

11.5 Anticipated Absences:

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.

14. HARASSMENT and DISCRIMINATION

As a Catholic, Lasallian 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:

- **Be a leader.** Be vocal in your support of someone who is being bullied and harassed.
- **Interrupt.** If you are safe to, tell the individual what they are saying is hurtful.
- **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** found on the Student Portal 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

In 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>

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>Repeated inappropriate remarks which continue after disciplinary action</p> <p>Threatened or actual assault or harm (individual)</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 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>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 sessions)</p> <p>Loss of extra/co-curricular activities, including sports</p> <p>Convening of the Discipline Board</p>

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
Any repeat offense from Level 2 Threatened or Actual Assault (group) Racial slurs, name calling, and bigoted epithets used with an intention to inflict injury	Dean of Students conducts prompt and thorough confidential investigation. Alleged student instigator is sent home immediately pending the conclusion of the investigation. Dean of Students convenes the Discipline Board to review facts and provides guidance. Dean of Students consults with the Principal throughout the investigation. Dean of Students notifies parents/guardians regarding the incident and next steps while maintaining confidentiality of other involved parties. Principal communicates with faculty and staff, maintaining confidentiality of all involved parties.	Referral to law enforcement Suspension Behavioral Contract Required education or restorative sessions with with a designated staff member Restorative practices (apology, written reflection, training, additional counseling sessions) Loss of extra/co-curricular activities including sports Convening of the Discipline Board Expulsion

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.