact the parents in the event of an emergency. Please also ensure the school has your preferred method for receiving school communications.

1.6 Image Usage Policy: By enrolling at La Salle High School, students and parents give permission for La Salle to periodically take photos of students on campus or when participating in school sponsored activities for use on the official school website, in school publications, and in advertising. The school reserves the right to use any and all photos. La Salle High School also submits photos to De La Salle Institute in Napa, CA, which supports La Salle and other Lasallian schools of the District of San Francisco. La Salle High School has the right to use student's name and/or photo in its electronic media. I understand that the name and photograph(s) may be used in electronic media such as video, CD-Rom, or Internet. I release La Salle High School, De La Salle Institute, the photographer, their offices, employees, agents and designees from liability for any violation of any personal or propriety right I may have in connection with such use.

1.7 Immunization Records

All La Salle High School students must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

1.8 Property Liability

La Salle is not liable for damage to personal property, including damage incurred to vehicles. Parking is at one's own risk.

2. INTRODUCTION

2.1 PHILOSOPHY

La Salle is a Catholic, college preparatory high school where students are loved and educated by teachers who are inspired by the charisma of Saint John Baptist de La Salle, and the Brothers of the Christian schools.

La Salle High School educates students spiritually, academically, and socially through the promotion of an active faith life and commitment to curricular and co-curricular excellence and pushes them toward further learning comparable to their gifts and potential. These

goals are accomplished through the collaboration of involved students, supportive parents, and dedicated faculty and staff members.

Based on belief in the intrinsic value and dignity of each student, the school provides an atmosphere that is moral, caring and joyful. Within such a setting, the school seeks to challenge students to serve others, especially the poor and marginalized, and to deepen their sense of responsibility to the greater community and future generations.

2.2 Mission Statement

La Salle includes, welcomes, and serves students and families from throughout the Yakima Valley who value Lasallian education and who represent a broad social, ethnic, religious, and economic diversity. The mission of La Salle High School of Yakima is to graduate students who;

- recognize the presence of God in his/her life and in others
- possess the capability and desire for successfully pursuing higher educational goals consistent with the individual's talents, vocation and dreams
- know how to pray
- know truth and appreciate beauty
- value the Lasallian experience by recognizing and responding to critical and unmet needs
- reflect social graces and social awareness
- possess a positive self-image, focus and discipline
- promote leadership in family, church and community
- contribute to the development of the human community

2.3 The Brothers of the Christian Schools and La Salle High School

"Let us remember...that we are in the holy presence of God."

The Brothers of the Christian Schools were founded as a Roman Catholic teaching order in 1680 in Reims, France, by Saint John Baptist de La Salle. For over three hundred years the vision of de La Salle has inspired the Brothers and their lay colleagues to see their work as the work of God done for the sake of young people. La Salle High School, therefore, is a work of faith and zeal. It entrusts to God's Providence. The faculty of La Salle High School seeks inspiration from Saint John Baptist de La Salle. La Salle High School of Yakima is one of approximately 1,600 educational institutions in over 84 countries that are sponsored by the Brothers of the Christian Schools. Founded in 1998 as a private, Catholic, coeducational high school, La Salle is approved by the State of Washington Department of Education, and all courses offered meet or exceed their standards.

2.4 Admissions

Admission to La Salle is based on the following criteria, confirming readiness for a college preparatory curriculum: academic transcript, recent standardized testing results, and current teacher recommendations, as well as our own Placement Exam and interview. Although La Salle High School is financed primarily through tuition, families requesting financial assistance are encouraged to apply early. Limited aid is available through scholarships and grants. Applications for financial assistance should be made online after a student has applied for admission.

2.5 CORE VALUES OF A LASALLIAN SCHOOL AND "INTEGRAL STUDENT OUTCOMES" FROM THE WCEA ACCREDITATION 2017

The Mission of La Salle is most clearly realized in the core values and ISOs which guide us in forming an environment conducive to Catholic education in a Lasallian context where students "enter to learn, and leave to serve":

Faith in the Presence of God

We value the living presence of God in our world, viewing it with, as St. John Baptist de La Salle describes, the "eyes of faith." As such, our students are people who:

Recognize and honor the presence of God in all of creation.

Practice Christian (faith-based) values.

Know the life and message of Jesus Christ in the tradition of the Catholic Church as well as have basic understanding of religious diversity.

Participate in a variety of liturgical and prayer experiences.

Respect for All Persons

We value the inherent dignity, worth and gifts of oneself and each person. As such, our students are people who:

Set personal and educational goals based on self-understanding.

Develop a sense of well-being and confidence in their abilities.

Treat all persons with dignity.

Participate in a variety of activities that develop their appreciation of the body's potential for physical expression of emotions, ideas, and goals.

Recognize and appreciate beauty and complexity in music, art, and drama as well as the cultures from which they originate.

Inclusive Community

We value the formation of a united community where diversity is respected, where no one is left out, and everyone is accepted. As such, our students are people who:

Form relationship with others with sensitivity, tolerance, and compassion.

Participate in building a school community that reaches to the world beyond.

Recognize their role as positive global citizens cognizant of the impact they make by way of action or apathy.

Quality Education

We value an education that prepares students for success in life. As such, our students are people who:

Communicate effectively through listening, reading, speaking, writing, and thinking critically.

Prepare for college, career, and life-long learning.

Take responsibility for their own learning.

Acquire basic academic life skills including but not limited to economic, political science, nutrition, and use of technology.

Concern for the Poor and Social Justice

We value sensitivity and response to the needs of our community and the world, especially of those people who suffer from the effects of poverty and injustice. As such, our students are people who:

Recognize, respond to and serve the needs of others, especially the poor.

Address contemporary world problems and issues.

Appreciate nature and recognize the need for environmental stewardship and conservation of the earth's resources and respond accordingly.

3. RELIGIOUS NATURE OF THE SCHOOL

3.1 La Salle High School is committed to establishing a Christian community where Catholic values are communicated; where students learn how to learn; and where a foundation is established for students' realization of their potential.

No distinction is made within the school between Catholic and non-Catholic students. All students are expected to participate in the religious activities, in the development of a system of Christian values, and in respect for one's own personal worth and that of others.

Though the religious character of the school permeates all programs, it most readily manifests itself in the Religious Studies and Campus Ministry Programs.

3.2 Religious Studies Program

The Religious Studies curriculum is a regular academic curriculum which:

- presents the principles of truth and good as seen in God's revelation and incarnation;
- relates the experiential world of the students with the revelation of Jesus Christ as expressed in the Catholic Church;
- establishes a foundation for social, intellectual, and spiritual growth;
- shows how the search for meaning is a fundamental aspect of human life and characteristic of fully integrated persons;
- initiates the foundations for a religious faith that is capable of growing with change and is adaptable enough to meet the demands of a technological and secular age;
- involves and engages students in service to the world and to the human community;
- provides students with opportunities to experience and develop their personal relationship with the risen Christ in study, service, worship, and prayer;
- develops an awareness that religious values permeate the entire curriculum by integrating content with that of other departments.

3.3 Campus Ministry Program

Campus Ministry seeks to foster the total personal and spiritual growth of each student. It seeks to draw students to participation in the Lasallian community and to empower young people to live out Christian values through opportunities to serve those in need in our community, work for justice and peace, and participate in communal prayer. Campus Ministry is not a club which students join. Rather, its purpose is to reach out every day to the entire La Salle community - students, parents, faculty and staff. A campus ministry team formed by faculty and student leaders provides these ministries. There are plenty of opportunities for students to take leadership roles in campus ministry.

Campus Ministry accomplishes these goals by providing opportunities for the following:

Retreats: As a Lasallian, Catholic school, La Salle is committed to the explicit Christian formation of its students through education in the Gospel experience of message, community, worship and service. Special reflective experiences in Christian living are offered through retreats. Retreat experiences are key opportunities for students to develop responsibility for their own Christian lives. La Salle endorses a retreat model that: (1) is directed primarily to the religious and spiritual concerns of young people; (2) is directed by persons competent in such areas; and (3) allows for sufficient personal time and small group interaction.

La Salle promotes and encourages retreats in various forms for all its students. School policy directs high priority to such events. Consequently, time is made available during school days for some of these experiences. Some retreats may also be offered on weekends. All school staff, administrators, teachers, and coaches support students on retreat by making proper allowances that will enable students to be free for retreat. All appropriate considerations are to be extended to students during a retreat experience.

During the year the faculty and staff gather for a retreat so that their Lasallian identities may be nourished in a quiet setting, providing time for sharing and prayer.

Service & Service Learning: Service is an integral component of both curricular and co-curricular programs. Through Campus Ministry students are offered numerous opportunities to practice their Lasallian call to be a person of service and concerned for the poor. After-school, weekend and extended **service immersion** trips are available for students to participate in throughout the year. Students apply for a service immersion at the outset of the academic year and are selected by a lottery system; Freshmen with one entry, Sophomores with two entries, Juniors with three entries, and Seniors with four entries. Service immersions require that students have a familiarity with volunteer service and social justice. As such, to participate, students must show to the panel that they have previously participated in service through La Salle or a community organization.

Liturgical Experiences: Campus Ministry works to provide a variety of liturgical experiences for the school community in both large and small group settings. Eucharistic celebrations and prayer services which reflect the cycle of the liturgical calendar are planned and carried out through the work of students and faculty, including the opportunity for the Sacrament of Reconciliation during Advent and Lent.

Sacramental Preparation: La Salle High School recognizes that Confirmation is a sacrament celebrated in the student's home parish community. We encourage and support our students in their sacramental preparation.

4. ACADEMIC PROGRAMS AND POLICIES

4.1 Introduction

La Salle High School offers a Catholic education in the Lasallian tradition. As a college preparatory institution, La Salle High School requires students to take classes that fulfill the admissions requirements of colleges and universities. The college preparatory curriculum actively engages students in their own education and prepares them for a lifetime of learning. Check the school website, www.lasalleyakima.com, and follow the link to Academics for more information.

4.2 Semester Schedule

La Salle's academic program operates on a semester system; a fall semester and a spring semester. The fall semester begins on August 19th and ends on December 16th before Christmas break, allowing students to complete final exams and the term before the two-week break. The spring semester begins on January 3rd and ends on June 2nd. Students study seven courses per term with a 0-period course offering before school to allow students to take eight courses per term.

4.3 Academic Matters

Students should address the Vice Principal for Academics for the following areas of inquiry:

- Course changes and add/drop procedures
- Academic expectations (coursework, projects, exams, etc.)
- Academic standing (eligibility, probation, ineligibility, academic dishonesty, etc.)
- Suggestions for new courses in the curriculum
- Academic planning: graduation and college entrance requirements

4.4 Graduation Requirements

La Salle High School offers subjects that comply with requirements for graduation from high school in the State of Washington, as well as the subject requirements for admission to the University of Washington, Washington State University, etc. While these are the minimum credits required to graduate, it is recommended that students interested in pursuing highly selective colleges and universities consider additional credits, especially in Mathematics, World Languages, and Science. The school also offers a wide variety of electives that go beyond these requirements. Students earn one-half (.5) credit for successful completion of a semester course and one (1.0) credit for a full year course. * Any course taken beyond the minimum department requirements is considered an elective.

<u>Academic Department</u>	<u>Credit Requirement</u>
Religious Studies	4.0 Credits
English	4.0 Credits
Mathematics	3.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
World Languages	2.0 Credits
Health & Physical Education	2.0 Credits
Visual & Performing Arts	2.0 Credits
Occupational Education	1.0 Credit
Elective Courses	2.0 Credits
REQUIRED for Graduation	26 Credits

4.5 College Academic Distribution Requirements (CADR)

CADR refers to college admission criteria established by the Washington Student Achievement Council (WSAC) as the minimum college admission standards for Washington colleges and universities. Students are encouraged to take additional courses above and beyond the minimum CADR requirements listed below. La Salle's graduation requirements exceeds the CADR requirements.

- *English: 4 credits (must include 3 credits of literature and composition)*
- *Math: 3 credits (must include Algebra I, Algebra II and Geometry)*
- *Senior year Math-Based Quantitative Course: 1 credit. (Acceptable courses include Algebra I, Algebra II, Geometry, Pre-Calculus and above, Statistics, applied math, appropriate career and technical courses, or an algebra-based science course such as Chemistry or Physics. If you take and pass Pre-Calculus or Calculus prior to your senior year, you're exempt from this requirement.)*
- *Social Science/Social Studies: 3 credits*
- *Lab Science: 2 credits*
- *World Language: 2 credits of the same world language, Native American language or American Sign Language*
- *1 credit of fine, visual, or performing arts, or electives from any of the other required CADR areas.*

4.6 Advanced Placement Courses

Consistent with its mission as a Lasallian Catholic college preparatory school, La Salle High School offers a number of Advanced Placement (AP) courses for its students. An established, nationally recognized program, Advanced Placement courses are available to students who are willing to undertake more complex, challenging coursework. Students who demonstrate the capability and commitment to learning may enroll in Advanced Placement courses which have higher home study expectations. A key goal for Advanced Placement students is performing successfully on the AP exam(s). La Salle recognizes that students who successfully complete AP courses and the subsequent AP exams may derive a benefit in

gaining admission to the colleges and universities of their choice. AP courses do not receive a weighted designation for grading. All classes at La Salle are unweighted.

4.7 College Concurrent Enrollment Programs

Students may enroll in one of the concurrent programs offered through La Salle in order to enrich their academic profile. Students may receive college credit while at La Salle through concurrent/dual enrollment programs. La Salle partners with the University of Washington, Central Washington University, Eastern Washington University and Grand Canyon University to offer college courses at La Salle. La Salle's teachers are approved by UW, CWU and EU respectively to teach concurrent enrollment courses. GCU courses are taught by GCU professors online and are taken during the school day on our campus.

Upper division students may also enroll in courses offered outside La Salle but concurrent with the academic year (e.g., Yakima Valley College, through the "Running Start" program and Yakima Valley Technical Skills Center). **All courses must be approved by the Vice-Principal for Academics.** Arranging for this type of enrollment and scheduling takes considerable time and planning with the other institutions, sometimes months. Students interested in pursuing courses off-campus need to meet with the Vice-Principal as soon as possible to begin coordinating a plan.

4.8 Online Learning

La Salle partners with Red Comet Online to offer online supplemental courses to our students. Students can choose from over 100 courses to supplement their course of studies. These courses are offered as electives and occasionally to remedy scheduling conflicts. They may not be used to supplement a core area course currently offered at La Salle. Students are responsible for completing assignments on time and must be attentive to LHS grading periods.

4.9 Academic Accommodations

Upon admission to La Salle parents are required to inform the school if their student was on any type of individualized learning plan (IEP, 504 Plan, etc.) at the student's prior school and to provide documentation as part of the admission process. La Salle will make every effort to address student learning difficulties and will make accommodations, if necessary, as approved by the Vice-Principal for Academics. In some instances, it may be determined that the school lacks adequate resources to properly support student learning and student withdrawal may become necessary.

5. ACADEMIC EXPECTATIONS

5.1 Course Overviews

At the beginning of each term, each teacher distributes to all students enrolled in the specific class a course overview that explains the expectations of the course, including how the student's learning will be assessed, the grading policy, and other class procedures. The overview also includes descriptions of the types of regular homework, large projects and papers, class participation, and tests/quizzes that will be expected of students during the term.

5.2 Study and Homework

Students are expected to dedicate as much as two or more hours per school night (Sunday through Thursday) to study, reading, and homework for their college preparatory courses. Study and homework for Honors and Advanced Placement courses may require as much as

45-60 minutes per school night. Home study is not to be interpreted merely as completing written assignments. Even if there is no written work to be done for a particular class on a given night, students should spend time in reading, reviewing, and/or completing outside reading, reports or extra work. Poor grades can easily be the result of little or no home study.

During the school year, there are three "homework holidays" during which teachers will not assign required study, homework, or assignments. No homework will be assigned over Thanksgiving, Winter Holiday/President's Day, or Easter break.

5.3 Test and Major Project Calendar

Assessment of student progress by testing is a common aspect of academic classes. In order to facilitate student learning and avoid unnecessary stress, teachers post tests and projects in the Testing and Projects Calendar. Teachers will not schedule a test on a day when that grade level already has three tests or other major assessments posted.

5.4 Assessment and Evaluation

In assessing the quality of a student's academic effort, the faculty of La Salle High School considers objectively various aspects of the student's work: the quality and quantity of the work; the interpretation and application evident in the student's achievement; the originality, initiative, and reasoning manifested; and the student's active participation in the class. Teachers include assessment criteria consistent with the school's philosophy, the established guidelines in the *Faculty Handbook*, the *Student-Parent Handbook*, and in the course overview.

5.5 Final Exams

Teachers explain to students how their examinations are incorporated into their overall course grading. Semester examinations will be given in all courses. Comprehensive testing provides a definitive learning experience in studying for exams, as well as the discipline of sitting for exams. Semester grades reflect the student's performance through the semester as well as on the semester exam.

In the final week of each semester, teachers administer final culminating and comprehensive assessments. Students complete final exams on the days in which they are to be administered. Students will only be allowed to make up final exams due to verifiable emergencies, serious illness, or other unavoidable circumstances, and only with the approval of the Principal. **No final exam will be administered before the designated final exam time. Absolutely no exceptions.**

Failure to complete a final examination will result in an "Incomplete" mark in the course, which will be treated as an F in computing a student's Grade Point Average (GPA), resulting in no credit for the course.

6. GRADING SYSTEM

La Salle's teachers assign letter grades to communicate the level of student's academic achievement in a course. Grades are communications about a student's academic achievement and are not intended to communicate a student's effort, conduct, ability, or potential. While diligent study and effort are expected from each student, it is the quality of the student's performances on assessments that determines the grades the student achieves.

6.1 Definition of Academic Grades

- A | Outstanding Achievement:** Students accomplish their assigned work in a superior manner, have sufficient interest and initiative to do supplementary study, and make serious and positive contribution to their class discussions and class projects.
- B | Good Achievement:** Students accomplish their assigned work in a manner above average and validate their work with contributions to class discussions and projects.
- C | Satisfactory Achievement:** Students accomplish most of the work assigned. Most of their work is acceptable, but they have not yet developed consistency in study habits. Class participation may also be inconsistent.
- D | Minimum Achievement:** The majority of the student's work is not acceptable, which gives evidence of poor study habits. Concentration in class is poor. Homework, when done, is without much thought or obvious effort. *A grade of "D" is not a college qualifying grade.*
- F | Below Minimum Acceptable Achievement:** Students receiving this grade accomplish less than the fundamental minimum essentials; generally, the work is substandard or non-existent. No credit is earned.
- P | Pass:** Students receive credit for completing at least the minimum requirements.
- NG | No Grade:** Used for audit purposes, or when the course cannot be completed due to prolonged illness, or with the approval of the Vice Principal for Academics.
- I | Incomplete:** This mark is given only if a student has done passing work but has been unable, because of illness or other unavoidable causes, to complete the work of the course. An **Incomplete** must be made up within two weeks after the student's return from an excused absence or by special contract. It is the student's responsibility to contact the teacher. Business trips, outings, vacations, etc., are not considered justification for incomplete work. Incomplete grades that are not made up within the determined timeline become a grade of "F".
- ANC | Attendance No Credit:** A student's attendance in class is integral for successful completion of course requirements. A student with excessive absences may be denied course credit as outlined in the attendance policy. An attendance no credit grade for a course will require the student to make up the course. Arrangements for course make-up will be determined by the Vice Principal for Academics.

6.2 Grading Scale

A	4.00	>94%	C+	2.30	79.99-77%
A-	3.70	93.99-90%	C-	1.70	72.99-70%
B+	3.30	89.99-87%	D+	1.30	69.99-67%
B	3.00	86.99-83%	D	1.00	66.99-63%
B-	2.70	82.99-80%	D-	0.70	62.99-60%
C	2.00	76.99-73%	F	0.00	59.99% and Below

Note: For grades and academic awards, GPA's are rounded to two decimal places.

6.3 Citizenship Marks

Every student receives a separate "Citizenship" mark for each class. Citizenship marks communicate a student's academic behavior and orientations that contribute to but are not products of academic achievement. Citizenship marks are not included on transcripts. However, they provide important information regarding the processes by which students learn, giving students, parents, and school officials more information to guide student learning. Students earning N or U marks for their Citizenship are disqualified from the Honor Roll.

O | Outstanding: Student behavior is exemplary

S | Satisfactory: Student behavior is consistent and acceptable.

N | Needs Improvement*: Student behavior is below acceptable norms.

U | Unsatisfactory*: Student behavior is frequently the cause of major classroom disturbances and is detrimental to the learning process.

Elements considered in reporting Citizenship marks:

- **Effort** — Does the student exhibit consistent, adequate effort in pursuit of academic achievement?
- **Attendance/Punctuality** — Is the student on time and in class when he/she should be?
- **Responsibility** — Does the student submit schoolwork and other assessments on time? Does the student communicate with the teacher when issues arise? Does the student take initiative and advocate for himself/herself?
- **Engagement** — Is the student attentive in class and an active participant in class learning activities?
- **Improvement** — Has the student shown improvement over time (independent of his/her academic achievement)?
- **Behavior** — Is the student's conduct in class good? Is he/she respectful of teacher and peers? Does he/she follow instructions? Is he/she distracted by electronic devices? Is the student distracting others?

Students could receive an N or U mark in a grading period for the following behaviors:

- Any form of cheating
- Repeated failure to submit work (formative or summative)
- Failure to submit a major assignment
- Repeated instances of submitting work late
- Repeated failure to bring materials (iPad, notes, reading material, etc.) to class
- Excessive absences for reasons other than verified health issues
- Repeated off-task behavior or misbehavior requiring teacher intervention
- Disengagement from class activities

7. GRADING PURPOSES, POLICIES AND REPORTS

La Salle's teachers assign letter grades to communicate the level of a student's academic achievement in a course. Grades are communications about a student's academic achievement alone and are not intended to communicate a student's effort, conduct, ability, or potential. While diligent study and effort are expected from each student, it is the quality of the student's performances on assessments that determines the grades the student achieves. These grades are included on official transcripts and are reported to colleges and universities.

Student's effort, conduct, behavior — the processes by which a student learns — and progress are reported in a separate "Citizenship" mark. While the Citizenship marks are not included on transcripts, they provide critical information regarding the processes by which students learn. They give students, parents, and school officials information to guide student learning. To that end, Citizenship marks may affect a student's future course placement. Students with multiple N and U marks may be placed on a behavioral contract in addition to a conversation with parents as to whether La Salle is the appropriate learning

environment for the student.

Grading is a professional judgment of student performance measured against course criteria (as expressed in the course overview). Teachers develop their own grading practices within the framework and guidelines of La Salle's policies. While mathematical computation may help inform a teacher's judgment, grading is more than a process of mathematical computation. It is a professional judgment of student performance.

La Salle uses PowerSchool, a school information system that allows students and parents to access the student's grades in real time. For that reason, La Salle's teachers update their grades weekly (by Friday at 3:00PM) so that grades are current. Each grading period is four weeks long. Students' grades on those dates are official and are communicated to parents and students via PowerSchool and email. A summative, final grade encompassing the entire body of student performance is reported at the end of each term. At the end of each semester, these grades figure in the calculation of a student's grade point average (GPA).

7.1 Cumulative Term Grades

For all courses, the term grade is cumulative of all work. These grades are stored on the student's historical, academic record and are communicated to colleges and universities through the student's transcript.

7.2 Progress Report Cards

Progress Report Cards are available on PowerSchool and sent via email after each grade check. Grade checks are every four weeks within the semester. These reports show non-permanent grades that indicate a student's progress at that point in the term, and they determine a student's eligibility in co-curricular programs.

7.3 Dates for Grade Checks 2023-2024

Fall Semester Begins — Friday, August 19
Fall Semester Grade Check #1 — Friday, September 23
Fall Semester Grade Check #2 — Friday, October 21
Fall Semester Grade Check #3 — Friday, November 18
Fall Semester Ends — Friday, December 16
Spring Semester Begins — Tuesday, January 3
Spring Semester Grade Check #1 — Friday, January 27
Spring Semester Grade Check #2 — Friday, February 24
Spring Semester Grade Check #3 — Friday, March 24
Spring Semester Grade Check #4 — Friday, April 21
Senior Honors Check — Monday, May 22
Spring Semester Ends — Friday, June 3

7.4 PowerSchool & Schoology

La Salle High School uses PowerSchool and Schoology, which are web-based school information systems, as a major means of communication among the school, teacher, student, and family. A student and his or her parents can see the daily attendance record for the student as well as current and historical grades. As a general rule, teachers update the students' current term grade weekly (Fridays at 3:00PM). On the La Salle website is a link to PowerSchool. Access is made through an individual password specific to each student and parent or guardian; these are distributed at different events at the beginning of the school year. Password inquiries may be made to the Vice Principal for Academics.

8. ACADEMIC STANDING

Students take all the courses listed in the core curriculum unless otherwise advised by the Vice Principal for Academics, plus their choice of electives. Waivers are rarely granted. Students complete at least 26 credits in the four-year program. A student must take all required courses on campus during the academic year. The Vice Principal for Academics must approve in advance course work taken off campus. **Only approved course work will appear on a student's transcripts.**

Students ordinarily take all courses in the core curriculum. Transfer students take all the courses listed from the time of their entrance; they may be required to make up certain courses (those not indicted on their transcript of record from the previous school) in summer school.

Credits earned in high school-level classes in mathematics (Algebra 1) and world languages (Spanish 1) (or in other subjects) earned prior to entry into the 9th grade at La Salle may be entered in the note section of the transcript. These course credits and grades do not count towards the 26-credit graduation requirement and are not included in the official GPA.

8.1 Academic Probation

A student is placed on Academic Probation until the following Grade Check if he or she has below a 2.0 GPA and/or at least one "F" grade at the end of a Grade Check. **A student with 2 or more F's at any grade check will instantly become ineligible until the next grade check (see 8.2).** A student on Academic Probation may continue to practice and perform in co-curricular and interscholastic activities while on Academic Probation but must attend Academic Guidance Class. The student will remain enrolled in this class until notified by the Vice Principal for Academics with the publishing of the next grading period. A student may get off Academic Probation by having a GPA above 2.0 and have no "F" grades at the end of the next Grade Check. While on academic probation, students may continue to practice and perform in co-curricular and interscholastic activities. Students and parents should exercise vigilance to ensure that sufficient time is dedicated to study to end the probation successfully.

*****At the September 22nd grade check, any student determined to be on probation will be ineligible to practice or play for a period of 3 weeks per WIAA regulations.**

8.2 Academic Ineligibility

A student is Academically Ineligible when a student meets the requirements for Academic Probation for two consecutive Grade Checks or has 2 or more "F" grades at any grade check. While a student is Academically Ineligible, he or she is unable to participate in interscholastic athletics or in school co-curricular events. During a term of Academic Ineligibility, a student may be conditionally approved to participate in co-curricular activities* (excluding performances) or athletic team practices once a written *Academic Plan for Progress* has been developed and signed by the Vice Principal for Academics, the Academically Ineligible student, the student's parents, the Principal, and the student's coach/activity moderator. If a student is Academically Ineligible and then receives a GPA above 2.0 with no "F" grades at the next Grade Check, then the student is placed on Academic Probation. Once on Academic Probation, a student may practice and perform/compete in interscholastic athletics and co-curricular activities.

To be Academically Eligible at the start of the Fall Semester and the Spring Semester, the

student must have a GPA above 2.0 with no "F" grades from the previous Semester. If a student has below a 2.0 GPA and/or an "F" grade at the end of the Semester, the student must take credit retrieval courses to either increase the GPA to above 2.0 from the following Semester and/or retrieve the credits from the failed courses. This must be done prior to fully participating in athletics and/or co-curricular activities, unless the student has above a 2.0 GPA with no "F" grades at the end of the first Grade Check of the following Semester. In this situation, the student would remain on Academic Probation until the student has successfully been eligible for two consecutive Grade Checks.

*Co-curricular & extra-curricular activities include: immersions, school plays, follies, sports

Academic Plan for Progress

- Weekly grade check; must show sign of improvement as determined by the Vice Principal for Academics
- Signed evidence that the student is spending time working at home
- Update on progress/effort/attitude from Academic Guidance teacher; must be Satisfactory in order to continue practicing

8.3 Academic Intervention

Academic Intervention is intended to actively intervene and improve a student's academic trajectory. Academic Intervention will take place during 8th period from 3:05-3:45PM. Academic Intervention is required for all students who are on Academic Probation or who are Academically Ineligible. Students required to attend Academic Intervention will be scheduled into the 8th period course where attendance will be taken daily. There will be no exemptions from attending Academic Intervention (appointments, travel arrangements, practices, etc.). Students in Academic Intervention are enrolled to improve their academic situation, improve study skills and learning habits, complete academic work, and work diligently to no longer be academically ineligible (no F grades and/or a GPA above 2.0). Student performance in Academic Intervention will be considered in determining future enrollment at La Salle. Students unwilling to attend, engage, and participate in Academic Intervention will be dismissed from La Salle.

8.4 F Grades

No student will be readmitted to La Salle High School in the fall with an F for a semester grade in any subject. All semester F grades must be made up by attendance at a summer school approved by the Vice Principal for Academics. **It is the student's responsibility to ensure that the grade(s) and credit(s) earned in summer school be sent to the La Salle Registrar for inclusion on the transcript. Make-up for F grades may not be postponed until a later time.**

An F grade cannot be removed from the student's transcript. However, colleges and universities do consider the makeup grade for entrance requirements. La Salle computes both grades in determining the student's cumulative GPA.

*****Special Note:** Seniors who receive any F grades will not be awarded diplomas until the F grade(s) are made up.

8.5 Promotion and Graduation

All semester F and/or I (Incomplete) grades must be made up through successful completion of a La Salle recognized summer course at La Salle under the supervision of the Vice Principal for Academics before re-admittance in the fall. Advance permission of the Vice Principal for Academics is necessary. **La Salle High School reserves the right to**

dismiss any student receiving three or more F's at the end of the semester.

Repeated Classes: If a student takes a class for a second time for any appropriate reason (as determined by the Vice Principal for Academics), both grades will appear on the student's transcript and count in the overall GPA. Retrieval credit will count in the total required for graduation. Credit for non-F, NM or ANC courses will not count towards graduation requirements.

8.6 Course Request Changes

Students may request a schedule change from the Vice Principal for Academics by the Friday of the first week of the semester. Approval of requests is dependent upon: (1) availability in the class requested; (2) legitimate reason for the request; (3) parental approval; and (4) teacher/department chair approval. Preference for a particular teacher cannot be considered.

If a teacher determines that a student has been inappropriately assigned to a course, the student will be scheduled into a class that meets his/her academic needs.

8.7 Academic Integrity Code

As a community that affirms that traditions and values of Christianity, La Salle High School demands academic integrity and ethical conduct in all areas of school life. Cheating and plagiarism are forms of academic dishonesty that are not accepted by the La Salle community. Students, parents, teachers, staff, and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life.

8.8 Cheating

Cheating is defined as using unauthorized notes, materials, and/or resources of any type (e.g. smartphones, iPads, cell phones, digital handheld devices, MP3's, calculators, the inappropriate help of another student, looking at another paper, cheat sheets, translation services, etc.) on any exam, quiz, paper, major project, or class assignment. Providing access to another student to such resources is cheating. Allowing another student to copy from one's own exam, paper, and/or homework is considered cheating, as is using an outside source such as Cliff Notes or Sparknotes in place of completing a reading assignment. Slader is a similar outside source for math that is unacceptable. Disclosure of information about tests or quizzes with students who have not yet completed the assignment or assessment or sharing materials with students who have not yet completed the assignment, assessment, or class is also cheating.

8.9 Plagiarism

Plagiarism is defined as the theft of another's ideas or writings and use of them as one's own, regardless of intent, with or without knowledge of the other person. This includes insufficient citation of sources within a written work, as well as material taken from the Internet and/or other electronic resources. Students are clearly instructed on how to cite sources of information/ideas that they use. It is expected that students use these skills appropriately as they complete all of their written work.

8.10 Academic Integrity Code Violations

Cheating and plagiarism are serious infractions subject to penalties including academic failure, probation, and expulsion. All faculty and staff are required to report and document any breach of academic integrity to the Vice Principal for Academics. Incidents of academic dishonesty will be handled according to the following procedure:

- The teacher must address the student involved and discuss the matter with student and parents.
- The teacher must complete an "Academic Integrity Infraction Report" and submit it to the Vice Principal for Academics after the teacher's discovery of the infraction. Copies of the documents in question, as well as any accompanying forms of evidence, should be attached when appropriate.
- The teacher, with the support of the Administration, will further investigate the matter and issue an appropriate consequence (see below). In all cases, the teacher will inform the student's parent or guardian of the incident and the applied consequences and will forward a copy of the report to the Vice Principal for Academics. The report will be placed in the student's confidential school file.
- Students who are found guilty of cheating or plagiarism will receive a Citizenship mark of U for the grading period for the class in which they cheated or plagiarized.

The following consequences may be applied to any student who violates the Academic Integrity Code and can include any of the following:

- Disqualification from membership in NHS, service-learning immersions, or any other school service organization,
- Disqualification from the school's honor roll,
- Suspension from an elected student office,
- Disqualification of eligibility from consideration for Valedictorian and Salutatorian.

Should any student be found to have cheated, plagiarized, or otherwise violated the Academic Integrity Code more than once, consequences could result in that student:

- Being removed from the class and receiving no credit,
- Being suspended from school,
- Being dismissed or expelled from school.

Academic Integrity Code violations are also considered violations of the school's Code of Conduct. All incidents of academic dishonesty are considered major offenses and will be dealt with in accordance with school guidelines and policies.

8.11 iPad Program

Policies and procedures related to the proper use of iPads used on and off campus are included in a separate document called the *La Salle iPad Manual*. A separate parent-student agreement page must be signed prior to the beginning of the school year.

8.12 Computer Use Policy

Computers are available on campus to support student learning and to enhance the learning experience. Use of the computers and Internet is a privilege. They are provided as a tool for class research, completion of assignments, and communication via e-mail. Students respect the academic needs of others by completing their own assignments promptly. Use of the computers for purposes other than what is listed above is prohibited. Any use of the computers or Internet that is in violation of any school policy will subject the student to disciplinary action. Students are strictly prohibited from use of La Salle's name, initials, logos, pictures, or representations of the faculty, staff, or other individuals that, in the determination of the school administration, is degrading, lewd, threatening, or inappropriate.

Publication or postings of inappropriate material on the Internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer may result in the student losing the privilege of using computers and Internet

access on campus. Students enrolled in a class that requires computer access will have to withdraw from the class and receive no credit for the course.

The cost of repairing computer equipment resulting from careless or irresponsible use is the responsibility of the student.

At least one of the following sanctions will be imposed for violation of computer rules: detention, loss of computer privileges for the remainder of the grading period or the remainder of the school year; suspension; or expulsion from La Salle.

The following activities are prohibited at all times:

- Attempting to install, installing, or downloading from the Internet, or running any program not provided by the school;
- Playing games, including online games;
- Attempting to visit or visiting Internet chat rooms or social networking sites such as Facebook, Twitter, etc.;
- Attempting to visit, visiting, attempting to view, viewing or printing morally objectionable sites or materials;
- Attempting to bypass or bypassing any network or computer security systems.

8.13 Laptop Computers

Students are not to use laptops or computers assigned to faculty or staff without the permission and supervision of that staff or faculty member. **Personal laptops belonging to students are not to be brought on campus.** An exception may be granted through prior permission of a teacher when there are extenuating circumstances related to a student's academic needs. **Personal laptops are not allowed to join the computer network (e.g. wireless connection, printing).**

9. ACADEMIC AWARDS

Seniors and Graduation

9.1 Petition to Participate in Graduation Ceremonies: All seniors must petition during the second semester to take part in the graduation ceremonies. Seniors who are ineligible for disciplinary or academic reasons will complete a special section on the petition form. All school accounts, including library materials and athletic equipment, must be cleared, as do all deficient grades, before diplomas will be issued to students.

9.2 Senior Class Speakers: Seniors with a cumulative seventh semester GPA of 3.50 or above are invited to apply to deliver the Welcome Address or the Commencement Address at graduation. The application process includes delivery of the applicant's speech to a panel selected by the principal which includes seniors, faculty and administrators.

9.3 Graduation Awards: The following recognitions are awarded at either the Senior Presentation or Graduation:

De La Salle Award: This award recognizes the student who has been exceptionally committed to service over four years of high school.

Valedictorian and Salutatorian: The valedictorian and salutatorian have been members of the class for three years. The valedictorian graduate(s) with the highest seventh semester cumulative GPA. The salutatorian graduate(s) with the second highest seventh

semester cumulative GPA. In the case of a tie, each awardee is recognized.

Honor Cords: Students receive honor cords and/or stoles if they qualify as follows:

- *White cord:* Graduating *Cum Laude* (with honors) with a GPA of 3.10-3.49.
- *Silver cord:* Graduating *Magna Cum Laude* (with great honors) with a GPA of 3.50-3.69.
- *Gold stole:* Graduating *Summa Cum Laude* (with greatest honors) with a GPA of 3.70-4.00.
- *Gold cord:* Graduating member of the National Honor Society

All academic honors will be determined by a final grade check for seniors on Monday, May 24, 2024.

9.4 Semester Honor Roll & Academic Achievement Award

La Salle High School recognizes students who achieve honors in academic, athletic, performing arts, service, and leadership activities. Recognition for academic excellence is made each semester through publication of the Honor Roll and the awarding of certificates at an Honor Roll Assembly. Students must meet the following GPA requirements:

- 1st Honors between 4.00 and 3.50 GPA;
- Honors between 3.49 and 3.00 GPA;
- No F or D grades in any subject during the semester.
- No N or U Citizenship marks.
- Students are also recognized for attaining a GPA at least 2.20 and improving their GPA at least 0.5 GPA points from the previous semester.

Outstanding academic achievement is recognized at the spring Academic Awards Night. Teachers may award one Excellence and one Merit Award to two selected students. The following procedures are used:

- The Excellence Award is given to the student holding the highest average earned in the course.
- The Merit Award is given to the student holding the second highest average earned in the course.

9.5 Academic Letter

La Salle High School recognizes students for consistent academic excellence by awarding the Academic Letter. The letter is awarded each semester at the Honor Roll Assembly to:

- recognize students who have excelled academically;
- promote and encourage academic excellence;
- affirm student achievement.

Students earn the letter in academics with:

- a cumulative grade point average of at least 3.50 with no grade lower than a C;
- four semesters of the required 3.50 grade point average;
- at least five academic courses each semester.

Students who qualify submit evidence of involvement in something outside of the classroom that uses their academic gifts.

Students receive an Academic Letter the first time they letter in academics. They receive a pin for each additional letter earned.

9.6 National Honor Society

The National Honor Society (NHS) recognizes students who have completed at least the first semester of the sophomore year with outstanding accomplishments in the areas of scholarship, character, leadership and service. Membership is an honor and a commitment. Members contribute to the school and to the larger community. They regularly participate in the meetings, projects and activities of the NHS. Students complete a resume for

consideration for nomination to membership in the NHS. Membership is granted to those students selected by a faculty council. After meeting the academic requirement of a cumulative grade point of 3.30, students are eligible for consideration on the basis of service, leadership and character. Once selected, members have the responsibility to continue to demonstrate the qualities on which their selection was based. NHS members may be brought up for review by a faculty council (membership could be revoked if, for example, a member is placed on disciplinary probation, does not maintain academic eligibility, or violates academic integrity). A faculty council may recommend removal from the NHS. Removal from NHS is permanent.

10. STUDENT RESPONSIBILITIES

10.1 The Dean of Students reserves the right to amend, suspend, or add new rules, regulations, or guidelines to the aforementioned disciplinary policies with the approval of the Principal. Furthermore, the Dean of Students reserves the right to enforce standards of conduct and behavior in the interest of La Salle High School and its constituents and representatives not mentioned in the foregoing disciplinary policies.

10.2 Conduct/Behavior

La Salle High School students are expected to conduct themselves at all times in a Christian manner that shows respect for themselves, others and the learning process.

In order to ensure the good order of the school, all students must observe the following guidelines:

- Show respect to all faculty, staff, other students and visitors;
- Conduct themselves on campus in such a way as to ensure the proper environment for learning;
- Engage in conduct outside the school that reflects well on herself/himself and the school. Special concern should be given to behavior toward school neighbors and to the maintenance of positive and friendly relations with other schools and the Yakima Valley as a whole;
- Exhibit concern for the safety and well-being of all members of the community;
- Respect speakers, guests, and performers at assemblies, liturgies, and rallies. Students are expected to distinguish between the various events in determining the behavior appropriate to each;
- Obey directions given by a member of the faculty, staff and/or designee of La Salle High School;
- Cooperate in maintaining a clean and orderly campus.

10.3 Failures in Good Order

The following infractions in good order are examples of actions that are considered serious and will be dealt with accordingly, including possible police notification:

- Disobedience, insubordination or rudeness to any member of the faculty, staff and/or designee;
- Involvement in racial/ethnic incidents, whether verbal or physical, that express negative attitudes, derogation or hate for a person or group based on race or ethnicity or other forms of prejudice or discrimination. These incidents may take the form of slurs, insults, name-calling and jokes, graffiti, display of offensive words or symbols, intimidation and physical assault;
- Possession, distribution or use of drugs, alcohol, or legally controlled mood-altering substances on campus or at any school-related activities;

- Public displays of affection (inappropriate behavior will be determined by the administration; unacceptable behaviors include but are not limited to kissing, embracing, inappropriate handholding or touching, lap sitting, or any situation involving close physical contact);
- Language or behavior that is immoral, profane, vulgar, or obscene;
- Injury or harm to person(s) or property or threat of same;
- Theft or other actions involving dishonesty, including academic dishonesty;
- Use or possession of tobacco or tobacco products on or near campus or at any school-related activity;
- Outrageous, scandalous or seriously disruptive behavior;
- Possession of indecent or profane books, pictures, music (i.e., tapes, records, CDs) or other such objects on campus or at any school sponsored activity;
- Possession of any explosive device on campus or at any school sponsored activity;
- Gambling or gaming for monetary gain of any type on campus or at any school sponsored activity;
- Assault with, or possession of (including but not limited to in cars or lockers), a lethal weapon or instrument (including but not limited to pellet or air guns and knives) on campus or at any school sponsored activity;
- Conduct at school, sporting events, dances, or elsewhere which would reflect adversely on La Salle High School and which is detrimental to the good reputation of the school.

Note: Groups and/or gangs that, in the judgment of the administration, are detrimental to the positive Catholic atmosphere of La Salle High School will not be allowed to exist on campus. Individuals or groups who promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign or other articles that are evidence of membership or affiliation in such groups.

10.4 Sanctions

One or more of the following sanctions may be imposed for violation of school rules and regulations:

Detention: A period of time, other than class hours and including Saturdays, when a student is detained by the Dean of Students or any faculty member for violation of school rules. Detention takes precedence over any other activity. Students receiving four or more detentions per semester for the same rule infraction will be placed on disciplinary probation.

Campus Beautification: Students are assigned campus beautification for infractions such as unexcused absence from class, not attending assigned detentions, leaving campus without permission, and other more serious infractions listed in "Student Responsibilities."

Disciplinary Probation and Behavior Contract: Written notification is sent to parents if the student has been placed on probation as the result of a serious infraction of school regulations or incidents of misconduct. Probation is a specific period of time and specific requirements are imposed in order to clear the probationary status. If a student is placed on probation a parent meeting will be scheduled to discuss the concerns and to sign a behavior contract. If a repetition occurs, the student may be suspended or dismissed.

Suspension: A student is suspended for very serious acts of misconduct or repetition of violations for which probation was imposed. During the period of suspension, students must surrender their student body card (ASB), may not participate in any athletic or other co-curricular activities, and must attend detention for a specific period of time. Days missed due to suspension are excused unless the suspension exceeds 15 days. Additional class

time lost as a consequence of suspension is required to be made up as directed by the Dean of Students. Parents must meet with the Dean of Students when their son or daughter is suspended. Some suspensions may be served as in-school suspensions, during which students are required to report to school but do not attend classes. An isolated area will be provided in which students will work on school assignments.

Expulsion: A student may be expelled for misconduct of an exceptionally serious nature or repetition of misconduct for which detention, probation or suspension has not helped to correct the misconduct. A student who is expelled from La Salle High School may not attend school sponsored functions such as sporting events and dances.

10.5 Classroom

Students will bring all textbooks and required materials to class. There will be a bell to end the period. The teacher, not the bell, dismisses the class. If a student is told to leave the classroom for disciplinary reasons, he/she is to report immediately to the Main Office, be seated, and remain quiet until contacted by the Dean of Students. Students are expected to show courtesy to all faculty, staff, and other students. Students should use proper titles in addressing faculty and staff members, such as "Brother, Sister, Miss, Mrs., and Mister."

Food and drinks are not allowed in any classroom during school hours. This excludes water bottles during class time as well as eating lunch. Students must have permission and be supervised by a staff member during lunchtime. Please clean up after yourself. Backpacks must be off the desk or tabletop during class and should not block aisles where they present a safety hazard.

Particular Guidelines

The following guidelines are either an addition to or extension of the ones already listed above.

10.6 ASB/ID Cards:

ASB/ID cards must be visible. Students are required to always wear their key card on a school approved lanyard. If you are not in possession of a visible key card or borrow another student's key card you will be logged, assigned detention, and required to purchase a new key card for \$10 if your key card is missing. Any tampering, stealing, or pranks involving another student's key card will result in an automatic suspension.

All external building doors will remain locked and passage into buildings can only be made by swiping your student ID card at the entrance of each building. Students found propping open any external doors will receive an automatic school suspension.

Admission to all school activities, unless otherwise announced, requires the presentation of a valid student body card. Loitering on or around school property after any school-night activity is prohibited. If you lose your card or damage it, you must immediately complete a new card request form in the front office. Replacement ASB/ID Cards are \$10.

10.7 Automobiles, Parking and Registration

All vehicles must be registered with the Dean of Students. Registered vehicles should be parked, locked and left immediately upon arrival at school. Students may not return to their cars during the school day unless permission is granted by an administrator and the student is accompanied by a staff member. Students found in the parking lot unsupervised during school hours will receive a consequence up to automatic suspension.

Parking passes must be visible. If you need a parking pass or lost your parking pass from a previous year, please see the Dean of Students. Failure to secure and visibly display a parking pass will result in loss of parking privileges on campus.

A speed limit of 5 miles per hour is to be observed on campus. Double parking or blocking

other cars is not allowed. The front of the school is designed for dropping off and picking up students. There is no parking in this red zone area at any time. Visitors may park in the identified spaces across from the handicap parking.

Parking is not allowed anywhere but the designated asphalt parking area (i.e., no parking on the gravel road, dirt, or grass areas).

Students driving in an unsafe manner on school property or Lightning Way will face suspension of driving privileges on campus and school roads. The Dean of Students will determine the length of the suspension.

Student cars are not allowed in the parking lot if they are painted with graffiti. Students may be required to clean them, bring them home or have them picked up. Tardiness or absences incurred will be "Type 2: Unexcused."

La Salle is not liable for damage to personal property, including damage incurred to vehicles. Parking is at one's own risk.

10.8 Behavior Outside of School

A student whose behavior outside of the school jeopardizes the good name of La Salle High School may be barred from participation in school activities. Such behavior expresses an incompatibility with the mission and philosophy of the school, and/or presents a potential danger to the school community. Behavior outside of school also consists of a student's participation in social media. Consequences for such behavior are subject to a full range of disciplinary actions, including suspension or expulsion.

10.9 Cell Phones, Listening Devices, and Personal Technological Devices

To prioritize student learning, relationships and wellness, students are expected to abide by the following guidelines for cell phone use and listening device use at school. This policy includes, but is not limited to cell phones, smart phones, smart watches, headphones, ear buds, and other personal technological devices that are not school-issued or authorized.

- Cell/smart phones, smart watches, ear buds, headphones and other unauthorized personal technological devices should not be visible and are not to be used during school hours (8 am-3 pm), including lunch, breaks, and passing time between classes.
- These devices should be inconspicuous (not seen nor heard) during the school day. They should be kept in purses, book bags, lockers, or automobiles—not in a student's pockets.
- They may be used prior to the start of school (prior to 8:00 AM) and after dismissal from school for the day.
- Students may be permitted by a staff member to use their cell phone in case of emergencies. Such calls would be made under the supervision of that staff person.
- Any unauthorized personal items of technology seen, heard, or turned on during the day will be confiscated and turned over to the Dean of Students. The device may be picked up at the end of the school day in the main office.
- If a phone is confiscated for a second time a parent will need to pick the phone up from La Salle. It is the responsibility of the student to contact a parent, who will need to pick up the item.
- Continual violations of this type will result in detention or more severe disciplinary actions.
- If a teacher or staff member asks a student for a cell phone or device, students are required to cooperate.
- When a cell phone or other electronic device is confiscated, it may be searched if there is reasonable cause for concern. Students are expected to cooperate.
- Cameras, video cameras, and personal audio devices are not to be on the school property and are subject to the above action if used during school hours.

- Any unauthorized recording (video, voice, etc.) of students, faculty, or staff on campus is strictly prohibited.
- The school is not responsible for damaged, lost or stolen items.
- The office telephone or classroom phones are not to be used for personal calls. Parents should only ask for emergency messages to be delivered during school hours. Students will not leave class in order to make a telephone call.

10.10 Closed Campus

La Salle High School is a closed campus to foster the core principle of inclusive community. It also helps to create a safe educational setting. Once students arrive in the morning, they are to remain on campus until dismissal. Students are expected to stay within the areas around the classroom buildings and center courtyard area. *Students who drive to school may not return to the parking area until school is out for the day or unless an administrator grants permission and the student is accompanied by a staff member.*

Food and drink deliveries are not allowed during school hours (8 AM- 3:45 PM). This includes any form of Uber Eats, Door Dash, coffee deliveries, etc. Students are expected to plan ahead by bringing a lunch or ordering from the scheduled lunch delivery service for that day (Panera Bread, Peppermint Stick, Panda Express, etc.)

10.11 Evacuation & Lockdown Drills

Signs are posted in each classroom or school area to indicate the proper evacuation route for that particular classroom or area. Students are to follow the directions indicated on these signs and the directives of the faculty or staff. Silence is to be observed during the entire time of the drill or emergency. All windows and doors are to be closed when the building is evacuated. During a lockdown, all students and staff will remain in their secured building and classroom.

In the case of an emergency evacuation, students and staff will meet at the Columbia Fruit parking area across Goodman Road. Parents will meet at the holding area of Ahtanum Youth Park until notified that students can be picked up. Please do not attempt to come to the school as emergency vehicles need easy access to the school.

Announcements of emergency evacuations and updates will be made on all major radio stations, news stations and through Power Announcement.

10.12 Guardianship

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school. Students not living in the same residence as their parent or guardian are not allowed to attend La Salle High School.

10.13 Gum

Chewing gum is not permitted on campus. This habit detracts from proper academic speaking and often results in classroom distractions or littering. Students with gum on campus face the possibility of detention.

10.14 Lockers

Lockers are available to students at the beginning of each school year. Students may not change lockers without the permission of the Dean of Students. All unauthorized locks will be removed. Random locker checks may be conducted to ensure proper use of lockers. Items may be confiscated and/or detention assigned.

Each student is expected to keep his or her locker neat, clean and free of any controversial materials. In the interest of security, lockers should always be secured, and

the locker combination should not be given to any other person. Money or items of exceptional value should never be stored in lockers.

At the end of the school year, students are personally responsible for cleaning out lockers. Students will be fined for lockers that are damaged. Any books, materials and personal effects left anywhere on campus after the last day of school will be resold or given to organizations for the needy.

10.15 Personal Property

It is the student's responsibility to keep track of his or her personal belongings and ensure they are properly stored when not in use. Books, backpacks, musical instruments, purses, etc., should not be left in halls or unattended outside. Sports bags should be stored in the designated area in Lightning Hall. Students who leave belongings in improper areas may be required to serve detention to redeem items which have been collected.

It takes the care and effort of all students, faculty, staff, and custodians to keep the school grounds clean and attractive. It is the student's responsibility to contribute to this effort by using garbage and recycling bins on campus. At times, students will be asked to take part in the physical preparation for school-sponsored events.

Any student who damages or destroys school property is liable for repair or replacement of the damaged property and is subject to disciplinary action by the Dean of Students.

10.16 Pregnancy/Abortion Policy

Pregnancy: A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the student mother and/or father, so that the pregnancy can be brought to term. The situation is to be treated in a Christian and humane manner. Students involved with a pregnancy have changed their status quo and thus some of their obligations, responsibilities and priorities.

They have accepted the responsibility of bringing a new human life into the world. The pregnant girl cares for herself as a mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to insure the best interest of the student(s), parents, and La Salle community, if the mother or father-to-be is identified by whatever means, and she/he is a student at La Salle High School, the Principal or his designate must meet with the student and her/his parents and require that she/he be involved in a counseling program.

Abortion: The teaching of the Catholic Church is clear regarding the inviolable right of life to all human beings, the reverence and respect owed to each person, including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of La Salle and the values of Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for, or procure, an abortion. No one may force, pressure, or influence another into having an abortion. Given the existing network of prenatal programs and pregnancy counseling available through the Diocese of Yakima and Catholic Family and Child Services, there is no acceptable reason why any student should be coerced into having an abortion.

10.17 Searches

La Salle High School is a private school. The school reserves the right to search any area of campus and school property including all lockers and school computers. When the general

good of the school community is in question and reasonable cause exists, the administration and its agents reserve the right and responsibility to conduct, and the student must submit to, a search of his/her automobile, clothes, bags, cell phone, and electronic equipment.

La Salle has a contract with Phoenix Protective Corporation to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine handler.

These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Student's lockers, classrooms, common areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection.

All inspections will be conducted with the scope of the law and with the knowledge of the student.

10.18 Skateboards and Bicycles

Students who choose to use skateboards, scooters, roller blades and bicycles as modes of transportation to and from school are welcome to do so. However, these items are brought to school at the student's own risk. Skateboards are never ridden on campus and should be stowed securely in a student's locker during the school day. Any skateboard used inappropriately will be confiscated. Bicycles should be locked during the school day.

10.19 Snow/Inclement Weather Schedule and Digital Learning Days

Hazardous weather may make it necessary for La Salle to adjust its scheduled school day. School may start at 10:00 a.m. or may be closed for the day. Students of La Salle come from a very large geographic area. Our van drivers to the Lower Valley and designated weather spotters call in to a central person for us to determine if we will call a Late Start or Snow Day

Parents and students will receive a message through Power Announcement regarding schedule changes. Please be sure you preferred mode of communication (text, email, voicemail) is registered with the school. If you have not indicated your preferred modes of communication at the outset of the year, please contact the front office. Updated information can also be obtained by checking school website at

<http://www.lasalleyakima.com> or [checking in to La Salle social media platforms](#). La Salle's inclement weather policy is to announce late starts and closures only; no "on-time" announcement will be made, so in absence of a late start or closure announcement, students should assume school will begin at the regular time. Students should allow extra time to travel on days that road conditions can be expected to cause traffic delays.

When a snow day is designated, and students do not come to campus, La Salle High School will transition to a Digital Learning Day. By 10am the student's instructors will remotely facilitate the day's class assignments. Students are responsible for any assigned work and must check their Schoology class pages at home to determine coursework assigned.

10.20 Vending Machines and Snacks

The vending machines located in the Gamache Commons may be used before school, at school break, at lunchtime or after school. *They are not to be used during class time or the change of classes.* Food and drink (other than water) are not allowed in classes during class time. Outside of class time, food and drink are not to be consumed in a classroom without the permission of that teacher. Food and drink are not to be consumed in the halls or bathrooms of academic buildings at any time.

11. ATTENDANCE INFORMATION & POLICIES

11.1 Attendance and participation in class are essential to the learning process. Students are expected to attend school daily and to arrive promptly for each class. Attendance records are part of a student's permanent record, so parents must provide a written note for the student's file acknowledging any absences, late arrivals, or early departures from school. Parents decide when any non-attendance is necessary. However, La Salle reserves the right to define any parent-approved non-attendance as "excused" or "unexcused." The type of absence determined by La Salle establishes the level of obligation for teachers to provide make-up work.

Students and parents are asked to refer to the published La Salle High School calendar when planning vacations and holidays. The administration does not approve of students being taken out of school for family vacations or other non-emergency situations. In the event a student is taken out of school for reasons other than illness, the parents and the student must assume full responsibility for this action and for the academic consequences.

In unusual circumstances, the Dean of Students will determine absence approval for personal reasons. The student needs to meet with the Vice Principal for Academics to make arrangements for completion of academic work. In all cases, the Dean of Students must be notified prior to the absence from school.

In the event a student is temporarily not residing at home, parents are requested to notify the school of the name of the adult responsible for the student.

In cases of absence for medical reasons of five or more consecutive days, parents will be asked to present to the Secretary a physician's written release and/or verification attesting to the medical situation. Further, students whose absence from school is due to a contagious disease (i.e., hepatitis, mononucleosis, etc.) will be asked to present a physician's written release before returning to school.

11.2 To attend and/or participate in any school activity (drama, music, athletics, rally, dances, etc.), a student must have attended all classes that day. If an absence occurs on the last school day, the student may not participate in any co-curricular activity over the remaining week or weekend. Special circumstances in personal or family situations (including medical/dental appointments) may be given consideration. If the student is sick, a doctor's note will be the only note accepted to excuse them and keep them eligible to play. The school Registrar handles routine matters concerning attendance. Non-routine matters (i.e., truancy, excessive tardiness, prearranged absences, etc.) will be referred to the Dean of Students.

11.3 Absences:

An Absences is defined as arriving late to 1st period by 15 minutes or more or arriving to any subsequent class 5 or more minutes late.

The Dean of Students retains the right to assign a type to an absence:

Type 1 (excused) absences include illness (note from parent), a death in one's family or that of a close friend, direct involvement in an accident, or a necessary appointment that cannot be scheduled outside of school hours. For Type 1 absences, teachers are obligated to assist the student with make-up work or tests. In order to be classified as a Type 1 absence, a note from a parent or medical office must be presented to the main office in advance or immediately upon the student's return to school. If the student fails to turn in a

note to the main office immediately upon returning to school, the absence is labeled "Type 2" regardless of the reason for the absence.

Type 2 (unexcused) absences include truancy, vacations, and any reason other than those specified as Type 1 or Type 3. For Type 2 absences, work missed in classes, including tests and presentations, may not receive credit.

Type 3 (excused) absences are due to student participation in school-related activities. They must be arranged in advance through the activity sponsor (coach, Athletic Director, retreat coordinator, etc.) or through a parent (by means of an Attendance Agreement or Prearranged Absence Form). **Students are responsible for contacting their teachers in advance of Type 3 absences and making arrangements to stay caught up in classes according to the teachers' classroom policies.** Excessive absences resulting from school-related activities will be handled on a case-by-case basis in consultation with the Dean of Students, parents, and teachers. Students may jeopardize their participation rights if they fall behind in their academic progress.

Events normally excused as Type 3 absences include:

- **School-sponsored retreats, immersions, and field trips**
- **Approved athletic or other competitive events**
- **Interviews with college representatives**
- **Activities/functions associated with a student's elected office**
- **Counseling sessions**
- **Summons from administrative or attendance staff**

11.4 Truancy

Truancy is an absence without parent's consent and is considered a serious violation of school policy regardless of the number of class periods missed. At the first truancy, all school time missed will be made up with double time before or after school at a dean's direction; the student may also be assigned a detention. Truancies are classified as Type 2 absences, so students cannot receive credit for work missed—to include presentations, quizzes, or tests: Any missed work will be given a zero grade. If a second truancy occurs, a conference with parent(s) is required and the student will be placed on disciplinary probation for a period determined by the dean. A third truancy may likely result in a request that the student withdraw from school.

11.5 Anticipated Absences:

Whenever an absence is anticipated, the parent and student should notify the Main Office in advance by completing a *Pre-Arranged Absence Form* which is used to request work from teachers for the school time to be missed and to classify the absence. It contains the student's name, dates of and reason for the absence, and a parent's signature. The form is then presented **AT LEAST THREE DAYS PRIOR TO THE ANTICIPATED ABSENCE** to the Dean of Students, who will designate the type of absence and sign it. Anticipated absences may be Type 1, Type 2, or Type 3 depending on the reason for the absence. The student then takes the form to teachers—at least three (3) school days prior to the absence, to allow adequate time for the teachers to prepare assignments and for students to complete any assignments that are required to be completed prior to the absence. Once all the teachers have assigned work and added any comments they might have related to the absence, the student will bring the form back to the main office. **IT IS NOT ENTERED ON THE SYSTEM UNTIL IT IS TURNED IN** (a copy will be given to the student). Please be aware that teachers have no obligation to provide help for Type 2 absences. Pre-arranged absence forms may not be completed retroactively; excusable absences may result in being unexcused if the process is not completed in advance. The following types of absences require special consideration:

Vacations/Family Visits: Vacations/family visits during school time are discouraged. Parental cooperation is requested in not scheduling early or extended vacations during the holiday seasons/breaks. ***THIS IS A TYPE 2 ABSENCE AND STUDENTS May Not RECEIVE CREDIT FOR ANY WORK MISSED-INCLUDING TESTS.***

College Visits: College visits may be classified as a Type 3 absence; however, they should be kept to a minimum and planned during normal holiday periods whenever possible. To be classified as a Type 3 excused absence, students must adhere to the following:

- fill out and submit a prearranged absence form to the Dean of Students at least three days in advance of the visit;
- submit a letter or email from a representative of the college confirming your visit.

*Students who follow these guidelines will receive a one-day Type 3 excused absence for their college visit. All remaining days missed from school will be considered as Type 2 (unexcused). Any student who exceeds 10 absences, for any reason, can be subject to disciplinary action including grade reductions, loss of credit, or dismissal from La Salle.

**Any concerns or extraordinary circumstances must be presented to the Dean of Students prior to the visit and will be handled on a case-by-case basis.

***Seniors are not to make college visits after April 30th. Seniors are still subject to school rules about cumulative attendance.

Playing Sports for Another School: If a student is interested in participating in a sport not offered by La Salle but which is available at another school, students may, in communication with the La Salle Athletic Director, apply to participate in that school's athletic program. Students who anticipate absences or early dismissals as part of such programs must bring a copy of their competition schedule to the Dean of Students and request an Attendance Agreement. Absences and early dismissals approved on this agreement are classified as Type 3 (excused, school-related) and are treated in the same manner as if the student were competing in a sports program sponsored by La Salle. Absences which are not approved in advance following this process may be considered Type 2 (unexcused).

Early Departures: To leave school during the day, a student is to present a note signed by a parent to the Attendance Office at the beginning of the day. The note should have the student's name, grade, reason, and time for the dismissal. The expected time of return is also recommended if it can be predetermined. The student is responsible for any school-work missed while absent. If a student forgets a note before the needed dismissal, she/he is still required to check out through the Attendance Office. Parental permission, either verbal or written, must be obtained before a student may be given permission to leave school. Parental permission does not determine whether an early departure is a excused absence; the Dean of Students will make that determination. If a student leaves school or fails to attend a class without checking out through the Attendance Office, it will be considered a serious violation ("ditching") and dealt with by the Dean of Students. If the parents have not authorized the absence, it will be treated as a truancy.

Medical or Special Appointments: All appointments with doctors, dentists, etc., should be made during hours that do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student must follow the early dismissal procedures outlined above.

Note: Appointments other than medical or dental must be approved by the Dean of Students. Hair, tanning, driver license testing, court, and other similar appointments will not be approved during school hours.

11.6 Early Departure or School Absence Due to Athletic Participation

It is the responsibility of the head coach to provide information, after the approval of the Athletic Director, to the Attendance Office and faculty when it is necessary to release student-athletes before the end of or for an entire school day for a scheduled athletic event. A list of students requiring early dismissal for this reason must be provided in advance prior to the scheduled activity along with date(s) and requested classroom departure time(s) to those needing this information as listed above. No such early dismissals will take place that do not have the approval of the Athletic Director.

In addition to the notification and request sequence outlined above, it is the responsibility of the student-athletes to inform their teachers of the need for an early dismissal well before the date and time involved. The turning in of assignments and the making up of a test will be determined by the teacher in accordance with his or her established classroom policies. Students may be required to turn in work prior to leaving the building for classes they will miss later in the day. Students leaving class before the authorized time, without notifying teachers ahead of time, may be given a "ditching" designation by the teacher.

11.7 Make-Up Work:

The student's responsibility is to keep up with school work missed due to absences. The student is to do any make-up work or tests in the time designated by the teacher. A student or parent may contact the main office to arrange for getting assignments from the teachers. In some instances, allowing a full day before they can be picked up is necessary.

11.8 Accumulated Absences and Attendance Requirement for Credit:

Absences have a negative impact on a student's grades. **Ten (10) absences** from any one class in one semester are considered to be excessive. The consequences for ten absences, whether Type 1 or Type 2, may range from a lowering of a grade to loss of credit, depending on individual class requirements. When a student reaches seven (7) absences, the parents will be notified that the student is nearing what the school considers to be excessive absences for one semester. However, ultimately it is the student's responsibility to see that he/she does not jeopardize a grade by accumulated absences. The Vice Principal for Academics in consultation with the Dean of Students and the teacher(s) will make the final determination.

Students who are determined by the Dean of Students or the Vice Principal for Academics to have excessive absences may not be permitted to attend immersions or to participate in field trips that require absences from school.

11.9 Two-Step Procedure for Reporting an Absence

- 1) Call:** If a student is absent, the parent is to call the **Attendance Office Recorder (509-225-2920)** each day of an absence before 9:00 a.m. A call is not necessary if a student has followed a pre-planned absence requirement. When calling, please identify yourself and give the student's name, grade, and reason for the absence.
- 2) Written Excuse:** The student is to present a note to the Attendance Office upon returning and obtain an admit slip before attending any class. The note, which will become part of the student's permanent file, should indicate the student's full name, grade, date, and reason for the absence. The note must be signed and dated by a parent regardless of the age of the student. **A note from a parent does not classify the absence as excused or unexcused but indicates that the parent is aware of the absence.** The Dean of Students will determine the type of absence. Failure to bring a note upon return automatically classifies the absence as Type 2 (unexcused)

regardless of the reason for the absence. If a note is not presented the following day or after a reminder has been issued, the student may be given detention.

Parental Notes Are Required For

- Absences
- Tardiness
- Early departure

Notes Need to Include

- Current date/Student's name
- Dates and times student missed
- Reason for absence
- Signature of parent/guardian

NOTE: Absence notes may be faxed to the school at (509) 225-2950.

11.10 Tardiness

Arriving tardy to class is disrespectful to the teacher and other students whose learning time has been disrupted.

- Students are to be inside their respective classrooms and in their seats by the time the bell rings for class to begin. Those who arrive late must obtain an admit slip from the office.
- Arriving late to class will be considered tardy if they are less than 15 minutes late to 1st period or less than 5 minutes late to any subsequent class.
- Students who are late to a class without a valid reason, will receive a detention for that day. After five (5) tardies in one semester, an action plan will be developed in conjunction with student, parent, and Dean of Students.
- Tardiness will be considered excused only for good reasons. A written note from parents must accompany each instance of tardiness to school. Only the Dean of Students can excuse tardiness.

11.11 Check In/Out Procedure

Any student arriving to school after the start of classes or leaving school during the normal school day must go to the office to sign in or out. Failure to do so may result in disciplinary action. Students who plan to leave during the school day must have a signed note from their parents or guardian on file in the front office in order to be released.

11.12 Communicable Diseases

Students with communicable diseases may be excluded from school when the disease presents a health threat to the student or others. Decisions shall be made on a case-by-case basis taking into consideration recommendations from the student's physician, parents, teachers, and school officials.

- Prior to excluding a student, the Principal shall notify the student's parents of the intended exclusion and the reason(s). Prior notice shall not be given when the Principal has reason to believe that the student is an immediate threat to the health of the student or others; however, the Principal or his designee shall thereafter contact the parent or guardian regarding the exclusion.
- Reassessment of the student's condition may be made on a regular basis.
- The identity and the health record of the student shall be kept in a confidential manner. Students whose absence from school is due to a communicable disease may be asked to provide the school with a doctor's note certifying that they are medically able to return to school. The Principal shall inform the local health department of all reportable communicable diseases.

11.13 Appeals Process

The procedure for handling complaints and conflicts is to have the concerned parties meet. If the problem is not resolved at this level, the party shall have the right to seek a solution through higher authority, with the last appeal being to the Principal. If a problem is between a student and teacher, the two parties should meet to begin the resolution process. If the problem remains unresolved, the student is encouraged to contact the Vice Principal for Academics. The organizational order of the school is as follows:

- Principal
- Vice Principal for Student Life, Vice Principal for Academics, Dean of Students
- Directors (Athletics, Campus Ministry, ASB, etc.)
- Department Chairs
- Teacher/Coach

In the case that a parent would like to appeal a decision made by the administration they may submit a written letter to the principal and a review panel will meet with the parents and then make a decision on the appeal.

9. DRUG AND ALCOHOL POLICIES

12.1 La Salle is a supportive partner in educating the entire La Salle High School community about drug and alcohol abuse and believes that this education process must begin in the family and at home. We realize that substance abuse remains a significant problem in our society. Therefore, we will continue with our proactive approach. We strongly support preventative education and intervention. Along with our preventative education and intervention, La Salle High School has adopted special sanctions in dealing with drug and alcohol use and abuse.

Distribution or sale of drugs, alcohol, or any legally controlled mood-altering substance on or near the campus, at school-sponsored or related activities, or at a time or place involving the school, is considered to be a very serious offense, and we will take a **no-tolerance stance**. Should a student violate this rule, the following may apply without limitation:

- Five-day suspension from school. Any class time missed is unexcused.
- Parent(s) will be contacted.
- All incidents are reported to the police.
- A Discipline Review Board will convene and recommend to the Principal possible additional or reduced sanctions, to include whether or not the student should be expelled.

Possession or use of drugs, alcohol, paraphernalia, or any legally controlled mood-altering substance on or near the campus, at school-sponsored or related activities, or at a time and place involving the school, is considered to be a serious offense, and we will take a no-tolerance stance. Should a student violate this rule, the following may apply without limitation:

- Five-day suspension from school. Any class time missed is unexcused.
- Parent(s) will be contacted. Should emergency treatment be necessary, the cost of such help will be the responsibility of the parent.
- Drug and alcohol testing is mandatory at the school's specified agency. All test results will be delivered to the school's intervention specialists.
- Referral to the intervention specialist for assessment and outside referral.
- Mandatory drug testing for a period of time determined by the school.
- A Discipline Review Board will convene to determine further action and the additional or reduced sanctions, including the possibility of the student's referral for substance abuse assessment by an outside agency. All recommendations of this board and/or the referral agency are mandatory. Should the student be referred to any treatment program, the Dean of Students will require written verification of continued participation in said program if the student is to remain enrolled at La Salle.

- Student will be placed on disciplinary probation.
- All incidents are subject to being reported to police.
- If any professional testing, assessment and/or treatment program(s) is/are required, the parent is responsible for all fees incurred.
- Repeat offenses warrant expulsion consideration. These offenses are cumulative only throughout the student's enrollment at La Salle.

12.2 Treatment and Aftercare

In cases where the student is required to be in treatment as a condition of continued enrollment, the school reserves the right to be kept informed by the treatment agency about the student's progress. To the extent we are able, the school will assist the student with his/her educational programs during this period.

If school administrators, counselors, and/or other professionals judge that the student has successfully completed treatment, (and should they recommend that the student be re-admitted) the school may accept such a recommendation provided the student successfully maintains any prescribed aftercare program.

12.3 Suspected Possession/Use of Controlled Substances

When administrators/counselors become aware that a student *may be* using, possessing, transporting, or trafficking in controlled substances, one of the administrators/counselors will meet with the student and his/her parents to discuss the situation. It must be noted that suspected use is not an accusation of use and is not a disciplinary matter, as such. However, the school reserves the right to investigate all incidences of suspected possession and/or use.

12.4 Referral and Counseling for Substance Abuse

Faculty members, peers and others are expected to refer students to an administrator when they exhibit such signs as high absenteeism, plummeting grades, erratic mood swings and physical signs that could be attributable to alcohol/drug abuse. Provided no school policy has been violated, these referrals will be held in strict confidence.

The school is willing to work with any student involved with substance abuse as long as the student follows the policy of the school and is making reasonable progress toward wellness.

No oral or written statement made by the counseled student (and no observation or conclusion derived from such counseling) will generally be used against the counseled student in any school proceeding. Nor shall this information be shared with anyone outside the school environment unless it reveals a potential threat of harm to self or others, involves a mandated reporting situation, or is required by a court order in a legal proceeding, or unless the student involved gives prior written permission.

It is noted that the student being counseled will (in the case of possible chemical dependency) be asked by the school staff to share his/her alcohol/drug related problem with parents. Members of the administration or faculty will also be informed, as necessary for the student's progress. This information will always be shared with the Principal and Dean of Students. If the student does not take such steps when appropriate, and it is deemed by the Principal and Dean of Students that the student's abuse of alcohol/drugs constitutes a serious health problem (or that some other serious or potential health problem exists) the designated staff person will notify the parents with or without the student's permission.

For the student to remain in school, parents will be required to take the student for professional assessment and to follow through with any recommendation for treatment. While the school does not need, or want, treatment details the school will require the results of the assessment and the recommendations for treatment. We will also require that the treating facility notify the school should the terms of the treatment recommendations change or not be completed.

12.5 Medication

When a student needs to take medication during school hours, whether prescription or over-the-counter, parents are to notify the Dean of Students in writing and the student's medication must be stored in the administration office. All such medications must be in their original container that identifies the medication or be accompanied by a copy of the prescription and dosage information. The student may carry only an *EpiPen* or an inhaler (with verification and instructions for use from a physician in writing). Students are not to have any other medication in their possession, to include aspirin, cough syrup, allergy pills, or other common over-the-counter medications. All medications are to be provided, with a note, to the Dean of Students for storage in the administration office. Parents are to identify the medication, reason for and duration of use, as well as the time(s) of day when the medication is to be taken. In the case of a prescription, parents are to identify the prescribing physician. Written notifications will be kept in the Dean of Student's office, and parents should notify the Dean of Students in writing when the student is to discontinue taking authorized medications.

The school reserves the right to restrict attendance of students who do not provide the proper documentations and/or who are taking any prescribed medication.

School personnel will not distribute over-the-counter medication to students and students are strictly forbidden from providing medication—to include over-the-counter medications—to other students.

12.6 Medication, Drugs, and the Law

The school is bound by the law and will act in compliance with the law when circumstances indicate certain actions are necessary. In some cases, even the association with those who use, possess, or traffic in drugs and/or alcohol exposes one to criminal prosecution. Whether or not one agrees with legislation in force, the school shall be obliged to inform legal authorities.

The school administration has the right and the responsibility to conduct a search of a student. A search of a student's person would be conducted by a same-sex staff member and a same-sex witness.

12.7 Food Allergy Policy

La Salle High School recognizes that life threatening food allergies are an important condition affecting many children and positively welcomes all students with food allergies. In order to minimize the incidence of life-threatening allergic reactions, La Salle will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

12.8 Family Refusal

Should the parent(s)/guardian(s) refuse the required sanctions or refuse to comply with school procedures regarding medication and/or controlled substances, the school may suspend a student indefinitely and/or move for expulsion.

13. PERSONAL APPEARANCE/DRESS CODE

13.1 La Salle's personal appearance and dress code guidelines reflect the following goals:

- To maintain an academic environment conducive to rigorous academic pursuits.
- To show respect for self, others, and the school's community.
- To prepare students for life by encouraging personal responsibility and appropriateness in dress and appearance.
- To help students understand that certain clothing may be appropriate in one context but not in another.

- To allow for consistent application of guidelines by faculty, staff and administration.
- To reflect the school's Catholic and Lasallian mission.

13.2 General Appearance

Students are expected to adhere to the dress code throughout the entire school day; they are to be clean and exercise good hygiene in their personal grooming for themselves and the benefit of all. *The general expectation is for students to observe the standards of modesty, moderation, and good taste.*

- Students are to present themselves at school in a manner that is modest, clean and appropriate for our Catholic school environment.
- Clothing must be in good condition, and free of any rips, tears, fading, holes, patches, or ragged edges.
- Clothing must be free of any suggestive or divisive messages, including images that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs or any other content inconsistent with La Salle's mission as interpreted by school administrators.
- Clothing should be well-tailored, fit well, and not be form fitting, meaning that clothing should not be made of stretchy, spandex material that clings to the body.
- Extraordinary attire that disrupts due order and decorum within the classroom is prohibited.
- The dress code is in effect on all school days.

N.B.

- It is the responsibility of parents/guardians to see that their student leaves home properly dressed and groomed for school.
- Should students need financial help to purchase clothes free of rips and holes, the school may assist them.
- For any questionable articles of clothing, students should consult with the Dean of Students at the beginning of the school day to see if they are acceptable.

13.3 Personal Appearance: Hair

- Hair must be clean, neatly groomed, and must not interfere with eyesight.
- Hair must be of a natural color. Streaks of unnatural color are not permitted.
- Moustaches and beards are allowed if neat and trimmed.
- Shaved designs and Mohawks are not allowed.

13.4 Personal Appearance: Accessories

- Hats, ski/athletic headbands, head-coverings, hoods, sunglasses, heavy chains, sharp pointed or studded jewelry or belts, wallet chains and belts with chains, may not be worn in the school buildings or courtyards during school hours, nor should they be carried between classes.
- Fashion hair bands are acceptable.
- Pierced ears are allowed with the exception of gauges and excessively large earrings.
- One small, studded nose piercing is allowed.
- Nose rings are not permitted.
- Septum, lip, eyebrow and tongue piercings are not permitted.
- Visible tattooing and body piercing are not permitted.
- Makeup and jewelry are to be worn in moderation.

13.5 Dress Code: Shirts

- All shirts must have sleeves that fully cover or touch the top of the shoulders.
- Shirt necklines should be modest and not plunging. Necklines must come within 2" or a closed-hand's width of the collarbone.
- When sitting, standing, or bending, the shirt must meet or cover the top of the pants/shorts/skirt at all times. Midriff may not be exposed at any time.
- Crop tops and tank tops may not be worn at any time, including underneath outerwear.
- Undergarments (including straps) must not be visible.
- Shirts may not be sheer, mesh, off the shoulder or see-through unless a top with an appropriate neckline is worn underneath.
- Males may wear a collared shirt or Henley style shirt. Any logos, pictures, or words must be school appropriate and smaller than business card size (3.5" x 2"), unless it represents La Salle or a college.

Students may wear t-shirts that represent La Salle or a college. The La Salle or college logo does not need to be business card size. All other t-shirts may not be worn.

13.6 Dress Code: Dresses

- Dresses should be modest, fit properly, and must be no shorter than 4" above the kneecap (this includes hemlines, slits, or any opening).
- Dresses must have straps that are at least 2" wide or be worn with a covering that has sleeves. They must be made of material appropriate to the school setting.
- Necklines should be no more 2" or a closed-hand's width below the collarbone.
- Maxi dresses are allowed. Halter dresses and strapless dresses are not permitted.
- Dresses made of sheer fabrics or which are tight fitting, have "revealing" slits or plunging necklines or backs are not permitted.

13.7 Dress Code: Pants/Shorts/Skirts

- Pants, jeans, shorts, and skirts must be in good condition, hemmed and without rips, holes or tears.
- Shorts must be at least mid-range; minimum of 4" inseam.
- Short running shorts are NOT permitted.
- Recreational pants and shorts, including knee length basketball shorts, warm-ups, joggers, and sweats are NOT permitted.
- Pants, shorts, and skirts may not be excessively tight-fitting, meaning that clothing should not be made of stretchy, spandex material that clings to the body.
- Tight pants are NOT allowed. This includes yoga pants, leggings, stretch pants, spandex, etc. You may wear them for PE, yoga class, or weights only. You may NOT wear them to class even if covered by a long shirt, skirt, tunic, etc.
- Skirts and shorts must come within 4" of the top of the knee. Skirts made of sheer fabrics or have "revealing" slits are not permitted.
- Camouflage designs are permitted; however, military fatigues or paramilitary clothing is not permitted.
- Pajama pants are not allowed.
- Pants and shorts must not sag, and underwear must not be visible.

13.8 Dress Code: Footwear

- Shoes must be worn at all times.
- Dress shoes, leather sandals, topsiders, canvas, or athletic shoes which are safe and in good condition may be worn.
- Formal backless shoes like Birkenstocks, clogs, and mules are acceptable.
- Slip-on sandals, beach sandals, flip flops, slippers, or other soft-soled footwear are NOT permitted.
- Footwear that covers the entire foot should be worn in lab classes.

13.9 Outerwear

- Coats, jackets, hoodies, etc. may be worn in school buildings.
- Any logos, pictures, or words must be school appropriate and smaller than business card size (3.5" x 2"), unless it represents La Salle or a college.
- In all cases, students must adhere to dress code (must wear school appropriate shirts under sweatshirts, etc.).

13.10 Professional Dress Days

Days designated on the school calendar as "Professional" (normally for a school assembly) require students to remain in the following dress code from the time they arrive on campus until dismissal:

All Students:

- Clothing of jean material or shorts will not be allowed on Professional Days.
- White jeans and jean jackets may be acceptable if dressed appropriately.

Male students:

- Required to wear a tucked-in dress shirt and tie as well as dress shoes (no athletic shoes). Sweaters may be worn over as outerwear.
- Pants should be dress pants/slacks, most commonly recognized by having internal rather than external pockets.
- Cargo pants and casual corduroy pants are not considered to be dress pants.
- Athletic shoes are not allowed.

Female students:

- Required to wear a dress, skirt and blouse, or dress pants and collared blouse. Maxi skirts are acceptable.
- Dresses and skirts must be 4" above the knee or longer, and all shirts must have sleeves and an appropriate neckline no more than 2" below or a closed-hand's width from the collarbone.
- Dresses should not be too tight; bodycon dresses are not allowed. Heels should be no higher than 3"
- Athletic shoes are not allowed.

13.11 Modified Dress Days

For special occasions (e.g., sweats days, dances, spirit days), a modified dress code is as follows:

1. Sweats and athletic shorts are permitted as long as shorts are no shorter than 4 inches from the knee-cap and that there are no holes, rips, or frayed clothing.
2. T-shirts are permitted as long as they do not have any suggestive messages or images that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs, or any other content inconsistent with La Salle's mission as interpreted by school administrators. They must not have necklines more

than two inches from the collarbone. They can't be made of sheer material and no midriff should be shown.

3. There are no changes to the shoes that are allowed.

13.12 Violations of the Dress Code

All faculty, staff, and administration will monitor student appearance. Students in violation of the dress code may face the following consequences:

- 1st offense: sent to the office/required to change/warning.
- 2nd offense: required to change/email home/detention.
- 3rd offense: required to change/phone call home/campus beautification.

Subsequent dress code concerns will result in a parent meeting and a dress code contract.

- On professional dress days students who are out of dress code may be sent to the main office and be required to call home for appropriate clothing before returning to class.
- Students out of dress code will be denied entrance to dances and other school events until they are appropriately attired.
- Continued violations of the dress code will be considered a serious matter and further disciplinary action may be taken.
- Any class absences missed because of improper grooming and/or dress will be considered unexcused.

The above criteria are clearly stated, but no policy can encompass all possible variations of personal appearance. La Salle expects students to use good judgment. If a student is unclear on the proper interpretation or application of a dress code policy, he or she should consult the Dean of Students for clarification. The administration reserves the right to interpret the above policy and to amend or expand the policy as new fashions arise in order to maintain personal appearance appropriate for a Catholic college preparatory school.

14. HARASSMENT and DISCRIMINATION

As a Lasallian, Catholic school, La Salle High School affirms the dignity of every person. Harassment, intimidation, bullying, and discrimination are unacceptable. Harassment occurs when an individual is subjected to treatment which is hostile, offensive, or intimidating because of, but not limited to an individual's race, ethnicity, religion, physical/mental ability, gender, gender identity, sexual orientation, and/or socioeconomic status. Discrimination occurs when an individual or individuals are treated unjustly, differently, or are excluded specifically because of these above-named protected characteristics. Harassment or discrimination is prohibited and will not be tolerated. It is the policy of La Salle High School to provide an educational environment in which all members of the community are treated with respect and dignity and experience full acceptance.

The school will treat allegations of harassment and discrimination against others seriously. We will review, investigate, and communicate such allegations (as appropriate), in a prompt and thorough manner. A complaint of harassment or discrimination against others shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment or discrimination against others will result in disciplinary action, up to and including warnings, reprimands, suspension, and dismissal. Students found to have filed frivolous charges will also be subject to disciplinary action, up to and including warnings, reprimands, suspension, and dismissal. Depending on the nature and severity of the alleged misconduct, the alleged offender may be sent home for the duration of the investigation.

This policy prohibits harassment and discrimination wherever and whenever it occurs; at school, at a school activity, or otherwise, and occurring at any time. This policy applies to any student’s conduct towards any other person, including on social media. It is expected that all students conduct themselves in a manner that contributes to a positive school environment and avoid any activity that may be considered discriminatory, intimidating, or harassing. It is each student's responsibility to:

1. **Be a leader.** Be vocal in your support of someone who is being bullied and harassed.
2. **Interrupt.** If you are safe to, tell the individual what they are saying is hurtful.
3. **Report.** Tell a trusted adult regarding any incidents of discrimination or harassment. The adult in partnership will then include the Dean or the Principal; you may send an email to rbrewer@lasalleyakima.org or use the **HIB reporting form** on the **school’s website**.

Harassment includes but is not limited to:

Verbal Harassment: Derogatory comments and jokes; threatening, embarrassing, or intimidating spoken words, humiliating or insulting language;

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movement, or any intimidating interference with normal work or movement;

Written Harassment: Letters, notes, emails, instant messages, text messages or social network communications that are cruel, demeaning, sexual, discriminatory, threatening, or intimidating in nature;

Visual Harassment: Derogatory, threatening, demeaning, or inflammatory posters, cartoons, drawings, or Internet postings and/or inappropriate leering or gesturing;

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, making unsolicited sexual advances and propositions, using sexually degrading words to describe an individual’s body, displaying sexually suggestive objects or pictures, telling inappropriate or sexually related jokes, and making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

Hazing Harassment: Behavior, whether in a group or not, that attempts to emotionally or physically humiliate, degrade, or harm another person.

School Response

The following describe potential responses to incidents:

LEVEL ONE		
Insensitive or inappropriate language and/or behaviors. This includes, but not limited to, the use of stereotypical language, action, or implicit bias.		
Examples of the Behavior(s)	Communication and Action Steps	Possible Consequences

<p>Singular incidents involving insensitive or inappropriate remarks which are absent of hostility or malice</p> <p>Demeaning statements or degrading language stated between students in a manner wholly without malice</p> <p>Joking between friends that includes racial slurs, vocalizing song lyrics that include racial slurs, and using racial slurs as a form of camaraderie. (Including: in the classroom, on campus, and co-curricular activities)</p> <p>Any of the above actions or expressions on or through a student's social media accounts</p>	<p>Dean of Students conducts prompt and thorough investigation.</p> <p>If deemed necessary, the alleged student offender will remain home for the duration of the investigation.</p> <p>Dean of Students notifies parents/guardians regarding the incident and next steps while maintaining confidentiality of other involved parties.</p> <p>Dean of Students consults with the Principal throughout the investigation.</p> <p>Personal/Academic Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions.</p>	<p>Parent-Student-Dean-Counselor conference outlining procedures to re-enter the community</p> <p>Required education or restorative sessions with a designated staff member</p> <p>Restorative practices (apology, written reflection, training, additional counseling sessions)</p> <p>Restriction from extra/co-curricular activities including sports</p>
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LEVEL TWO

Student(s) use hate language or engage in hateful behavior targeted at a specific person or group of people. This includes highly visible incidents, such as those happening in common spaces (bathrooms, hallways, Commons, gym, locker rooms, playing fields or stands, etc.).

Examples of the Behavior	Communication and Action Steps	Possible Consequences
<p>Harassment based upon a protected status which degrades an individual or negatively affects the individual's learning environment</p> <p>The presence of drawings or words considered offensive, such as graffiti, slurs, or printed clothing</p> <p>Defacing, removal, or destruction of posted materials or property of a protected status</p>	<p>Dean of Students conducts prompt and thorough investigation.</p> <p>Alleged student instigator is sent home immediately pending the conclusion of the investigation.</p> <p>Dean of Students recommends convening the Discipline Board to review facts and provide guidance.</p> <p>Dean of Students consults with the Principal throughout the investigation.</p> <p>Dean of Students notify parents/guardians regarding the incident and next steps while maintaining confidentiality of other</p>	<p>Parent-Student-Dean-Counselor conference outlining procedures to re-enter the community</p> <p>Suspension</p> <p>Behavioral Contract</p> <p>Required education or restorative sessions with a designated staff member.</p> <p>Restorative practices (apologizing, written reflection, training, additional counseling</p>

<p>Repeated inappropriate remarks which continue after disciplinary action</p> <p>Threatened or actual assault or harm (individual)</p>	<p>involved parties.</p> <p>Personal/Academic Counselor works with the student to facilitate the restorative process and any academic or extra/co-curricular sanctions</p> <p>Dean of Students or other administrators communicate with faculty and staff, maintaining confidentiality of involved parties.</p>	<p>sessions)</p> <p>Loss of extra/co-curricular activities, including sports</p> <p>Convening of the Discipline Board</p>
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LEVEL THREE		
Student(s) engage in targeted, hateful action or violence against a specific person or group of people.		
Examples of the Behavior	Communication and Action Steps	Possible Consequences
<p>Any repeat offense from Level 2</p> <p>Threatened or Actual Assault (group)</p> <p>Racial slurs, name calling, and bigoted epithets used with an intention to inflict injury</p>	<p>Dean of Students conducts prompt and thorough confidential investigation.</p> <p>Alleged student instigator is sent home immediately pending the conclusion of the investigation.</p> <p>Dean of Students convenes the Discipline Board to review facts and provides guidance.</p> <p>Dean of Students consults with the Principal throughout the investigation.</p> <p>Dean of Students notifies parents/guardians regarding the incident and next steps while</p>	<p>Referral to law enforcement</p> <p>Suspension</p> <p>Behavioral Contract</p> <p>Required education or restorative sessions with with a designated staff member</p> <p>Restorative practices (apology, written reflection, training, additional counseling sessions)</p> <p>Loss of extra/co-curricular activities including sports</p>

	<p>maintaining confidentiality of other involved parties.</p> <p>Principal communicates with faculty and staff, maintaining confidentiality of all involved parties.</p>	<p>Convening of the Discipline Board</p> <p>Expulsion</p>
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Timeline and Notification to Parent(s)/Guardian(s):

1. The parent(s)/guardian(s) of the students directly involved will be notified of the incident as soon as reasonably possible, but no later than two school days of the incident being reported, unless otherwise directed by law enforcement.
2. If there is a confirmed, credible threat of physical harm to students, parent(s)/guardian(s) will be notified within 24 hours of the incident being reported, unless otherwise directed by law enforcement.
3. Following the investigation, an administrator will communicate with the student who made the initial report and the student’s parent(s)/guardian(s) once the investigation concludes.

Disciplinary Action

Detention—Students may be detained after school for a 45-minute period beginning five minutes after the dismissal bell. In some instances a student may also be detained before school (7:10 – 7:55 a.m.). At the discretion of the Dean of Students, students can also be given clean up duty at break, lunch, or after school. A student who fails to report to detention on the day assigned will automatically receive additional days of detention and is liable for suspension. Detention is assigned to students who are tardy for school and/or classes and for minor offenses.

Suspension—For some disciplinary reasons, a student may be officially suspended from school, or an activity, or a sport. The Dean of Students will determine whether a student will receive a home suspension or an in-house suspension. Suspension requires the student to miss classes, activities, or sports, and write a reflection paper, and to make up missed classes with after school detention upon return. During the suspension time, class work is to be kept up to date and is to be turned in to the teachers upon return to class. It is the student’s responsibility to make arrangements with their teachers for make-up work and tests. Suspended students shall not be permitted to compete or publicly perform while the student is serving detention as a result of the suspension. If a student receives two suspensions in one year, they are liable for dismissal.

Dismissal—Students are liable for dismissal for serious and/or repeated misconduct as set forth in this Handbook. Any student whose attitude or behavior is inconsistent with the

values and goals of the school, on or off campus, is liable for dismissal.

15. STUDENT LIFE

15.1 La Salle High School's primary concern is the total educational growth of each student. Co-curricular activities are an integral part of student life and provide a means for social interaction and education. All clubs and organizations have moderators who work in conjunction with the ASB/Student Council to maintain a high level of student initiative.

Participation in student activities is encouraged as a way for students to participate more fully in the school community.

Clubs or activities may be initiated by student interest. Consult the Director of ASB/Activities for more information.

15.2 Visitors on Campus

Guests must be cleared by the Dean of Students' office and carry a visitor's pass while on campus. Guests coming to campus to meet with students must be approved at least one day in advance. Guests are expected to use good judgement in appearance, dress, and behavior while on campus. Students who would like to have guests approved can obtain the appropriate form in the office.

15.3 Dance Policies

Time: Regular dances that are held on-campus are generally from 8:00 p.m. to 11:00 p.m. Students will not be admitted one-half hour after the dance begins and will not be allowed to leave until one-half hour before the dance is scheduled to end. Exceptions must be arranged in advance. Formal dances are usually held off-campus and the time and location are announced in advance.

Admittance: Tickets must be purchased in advance and guest passes must be approved two days prior to the dance as outlined below. Only persons whose names appear on the official dance list—those who purchased tickets and their dates/guests—will be admitted to dances. A guest needs to present a valid photo ID. All students are subject to random breathalyzer tests. The school reserves the right to refuse admittance to any student or guest.

Guest Pass: Any guest must have a guest pass application approved by the Dean of Students. Guest passes are only for guests of La Salle High School students. Guest passes must be obtained from the Dean of Students or on lasalleyakima.com. Only one guest is allowed per student. La Salle students must enter with, and assume responsibility for, any individual for whom they obtain a guest pass to attend a dance. No guest passes will be issued at the door. Guest pass applications must be submitted to the Dean of Students at least 2 days prior to the dance (i.e.: if the dance is Saturday, then the application is due by 3 p.m. on Thursday.)

Age Limit: No one 21 years or older or under 9th grade will be admitted. No one under 10th grade may attend Prom.

Dress Code: Students and their guests are expected to use good judgment by dressing appropriately and maintaining a respectful, neat, and clean appearance for all dances. If a specific dress code is required for a dance, it will be announced in advance.

Conduct Students must follow the directives of the chaperones and/or prefects during a dance. Students who fail to comply with these rules or other school regulations will be subject to immediate removal from the dance. Parents will be notified. There may be further disciplinary action.

Once a student is admitted to a dance, he/she may only step out for fresh air in the designated area. Students will not be permitted to go to their automobiles or to the parking lot.

Possession or use of tobacco is prohibited during the dance. Anyone who is in possession or under the influence of alcohol or drugs will be ejected immediately. Parents will be called

to take that student home.

All students are to refrain from dances that cause harm (mosh pit, slam dancing, body surfing, etc.) or are overly suggestive (grinding, twerking, etc.). Determination of appropriateness will be left to the discretion of the chaperones and/or prefects. All dancing must be face-to-face with space. Students will be told that if they continue inappropriate dancing, they will be asked to leave the dance and parents will be notified.

Any student who is disrespectful or uncooperative with a chaperone/staff will be removed from the dance.

16. ATHLETIC DEPARTMENT POLICIES

16.1 La Salle High School is an educational institution designed and established for the purpose of teaching, instructing, and guiding young people according to the precepts of the Roman Catholic Church. This philosophy is an integral part of our athletic programs.

Sports programs at La Salle High School are based on dedication, perseverance, and recognition of achievement. La Salle is a member in good standing of the 1A SCAC West (South Central Athletic Conference) League and the Washington Interscholastic Activities Association (WIAA).

As such, all members of the La Salle community - students, parents, faculty, staff, and friends - are required to abide by all rules, guidelines, and directives related to interscholastic competition and good sportsmanship.

16.2 Team Membership

Anyone cut from a team is eligible to try out for another team, if the coach of the second team is agreeable. Any student who quits a team after the final cuts have been made will be ineligible for any other active teams for the remainder of that season.

16.3 Athletic Eligibility

Eligibility to participate in school athletics conforms to the academic eligibility for co-curricular activities as determined by school policies above (see the "Academic Ineligibility" section).

16.4 Transportation to Athletic Contests

Parents are asked to assist with transportation to off campus practices and to away games. Parent drivers must complete the insurance waiver form and submit a copy of a valid driver's license. An athlete may return from non-home events with their parents or legal guardians if they have requested, in writing, permission from the head coach. Consent is at the head coach's discretion. Parents and guardians must identify themselves to the coach prior to departing with the player.

16.5 Athletic Summer Policies

All summer activities (including leagues, tournaments, clinics, and sports camps) will be optional for all student athletes. Non-participation in any of the activities shall not hinder any opportunity of athletes in participation during the regular school year.

16.6 Hazing/Bullying

Hazing and bullying laws of the State of Washington will be enforced at La Salle. Student athletes will not engage in activities which are forbidden by the hazing laws cited above. In addition to being illegal, this type of behavior violates La Salle's core value of "Respect for All Persons." Such disrespectful behavior will result in serious consequences at school, or possibly expulsion. In no way will hazing activities be condoned or tolerated at La Salle.

Teams and members of teams are forbidden to engage in conduct, rituals, cyberbullying,

or any other practices that demeans any student either as a way of belonging to a team or as player-enforced discipline of other players. These degradations are absolutely forbidden. Violators will be suspended or removed from the team and face possible suspension or dismissal from La Salle.

16.7 Sportsmanship Code

La Salle High School subscribes to the WIAA Code of Ethics and Sportsmanship with certain additions:

Students should set a good example in the matter of sportsmanship. Cheers should be of a positive nature and directed only at our athletes. At no time should remarks or cheers be directed at an opponent, opposing coach, or an official.

Players and spectators should not model their sportsmanship on the standards set by many colleges and professional players or the spectators at such events. To this end, they should:

- Remember that a student spectator represents the school in the same manner as does the participating athlete;
- Recognize that the good name of the school is the primary concern;
- Appreciate an exhibition of fine play or good sportsmanship by any player or team;
- Allow all cheers to emanate from the school's cheerleaders;
- Accept the decision of the officials;
- Refrain from abusive remarks and language (including social media);
- Refrain from going onto the court or field at any time, particularly at the end of a contest;
- Be considerate of the injured player(s) on both teams;
- Respect the opponent's campus;
- Never belittle an opponent;
- Never direct abusive remarks at individual players during a contest;
- Never "boo" a "call" or situation.

Likewise, remember the following rules:

- Noisemakers or musical instruments of any kind not associated with an organized and moderated pep band are prohibited;
- Respective Athletic Directors (home or away contests) must approve all signs prior to their being posted;
- Students are bound by all rules and regulations of other schools when our teams are competing at a site other than La Salle home venues;
- Refrain from yelling or distracting shouting during free throws. Students and fans are required to respect and follow directives of any La Salle faculty/staff member at games.

16.8 Early Releases

All early releases from school for participation in athletic events are pre-determined by the Dean of Students and Athletic Director and will be published by the school. No one other than school administration can set or change the scheduled release time. Minimizing missed class time is essential.

17. PARENT SERVICE/FUNDRAISING HOURS

17.1 Here at La Salle, as with all other Catholic schools, families are required to participate in school fundraising events, as well as volunteer at fundraisers and other school related activities. As families participate in fundraisers and volunteer their time and talent, two things are accomplished: Families get to know one another, which

builds a sense of school community and school pride, and monies are raised to help bridge the gap between what each family is charged for tuition, and what the **true** cost is to educate each student. La Salle High School of Yakima encourages parents/guardians to participate in the life of the school to enhance the experience of their student(s) and to foster community spirit. Fundraising/volunteer requirements are as follows:

- 1) Each family is expected to contribute a minimum of 30 hours of service per school year. Athlete families must work 15 of their hours through the Booster Club activities.
- 2) Volunteer hours served must include time spent working directly on fundraising activities, (i.e. Suds and Sliders, Wreath Sales, St. Patrick's Day Gala, Golf Tournament, Concessions, Gate/Ticket Sales, etc.) **Families will NOT be allowed to earn all parent volunteer hours by transporting student athletes to athletic events.**
- 3) **Most volunteer opportunities will be available for sign-up on SignUp.com or through the main office 225-2900.**
- 4) Contributions of goods approved by the school administration may be accepted for service hour credits upon approval. **A maximum of ten of your hours can be completed through donations.**
- 5) For those parents/guardians who choose not to/or are unable to volunteer the required number of hours, a charge of \$30 per hour for every hour not worked will be charged at the end of the school year. Any billed service hours, which are unpaid, are subject to a \$25 late charge every month until paid.

17.2 Wreath Sale Fundraiser:

Each family is required to sell a minimum, ***regardless of other activities***, of \$450 in Christmas wreath order sales. *

17.3 St. Patrick's Day Gala:

Each family is required to sell a minimum, ***regardless of other activities***, of \$400 in raffle tickets. *

****If the fundraising dollar amount is not satisfied, the remaining dollars will be billed for.***

Opportunities for volunteer service hours include, but are not limited to:

Event	Timeline
Suds and Sliders	August-September
Fall Fest	October
Wreath Sale	October-November
St. Patrick's Day Gala	Fall-March
Concessions	August-February
Gate/Ticket Sales	August-February
Golf Tournament	January-May
Volunteer Driving	Year-long
Student Store Costco Purchases	Year-long
Athletics Boosters	Year-long
Parent Ambassador Program	Year-long

Arts Boosters	Year-long
Follies	January-April

Each family will have the opportunity to “sign up” for fundraising activities, committee membership, and volunteer activities that are of interest to them. Activity and Fundraiser Chairpersons will contact families to schedule volunteer shifts and/or inform volunteers of committee meeting dates/times. By offering both time and talent to La Salle, parents and guardians demonstrate the importance of service and benevolence to their children, and the entire school community benefits

18. FINANCIAL POLICY

18.1 Tuition

Tuition..... \$12,900

Tuition is payable according to the 2023-2024 Tuition and Fees Contract. Payments are due on the first of the month. Payments are considered to be late as of the 10th.

18.2 Enrollment Fee

Includes Registration Fee, Technology Fee/Insurance, ASB Fees

Due separately and payable with submission of this contract

Grades 9, 10 & 11 \$550

Grade 12 (includes graduation fee) \$650

Returned Check Fee \$ 35

Monthly Late Payment Fee \$ 25 (applied after the 11th of the month the payment is due)

18.3 Tuition Assistance

Each year, parents are notified in the parent mailings regarding this program. Applications for tuition assistance **must be submitted by January 31st** for the following year. The Christian Brothers Tuition Assistance Program is intended to help qualified students attend La Salle High School who would not otherwise be able to do so because of limited financial resources.

Tuition assistance is given in the form of tuition reduction grants. All fees and other charges are due and payable in full. The amount of each grant is based upon the demonstrated financial need of the student's family in relation to all applicants. Grants must be applied for annually. **A student may be denied another grant or may lose the grant if he or she fails to maintain a satisfactory grade point average (2.0), has any F grades** or if his or her disciplinary record is unsatisfactory, or if the family is no longer in similar financial need.

18.4 Financial Conditions

All payments due shall be made through La Salle High School of Yakima’s “La Salle” third-party provider, FACTS.

La Salle reserves the right to withhold any and all services from students for non-payment of tuition and/or fees. In the event of default, La Salle will place the student’s account on hold, prohibiting viewing of grades, class schedules, statements, etc. until payment is brought current. Further, all student transcripts, report cards, records, and diplomas are the property of La Salle and may not be issued to current, transferring, or graduating students until the outstanding tuition and fees balance is paid in full. If any payment becomes more than 30 days past due, La Salle, at its option, may declare the entire remaining balance

immediately due.

A student is subject to suspension or dismissal at any time if his/her financial account is delinquent or if any payments are deferred without the approval of the Finance Office.

A student may be barred from school, school activities and from taking final semester examinations if his/her financial account is not current. The student may receive INC (incomplete) marks on his/her report card if these examinations are not taken. Transcripts will be held until his/her financial obligations are met.

Seniors will not receive a diploma or transcripts until their financial account and all other obligations are cleared (parent hours and mandatory fundraising activities—Wreath Sales and St. Patrick’s Raffle).

Parents whose accounts experience more than one returned check will be required to make all future payments by cash, money order, or cashier's check.

Delinquent tuition accounts will be forwarded to a collection agency.

18.5 Insurance

La Salle High School participates in the Christian Brothers Student Accident Plan. Students are covered by this insurance at all school sponsored and supervised activities subject to specific exclusions and limitations. A student’s family insurance is considered the primary carrier and La Salle’s insurance as secondary. Contact the Administration Office for specifics regarding coverage and exclusions. In case of injury, the office should be contacted immediately, and the proper accident application forms filed with the proper authorities. Application must be made within 60 days of the accident. Cost of this insurance program is incorporated into the tuition.

18.6 Withdrawal / Adjustment of Tuition

Students are accepted at La Salle High School with the understanding that they will remain for the entire semester unless suspended or dismissed. The school's operating budget is based upon projected enrollment, and the school's financial obligations do not change when students withdraw. The tuition adjustment policy is based upon the principle that a student who does not complete the semester nonetheless bears a share of the financial obligations incurred by the school on behalf of all its students.

A percentage of the semester tuition is charged for each week that the student was enrolled from the beginning of the semester through the week in which enrollment was terminated, according to the following schedule.

Week of Enrollment (Percentage of Tuition Charged)

One (25%) Two (40%) Three (65%) Four (80%) Five (100%)

The date of termination will be the Friday of the week during which the Registrar receives written notification from the parents or guardians that the student is terminating his/her enrollment.

No adjustment will be made because of late registration, absence from class, leaves of absence for any portion of a year, classes taken at other educational institutions, or the suspension or dismissal of a student or other official action of the school.

Fees and other **charges** are non-refundable. Tuition only is refundable according to the above schedule.

Requests for any kind of refund must be made in writing by the parent or guardian and any refund allowable will be mailed to the parent or guardian at the address indicated on the written request. The **2023-2024 Tuition and Fees Contract** and **Parent Service Hours Contract** can be obtained from the Administration Office. Tuition for International Students is non-refundable.

18.7 Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the

office of the Registrar. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

18.8 Buckley Amendment

La Salle High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Registrar. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

19. BOARDS, ADMINISTRATION & STAFF

19.1 Executive Leadership Team

President Mr. Ted Kanelopoulos
 Principal Mr. Matthew Hayosh
 Finance Manager Mrs. Robin Soptich
 Development Mrs. Debbie Moorer

Administrative Team

Vice Principal for Academics Mrs. Olivia Hart
 Vice Principal for Student Life Mrs. Emily Heaverlo
 Dean of Students Mr. Ryan Brewer
 Director of Campus Ministry Mrs. Emily Heaverlo
 Director of Christian Service Ms. Eileen Maiocco
 Director of Student Activities Ms. Anne Whiteside
 Director of Athletics Mr. Don Erickson
 Director of Admissions Mrs. Lisa Kanelopoulos
 Director of Alumni Mrs. Emily Heaverlo

19.2 BOARD OF TRUSTEES

La Salle's Board of Trustees was empowered in 1996. It is a board of limited jurisdiction responsible directly to a separate legal entity in California known as the Lasallian Education Corporation. The following members comprise the Board of Trustees of La Salle High School:

Chair: Mr. David Hazel, Vice Chair: Mr. Bill Dolsen, Brother Lawrence Haley, FSC, Mrs. Patricia Myers, Ms. Alma Benitez, Mrs. Lauren Ellis, Mr. Mike Smith, Mrs. Andrea Burns, Mrs. Sheri Brockway, Mr. Tadeo Saenz, Mr. Jim Hutton and Mrs. Heather Thorn
 Board Secretary-Treasurer..... Mrs. Lupe Paniagua.

19.3 LA SALLE FOUNDATION

The La Salle Foundation was established in July of 1997 to attract funds and provide for professional management and distribution of contributions to La Salle High School. The Foundation manages the Endowment, and raises funds through capital efforts, special events, grant writing, alumni & annual giving, and estate planning through wills and bequests. Members of the La Salle Foundation Board of Directors include: Chair; Mr. Tim McGree, Mr. Eric Desmarais, Mr. Ted Kanelopoulos, Mr. Jay Carroll, Mrs. Jean Jones, Mr. Graham Gamache, Mr. Bud Hollingbery, Mr. Jake Jundt, Mr. John Riel, Mr. Jim Boutillier, Mrs. Val Perry, Mr. Michael Richardson, Mr. John Riel, Mr. David Hazel and Mr. Dan Sullivan.
Corporate Secretary..... Mrs. Lupe Paniagua

19.4 PARENT ASSOCIATION

The La Salle High School Parent Association promotes the goals and ideals of La Salle through a variety of social, recruiting, student support and fundraising events. Parent Chairs work directly with La Salle staff who are responsible for the administration of the related programs. Chairs are essential for promoting parent involvement in the life of the school and assisting the school in the running of programs essential for the well-being of the La Salle student body.

Athletic Booster Contact PersonTBD
Arts Booster ChairTBD

19.5 FACULTY

Teacher	Academic	Other Assignments
Mr. Ryan Brewer	Religious Studies, Religion Department Chair	Dean of Students
Mr. Andy Carroll	English Department	English Department Chair
Mr. Don Erickson	Athletics	Athletic Director
Mr. Mike Stevens	PE/Health Department	Football Coach
Mrs. Olivia Hart	CWI, Academic Guidance	Vice Principal for Academics, Director of Student Support
Mrs. Emily Heaverlo	Yoga, Religion Depts.	Vice-Principal for Student Life Director of Alumni, Lasallian Formation and Vocation Coordinator
Mr. John Forsyth	Science Department Chair	Vocation Day Coordinator Junior Co-Moderator
Ms. Olivia Newman	Visual Arts	Art, Advanced Art, Graphic Design, Digital Marketing

Mrs. Mary Judd	English Department	
Ms. Eileen Maiocco	World Languages Department	Director of Christian Service
Mrs. Anna Le-Henn	Mathematics, Computer Science	Mathematics Department Chair
Mr. Ray Pritchard	Drama, Choir, and Lightning Prep	Visual and Performing Arts Chair
Dr. Elise Tulloss	Science Department	Hatchery and Bee Programs Creek Keepers
Mr. Mike Vavricka	PE/Health	Online Learning, Tech Support, PE/Fitness, Track & FB Coach
Mrs. Gloria White	World Languages Department	Madrina Program Coordinator
Ms. Anne Whiteside	English Department	Director of Student Life
Mr. Cody Lamb	Math, Religion, Occupational Depts.	Head Football Coach
Mrs. Kayla Rafferty	English Department	Testing and Attendance Coordinator

OFFICE STAFF

Attendance/Receptionist/Registrar/Assistant....	Mrs. Leda Saenz
Assist. to the President/Dir. of Human Resources	Mrs. Lupe Paniagua
Finance	Mrs. Molly Lamb
Finance/FACTS	Mrs. Lupe Paniagua
Finance/Development	Ms. Sabra Nelson
Development/Grants/Events	Mrs. Debbie Moorer

MAINTENANCE AND TRANSPORTATION

Buildings and Grounds Dir Mr. Jorge Silva
Custodian Mr. Antonio Villa & Jaime Torres

19.6 HEAD ATHLETIC COACHES

La Salle Lightning 1A South Central Athletic Conference (SCAC) West

Fall Sports

Girls Soccer	Ms. Roxcie Dills
Girls Volleyball	Mrs. Nicole Marang
Football	Mr. Cody Lamb

Cheer
Cross Country

Ms. Darian Bunger
TBD

Winter Sports

Boys Basketball
Girls Basketball.....

Mr. Josh Caffrey
Mrs. Alyssa Goins

Spring Sports

Baseball
Golf.....
Softball
Tennis
Track.....
Boys Soccer

Mr. Matthew Barker
Mr. Travis Allan
TBD
TBD
Ms. Olivia Newman
Mr. Ruben Torrico



19.7 STUDENT LIFE

Student Life Council

Applications are available in April, and the newly elected ASB will be announced in May. The application process includes the following: Application, resumé, teacher endorsement, interview, and a speech. Elected ASB members will commit to taking a leadership course offered through La Salle.

President: Mailee Osorio

Vice President: Jenna McCoy

Treasurer: Kaylee Jensen

Spirit Coordinators:

- Mataya Hull
- Hailey Lopez
- Olivia Alegria

Lasallian Ambassadors

- Jaidy Castro
- Jocelyn McCoy

Tech Executive:

- Isabella Schneider
- Daniel Mendoza

Service Coordinators:

- Natalia Valladares
- Diana Alegria
- Marisa Badillo

Campus Ministry:

- Carlos Morales
- Tihani Kalaoukaaea
- Anelisa Ramirez

Ms. Anne Whiteside (Director of ASB/Student Activities)

Mrs. Emily Heaverlo (Director of Campus Ministry)

Ms. Eileen Maiocco (Director of Christian Service)