



La Salle
COLLEGE PREPARATORY

**Student-Parent
Handbook and Calendar
2021-2022**

Member

San Francisco New Orleans District of the De La Salle Christian Brothers
National Catholic Educational Association
Regional Education Council of the De La Salle Christian Brothers
Lasallian Association of Secondary Schools Chief Administrators
Archdiocese of Los Angeles

Accredited by

Western Catholic Education Association
Western Association of Schools and Colleges

PURPOSE OF LA SALLE COLLEGE PREPARATORY STUDENT-PARENT HANDBOOK

The La Salle College Preparatory Student-Parent Handbook (the “Handbook”) is published and distributed to members of the School community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands La Salle College Preparatory’s community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between La Salle and any parent, guardian, or student affiliated with or attending the School. La Salle may add, revise, and/or delete School policies before, during, and after the school year.

The yearly signed Enrollment Contract between the parent and the School is the official agreement on the part of parents, to comply fully with all financial responsibilities, policies, rules, and regulations of the School. Since all financial promises, within the Enrollment Contract, are irrevocably non-refundable, it is in the best interest of the parent or guardian to obtain tuition insurance offered by the School in the case the student’s enrollment is interrupted or compromised.

All students at La Salle are required to comply with all rules and regulations found in this Handbook. The School expects its students to reside with parent(s) or guardians while enrolled.

Students are enrolled at La Salle College Preparatory on the basis of a yearly evaluation and acceptance. La Salle College Preparatory may dismiss students at any time for infractions of regulations whether on or off campus, unsatisfactory academic or disciplinary standing, or any social or other reasons that affect the welfare of the individual student, the student community, or the School’s reputation.

The Administration of La Salle College Preparatory may refuse registration or re-registration when it is the opinion of the School Administration that parents do not support School policies, and thereby may terminate the student’s enrollment. Should a parent(s) display an uncooperative or disruptive attitude regarding a school decision, it may become necessary for the student to be dismissed on grounds relating to the actions/attitudes of the parents.

TABLE OF CONTENTS

PURPOSE OF LA SALLE COLLEGE PREPARATORY STUDENT-PARENT HANDBOOK	1
SCHOOL ADMINISTRATORS & FACULTY	6
WELCOME FROM THE PRESIDENT	7
INTRODUCTION TO LA SALLE COLLEGE PREPARATORY	8
Mission	8
Philosophy	8
History of School	9
Non-Discrimination Policy	10
Accreditation	10
Membership	10
Governance	10
ACADEMIC PROGRAM	12
Integral Student Outcomes	12
Educational Outcomes	13
Required Coursework & Earning a Diploma	13
Core Curriculum	13
Innovation and Design Lab	14
Add/Drop Procedures	14
Homework	15
Student Responsibility For Make-Up Work	15
Late Work Policy	15
Review Days and Semester Exams	15
Grading System	15
Official Grades-Unified Classroom	16
Grade Reports	16
Semester Honor Roll & Academic Achievement Awards	16
Graduation Awards	17
Honor Societies	18
Grade Appeals	21
Validation of Deficient Grades	21
Failing Grades & Summer School	21
Co-Curricular Eligibility	21
Academic Expulsion	22
Advanced Placement Courses	22
Summer Advancement	23

Learning Disability & Other Accommodations Policies and Procedures	23
Mentor Period	24
Academic Support Period	24
Tutors	24
Classroom Questions and Concerns	25
Standardized Testing	25
College Counseling	25
Graduation and Senior Events	25
Senior Activities	26
Diplomas	26
DAILY LIFE	27
School Day Schedule	27
Counselor / Academic Advisors	27
School Meetings and Assemblies	27
Announcements & Information	27
Drop-Off/Pick-Up Procedures	27
Parking/Cars on Campus	27
Rideshare Services	28
Student Body Card	28
The Blakeslee Learning Commons	28
School Supplies and Books	28
Bring Your Own Device (“BYOD”)	28
Email	28
Lockers, Personal Property, and Valuables	29
Food at School	29
Food Deliveries	29
Lost and Found	29
Gift Giving	29
ATTENDANCE PROCEDURES	30
COVID-19 Health Screening Procedures	30
Online Class Attendance	30
Absences (Full Day)	31
Tardiness/Partial Day Absence	31
Planned Absences	32
Vacations/Trips During School	32
Loss of Semester Credit for Absences	32
Co-Curricular Activities and School Attendance	32
Participation in Physical Education	32
DRESS CODE AND APPEARANCE	33

Personal Protective Equipment	36
Uniform Vendor Information	36
COMMUNITY EXPECTATIONS	37
Academic Dishonesty: Cheating and Plagiarism	37
Good Order and Discipline	37
Speech and Respect for Community Members	38
Permission to Leave Campus	38
Parking Lots/Cars	38
Senior Class Privileges	39
School-Owned Computers	39
Acceptable Use	39
Sexting and Sexually Explicit Material	42
Social Media and Online Publications	42
Cell Phones and Electronic Devices	42
Video Conference Meeting	43
E-Safety Policy	44
Gambling	45
Alcohol, Drugs, and Tobacco	45
Parents' Role in Alcohol/Drug Prevention	46
Sanctuary Policy	46
Inappropriate Items/Weapons	47
EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS	49
Bullying, Harassment, Discrimination, Hazing, Sexual Assault, and Sexual Harassment	49
Accountability Guidelines	55
Consequences of Academic Dishonesty	55
The Accountability Board	55
Serious Infractions	56
Detentions	57
Saturday Detention	58
Probation	59
Suspension	59
Expulsion	59
Behavioral Expectations While Away From School	59
Parental Involvement with Accountability Matters	60
Disclosure to Community	60
Disclosure to Colleges and Next Schools	60
CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS	61
Co-Curriculars and School Attendance	61
La Salle Ambassadors	61

Student Life	61
School Trips	62
Dances	62
ATHLETICS	64
Eligibility	64
Athletics and School Attendance	64
Physical Education	64
Medical and Other Excuses	64
Expectations of Student-Athletes	64
Expectations of Parents/Guardians	65
Coach Training & Certification	65
Interscholastic Athletic Programs	65
Sports Teams	65
Fall Sports:	65
Winter Sports:	66
Spring Sports:	66
Sports Clothing and Equipment	66
Head Injury/Concussion Policy	66
Communication	68
STUDENT HEALTH AND SUPPORT	69
Health Records and Forms	69
Health Insurance	69
Immunizations	69
Communicable Illnesses	70
Medications at School	70
Counseling Services	71
Other Counseling	71
Medical Leave	72
Food Allergies	73
Health Emergencies	73
GENERAL SCHOOL POLICIES	74
Student Records and Transcripts	74
Official Documents	74
Confidentiality	74
Student Media Waiver	74
School Directory	75
Telephone Messages	75
School Name	75
Surveillance Cameras on Campus	76

Visitors to Campus	76
Pets on Campus	76
International Students	76
Married Student Policy	76
Pregnancy	76
Students Age 18 and Older	77
Search and Seizure	77
Child Abuse and Neglect Reporting	77
Background Checks	77
Fire, Evacuation, and “Lockdown” Drills	78
Asbestos Hazard Emergency Response Act	78
FAMILY INVOLVEMENT	79
Parental Comportment and Support for School Policies	79
Relevant Information About the Student	80
Current Family Contact Information	80
Multiple Households	80
School Gatherings Off Campus (Not Sponsored by the School)	80
ENROLLMENT AND FINANCIAL INFORMATION	82
Enrollment Contracts	82
Tuition Assistance and Merit-Based Scholarships	82
Tuition Billing Schedule	82
Billing	83
Student Accident Plan (Christian Brothers’ Services)	83
Re-Enrollment	83
Leaves of Absence	83
Family Leave	84

SCHOOL ADMINISTRATORS & FACULTY

Please see website at Lasallehs.org

WELCOME FROM THE PRESIDENT

“You, too, can create miracles by touching the hearts of the children entrusted to your care!”
-- Saint John Baptist de La Salle

This statement/meditation written over 300 years ago by our Founder is one of my favorite Lasallian quotes. I believe it captures the essence of the vision and mission of Lasallian Education. An educational system that today consists of over one-million active students in over 80 countries.

Since opening in 1956, our school has been inspiring young people to learn, serve, and lead through our Lasallian, Catholic traditions. We work to offer our community of curious and capable students opportunities that develop and nurture personal growth through exploration and discovery.

Perched atop our foundation of an incredible heritage, we look to the future, inspiring and preparing our next generation of lifelong learners to leave a lasting, positive impact on their communities and the world around them.

La Salle’s curriculum achieves a balance between college preparatory classes, religious education, enrichment opportunities, and service-learning.

I feel so fortunate to be your school President and my wife Leann and I look forward to getting to know you. Throughout my career, I have served in a variety of positions both at the elementary and high school levels. I began my teaching career in Saudi Arabia working as a teacher and dean for 14 years. Upon returning to the United States, I transitioned into Catholic education, first, as Principal of Sacred Heart Catholic School in Medford, Oregon, then as Principal/President of Marist High School in Eugene, Oregon, and, most recently, President of Maryknoll Schools in Honolulu. I began my work at La Salle on June 1, 2020.

We look forward to helping you learn more about our community. We believe La Salle is more than just a school, it is a family.

Perry K. Martin, M.Ed.
President

INTRODUCTION TO LA SALLE COLLEGE PREPARATORY

Mission

La Salle College Preparatory is a Roman Catholic educational community inspired by the traditions of Saint John Baptist de La Salle.

Our college preparatory program enables diverse and academically capable students to become extraordinary people.

Distinguished by an insistence on educational excellence:

We NURTURE the talents of each student.

We INSPIRE in our students a sense of responsibility for others.

We CHALLENGE our students to embrace diversity.

We MOTIVATE our students to respond compassionately to the needs of others, especially the poor.

Philosophy

La Salle College Preparatory, a Catholic co-educational school, derives its philosophy from the mission of the Church while recognizing that it is the parents of its students who are the primary educators of their sons and daughters. This mission is animated by the traditions and philosophy of the Christian Brothers.

The teacher at La Salle College Preparatory is called to play a special part in God's providential plan for students. Recognizing the value and uniqueness of each student as a person with religious, intellectual, imaginative, emotional, social, and physical potential, the teacher leads the students to seek the fullest development of their talents. The words of Saint John Baptist de La Salle, "To touch the hearts of your pupils and to inspire them with the Christian spirit is the greatest miracle you can perform," guide the Lasallian teacher to present activities and experiences which build learning skills; which foster creative abilities; and, which formulate a Christ-oriented value system.

La Salle is committed to establishing a Catholic community where there is love, respect, and acceptance of each person; where antagonisms, difficulties, and differences of opinion are discussed and solved in a non-hostile and non-threatening environment; where persons are willing to spend time and energy with each other; where there is freedom but yet a sense of responsibility in the recognition that we are dependent on others; where the students can recognize their unique relationships to God and God's creation as revealed through Christ and are able to respond to this relationship; where not only the students, but all members of the La Salle community recognize and accept their own uniqueness and sacredness and at the same time the uniqueness and sacredness of others; where opportunities for formal worship and community service exist and the principles of Catholicism are imparted.

As a college preparatory school, La Salle admits students who can benefit from our academic program and who will pursue their education beyond the secondary level. The emphasis in the academic program is placed on the learning process itself. The teacher as the director of the educational process recognizes that he or she is not the only instrument of learning and thus employs a methodology where imagination takes precedence over rote memory, discussion

over lecture, and student participation over teacher demonstration. The students are taught to think critically, to discover knowledge for themselves, to analyze, to synthesize, to personalize, and to communicate what they have learned.

From this emphasis on the process of learning and the development of a Christian value system flow the other aspects of La Salle's philosophy. La Salle structures its program to enable the students to develop self-awareness, self-discipline, and self-motivation; to be aware of their emotions in order to express them in an acceptable and maturing way; and, to be aware of the emotions of others in order to respond to them. The students are given the opportunity to develop their bodies consistent with their physical potential. Thus, each teacher works carefully with the students so that they may continue to develop the knowledge and skills necessary to live at peace with themselves, others, nature, and God.

History of School

In early 1955, the Archdiocese of Los Angeles began construction of a new high school at the corner of East Sierra Madre Boulevard and Michillinda Avenue. Concurrently, the Cardinal Archbishop of Los Angeles invited the Christian Brothers to administrate the new school, and consequently the name of La Salle High School was adopted. It was to be a Roman Catholic college preparatory school enriched by the tradition of Lasallian education developed by St. John Baptist De La Salle, founder of the Christian Brothers, whose reputation for innovative excellence in education extends back to 1680.

In November 1955, construction began on the School's main building. The building would include eight classrooms, science laboratories, mechanical drawing and typing rooms, library, bookstore, audio-visual room, cafeteria, locker room, and offices. The Brothers' residence and chapel would be built before the opening of the School.

La Salle College Preparatory opened its doors in September 1956 with Brother Celestine Cormier, FSC, as the first principal. That first semester, in 1964, 117 freshman boys from fourteen nearby communities entered the original school building that would eventually accommodate nearly 450 students, with a teaching faculty at that time that consisted of 11 Christian Brothers and six lay teachers.

In 1965, construction of the Michillinda wing was completed and included a library, biology lab, five additional classrooms, an assembly hall, student bookstore, seminar room, and faculty offices.

In 1986, the first formal discussion occurred relating to the possibility of coeducation at La Salle. In preparation for coeducation, construction of a girls' locker room began, along with a new Band Room.

The Fall of 1991 was a significant time for La Salle. Most importantly, co-education became a reality as young women were officially admitted to the School. Additionally, we fielded our first football team ever.

In 1996, in an effort to meet the growing needs of La Salle students, a campus expansion project was undertaken that included: the relocation of the School library; a new Dining Hall, a 200-seat amphitheater, expanded weight room, and a three-story wing that would extend down Michillinda and include four state of the art science labs, general classrooms, student life office, chapel, dance studio, faculty center, and administrative offices. All of these improvements would allow the School to properly accommodate an enrollment of 750 students. Since 1996, many other campus improvements have occurred to improve the educational setting for our students and athletes.

On May 15, 2007, La Salle celebrated its 50th anniversary, culminating with a special Anniversary Liturgy and reception at the Cathedral of Our Lady of the Angels in Los Angeles.

Currently, there are approximately 650 students from ninth through twelfth grades. Half of our entering freshman acceptances are of the Catholic faith. In addition, 33% of our students receive full or partial tuition assistance through our tuition assistance scholarship funds.

During the last five years, as a college preparatory institution, 98.7% of La Salle graduates have gone on to a college or university, with 90.3% going to four-year institutions.

Non-Discrimination Policy

La Salle College Preparatory admits qualified students of any race, gender, color, national and/or ethnic origin, or any other status protected by applicable law, and extends to them 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, color, disability, gender, national and/or ethnic origin, or any other status protected by applicable law in the administration of its educational policies, admission policies, financial assistance programs, and athletic and other School-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against qualified students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the School are based upon the student's emotional, academic, and physical abilities and the resources available to the School in meeting the student's needs.

Accreditation

- Western Catholic Education Association (WCEA)
- Western Association of Schools & Colleges (WASC)

Membership

- San Francisco New Orleans District of the De La Salle Christian Brothers
- National Catholic Educational Association
- Regional Education Council of the De La Salle Christian Brothers
- Lasallian Association of Secondary Schools Chief Administrators
- Archdiocese of Los Angeles

Governance

Board of Trustees

The Board of Trustees at La Salle College Preparatory govern on behalf of the School's sponsor, De La Salle Christian Brothers. As a governing board, it does not function as an advisory body and is not involved in the daily operations of the School. The Board's purpose is to preserve and advance the mission of the School by developing Board directives through which the President/CEO works to meet determined goals. The Board uses a system of checks and balances to hold the School and CEO accountable. Policies are developed and monitored in four key areas:

- Whom will the School serve, what results are expected for students and at what cost?
- The boundaries in which the School's management can operate.

- The definition of the distinct roles between the Board and the CEO.
- The nature of how the Board will perform its governance role and conduct its business.

All policies flow from the mission of La Salle College Preparatory and in the tradition of the De La Salle Christian Brothers.

Board of Regents

The role of the Regents is to promote a culture of philanthropy among all of La Salle's constituencies. This includes the identification, cultivation, and solicitation of individuals and institutions capable of providing meaningful philanthropic support to La Salle College Preparatory. The Regents serve as ambassadors, as hosts of cultivation events, as volunteer solicitors, and as donors who lead by example.

The purpose of the Regents is to provide meaningful support and to engage the students, faculty, alumni, parents, grantmakers, and community in providing additional resources to the School. In their role, Regents:

- Help strategically position the School in the community;
- Identify, explore, and introduce to the Board any sources of financial support and generally assist with institutional advancement activities.
- Suggest potential new members for the Board and its committees; and
- Promote the mission, goals, and objectives of La Salle High School to increase public awareness, understanding, and support of the School.

For a list of the School's current Trustees and Regents, please visit the School's website.

ACADEMIC PROGRAM

The School endeavors to instill the following core principles and expectations in graduates of its program:

Integral Student Outcomes

LA SALLE COLLEGE PREPARATORY GRADUATES:

- I. UNDERSTAND CATHOLIC TEACHING AND PRACTICES, AND ARE GUIDED BY THE LASALLIAN FIVE CORE PRINCIPLES AND THE IDEALS OF *LEARN. SERVE. LEAD.*

They:

- complete four years of religious studies instruction
- participate in a variety of faith-based activities
- engage in service in the context of Catholic social teaching and the Lasallian heritage
- demonstrate leadership in co-curricular activities

- II. RESPECT INDIVIDUALS OF DIFFERENT BACKGROUNDS, TALENTS, CULTURES, AND RELIGIONS.

They:

- interact within a widely diverse School and local community
- participate in curricular and co-curricular programs that recognize the value of diversity

- III. PRACTICE CHRISTIAN VALUES BY RECOGNIZING AND RESPONDING WITH COMPASSION TO THE NEEDS OF OTHERS, ESPECIALLY THE POOR AND MARGINALIZED.

They:

- engage in activities that serve the local and global community
- have the opportunity to experience the connection between justice and service

- IV. INTERPRET, ANALYZE, SYNTHESIZE, AND COMMUNICATE IDEAS.

They:

- complete an academic program that exceeds University of California admissions requirements
- acquire a range of functional critical thinking and research skills related to information, media, and technology
- develop intellectual curiosity and personal integrity

- V. VALUE LIFELONG PHYSICAL, EMOTIONAL, SOCIAL, AND SPIRITUAL WELL-BEING.

They:

- participate in curricular and co-curricular programs that promote lifelong healthy living
- participate in programs that promote student success

- engage in activities promoting spiritual growth, including retreats and prayer opportunities

Educational Outcomes

In its literature and in conversations with teachers and administrators, the School strives to describe its approach to education, but the School makes no representations or undertakings as to the kind, quality, or appropriateness of its education for the particular student, nor does it guarantee any particular educational outcome. The School may change without notice its course offerings, activities, class schedules, school publications, and personnel, as well as policies, procedures, and practices, as circumstances may warrant. This includes, but is not limited to, providing alternate means of instruction, such as distance learning. The School will endeavor to provide prompt notice of any such changes. Enrollment by the School is not a guarantee of placement of students in a specific classroom with a specific teacher. The School makes no guarantee regarding the re-enrollment of other students or classroom composition in any particular program.

Required Coursework & Earning a Diploma

Students are expected to be enrolled in seven courses each semester. Students will take all of the courses listed in the core curriculum, plus their choice of electives. Required courses must be completed at La Salle College Preparatory during the normal school year.

On-line courses or courses offered at other institutions may not be substituted for courses offered at La Salle. Summer courses at other institutions may not be used to complete these core courses ahead of schedule. With the approval of the LSCP administration, summer courses in these areas may be used to make up for deficiencies already recorded on the transcript. Prior to the first semester of ninth grade, only LSCP sponsored courses may be applied toward graduation units.

In the case of very special circumstances, such as extended illness or family emergencies, course work taken at any site other than the La Salle College Preparatory campus must receive prior written approval from LSCP administration. Only approved coursework will appear on a student's transcript.

Students are expected to take summer classes in any subject in which they receive a D or F grade. D or F grades will not be removed from the student's transcript. If the grade is made up in summer school and approved by the School, the new grade may be recorded on the student's transcript and the original grade (D or F) will no longer be calculated into the student's GPA, although it will remain on the transcript. Please see the Failing Grades & Summer School policy below for more information.

Core Curriculum

Religious Studies	4 years
English	4 years
Social Studies	3 years
Science	2 years
Visual and Performing Arts	1 year
Physical Education/Health	1 year
Mathematics	Completion of Algebra 2
World Languages	Completion of Level 2

Note: 1 year of coursework equals 10 units
A minimum of 280 units must be earned for graduation.

Innovation and Design Lab

The Innovation and Design Lab (I.D. Lab) is a resource created to support specific coursework. Use of the lab is limited to students enrolled in courses or engaged in co-curricular activities that utilize the lab. Use of the lab may only occur under the supervision of a faculty member.

Use of the lab equipment will only be afforded to students who have demonstrated the proper skills, understanding, and safety protocols to the faculty supervisor for their class. Authorization to operate one piece of equipment does not apply to other equipment.

While using any piece of equipment students are required to wear necessary safety gear and follow safety protocols at all times. Use of any tool or piece of equipment for any reason other than its designed purpose is prohibited. Horseplay of any kind in the lab will not be tolerated.

All students in the lab are expected to clean up after their work, return tools and equipment to their storage locations, and secure their materials.

Failure to follow these guidelines may lead to authorization of equipment use being revoked, restricted use of the lab, and other consequences as the School determines appropriate.

Add/Drop Procedures

Schedule changes are done by the student's academic advisor and will be granted only during the designated add/drop periods as listed in the School calendar. Beyond the add/drop period, schedule changes generally require a serious reason and must be approved by the Assistant Principal for Curriculum and Instruction; teacher preference is not a valid reason for a schedule change.

Enrollment in a yearlong (10 unit) course is a commitment on the part of the student to complete the course. Only in extraordinary situations, such as failing an Honors or AP class in the first semester and thereby not being prepared to move into the second semester, will students be allowed to petition to withdraw from a yearlong course. All courses periods 0 through 8 are yearlong courses, except for Forensic Science.

After the official add/drop date, classes may be changed for the remainder of the school year. If there is an extenuating circumstance, the appeal process is as follows:

1. Provide signed documentation from a medical professional or mental health provider on letterhead outlining the following:
 - a diagnosis;
 - frequency of treatment; and
 - severity of issue that may warrant a class change.
2. A discussion by the administration regarding the request.
3. The review of the student's schedule to determine if such a request can be accommodated in the student's schedule given enrollment limits in courses.

Please be advised that if approved:

- a note of the course change may be reflected on the student's official transcript; and
- documentation provided will be taken into consideration as we consider the student's placement request into any honors or AP classes for next year.

Documentation may be dropped off at the front office or emailed to the Director of Guidance and Counseling.

Homework

Homework is an essential dimension of any college preparatory program with high expectations for its students. Students may expect a homework assignment in every subject area on the nights before that particular subject meets. Teachers may assign up to 30 minutes of homework in each subject area per class meeting (45 minutes, on average, for Advanced Placement courses). Because some work is project-based, students who do not work consistently and evenly on project preparation may find a great deal of work needing to be accomplished in a relatively short period of time. In sum, the average student can expect 2-3 hours of homework per night. However, since there can be variation in the amount of time that it takes students to complete their assignments, students who experience more than the recommended amount of homework in any subject area should be sure to consult their teacher or their advisor.

Student Responsibility For Make-Up Work

It is the student's responsibility to arrange to make up all assignments, examinations, and class work missed during an absence by emailing the teachers or contacting them on the day of the student's return. A student should use online tools (Unified Classroom and others) to remain current with class assignments. The teacher will determine the method by which the assignments or tests will be made up. Students who miss arranged appointments may lose the opportunity to make up the missing assignments and assessments.

Late Work Policy

Each department has its own published policy regarding the acceptance of late work. Consult the course overview for details.

Review Days and Semester Exams

Review Days mark the beginning of semester exam week. No assignments will be due and no assessments or new material will be given on these days. Student work will not be accepted on or after Review Days.

Students must complete final exams and culminating assessments at the scheduled times for each class period. Students who miss the scheduled times for final exams will not be allowed to make up any exam without a legitimate excuse and authorization from the Assistant Principal for Curriculum and Instruction. In the case of emergency or other unforeseen events, parents must contact the Assistant Principal for Curriculum and Instruction and the Assistant Principal for Student Services.

Grading System

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

La Salle’s teachers assign letter grades to communicate the level of a student’s academic achievement in a course. Grades are a communication about a student’s academic achievement and are not intended to communicate a student’s effort, conduct, 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.

Grade	Percent Range*	Achievement Level	Unweighted GPA	Weighted GPA**
A	94–100%	Outstanding Achievement	4.0	5.0
A-	90–93%		3.7	4.7
B+	87–89%	Proficient Achievement	3.3	4.3
B	84–86%		3.0	4.0
B-	80–83%		2.7	3.7
C+	77–79%	Satisfactory Achievement	2.3	3.3
C	74–76%		2.0	3.0
C-	70–73%		1.7	2.7

Grades below this level are not college recommending

D+	67–69%	Failure	1.3	1.3
D	64–66%		1.0	1.0
D-	60–63%		0.7	0.7
F	0–59%		0.0	0.0
P		Passing Credit	-	-

**Grade percentages are automatically rounded up at 0.5 and above.*

*** Grades of “C-” or better in courses designated as “Honors,” including AP courses, are given extra weight. Weighted grades are used internally to distinguish school honors.*

Official Grades-Unified Classroom

Parents and students are provided a private ID and password to log into the School’s Unified Classroom portal, which allows access to their student’s official class grades and attendance records. Web links and instructions will be provided to all families. A student’s progress may be seen at any time throughout the semester in Unified Classroom. Grades are not permanent until the end of the semester.

Grade Reports

Grade reports are official at the end of each semester. These reports are mailed home and are available for viewing in Unified Classroom and show the permanent grades that will be recorded on a student’s transcript. First and third quarter reports determine co-curricular eligibility. Students who are deemed ineligible will receive written notification.

Semester Honor Roll & Academic Achievement Awards

La Salle College Preparatory recognizes those students who achieve honors in academic, athletic, 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 Academic Awards Assembly.

In order to qualify for the semester Honor Roll, students must meet the following GPA requirements:

- Gold Certificate weighted 4.0 and higher;
- 1st Honors between 3.7000 and 3.9999 weighted;
- Honors between 3.5000–3.6999 weighted; and
- No F or D grades in any subject during the semester.

Achievement certificates are given at an awards ceremony held each semester to those students who achieve Honor Roll status.

The *Academic Achievement Award* certificates are given to students who raise their GPA by .5 or more when compared to the previous semester, if the student is not on probation or ineligibility.

Graduation Awards

Graduates are awarded plaques and certificates for their outstanding achievement in the various academic disciplines, athletics, community and school service, and leadership.

Graduates also have the privilege of graduating with honors and wear a gold tassel if they have fulfilled the academic requirements (*based on their placement when third quarter grades are recorded*):

- Summa Cum Laude weighted GPA 4.0 and higher
- Magna Cum Laude weighted GPA 3.7–3.999
- Cum Laude weighted GPA 3.5–3.699

The General Excellence Award is given to the student who demonstrated the highest degree of academic excellence through strength of schedule, cumulative GPA, and achievement in individual subject areas. The General Merit Award is given to the student who demonstrated the second highest degree of academic excellence through strength of schedule, cumulative GPA, and achievement in individual subject areas.

The honor of delivering the Welcome Address at Commencement, the Commencement Address, or the Presentation Address is given to three seniors chosen by a panel selected by the Principal. The application process includes delivery of the applicant's speech to this panel of faculty and administrators. Seniors must meet the following criteria to apply:

- Have a cumulative 2.5 GPA or higher for the Welcome and Presentation Addresses;
- Have a cumulative 3.7 GPA or higher for the Commencement Address; and
- Have neither a disciplinary nor an academic warning or ineligibility currently in effect.

Students are eligible for graduation honors up to the publication of final grades. However, the announcement of those honors may not occur in time for the printed programs.

Depending on the area of achievement, graduates may wear distinctive symbols of achievement. These symbols are limited to the following (issued by La Salle):

- Gold tassels on the cap are awarded to honors graduates.
- Silver cords identify members of the Senior Senate.
- Honor Society cords identify members of the National Honor Society, National Science Honor Society, Mu Alpha Theta National Mathematics Honor Society, National Arts Honor Society, National Honor Society for Dance, Rho Kappa National Social Studies Honor Society, and lifetime members of the California Scholarship Federation.
- A sash identifies members of the Sociedad Honoraria Hispánica.

Academic and athletic awards for achievement over the course of four years are recognized at Senior Presentation or Commencement.

Honor Societies

California Scholarship Federation (CSF)

The CSF is a student-initiated award. In order to be considered for CSF eligibility, a student must submit an application. Application for CSF membership must be made each semester in which a student is eligible. Applications are accepted during the first two weeks of each semester. Additionally, for students to be eligible for CSF membership, they must meet the following requirements:

- Have at least ten CSF qualifying points;
- Have no D or F grades in any subject during the semester; and
- Have completed the first semester of their sophomore year.

To graduate Gold Seal, the student must be a CSF member at least four semesters at La Salle College Preparatory, one of which must occur in the senior year. A Senior may not apply for CSF status retroactively. Therefore, beginning in the sophomore year, students must exercise care about maintaining eligibility. A gold seal is placed on the diploma and the graduate wears a gold honor cord at graduation ceremonies. (The School does not sponsor junior CSF.)

Mu Alpha Theta National Mathematics Honor Society

The Mu Alpha Theta National Mathematics Honor Society recognizes students who have demonstrated proficiency in the pursuit of academic excellence in mathematics. Membership in Mu Alpha Theta is initiated by student application during the fall of Junior year.

Eligibility is determined by completing the following academic and extra-curricular requirements during the junior and senior years:

- Members must successfully complete at least two Honors or Advanced Placement math courses during sophomore, junior, and senior years;
- Students must have and maintain at least a 3.0 unweighted grade point average;
- Members must maintain a 3.5 unweighted grade point average across all math courses.
- Members must attend monthly meetings; and
- Members must complete 8 hours each semester of tutoring in math during each of the junior and senior years. These hours of tutoring service can be combined with CSF, NHS, and/or SNHS service hours if the tutoring is done in math or science. In lieu of these service hours, members may substitute active participation in the math competitions planned by the La Salle chapter of Mu Alpha Theta.

Active members who complete all the requirements through their senior year will wear the Mu Alpha Theta cord during graduation ceremonies.

National Art Honor Society (NAHS)

The NAHS was established for “the purpose of inspiring and recognizing those students who have shown an outstanding ability in art,” to assist student members attaining their highest potential in all forms of art, and to raise awareness of art education throughout the School and community.

Active members must:

- retain a 3.5 cumulative GPA, and a 94 average in their art courses;

- be active for at least two years to receive cords at graduation;
- attend weekly meetings;
- participate in monthly art service projects;
- spread visual art into the local and global community; and
- communicate social and global issues through visual art to their peers and the School.

National Honor Society (NHS)

The NHS recognizes students 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.

After submitting an application, students are granted NHS membership if selected by the faculty council. After meeting the academic requirement, a 3.3 cumulative grade point average, 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.

Selection process:

- Students who have completed the first semester of their sophomore year and have a cumulative GPA of at least 3.3 are eligible for membership consideration.
- Students who wish to be considered for membership in the NHS will complete the Student Activity Information Form.
- Students will return the completed form on or before the deadline as given on the School calendar. The deadline is normally the Friday of the second week of the new semester.
- Student Activity Information Forms will be available from the NHS moderator and will also be at the reception desk in the main lobby.

There will be announcements to remind eligible students of the deadline for returning the Student Activity Information Form. In order to wear the blue honor cord at graduation, the student must be an NHS member at La Salle College Preparatory for at least three semesters, at least one of which must occur in the senior year.

National Honor Society for Dance Arts™ (NHSDA)

The NHSDA is a program of the National Dance Education Organization, created to recognize outstanding artistic merit, leadership, and academic achievement in students studying dance in public and private schools in K-12 education, dance studios, cultural/community centers, performing arts organizations, and post-secondary education. Student members are recognized for their outstanding artistic merit, leadership, and academic achievement in the field of dance.

Students must:

- earn a GPA of at least 3.5 for NHSDA membership and induction; and
- demonstrate collaborative teamwork, motivation, and leadership in the many aspects of dance (e.g., choreography, performance, teaching, production).

Rho Kappa National Social Studies Honor Society

Rho Kappa National Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. The mission and purpose of the organization is to promote and recognize academic excellence in

social studies among high school students, as well as encourage interest in, understanding of, and appreciation for Social Studies. Student eligibility is determined by the following criteria:

- Have completed four semesters of Social Studies and be prepared to complete six full semesters by graduation;
- Have achieved an unweighted GPA of at least 3.3 or higher;
- Have achieved an unweighted GPA of at least 3.5 in Social Studies classes;
- Submit a teacher recommendation along with a formal application; and
- Have completed or are currently enrolled in at least 2 AP level Social Studies classes at La Salle HS.

Membership in Rho Kappa is initiated by student application during the fall of junior year and recertification in the fall of senior year. In order to maintain membership, students are required to:

- Attend at least two of the four Social Studies Community Outreach events throughout the school year;
- Attend at least six of the eight meetings of Rho Kappa throughout the school year; and
- Maintain an GPA requirements listed above.

Additionally, candidates must show participation in activities that demonstrate civic engagement in the local community, while being in good standing as a member of the La Salle College Preparatory community. All members will be formally recognized at graduation ceremonies by wearing a distinctive blue and white cord.

Science National Honor Society (SNHS)

The SNHS recognizes students who have demonstrated proficiency in the pursuit of educational excellence in science. Membership in the SNHS is initiated by student application during the fall of junior year and recertification in the fall of senior year.

Eligibility is determined by completing the following academic and extracurricular requirements during the junior and senior years:

- Student must have and maintain at least a 3.0 grade point average;
- Members must successfully complete at least two Honors or Advanced Placement science courses during sophomore, junior and senior years;
- Members must maintain a B+ average (3.5) across all science courses; and
- Members must complete 15 hours of tutoring in science during each of the junior and senior years. These hours of tutoring service can be combined with CSF and/or NHS service hours if the tutoring is done in science. In lieu of these service hours, members may substitute active participation in Science Outreach during both the junior and senior years.

A SNHS gold seal will be placed on the diploma of students who complete the membership requirements and the graduate will wear the purple/green/gold honor cord at graduation ceremonies.

Senior Senate

Senior Senators are chosen by the Principal and act as an advisory group in matters relevant to student life.

- Senators must have demonstrated high academic (GPA and SAT/ACT scores and/or the highest GPA over the last six semesters) and leadership qualities.
- Senators propose nominations for and award Signum Fidei plaques to recipients who have significantly contributed to the students of La Salle College Preparatory.

Sociedad Honoraria Hispánica

The mission of the Sociedad Honoraria Hispánica is to recognize high school achievement in Spanish and to promote interest in Hispanic studies. To become a member of the La Salle chapter, *Misión del Valle de San Gabriel*, students must have completed the following:

- be enrolled in Spanish III or higher, with a minimum of three semesters of Spanish language studies;
- have earned a GPA of 3.7 or above in Spanish studies;
- submit a teacher recommendation form from their current Spanish teacher; and
- attend the induction ceremony.

To maintain membership, students must:

- complete 8 hours of service each semester;
- participate in at least five of the seven meetings each semester; and
- be highly committed and willing to take part in service and events involving the Sociedad Honoraria Hispánica, as determined by the School.

Active members who complete all the requirements through their senior year may wear the Sociedad Honoraria Hispánica red sash during graduation ceremonies.

Grade Appeals

A student who questions a grade earned in an academic class must first discuss this matter with the teacher. Afterward, students who still wish to appeal a final grade after a semester must submit a request in writing to the Registrar no later than five (5) days after report cards are postmarked. No appeals will be considered unless they are submitted formally to the Registrar within the time allotted. The Assistant Principal for Curriculum and Instruction will review the request in consultation with the teacher and department chairperson. All final grade determinations are confirmed by the Assistant Principal for Curriculum and Instruction or, if necessary, the Principal.

Validation of Deficient Grades

In any two-semester Math, World Languages, or Science course, a D or F grade earned for the first five units of a ten-unit course may be later changed to a C- if a student receives a grade of C or higher as a second semester grade.

Failing Grades & Summer School

La Salle does not grant graduation units if a D+ (69%) or lower is received at the semester in any class. Therefore, students are expected to attend summer school to make up any D+ or lower grade in order to remain at La Salle. Make-up work for any of these courses may not be postponed until a later time. All summer school courses must be completed during La Salle's Summer School Program and completed by July 31st. Any special arrangements to this policy must receive prior approval from the Assistant Principal for Curriculum and Instruction. No student will be readmitted to La Salle College Preparatory in the fall with a semester grade in any subject that has not been remediated.

Co-Curricular Eligibility

Co-curricular eligibility is determined by the School at the end of each quarter or semester.

The minimum grade standards to remain eligible include:

- At the end of the first or third quarter, a minimum GPA of 2.00 (no rounding);

- At the end of the first or second semester, a minimum GPA of 2.00 (no rounding); and
- No F grade in any subject.

The first time a student falls below the minimum grade standard as outlined above, the student is placed on “Warning Status” but is eligible to participate in co-curricular activities, including interscholastic athletic activities. There is only one warning allowed for the duration of a student’s enrollment at La Salle.

Thereafter, if a student falls below the minimum grade standards as outlined above, the student automatically becomes ineligible to participate in co-curricular or interscholastic sports activities and is strongly encouraged to attend the entirety of the daily Academic Support Period.

Warning Status or Ineligibility becomes effective two days after grades are due and remains in effect until the next grading period’s grades are officially posted.

Eligibility is reinstated if the student meets the minimum grade standards as outlined above in #2 at the end of the grading period.

Academic Expulsion

For freshmen, academic expulsion may incur if a student’s GPA is below 2.00 for each semester.

If any student’s GPA is below 2.00 for three cumulative semesters, expulsion may be incurred. Expulsion may be incurred if a student must remediate three (3) or more semester grades during summer school.

Students with multiple courses in need of remediation at the end of the semester will be required to attend an Academic Review for the School to determine whether the student’s continued enrollment at La Salle is appropriate. The Academic Review Board will consist of the Principal, Assistant Principal, and the relevant Department Chair(s) (or their designees). The student and his/her family will generally receive notification regarding the Academic Review Board’s decision within five (5) days of the meeting.

Academic expulsions will occur with the approval of the Principal (or the Principal’s designee).

Advanced Placement Courses

Consistent with its mission as a Lasallian Catholic college-preparatory school, the School offers a number of Advanced Placement (AP) courses for its students. In general, superior performance in the appropriate college-preparatory courses and/or placement tests suggests readiness for AP work.

Once admitted into an AP course, a student must be committed to completing the course and any preparatory summer work. La Salle expects that students in an AP course take the culminating AP exam in order to receive a final grade in that course. There is a College Board fee associated with each AP Test, and each family will be billed by the Business Office before the AP examinations in May.

In cases where the School is concerned about a student’s personal overextension by taking an AP course, parents and students may be asked to agree in writing that the student and parent

understand the challenges of AP courses work and that the student is committed to completing the course.

It is the School's policy to limit the registration for AP exams to students enrolled in the corresponding course. We do not recommend students to take the AP exam unless they are enrolled in the course and discourage students from taking AP exams at other testing sites. If students choose to take an AP exam at another testing site for a course in which they are not enrolled, then it is the student's responsibility to facilitate the examination process. Please be advised, La Salle does not accept AP exam scores at outside testing sites for the purpose of course advancement or Honors/AP placement.

Summer Advancement

La Salle Summer Programs provide opportunities for students to advance in math. This is the only subject in which students may do advancement work. Upon department approval, yearlong courses in Algebra 1, Geometry, Algebra 2, and Precalculus are offered during the summer to exceptional students.

Learning Disability & Other Accommodations Policies and Procedures

La Salle does not discriminate against qualified students with special needs. However, a full range of services may not always be available. The School will discuss with families of applicants with known disabilities whether the School will be able to offer their children the appropriate accommodations to help them be successful at the School. Decisions concerning the admission and continued enrollment of a student in the School are based upon the student's emotional, academic, and physical abilities and the resources available to the School in meeting the student's needs.

Under Section 504, the standard for a private school to provide services to a student with a disability differs from that of a public institution. A public school must provide a student with a disability with "reasonable accommodations" to assist him/her in accessing the education provided in a general education classroom. In contrast, Section 504 only requires private schools to make "minor adjustments"—a different and lesser standard than "reasonable accommodations"—to their programs for students with disabilities.

The minor adjustments provided by the School must be documented in order to comply with the requirements of Section 504. In the public school, this documentation is called a Section 504 Plan. A Section 504 Plan applies only to the school that creates the document. It is neither transferable nor applicable at another school. If parents/guardians have a Section 504 Plan that was written for their child by any other school, that plan is not valid at La Salle. The minor adjustments provided by La Salle are documented in the Minor Accommodations Planning process.

For students who seek additional support or curricular adjustments, the School requires documentation indicating that the student's disability substantially limits a major life activity. Documentation should be submitted directly to the Learning Specialist. All documentation should be dated within three years, and the School may request an updated assessment. Upon thorough review of the documentation, the Learning Specialist will make arrangements to meet with the student, their parent(s), and their teachers to create a Minor Accommodations Plan (MAP). Generally, MAP meetings take place at the start of the school year so that the student can review the student's courses and set goals for the upcoming year. It is essential that parents provide this information so the School can best serve the

student. Students who present the School with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable and appropriate in this educational setting.

For standardized testing, the School follows the procedures and guidelines outlined by the College Board (SAT and AP) and American College Testing (ACT). This allows for alignment between our policies within the commonly recognized criteria so that when students request testing accommodations for the PSAT, SAT, AP, or ACT, the necessary documentation is already on file to help expedite the process. Only the College Board and ACT can approve accommodation requests for these exams. The School does not provide School-based testing for accommodations not offered at test sites.

La Salle cannot approve accommodation requests for standardized tests and is not under obligation to administer the late or excepting testing for AP exams. A review for late or exception testing will be made on a case-by-case basis.

La Salle cannot provide daily check-ins for students needing ongoing academic or mental health support. Students needing accommodations that exceed the scope of our services will be given referrals to community-based resources.

Even after supportive services and accommodations have been put in place, a student may still not be able to satisfactorily fulfill the School's academic requirements. In such instances, the student's homeroom teacher, academic advisor, the Vice Principal, the Principal, and/or other support personnel may decide that the accommodations put into place may not suffice to ensure the student's success at the School. At that time, the Principal and/or Vice Principal will decide whether it is appropriate for the student to remain at the School.

Mentor Period

The Mentor Period supports achievement of the School's mission and promotes community. The Mentor curriculum covers academic, student, and School issues in a setting that encourages discussion in a style structured differently than a traditional classroom. The program is also a source of communication for School procedures and activities. As such, the class is not graded.

Academic Support Period

The Academic Support period prepares students for "Office Hours" at the collegiate level by giving students the opportunity to seek extra help and make up assignments. In the hybrid environment, students must preschedule Academic Support appointments. During normal operations, Academic Support is available for all students on regular B days from 1:40-2:25 pm. Teachers will remain available to students in their classrooms until 2:25 pm.

Tutors

Teachers are the primary source of information for their course content and curriculum. Students should meet with their teachers regularly during Academic Support Period or schedule time in advance to ask clarification questions and review class notes. Tutors play a supporting role to the students should they require additional outside help. Parents must first sign a Release of Information form before teachers may communicate with tutors directly. Parents and students are responsible for sharing with the tutor any classroom materials needed for tutor support. Please inquire with the student's School counselor/academic advisor for the Release of Information form.

Classroom Questions and Concerns

Questions and concerns about classroom management or grades should be directed first to the teacher. If further discussion is needed, the Department Chairperson should be contacted.

Department	Chairperson	Email
English	Mr. Rand Laird	rlaird@lasallehs.org
Math	Ms. Jenné Hakanen	jhakanen@lasallehs.org
Performing Arts & Media	Dr. Jude Lucas	jlucas@lasallehs.org
PE/Health	Ms. Tiare Parisi	tparisi@lasallehs.org
Religious Studies	Ms. Pam Wagner	pwagner@lasallehs.org
Science	Ms. Kjersti Holyfield	kholyfield@lasallehs.org
Social Studies	Mr. Dan Sheridan	dsheridan@lasallehs.org
Technology & Engineering	Mr. Ed Magluyan	emagluyan@lasallehs.org
Visual Arts	Ms. Kate Williams	kwilliams@lasallehs.org
World Languages	Ms. Norma Aguilera	naguilera@lasallehs.org

If the resolution is not reached, concerns should be brought to the Vice Principal.

Standardized Testing

La Salle students are administered the following standardized tests: PreACT to 9th and 10th graders, and PSAT to 11th graders. Also, 11th graders sit for the ACT in February. The ACT or the SAT may be required for college admission. Both tests are accepted equally by colleges. It is suggested those tests be taken for the first time at the end of the junior year. Registration materials for the SAT I & II and the ACT are available in the College Center.

College Counseling

Counselors/academic advisors work closely with students to explore and build a college list that is a best fit for the student's interest and postsecondary goals. They help students weigh the advantages and disadvantages of each application type (early decision, early action, and regular decision). Counselors/academic advisors work intensively with each student to build an appropriate college list and to complete strong and effective college applications and essays while also writing a letter of recommendation for each student and advocating for them at the colleges to which they apply. In doing so, college counselors and the administration have the discretion to sign for early decision applications as it is a binding agreement.

Graduation and Senior Events

Senior Participation in Graduation Events

Seniors must meet all graduation requirements to receive a diploma. As such, the following may apply to seniors with failing grades.

- A senior who has one semester failure at the end of either the first or second semester may NOT be given a diploma until the student makes up the course (or its equivalent) in summer school or online, as approved by the School. The student may be permitted to take part in the graduation events but will not receive a diploma until verification by the School that the failure has been remedied.

- A senior who has two semester failures during the senior year may NOT be permitted to participate in any of the graduation events. The diploma will be withheld until such time as the student makes up the two courses (or their equivalents) in school or an online program, as approved by the School. The student will be given a diploma only after verification by the School that the failures have been remedied.
- A senior who has more than two semester failures during the senior year may NOT participate in any of the graduation events. In addition, the student is expected enroll in another school to complete necessary course work. In this instance, the student will NOT be issued a diploma from the School.

Any senior in danger of not receiving a diploma will receive written notification in early May. Final determination of a student's ability to participate in graduation activities and to receive a diploma is dependent on final grades.

Senior Activities

Students participating in graduation exercises must attend all of the following:

- All graduation rehearsals;
- Baccalaureate Mass;
- Senior Breakfast;
- Presentation; and
- Commencement.

Students participating in graduation exercises may also attend Grad Night. Only La Salle graduates may attend.

Diplomas

All School accounts, including Blakeslee Learning Commons materials, performing arts materials and athletic equipment, must be cleared before diplomas will be issued to students.

DAILY LIFE

School Day Schedule

Please refer to the online school calendar.

Counselor / Academic Advisors

Each student has an assigned counselor/academic advisor. All questions relating to schedules, required classes, and academic progress should be directed to the counselor/advisor. If families are unsure who their child's counselor/academic advisor is, please contact the Registrar.

School Meetings and Assemblies

All-School assemblies are held frequently. Many of these are devoted to the opportunity to watch other members of our community perform. On occasion, we are also fortunate to be able to welcome visiting speakers and performers. Every student is expected to arrive at assembly promptly and to exemplify mature, supportive, and appropriate audience behavior throughout the lecture or performance. Students who do not have classes before assembly are expected to arrive in time to attend assembly.

Announcements & Information

Parents will receive regular school communications via email regarding school events and other pertinent school information.

Drop-Off/Pick-Up Procedures

Per our conditional use permit with the City of Pasadena, drop off and pick up may only occur along Sierra Madre Blvd. or Michillinda Ave. Pick up and drop off are not allowed on Canfield Rd., the street just south of the School. Similarly, vehicles in the drop-off/pick-up line should not block the driveways used to exit and enter the Sierra Madre Blvd. lot or park in red zones along the curb. Additionally, double parking is never allowed, and no student should enter or exit a vehicle while the vehicle is in an active lane of traffic.

Parking/Cars on Campus

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the School or on the grass. For safety, and in consideration of the School's neighbors, please drive slowly on School grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus.

Student Drivers

- Any vehicle driven by a student back and forth to School must display a La Salle parking permit. This is obtained from the Assistant Principal for Student Services.
- Student parking is provided at the parking lot along East Sierra Madre Boulevard and at the Sierra Madre United Methodist Church. Students must park in one of these two lots.
- Students may not loiter in the parking lot.

- La Salle College Preparatory assumes no responsibility for theft, fire, or damage to any automobile or its contents, it being understood that the driver has full control of the vehicle at all times.

Rideshare Services

Parents should be aware that many rideshare companies, such as Uber, have policies that prohibit transporting unaccompanied minors. The School prohibits the use of these services by students, and will not take responsibility for calling car services for students.

Student Body Card

Admission to all School activities, unless otherwise announced, requires the presentation of a valid student body card. Replacement cards may be obtained from the Principal's Assistant.

The Blakeslee Learning Commons

The Blakeslee Learning Commons and the Research Librarian are resources which all students have the privilege of sharing. Students are expected to work quietly and leave the bookshelves and tables in good order. Eating, drinking, gaming, sitting on the floor, or moving furniture are among the activities that are not permitted. The instructions of the Blakeslee Learning Commons staff must be followed at all times.

Reference books and magazines may not be taken from the Blakeslee Learning Commons. Books are generally due three weeks from the date they are checked out. Student may not have more than five books out at any time. Any repeated violations of these rules may result in the loss of Blakeslee Learning Commons privileges and other consequences, as determined appropriate by the School.

School Supplies and Books

Please refer to the school's website for the updated booklist. For all other school supplies,

Bring Your Own Device ("BYOD")

- All students and their families are required to follow the Acceptable Use and Responsibility Policy for Electronic Communications (the "Archdiocesan AUP").
- Students are solely responsible for their own personal devices and are to permanently label devices with identifying information.
- Students are expected to keep their devices secure at all times and not loan them to others unless required to do so for an educational assignment.
- Students are expected to protect their devices by bringing them to school in a case or cover to avoid damage.
- The School assumes no financial responsibility for personal devices if they are lost, loaned, damaged, or stolen.
- Personal devices are subject to investigation in accordance with the School's policies.
- If a student uses a personal device or any of its functions in a manner that violates the School's policies, the student will be subject to consequences.

Email

The School provides students with an email account which should be used only for School-related communication (e.g., contacting and receiving information from teachers, submitting homework and assignments, transferring files to and from School, etc.). Students are

expected to comply with the policies outlined in the Archdiocesan AUP when using their School-issued email account.

Lockers, Personal Property, and Valuables

If allowed under Covid restrictions, students will be provided a locker upon parent request.

All lockers are the property of the School and are subject to search and inspection. Personal materials are to be stored in lockers. Except for bottled water, food may not be stored overnight in lockers. All books and notebooks should be properly identified. Decorations inside the locker must be in the spirit of good taste (at the discretion of the School) and need to be taken down by the last day of the academic year. Lockers should be kept neat and organized. Students may only use the locker assigned to them and may not transfer the use of the locker to any other student. Only locks purchased from the La Salle Armory may be used to secure the locker. All other locks will be removed. A student should never open another student's locker. The area surrounding the locker is the student's responsibility and should be kept clean.

Students should never leave personal property lying about or unguarded. Students should always exercise care and responsibility over their property and store personal items in secure locations, such as lockers and the designated storage area, as available. The School is not responsible for the theft or damage of student property.

Food at School

The School's food service program is directly related to the mission of the School. For members of our community to learn, grow, work, and play, they must be provided with healthy, nutritious snacks and lunch. The School recognizes that there are different points of view about issues of nutrition and a range of eating habits in our student population. Our goal is to provide balance, nutrition, and variety for snacks and lunch, minimizing the use of foods that are high in sugar, saturated fat, salt, and preservatives. The School seeks to serve meals and snacks that are both appealing and nutritious. The School's food service program aims to ensure the safety of students with serious food allergies.

Food Deliveries

Students are prohibited from having food delivered from delivery services such as Doordash, Postmates, Uber Eats, Grubhub, and pizza companies. The School will not be held responsible for food delivered by parents.

Lost and Found

Please be sure to mark students' clothes with the student's name in indelible ink or with sewn-on labels. All unmarked clothing will be put into the lost and found box. Anything left unclaimed past a two-week period will be donated to charity or used at the staff's discretion.

Gift Giving

Gifts from individual families to teachers are in no way required or expected.

Gift giving among students at school can lead to both awkwardness and hurt feelings. We discourage students from exchanging gifts at school, and if students choose to do so, it should be done as privately as is possible.

ATTENDANCE PROCEDURES

The presence of the student in class every day is the basis of positive academic progress. The student's daily attendance in each course for the full block is necessary.

In addition to regular classes, attendance is mandatory for the student body and class liturgies, rallies, assemblies, freshman and sophomore retreats, and School service projects.

All attendance matters are under the direction of the Deans.

La Salle College Preparatory will make the final determination regarding all absences and tardies, and whether such absences or tardies are excused.

Due to COVID-19, any student who exhibits symptoms of COVID-19, or is a close contact to someone with a confirmed or suspected case of COVID-19, may be required to stay home. If well enough, they are expected to participate in distance learning rather than in-person instruction. Communication with the School is required in these instances.

COVID-19 Health Screening Procedures

Daily submission of an online health screening form must be completed for everyone who intends to be on campus. Guests to campus will be required to fill this out at the front desk. The School may implement additional protocols, including the taking of temperature, as needed.

Anyone who has had close contact with someone diagnosed with COVID-19 is not eligible to be on campus for two weeks following the last date of contact or until receiving a negative test result.

Anyone who develops the following symptoms are not to come on campus until cleared by a medical professional:

- Fever (temperature over 100 degrees Fahrenheit)
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Online Class Attendance

If a student is approved for online class attendance the following requirements apply:

- If a student is ill or for some other reason is not able to attend classes online, parents are to call the School to report their student absence.

- Students are expected to be visible on camera (i.e., live view) at the beginning of each class and remain on camera until the teacher dismisses the class. Students not adhering to these requirements will be marked absent.
- If the student has an appointment or another event that is planned ahead of time that will cause them to miss class, parents/guardians should contact the Deans with at least 2 days' advance notice.

Please refer to the e-Safety policy for more information about online class attendance expectations.

Absences (Full Day)

The following rules govern all attendance matters:

- A parent/guardian must notify the Attendance Office by telephone (626-696-4406) prior to 8:00 am when a student is to be absent from school.
- If the parent does not know the date the student will return to school, the School must be called daily prior to 9:00 am while the absence continues.
- The parent/guardian must provide a reason for the student's absence and the duration of the absence if it will be more than one day.

Upon return to school from any absence, and prior to returning to class, the student must report to the Reception Desk with a parental note confirming the absence. A note must be presented to the Reception Desk at least ten minutes before the student's first scheduled class of the day.

The absentee note must contain the following:

- the date the note was written;
- date(s) of absence(s);
- reason for absence; and
- parent/guardian signature.

In the case of a student's prolonged illness (three or more days), the parents/guardians must contact the Deans for Student Services. If the absence is due to COVID-19, students may not return until they have met CDC criteria to discontinue home isolation (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>), including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.

It is the student's responsibility to be in contact with his/her teacher regarding making up late work or rescheduling quizzes or tests that were missed. Students are encouraged to consult with Google Classroom/Unified Classroom in order to keep up with assignments when they are absent.

Tardiness/Partial Day Absence

A student is tardy if he/she is not present in the classroom prior to the bell beginning class. Each student will be allowed five "no questions asked" tardies to the first block of the school day each semester. After the fifth tardy the student will receive an accountability referral, be called to the dean's office, and be subject to the accountability road map. A tardy in any other block will result in an accountability referral and the student will be called to the dean's office. When tardy for any class, a student must obtain an Admit Pass from the Reception Desk, which the student will present to the classroom teacher.

Students who miss 30 minutes or more of any class, assembly, or activity are marked “absent” for the part of the day they miss unless written or email consent is provided by the parent/guardian. Students will receive an accountability referral and be called to the dean’s office unless it is determined that the absence is “excused” by the administration.

Examples of “Excused partial day absence” include:

- A medical appointment with a note from the medical office.
- A chronic medical condition (must provide a note from the medical doctor to the Assistant Principal for Student Services).
- Hospitalization of a family member.
- Public transportation breakdown or similar catastrophic event.
- Oversleeping, traffic, or other normal daily occurrences are **not excused**.

The Assistant Principal for Student Services is the only person who can excuse tardiness/absences. Students with excessive tardies will meet with the Assistant Principal for Student Services to determine further disciplinary action.

Planned Absences

La Salle discourages any absence from school; but, if parents remove a student from school for any extended period (college visits by juniors or seniors, for example), they must request approval in writing from the Deans three weeks prior to the scheduled absence. The nature and extent of the absence must be stated. Prior to the absence, students must consult with their teachers regarding class work or assignments for which they will be held accountable.

Vacations/Trips During School

The School strongly discourages family vacations during school days or which extend beyond a school holiday and vacation periods. The Deans may not approve these requests– especially during the time allocated for final examinations.

Loss of Semester Credit for Absences

Maximum learning and achievement can only occur when students establish regular attendance in class. If a student is absent from the same class for seven days or more in one semester, the student may become ineligible to receive academic credit for that semester. Absence warning letters will be mailed to families at the end of the 1st and 3rd quarters. This policy may be waived by the administration in certain specific cases, such as extended illness, pandemics, or family emergencies.

Co-Curricular Activities and School Attendance

To be eligible to participate in co-curricular activities (sports practices, games, dances, retreats, theater performances, etc.) a student must be in full attendance at school on the same day as the scheduled event or on the last day of the week if the event is on the weekend. The Deans may review requests for exceptions to determine eligibility.

Participation in Physical Education

If, on a given day, a student cannot participate in Physical Education, the parents should inform the Receptionist. A written note from the student’s medical professional should be provided to the Deans.

DRESS CODE AND APPEARANCE

Clothing items not specifically mentioned in this section are not part of the uniform and, therefore, may not be worn. We at La Salle High School support all races, ethnicities, genders, faiths, and more - please see administration for individual circumstances.

Men

Liturgy/Special Assembly Uniform

- Pants
 - Beige khaki pants that are not joggers, tight-fitting, baggy, jeans-like, or rolled at the ankle
- Belt
 - Solid black or brown
- Shirt
 - White oxford shirt
 - Must be tucked in
 - Undershirts, if worn, must be white with short sleeves
- La Salle Tie
 - Must be worn all day and not loosely around the neck
- Outerwear
 - Restricted to the following on Dress Uniform Days: La Salle vest, La Salle V-neck sweater, La Salle varsity cardigan or La Salle zip-up, non-hooded jackets. No other outerwear, with or without the La Salle logo, is permitted.
- Shoes
 - Brown or black dress shoes not extending above the ankle
 - Sneakers may not be worn
- Socks
 - Brown, black, navy blue or white solid color socks

Regular Uniform

- Pants
 - Beige khaki pants that are not tight-fitting, baggy, jeans-like. Cargo pants are not permitted.
- Shorts
 - Beige khaki shorts that are not baggy. Cargo shorts are not permitted.
- Shirt
 - La Salle-issued polos
 - Undershirts, if worn, must be white, navy blue, or gray
- Outerwear
 - La Salle-issued outerwear only (sweaters, sweatshirts, hoodies, jackets)
 - Must be worn over the uniform polo.
- Shoes
 - Must be closed back and toe and cut at or near the ankle
 - Boots, slippers, or moccasins are not permitted.
- Socks
 - Visible Socks not extending beyond the lower calf with minimal logos

Hair & Accessories

- Hair must be well-groomed, neat, and clean in appearance.
- Hair length and style must not impede on your education or the education of others in the classroom.

- Exaggerated styles (tails, color, or excessive use of gels or spray) are not permitted.
- No unnatural hair colors are allowed (i.e., blue, purple, green, gray, etc.)

- No headgear (hats, hoods, etc.), scarves, or sunglasses may be worn during the school day.
- Single stud earrings in each lobe are permitted. No other type of body piercings, including plugs, are permitted during the school day or at School functions.

Facial Hair

Well-groomed, clean and neat in appearance. Facial hair length can not be pulled from the face (approximately .25 inch in length).

Women

Liturgy/Special Assembly Uniform

- Skirt
 - Red plaid only (logo optional)
 - No shorter than 1 inch below the fingertips when held straight alongside the skirt
 - Spandex or shorts must be worn under the skirt
- Pants
 - Beige khaki pants that are not tight-fitting, baggy, jeans-like. Cargo pants are not permitted.
- Shirt
 - La Salle white short-sleeve over blouse
 - May be left untucked
 - All buttons must be fastened
- Outerwear
 - Restricted to the following on Dress Uniform Days: La Salle vest, La Salle V-neck sweater, La Salle varsity cardigan or La Salle zip-up, non-hooded jackets. No other outerwear, with or without the La Salle logo, is permitted.
- Shoes
 - Brown or black dress shoes (No heels or sneakers)
- Socks/Tights
 - White socks
 - Footed white, navy, or black tights

Regular Uniform

- Skirt
 - Red plaid or khaki (logo optional)
 - No shorter than 1 inch below the fingertips when held straight alongside the skirt
 - Spandex or shorts under the skirt
- Pants
 - Beige khaki pants that are not tight-fitting, baggy, jeans-like. Cargo pants are not permitted.
- Shorts
 - Beige khaki shorts that are not tight-fitting, baggy, jeans-like, and the bottom of the shorts are one inch below the fingertips.

- Shirts
 - La Salle-issued polos or La Salle white short-sleeve over-blouse
 - All buttons of the over-blouse must be fastened
- Outerwear
 - La Salle-issued outerwear only (sweaters, sweatshirts, hoodies, jackets)
 - Must be worn over the uniform polo.
- Shoes
 - Must be closed back and toe and cut at or near the ankle with flat heels
 - UGGS, boots, slippers, or moccasins may not be worn
- Socks/Tights
 - Visible Socks not extending beyond the lower calf with minimal logos
 - Footed white, navy, or black tights

Hair & Accessories

- No unnatural hair colors are allowed (i.e., blue, purple, green, gray, etc.)
- No headgear (hats, hoods, etc.), scarves, or sunglasses may be worn during the school day.
- Earrings may be worn. All other body piercings, including plugs, are prohibited during the school day or School functions.

Friday Attire

A student may wear any La Salle-issued shirt in lieu of the La Salle polo shirt unless otherwise directed. The t-shirt may be left untucked. All other Grooming and Appearance regulations apply.

Rainy Day Attire

Students may wear water-resistant raincoats. Any additional outerwear, such as sweatshirts, must still be La Salle-issued only.

Non-Uniform Dress Day Attire

Students participating in Non-Uniform Dress Day may not wear the prohibited items listed below.

Senior Non-Uniform Dress Attire

Seniors may be given the privilege of non-uniform dress at the end of the school year as permitted by the administration. They must not wear prohibited items.

Prohibited At All Times

- any torn, cut, dirty, faded, written on, or baggy clothing
- mesh attire
- sleeveless attire
- no skirts shorter than one inch below the fingertips
- shorts shorter than one inch below the fingertips
- bare midriffs
- open-toe shoes
- clothing, book bags, or accessories containing offensive words or symbols
- visible tattoos
- leggings without a top that extends below the fingertips
- blankets

Students who are groomed and dressed inconsistently with these guidelines may be referred to the Board of Discipline and may be sent home. After they come into compliance, they may return to school. If students miss class time because of improper dress, their parents may be notified, the absence will be considered unexcused, and detention (and other appropriate consequences) may be assigned.

Interpretation of these Grooming and Appearance rules will be made by a member of The Board of Discipline.

Personal Protective Equipment

In order to protect individuals from the spread of COVID-19, masks are required to be worn on the School's campus.

Students may wear the following:

- Masks with varied colors; and
- Masks sold by La Salle College Preparatory.

Masks with logos, images, or writing other than what is sold by La Salle College Preparatory are prohibited.

Uniform Vendor Information

La Salle's uniform can be purchased through:

CKW School Uniforms
9400 Las Tunas Drive
Temple City, CA 91780
Phone: 626-287-1994

The Armory
La Salle Campus
3880 East Sierra Madre Blvd.
Pasadena, CA 91107

COMMUNITY EXPECTATIONS

Behavior is based on the Lasallian 5 Core Principles: Faith in the Presence of God, Respect for All Person, Inclusive Community, Quality Education, Concern for the Poor and Social Justice. We expect all students to abide by the School's rules, policies, and expectations.

Academic Dishonesty: Cheating and Plagiarism

Students are expected to approach their academic work with the utmost care and integrity. Cheating and plagiarism undermine the integrity of the School's mission toward providing an academically rich environment, and deprive students of the opportunity to demonstrate genuine mastery of the curriculum. Though the School's philosophy emphasizes collaboration, the School also strives to teach students the importance of taking responsibility for their own work, and acknowledging when any work submitted is the result of collaboration.

Cheating is defined as:

- Using unauthorized notes, materials, and/or resources of any type (e.g., smartphones, tablets, cell phones, personal digital devices, laptops, the inappropriate help from another student, looking at another paper, cheat/crib sheets, translation services) on any exam, quiz, paper major project, or assignment.
- Providing access to another student to such resources above.
- Allowing another student to copy from one's own exam, paper, and/or homework.
- Disclosure of information or sharing of materials about tests or quizzes with students who have not yet completed the assignment or assessment.
- The use of the same assignment for multiple courses without pre-approval of all teachers involved.

Plagiarism is defined as the direct and undocumented copying of copyrighted works (books, encyclopedias, articles, electronic files, Internet information, etc.) and using them as one's own, regardless of intent, with or without the knowledge of the other person. This includes insufficient citation of sources within a written work. Students are clearly instructed on how to cite sources of information/ideas that they use, and it is expected that students use these skills appropriately as they complete all of their written work.

Good Order and Discipline

The rules and regulations for good order and student discipline exist to create a positive learning environment. The School respects the rights of the individual student and provides for the common good of the student body and the entire School community. The rights of individual students bring with them the responsibility to respect the rights of fellow students and all members of the School community.

Directions To Be Followed While Students Are On Campus

- Once a student arrives on campus, a student may not leave campus without School permission until after their last block of the day. The campus is defined as all areas within the gates, including the upper parking lot.
- When arriving or when leaving campus, a student is to obey traffic regulations for pedestrians and motorists. This includes not crossing the street outside the pedestrian walkways.
- Students are to remain off the playing fields and track and out of the gym, weight room, and locker rooms unless under the supervision of a faculty or staff member.
- Drop off and pick up are not to be done in the lower parking lot.

Guidelines for Good Order

- Students are expected to behave in a manner reflective of Catholic and Lasallian values.
- Students are to follow the directives of the faculty and staff at all times.
- Assemblies and liturgies demand proper respect and courtesy, especially toward guests.
- Student behavior in the classroom must contribute to, not hinder, the learning process.
- If a student is told to leave the classroom for disciplinary reasons, the student must report immediately to the Reception Desk and wait for the Assistant Principal for Student Services.
- Students are to respect the property of the School and that of other students. Parents may be held financially responsible for the restitution of property and the repair of damage caused by their student.
- In general, food and drink are not to be consumed in the academic building. Food may be consumed in a classroom with the presence of a teacher for a special purpose such as tutoring.
- Use of gum is not allowed on campus at any time.
- Students are not to run in School buildings at any time.
- Skateboarding is prohibited anywhere on campus, including the sidewalks bordering the campus.

Speech and Respect for Community Members

The School seeks cultural competency for all community members and expects all community members to respect others, especially around race, gender, ethnicity, ability, and other aspects of people's identity. We strive to combat prejudice in all forms, including in speech. We recognize that words have the power to negatively impact others and we prohibit speech that discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group based on their identity. Offensive speech can take many forms, including, but not limited to, negatively biased categorical statements, stereotypes, and epithets.

The School invites sincere discussion and questions, and recognizes that there will be moments when insufficient information, erroneous belief, or faulty presentation will create opportunities to review statements and clarify impact. We encourage students to address those incidents directly when they occur, but we recognize that not all students may feel comfortable doing so. Students who have concerns about another's speech, whether in person or online, should contact their advisor, teacher, or another trusted adult at the School so that the School can respond appropriately.

Permission to Leave Campus

Students may not leave the bounds of the School campus without the permission of the Deans.

Parking Lots/Cars

Student parking is provided at the parking lot along East Sierra Madre Boulevard and at the Sierra Madre United Methodist Church.

- Students must park in one of these two lots.
- A student may not loiter in the parking lot.

- Any vehicle driven by a student back and forth to School must display a La Salle parking permit. This is obtained from the Associate Dean of Student Development and Accountability.
- La Salle College Preparatory assumes no responsibility for theft, fire or damage to any automobile or its contents, it being understood that the driver has full control of the vehicle at all times.

Senior Class Privileges

- The Day of Prom is a Senior Holiday.
- Seniors may begin wearing college sweatshirts beginning May 1.
- The college sweatshirt picture will be taken during the first week of May.
- Senior non-uniform dress begins on the second Monday in May.

Senior privileges may be adjusted at the discretion of the Administration.

School-Owned Computers

School-owned computers are available on campus to support student learning. They are provided as a tool for class research and completion of assignments. These computers have access to a wide range of educational materials. The School staff cannot individually monitor all of the information that a student is able to access, download, or transmit.

All students are issued a login name and password for technology accounts, which are to be kept confidential. Students are held responsible for maintaining the security of their login names and passwords. Any student who suspects misuse of the School's network should report it to a teacher or staff member immediately.

The cost of repairing computer equipment resulting from careless or irresponsible use is the responsibility of the student. Additionally, disciplinary sanctions may be imposed.

Students are expected to comply with the [Archdiocesan Acceptable Use Policy](#) and other technology policies while using School-owned computers. In addition, the School notes that the following activities are prohibited at all times:

- attempting to install, installing, downloading from the Internet, or running any unauthorized program not sanctioned by the School;
- playing inappropriate games, including downloads from the Internet;
- attempting to visit, visiting, attempting to view, viewing, emailing, or printing morally objectionable sites or materials;
- attempting to bypass or bypassing School security systems;
- using La Salle email or network services for unauthorized business.

Acceptable Use

The School is fortunate to have excellent resources for communication and research. Students are expected to remember that any exchange of information within this community must be made in line with the School's general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the School, whether linked to the School's network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled in the School, as set forth in this Handbook and as further described below.

The School has explicit guidelines for using computers and other electronic devices, both on and off campus, using the School's network, and accessing the Internet, to which the School expects students and parents to adhere. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

Students may:

- use technology for school work or class projects and assignments, at the teacher's discretion;
- access the Internet with teacher permission to enrich learning related to school work; and
- use technology in ways directed by the teacher.

Students may not:

- post personal contact information about themselves or other people;
- access or attempt to access network resources not intended for them;
- share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet a stranger in person;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the School's policies prohibiting bullying, harassment, hazing, and discrimination and related policies as stated in the Handbook;
- access or attempt to access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information—students must follow all copyright, trademark, patent, and other laws governing intellectual property;
- install or download software on to School computers from the Internet, home, or by any other means;
- create or use a mobile hotspot on the School campus;
- remove any School-owned computer equipment (including, but not limited to, network cables and keyboards) from the School without express permission;
- store personal files on the network, except in their own network user account—any information that a student leaves on a School-owned device may be deleted at any time, with or without notice;
- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to the School or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the network for illegal or commercial activities;
- vandalize, steal, or cause harm to the School's equipment, network, or services (including, but not limited to, uploading or creating viruses, attempting to gain unauthorized access, changing hardware or software settings, or changing online materials without permission);
- deliberately disrupt or attempt to disrupt the software or hardware of the School network; or
- be "friends" with, or otherwise directly connect to via online networks and services, any School employee on any social networking site that is not used primarily for

educational purposes. If a student is contacted by a School employee via non-School channels for non-educational purposes, the student should immediately notify the administration.

Students should understand that:

- the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the School, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled in the School, is prohibited;
- there is no guarantee of privacy associated with their use of the School's technology resources. Students should not expect that email, voicemail, or other information created or maintained on the School's network, School-issued devices, or School-administered services (even those marked "personal" or "confidential") will be private, confidential, or secure. The School has the right to access and monitor both student-owned and School-owned computers and communication devices connected to the School's network. Each student consents to the School's right to view and/or monitor the School's network and all of its associated accounts; and
- they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual.

Parents/guardians should understand that:

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student damages the hardware or software of any School-owned technology, the parent/guardian may be responsible for paying for the repair or replacement of that technology.

The School may:

- access, view, monitor, and track any information or communication stored on or transmitted over the School's network, on or over equipment that has been used to access the School's network, or School-issued devices, or School-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data as a result of routine systems maintenance, monitoring, or mis-delivery; and
- restrict the material accessed and not permit computers to be used for anything other than educational purposes.

Security

Security on any computer network is a high priority, especially when the system involves many users. Students must notify a system administrator if they identify a security problem. Students should not demonstrate the problem to other users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the School's network.

Reporting Violations

If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another School community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to his/ her counselor.

Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations to the fullest extent of the law.

Sexting and Sexually Explicit Material

The School prohibits students from creating, requesting, sending, or possessing any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity. California law prohibits anyone (regardless of age) from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Social Media and Online Publications

The School understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites. Whether or not a student chooses to use social media is a decision the student should make in consultation with the student's parents. With the foregoing in mind, the School encourages students and parents to create an atmosphere of trust and individual accountability when accessing social media and the School's network.

To the extent that students, parents, or members of the School community represent the School to each other and to the wider community, participation in such Social Media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the School. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand *before* participating in Social Media.

Students are also expected to comply with the policies outlined in the [Archdiocesan Acceptable Use Policy](#) and the School's technology policies regardless of whether they are using School-provided equipment or their own personal devices. Users may not post to social media websites, or distribute via cell phone communications or pictures which the School considers, according to the teachings of the Roman Catholic Church, to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.

The publication of anything that is degrading, lewd (sexting), threatening, or violent is prohibited by the School.

For purposes of this policy, the School will determine whether any social media post, publication, and the uses of the School's network and School devices is consistent with the School's policies and expectations.

Cell Phones and Electronic Devices

Mobile phones or other devices not approved for school use may not be used during school hours (8:00 am - 2:25 pm).

- The only acceptable time to use phones is during breaks and lunch periods in the dining hall, atrium, courtyard, and outdoor amphitheater areas of the School.
- Phones may not be used during class time except with the teacher's explicit permission.

- Phones must be kept on silent or vibrate at all times.
- At all other times (assemblies, masses, etc.) phones must be kept out of sight. Students may not even take them out to “Take a look.”
- Talking on phones is not permitted in the School library.
- Using a phone or device to attempt to visit or view, visit, email, or print morally objectionable or violent sites or materials is prohibited at all times.

In addition, the School prohibits students, parents, and School community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the School environment without express permission from the School. This policy generally does not apply to recordings at School performances and events.

If the School suspects a violation of its policies, the phone/device may be confiscated and turned in to the Assistant Principal for Student Services. The Assistant Principal will return the phone to the student’s parent or guardian.

Video Conference Meeting

To adapt to the ongoing challenges that the COVID-19 pandemic presents, School personnel are incorporating video conferencing to deliver services to our students and parents/guardians. Video conferencing refers to the use of video telecommunication technologies to conduct a counseling session or meeting with students.

Below is important information pertaining to the benefits, limitations, and risks with the use of video conferencing. When students engage in a video conferencing appointment with La Salle personnel they are acknowledging and agreeing to the provisions below.

- The benefit of video conferencing is that the student/parent and School personnel can engage in services without having to be in the same physical location. It allows for uninterrupted services due to social distancing parameters and the flexibility for all interested persons to participate.
- There are, however, fundamental differences between in-person meetings and video conferencing which present inherent risks.
 - Risks to confidentiality: Video conferencing sessions take place outside of the typical school setting; therefore, there is potential for third parties to overhear sessions if they are not conducted in a secure environment. La Salle School personnel will take reasonable steps to protect the privacy and security of student/parent/guardian information, but it is important for parents/guardians and students to take their own privacy measures. The boundaries around confidentiality remain the same: school personnel will keep topics discussed confidential unless there is a risk of harm to self or others. All one-on-one video conferencing with a student will be recorded and archived.
 - Issues related to technology: Technology can fail during a session, the transmission of confidential information can be interrupted by unauthorized parties, or electronically stored information can be accessed by unauthorized parties. La Salle personnel will make their best efforts to protect all electronic communications. However, the nature of electronic communication is such that La Salle cannot guarantee that communications will be kept confidential and/or that a third party will not gain access to video conferencing communications. If there is a technological failure and we are unable to resume the connection, students will receive an email from School personnel with final comments and action steps.
 - Our commitment: La Salle personnel remain focused on supporting students’ academic growth, college, and career planning, and social-emotional

development during these challenging times. School personnel will make their best efforts to maintain confidentiality, but given the limitations, students agree to these guidelines when meeting with School personnel using phone or video.

- Please note any video conferencing with a student will be recorded. Personnel will inform students about this recording. Should the student prefer not to engage in a teleconference, a phone call or in-person conference will be scheduled.

E-Safety Policy

In the event the school incorporates online and remote learning programs in its curriculum and program. The purpose of this e-Safety policy is to help ensure a safe, secure, and supportive online and remote learning environment for students, employees, and all members of the School community, consistent with the School's standards, mission, policies, and protocols. The School strives to create such an environment while also making it as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the requirements and limitations of the School's online and remote learning technology.

This e-Safety policy is intended to work in concert with the School's other rules and policies, including those set forth in this Handbook. Students and parents are, therefore, expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere, including, but not limited to, the School's Video Conference Meeting policy. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

- Dress Code, Appearance, and Conduct: The regular grooming/dress code may not be enforced the same as if the student is on campus. It is expected that students be appropriate in their dress and conduct. It is strongly recommended that students wear a La Salle Polo or a La Salle t-shirt while attending online classes. Students' behavior and appearance should not be a distraction from the learning environment. If a student's appearance or behavior is not appropriate for the class they may be removed from the live stream.
- Cyber-Bullying and Online Conduct: When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyber-bullying or other prohibited interpersonal conduct.
- Remote Environment: Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be setup at a desk or table.
- Chat Functions: Students are expected to use any chat functions in an appropriate and respectful manner.
- One-On-One Interactions: School faculty, advisors, counselors, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may

seek to limit one-on-one interactions to those necessary to support the academic and social well-being of students and families.

- **Recording:** Online and remote learning sessions and communications should not be considered confidential and may be recorded. Students are prohibited from (a) recording any part of any online and remote learning program, and (b) sharing, broadcasting, and/or making public any materials created or recorded by the School, its employees, or anyone else in relation to the School's online and remote learning programs.
- **Risk Management:** All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

Gambling

The School prohibits gambling of any kind, including gambling over the Internet.

Alcohol, Drugs, and Tobacco

Using, possessing, trading, selling, giving away or offering to trade, sell, or give away alcoholic beverages, illegal drugs, narcotics, drug paraphernalia or other hazardous or unauthorized drugs or substances while enrolled at the School, will result in the student being called before the Student Conduct Review Council. Similarly, being under the influence of alcohol, illegal drugs or narcotics, or other hazardous substances in the circumstances described above will result in the student being called before the Student Conduct Review Council. Students may not have any paraphernalia associated with the use of illegal drugs and or intentionally misuse products that can act as inhalants, while on campus or at School events. In most cases, the Council will recommend expulsion. While on campus or at School events, students are subject to testing and/or search for alcohol and drugs.

Such conduct is also prohibited by all community members and visitors while on campus and at School-sponsored events and activities. The School provides information to parents and students about the health and social impact of drug, substance, and alcohol use and abuse. Students are prohibited from using medications, both prescription and over-the-counter, in any manner other than as prescribed or intended by the manufacturer.

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

Safety dogs may be used to detect the presence of illegal drugs or alcohol on School premises or at School-sponsored events. The School may employ such dogs at any time, with or without advance notice, on a random basis, on an across-the board basis, or on the basis of reasonable suspicion. Should one of the trained canines "alert" on a student's possessions, whether or not a controlled substance can be physically found, it may be treated as though something has been found. Students' possessions (i.e., clothing, backpacks, and automobiles) must be residue-free of any illegal or prohibited substances. An "alert" on a student's possessions may prompt the School to require drug testing (at the family expense) at a

facility of the School's choosing. Until the School receives the results of the drug testing, the student may be placed on school leave and remain at home. If the safety dog alerts on students' possessions when present at School functions such as Prom, the student(s) may be refused permission to attend the function. The School also may discipline, up to and including expulsion, any student who refuses or fails to cooperate with any reasonable search for drugs or alcohol.

Parents' Role in Alcohol/Drug Prevention

Parents are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement.

As parents, we will:

1. Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
2. Develop and communicate to our children a clear position about alcohol and drug use.
3. Promote and encourage social activities without alcohol and drugs.
4. Not serve alcohol to other people's children who are under the legal drinking age or allow under-age people to bring alcohol or drugs into our homes.
5. Support School and law enforcement policies regarding the use of alcohol and drugs by young people.
6. Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

In addition, we will:

1. Take responsibility for our own children and be concerned for the welfare of the children of others.
2. Set a responsible example for our children.
3. Attempt to resist peer pressure and encourage our children to do likewise.
4. Help our children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
5. Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).
6. Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

Sanctuary Policy

The use and abuse of alcohol and drugs can lead to serious health consequences. As a way of letting students know that their health and safety are of paramount concern, the School encourages students to ask for help from adults should they find themselves or another student impaired, ill, or struggling with substance use or abuse. The School's Sanctuary Policy provides students with a way to access support around alcohol and substance abuse issues without concern that reaching out for help will trigger the disciplinary process.

The School believes that students should be guided by their obligation to, and respect for, other members of the community in seeking the best possible help for themselves and others. The School endeavors to foster an atmosphere of trust within the community and views student-School conversations as vital to that effort. Students should seek guidance from any adults whose judgment they trust and respect.

Invoking the Sanctuary Policy

Any student may invoke this policy on the student's own behalf, or on behalf of another student, simply by contacting anyone on the faculty, staff, or administration at the School in the following circumstances:

For Medical Emergencies

In any apparent medical emergency, even if drug- or alcohol-induced, it is imperative for a medical evaluation and attention to begin as soon as possible. To encourage students to seek medical help in an emergency situation, obtaining assistance from the School's Counseling Department or asking a faculty member to obtain emergency medical assistance will initiate medical rather than disciplinary intervention.

For Non-Emergencies

Students also may bring sanctuary into effect in non-emergency situations for themselves or another student whose health is at risk because of alcohol or drug use; including, but not limited to, the ill-effects of recent ingestion of a banned substance, chronic substance use or abuse, or past use or abuse that may be impairing functioning at school.

In either scenario described above, the request for assistance must be student-initiated and occur prior to any School administrator or faculty or staff member learning of the impacted student's use or abuse of drugs or alcohol.

Assessment, Consultation, and Notification

If a student invokes this policy, the School will promptly determine whether medical attention is warranted, and the student's counselor, the Director of Counseling, the Vice Principal, and other senior administrators may be notified, along with the student's parents.

The School will determine whether follow-up evaluation or counseling is appropriate in an off-campus medical or substance abuse treatment program as a condition for continued enrollment. In a case with such follow-up evaluation or counseling, the student's counselor, the Director of Counseling, the Vice Principal, and other senior administrators will be kept informed as appropriate. If lengthy follow-up is needed, the School may require or allow the student to take a medical leave of absence.

Following treatment for any alcohol or drug use or abuse, the School may require the student to have an independent assessment prior to returning to school. The student will be expected to follow any recommendations arising from that consultation.

The law may require notification of state and local authorities in specific cases, including those involving child abuse and neglect, even when the School offers a non-disciplinary response. Students may be subject to law enforcement investigation and response.

Limits of This Policy

Determination as to whether a specific case has met the criteria for sanctuary rests with the School. If a student is already involved in the disciplinary process because of alcohol or substance abuse, the Sanctuary Policy may not be invoked. Students who misuse this emergency protocol to avoid disciplinary action for drug or alcohol abuse may be referred to the Deans.

Inappropriate Items/Weapons

Possession or use of fireworks (including firecrackers), a firearm, a pellet gun, a knife, or any other dangerous weapon is prohibited. Any knife other than a pocket knife may be considered a dangerous weapon. Certain types of knives, including, but not limited to, ballistic knives,

belt buckle knives, dirk knives, or any knives with a detachable blade, and most fireworks are illegal in California. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, so as to endanger another, is considered reckless behavior and is also prohibited by the School.

EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

Bullying, Harassment, Discrimination, Hazing, Sexual Assault, and Sexual Harassment

The School does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), harassment or discrimination, hazing, sexual assault, and sexual harassment (collectively referred to as “interpersonal misconduct”). La Salle College Preparatory is dedicated to preventing interpersonal misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development. We work to enhance students’ abilities to develop healthy relationships and to take positive action when they witness or experience any form of interpersonal misconduct. The School is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the School community.

Interpersonal misconduct is prohibited on the School’s campus and the property immediately adjacent to School grounds, on School vehicles and at School-sponsored events, activities, athletic contests, and off-campus trips. School-owned technology may not be used to intimidate, harass, threaten, or bully another student. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not School-related or through the use of technology or an electronic device that is not owned, leased, or used by the School, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at school, or (c) substantially disrupts the educational process or the School’s orderly operations. Though interpersonal misconduct that occurs outside of the above locations may be outside of the School’s disciplinary reach, we still encourage families and students to share potential incidents with a trusted staff member (as discussed in more detail below) if the School may need to have a heightened awareness of protecting students’ safety while at school.

Definitions

Aggressor

A student or faculty/staff member who engages in bullying (including cyber-bullying), harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation towards another person.

Bullying

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing, and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a target. In addition to direct attack, bullying may also be indirect, such as spreading rumors that cause a target to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bias

A bias-related incident occurs when language or behavior conveys prejudice against a target because of a dimension of the target's identity (race, color, national or ethnic origin, ancestry, gender, religion, or mental or physical disability, or any legally-protected status).

Cyber-Bullying

Cyber-bullying is bullying through the use of technology or electronic communication, including, but not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes, but is not limited to: (a) the creation of a web page or blog in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyber-bullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Harassment Or Discrimination

Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment includes, but is not limited to, any or all of the following:

Verbal Harassment: Derogatory comments and jokes to an individual's or group's characteristics; threatening words spoken to another person.

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

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures.

Sexual Harassment: Includes unwelcome sexual advances, requests for sexual favors, sexting, and other verbal or physical conduct of a sexual nature.

Electronic Harassment: Includes all of the above-referenced behaviors when done electronically.

Hazing

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

The following questions are intended to help students identify and understand what hazing is:

- Would you have any reservation describing the activity to your parents, a teacher, or a School administrator?
- Would you object to the activity being photographed for the School newspaper or local TV news?

- Is there a risk of injury or a question of safety?
- Is this a team or group activity in which members are encouraged or expected to attend and where minors are consuming alcohol?
- Will current members refuse to participate with the new members?
- Does the activity risk emotional or physical abuse?

Hostile Environment

A hostile environment refers to a situation in which certain misconduct causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive so as to alter the conditions of a student's education.

Racial Discrimination

Racial discrimination is a type of discrimination (as defined above). Racial discrimination involves treating a target unfavorably because the target is of a certain race or because of personal characteristics associated with race (such as hair texture, skin color, or certain facial features). Racial discrimination can occur when the target and the person who inflicted the discrimination are the same race or color.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

Sexual Assault

Sexual assault occurs when a person is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion, or penetration of another's sex organs, anus, or mouth.

Sexual Contests

Sexual contests describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.

Target

Any student against whom interpersonal misconduct or retaliation has been perpetrated.

Legal Definitions And School Policies

In accordance with the School's mission, values, and standards of conduct, the School has supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. In essence, the School's standards may be stricter than the law and the School may impose discipline accordingly. The School's efforts to enhance its protection of students in no way expand an individual's rights under applicable laws. Further, the School may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

Reporting Complaints

The School encourages students to address individuals engaging in interpersonal misconduct directly and tell the individual that the conduct is offensive and must stop. However, the School recognizes that not all students may feel comfortable doing so, and that even if the student does confront the individual, the objectionable behavior may not cease. In these situations, the student is expected to report the interpersonal misconduct to the Principal, Assistant Principal for Student Services, or to a teacher who may then share such information with appropriate administrators.

A student who is the target of interpersonal misconduct, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by the School, is expected to report the matter promptly (either orally or in writing) to the Principal, Assistant Principal for Student Services, or another administrator or faculty member with whom the student is comfortable speaking. If a student is uncomfortable contacting one of these individuals, the student may ask an advisor, another adult, or a classmate to help. The student may also be asked to complete a formal, written complaint.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such conduct, are urged to immediately notify the Principal, Assistant Principal for Student Services, or another administrator. Furthermore, any parent/guardian who has witnessed interpersonal misconduct, or has relevant information concerning such an incident or any incident of retaliation, are strongly encouraged to contact one of these administrators immediately.

The School expects students and parents/guardians not to make anonymous reports. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously and disciplinary action will generally not be taken against an individual solely on the basis of an anonymous report.

The School cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the School will disclose such information with discretion, on a need-to-know basis.

False Complaints

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the School expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of interpersonal misconduct or retaliation may be subject to disciplinary action.

Responding To Complaints

The goals of an investigation, and any supportive, disciplinary, or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of the School, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The School may use strategies, such as

increased supervision, stay-away mandates, and personal safety plans, as may be appropriate, to prevent further misconduct, witness interference, and retaliation during the course of and after the investigation. If appropriate, the alleged aggressors may be placed on leave during the course of the investigation.

The Principal (or the Principal's designee) will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s), and any other witnesses or parties who have information relevant to the alleged incident. The School may consult with faculty, School Counselor, the parents/guardians of the alleged target(s) and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The School neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The School will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, the Principal (or the Principal's designee) will generally make the following determinations:

- Whether and to what extent the allegation of interpersonal misconduct has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

Any resulting discipline will be in accordance with the Disciplinary Guidelines section in this Handbook. At the discretion of the Principal, the Discipline Board may be convened to investigate and make recommendations. In any situation, the President (or the President's designee) may impose disciplinary action regardless of whether the Discipline Board was convened and regardless of the Discipline Board's recommendation.

If the complaint is against a non-employee or non-student, such as a parent, volunteer, vendor, or student from another school, the School will take steps, within its power, to investigate and eliminate the problem.

Information about consequences or other corrective action will be shared with the School community as deemed appropriate by the President. Such announcement may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Notification To Parents/Guardians

The School will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly after a complaint has been filed, upon completion of the investigation, and to report the results of the investigation. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of interpersonal misconduct or retaliation.

In all situations, the amount of information shared by the School may be limited by confidentiality laws protecting student and employee records, other confidentiality or privacy considerations, and/or concerns regarding the integrity of the investigatory processes.

Notification To Government Authorities

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse or neglect of the type that is reportable under Penal Code Section 11165.7, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, the School may notify local law enforcement or other government agencies. If the School receives a complaint involving students from another school, the School may notify the appropriate administrator of the other school so that both may take appropriate action.

Students' Responsibilities

Consistent with the policy above, the School reminds students that it is their responsibility to:

- Conduct themselves in a manner which contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying, hazing, or otherwise inappropriate.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of interpersonal misconduct to the Principal, Assistant Principal for Student Services, a teacher, or administrator.
- As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained to the extent possible.

Accountability Guidelines

These Guidelines are based on the School's philosophy and principles regarding good character, and reflect the School's commitment to providing a safe and healthy environment for students. The School strives to promote effective and caring communication among faculty, students, and parents that supports students in their personal growth and provides room for a young person to make mistakes and learn from them. The goal is to help each student understand what type of behavior is expected, and learn to assume responsibility for the student's actions.

Students who choose to remain present when other students are engaging in misconduct may be subject to corrective action. The School may contact parents to address both minor and more serious instances of misconduct, at any stage of the accountability process.

The guidelines in this section apply to all misconduct (and/or attempting misconduct) by students, whether on or off campus, as long as they are enrolled at the School. These examples are intended to provide students and their families with a general understanding of the School's accountability approach; however, the School will respond to each situation with a response that the School determines is appropriate.

In any situation, the Principal may impose corrective action, up to and including dismissing a student from school and removal of academic credit, regardless of whether the Accountability Board is convened and regardless of the Accountability Board's recommendation. The Principal has sole and absolute discretion with respect to determining corrective consequences for students.

Consequences of Academic Dishonesty

Cheating and plagiarism are serious infractions subject to penalties, including receipt of a failing grade for a particular assignment; placement on academic suspension or probation; or dismissal from La Salle. All faculty and staff are expected to report and document any breach of academic integrity to the school administration. Incidents of academic dishonesty will generally be handled by the following procedure:

- The teacher will address the student involved and discuss the matter.
- The teacher will invoke the School policy and assign a failing grade for the assignment.
- The teacher, with the support of the Administration, will further investigate the matter and issue an appropriate consequence.
- The student's parent(s) will be informed.

Repeat offenders of the Academic Integrity policy may be required to meet with the Academic Integrity Board in order to determine their continuing status at La Salle. Students placed on probation because of cheating will lose membership in the National Honor Society. If requested on college applications, reference to the infraction(s) may be provided.

The Accountability Board

The Accountability Board exists to consider more serious corrective cases. A student who commits a serious violation may be suspended or otherwise placed on leave until the Accountability Board is able to convene.

The Board generally consists of at least five administrators and faculty members, and may include the student's Mentor Teacher.

The designated administrator details and documents cases, discussions, and recommendations of the Accountability Board. A student may have parents in attendance while the student appears before the Board. Details of the Board of Accountability are confidential.

After the student completes his or her interview with the Accountability Board, the Board will deliberate and submit a recommendation to the Principal. The Principal may approve the recommendation or adjust the decision as necessary.

Parents have the right to appeal the Principal's decision. Such an appeal must be made to the Principal, in writing, including a specific justification for the appeal, and with new and compelling information. The appeal must be delivered to the Principal's office and received within (5) days of notification from the Dean. The Principal's decision on the appeal is final.

Serious Infractions

The following infractions of good order are examples of actions considered to be serious and may result in corrective action up to and including expulsion:

- any act of violence or demeaning behavior, including hazing, abuse, and threats in any form including cyber-bullying against any person or the School, harassment and name calling;
- any threats of violence against the School, its students, faculty, or staff, verbally or in writing, including social media;
- interpersonal misconduct;
- habitual/egregious disrespect, disobedience, or rudeness to a member of the administration, faculty, staff or student;
- repeated classroom behavior that impedes other students' learning;
- truancy;
- dishonesty and/or cheating;
- theft;
- damaging, attempting to damage, stealing, willfully defacing (graffiti), or otherwise injuring in any way, real or personal property;
- gambling on School grounds;
- possession of weapons or harmful items which can be used as weapons; possession of laser pens;
- membership in a gang or group using violence or coercion;
- possession of pornographic or inappropriate materials or literature;
- vulgar language or conduct;
- use, possession, or distribution of tobacco on campus and at School functions;
- use, possession, or distribution of e-cigarettes/vaping devices on campus and at School functions;
- use, possession, or distribution of alcohol on campus and at School functions;
- sexual misbehavior on campus and at School functions;
- sexting;
- dissemination of material, including through the use of electronic media, that causes embarrassment or discredit to the School, its students, faculty, or staff;
- any conduct, on campus or off, detrimental to the reputation of La Salle College Preparatory and/or the Catholic Church; and
- refusal to cooperate with an ongoing investigation by the School.

Detentions

The response for a minor infraction is the issuance of an Accountability Report. Once a student receives an Accountability Report by a teacher, staff member, or administrator, the student will be referred to a member of The Accountability Board. Each student that receives an Accountability Report will have a conference with a member of The Accountability Board (and in some cases the teacher issuing the report) within 24 hours. Each student that receives 3 Accountability Reports per semester (you will be assigned a detention on the third issuance) will be given a 30-60 minute after school detention. Detention takes precedence over any other activity, and is held each Tuesday and Thursday for 30-60 minutes (depending on the violation) at 3:00pm. If a detention is missed, a Saturday detention will immediately be issued. La Salle College Preparatory works to create a restorative correction approach to student accountability. Students will use time in detention to aid in improving their community, reflect on their own actions, and participate in conferences that discuss the consequences of their behaviors and actions. Students are responsible for contacting their parents or guardians to arrange for pick up after serving a detention, if applicable, and must stay the entire duration of detention. Each student must sign into detention no later than 3:00pm (in Room 403) with their signed Disciplinary Action Form.

If a student receives an additional Accountability Report after their third issuance, they will be referred straight to detention. Students that receive 3 detentions (students will be assigned a Saturday detention on the third issuance) within a semester will serve a Saturday detention (held once a month) and will receive an on-campus Accountability Coach. On-campus coaches will be selected by the Accountability Board, and will meet with the student once a week to go over a plan of how to aid the student in their personal journey towards success. Students that have served a Saturday Detention may also be under an accountability contract and/or probation.

The following offenses are examples of an issuance of an Accountability Report:

<ul style="list-style-type: none">● Inappropriate Behavior● Consistent Interrupting● Inappropriate Language/Body Language● Out of Uniform● Tardy● Littering● Disrupting class/liturg/school event● Other	<ul style="list-style-type: none">● Defiant Behavior● Inappropriate Comments● Argumentative● Not showing care for the mission of the school● Unauthorized use of cell phone● Consumption of food/gum● Unauthorized presence in room or elevator
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La Salle College Preparatory uses a three-tier system for accountability and consequences. Below is a list of examples of each tier; it is not a comprehensive list. The final decision of the level of any consequence lies with The Accountability Board.

Examples of Level 1 Infractions (in most cases the consequence results in a conference with The Accountability Board and an Accountability Report)

- Minor class disruption or disruption caused in hallways
- Gum chewing/eating or drinking in the classroom or unauthorized areas
- Littering/not cleaning up after yourself
- Late to class (not first period of the day)
- Unauthorized use of cellphone on campus (first offense)

- Dress code violation (first offense)
- Failure to bring re-admit slip to school
- Inappropriate Behavior
- Inappropriate Language/Body Language
- Not showing care for the mission of the school
- Disrupting class, liturgy or school events
- Consistent talking or interrupting

Examples of Level 2 Infractions (in most cases the consequence results in a conference with The Accountability Board, and a detention)

- Chronic acts of Level 1 behavior
- 6th late to school in a semester
- Leaving class without permission
- Swearing/obscene language
- Public display of affection
- Academic Dishonesty
- Unsupervised presence in the school building/campus/elevator
- Plagiarism
- Forgery
- Cutting Class
- Failure to report others behavior/actions
- Not following the direction of authority

Examples of Level 3 Infractions (in most cases the consequence results in a conference with The Accountability Board and Parents, Probation, Suspension, or Expulsion)

- Chronic acts of Tier 2 behavior
- Failure to complete a detention
- 7th late to school in a semester
- Forged notes, passes, or excuses
- Insubordination / disrespect to teachers or students
- Unauthorized presence in any of the rooms restricted for faculty/staff
- Unsupervised presence in School buildings or rooms during or after school
- Illegal parking or unsafe driving on or near campus on a school day
- Posting of materials on campus without approval from the School Administration
- Misconduct at assemblies, mass, field trips, etc.
- Disregard of instructions by an administrator or School staff member
- Careless driving
- Ditching class
- Leaving School grounds without permission from the main office
- Taking or touching materials on a teacher's desk without permission
- Opening another student's locker without permission
- Fighting
- Stealing
- Verbal/Written Abuse/Threats
- Possession/Use of Tobacco
- Bullying/Hate Offenses
- Possession/Use of Drugs
- Use/Possession of Alcohol
- Possession/Use of Weapons

Saturday Detention

Saturday detention will be held monthly on campus from 8:00 am to 11:00 am.

- Saturday Detention is assigned on the third issuance of a detention, but students may also be assigned one for other serious offenses.
- Parents will be notified via email by a member of the Accountability Board when a student is assigned to Saturday Detention.
- Once you have received a Saturday Detention you will receive an Accountability Coach and will be placed on a contract with probation. Each student will also have regular conferences with a counselor.
- After two Saturday detentions, each student will meet with The Accountability Board for further action (further probation, suspension or expulsion).

Probation

A student may be placed on probation for misconduct or excessive violations of School rules. Probation is given for a specified period of time and specific requirements are imposed in order to clear the probationary status. Parents are notified by a member of The Accountability Board should their child incur probation. Probation includes the loss of leadership positions, participating in School-sponsored events and activities, including co-curricular and extra-curricular activities (such as participation in sports team practice/games and the participation in a performing arts event). All assigned Detentions in a semester must be served or the student may be issued further consequences/probation.

Suspension

A student may be suspended for misconduct or repetition of minor violations. During the period of suspension, the student may not participate in or attend any athletic or other co-curricular activities and may have to attend Saturday Detention. A student who has been suspended more than once may be expelled.

Students who receive a suspension from School for any period of time are considered unexcused for the days they miss. However, they may be allowed to make up some portion of the work missed, at their individual teachers' sole discretion.

Expulsion

A student may be expelled for misconduct of an exceptionally serious nature or repetition of misconduct for which probation or suspension was imposed. A student may be expelled without probation or suspension if the nature of the misconduct warrants it. This sanction resides with the Principal. Students who are dismissed from school will be prohibited from being on School grounds and will not receive academic credit for the time after which they are dismissed.

Behavioral Expectations While Away From School

Students should be aware that they represent the School community at all times, both on and off campus. While it is not the School's intention to monitor students in all of their off-campus activities, the School may take disciplinary action, including suspension or dismissal, in response to inappropriate conduct occurring outside of campus.

Parental Involvement with Accountability Matters

Accountability matters and student issues are handled directly by teachers, administrators, and appropriate staff. If a student is having an issue with another student, parents should not attempt to deal with the other student directly about that matter. Doing so may put a student in an intimidating situation and is best resolved, when appropriate, through a School administrator. Please speak to the appropriate School administrator for guidance with respect to any questions about contacting another student or parent about a School-related matter.

Disclosure to Community

For purposes of providing an opportunity for the student body to learn and grow, information about corrective consequences or other corrective action will be shared with the School community as deemed appropriate by the Principal. Such announcements may be made in person, by electronic communication, or otherwise.

Disclosure to Colleges and Next Schools

Serious infractions may be disclosed at the discretion of the school principal to colleges and other academic institutions.

CO-CURRICULAR ACTIVITIES AND SPECIAL EVENTS

Co-Curriculars and School Attendance

To be eligible to participate in co-curricular activities (sports practices, games, dances, retreats, theater performances, etc.) a student must be in full attendance at school on the same day as the scheduled event or on the last day of the week if the event is on the weekend. The Assistant Principal for Student Services may review requests for exceptions to determine eligibility.

La Salle Ambassadors

La Salle Ambassadors are students chosen to help the Admissions Office with events and tours.

An Ambassador is:

- Spirited
- Friendly
- Reliable
- Proud to be at La Salle College Preparatory

Ambassadors are expected to:

- accept the responsibility for maintaining the standards of the La Salle Office of Admissions;
- attend and participate in mandatory scheduled events and sign up for the required additional events;
- demonstrate and promote responsible and mature behavior whether on or off campus and whether serving officially or unofficially in the role of Ambassador;
- maintain neat and appropriate standards of appearance at Admissions events;
- be dependable and follow through on all assignments and commitments. Communication with the Admissions Office is of the utmost importance; and
- represent themselves within the School as a Lancer who strives to *Learn, Serve, Lead*.

Student Life

Student Life at La Salle provides students the opportunity to grow in faith, engage in service experiences, and take an active role in the community life of the School.

Student Life lives the mission of the School by nurturing the talents of students through leadership such as Student Life officers, class council commissioners and representatives, club officers, retreat leaders, rally planners, liturgical ministers, and other opportunities. Student Life inspires in students a sense of responsibility for others through inclusive activities such as retreats and service projects. Student Life challenges students to embrace diversity through the various programs, clubs, and organizations on campus, liturgical worship, and much more. Finally, the poor are served through the wide variety of service opportunities La Salle provides.

The La Salle community gathers at least once a month to worship together in either a formal Eucharistic Liturgy or prayer service. All students must attend.

La Salle is dedicated to service. All students must participate in the annual Catholic Schools Week service. Any student missing this service experience will be required to participate in an approved alternate service activity through Student Life.

Students are required to participate in the day-long freshman and sophomore retreats. Students are highly encouraged to go on both the junior and senior retreats, which are three days and two nights in length.

School Trips

The School offers a variety of field trips during the school year. Parents/guardians are notified of upcoming trips off campus. All School trips are required to be alcohol, drug, and tobacco free. Students participating in School trips are required to comply with all applicable School rules and all applicable laws. Parents/Guardians chaperoning any School trips are expected to follow the School's Chaperone Guidelines.

Dances

Student dances are open only to La Salle College Preparatory students and invited guests. Guest passes for non-La Salle students must be obtained in advance from the Director of Student Life and guests must be approved by the Assistant Principal for Student Services. Students must arrive within one hour of the start time of the dance and may not leave until thirty minutes before the end time. Students may not arrive or leave from any dance in limousines or similar vehicles. Students in attendance must present photo ID and be under the age of 21. If a guest's behavior warrants dismissal, the sponsoring La Salle student may also be dismissed from the dance. Students in attendance may not wear items prohibited by the School's Dress Code and Appearance policies.

Prom Guests

A guest at the Junior/Senior Prom must be no younger than a Sophomore in high school and under 21 years of age on the date of the event. Guests who are not La Salle students must be approved. Appropriate attire is required. If a guest's behavior warrants dismissal, the sponsoring La Salle student will also be dismissed from the event.

Snowball Guests

Students from each grade level are eligible to attend the School's Snowball. A guest from another school must be at least a Freshman in high school and under 21 years of age on the date of the event.

Attire for Prom

Men

- Shirt, tie, dress pants, and jacket

Women

- An evening dress or pantsuit appropriately fitting and modest
- No visible midriff; backs must be covered below traditional waistline

Attire for Snowball

Men

- Shirt, tie, dress pants; jacket optional, but recommended

Women

- An evening dress or pantsuit appropriately fitting and modest
- No visible midriff; backs must be covered below traditional waistline

Any questions about appropriateness of attire should be directed to the School Administration.

ATHLETICS

Eligibility

All student-athletes must be cleared through the School's online portal to participate in any sport. In order to receive online clearance, the student must have all of the required forms completed and on file with the School. In addition, please note that all student-athletes are required to submit an updated physical each year and all physicals are only valid 12 months from when the last exam was administered. [Click here](#) to start the clearance process.

Athletics and School Attendance

To be eligible to participate in athletics (sports practices, games, dances, retreats, theater performances, etc.) a student must be in full attendance at school on the same day as the scheduled event or on the last day of the week if the event is on the weekend. The Assistant Principal for Student Services may review requests for exceptions to determine eligibility.

Physical Education

Physical education is an integral part of the School's curriculum and is designed to provide optimum growth and development for each student. Therefore, every student is expected to participate. Students are responsible for having appropriate and necessary clothing and sneakers for each class. All clothing should be labeled with the student's name. Each student will be issued a lock and locker for which the student is responsible and encouraged to use.

Medical and Other Excuses

If, on a given day, a student cannot participate in Physical Education, the parents/guardians should inform the Receptionist. For the first day of an excused absence from physical education or athletics, a parent note is acceptable. For excused absences from physical education or athletics for more than one day, a doctor's note is necessary.

Expectations of Student-Athletes

- Practice good sportsmanship, not gamesmanship. Respect the game and its rules. Strive to win with character and to lose with dignity, follow the rules, and respect the ideals of good conduct, etiquette, and classy behavior.
- Abide by the rules of discipline for La Salle, Camino Del Rey Association, and California Interscholastic Federation (CIF).
- Be honest and loyal to the School, the team, and our community in the representation of our athletic program.
- Maintain proper health and safety by using the proper techniques and safe methods of play and follow a healthy diet with proper rest.
- Be a credit to the team in the classroom, community, and in competition.
- Demonstrate respect for teachers, coaches, and fellow student/athletes.
- Be on time to games and practice. Strive to improve.
- Be positive, responsible, and a team player.
- Be "coachable." Ask for help when needed.
- Have integrity. Use appropriate language.

Expectations of Parents/Guardians

- Be positive with your child. Let your child know that he/she is accomplishing something by being part of the team.
- Do not offer excuses to your child if he/she is not playing. Encourage your child to work hard and do his/her best.
- Insist that your child respect team rules, School rules, game officials, and sportsmanship. Self-respect begins with self-control.
- Encourage your child to improve his/her self-image by believing in himself/herself.
- Encourage your child to play for the love of the game.
- Please remember that coaches have different ways of dealing with people and situations and that your child's life is enriched by interaction with different types of leaders. A coach is usually coaching because the coach is sincerely fond of working with young men and women, and is an experienced professional.
- As a fan, you are entitled to cheer avidly, but don't become belligerent or disrespectful.
- Remember - at any competition you, the parent/guardian, represent your school and your child. Please be a positive role model.

Parents/guardians are **not** to direct negative comments toward opposing teams, players, coaches, fans, or officials. Sportsmanship must be maintained at all times. Parents/guardians who demonstrate unacceptable behavior at La Salle sporting events will be asked by a School Administrator to leave the event. A second or egregious offense may result in additional penalties which may include up to a one-year ban of all La Salle sporting events or activities.

Coach Training & Certification

La Salle College Preparatory coaches are fingerprinted and have completed safe environment training through Virtus. In addition, coaches have all been trained and certified in First Aid/CPR/AED, fundamentals of coaching, concussion, cardiac arrest, and heat illness.

Interscholastic Athletic Programs

La Salle Athletics is committed to providing a positive, challenging, competitive, and fair athletic experience that emphasizes the Lasallian principles coupled with personal integrity, sportsmanship, wellness, and fulfillment of the student-athlete's potential.

The primary goal of the athletic program is to build physical strength, self-discipline, and team spirit in an atmosphere permeated with idealism, energy, and the values proclaimed to us by Christ. Above all, this must be evident throughout every aspect of the athletic program, and most especially the conduct of student-athletes, parents/guardians, coaches, and staff.

La Salle College Preparatory is a member of the California Interscholastic Federation-Southern Section, The Catholic Athletic Association, and Santa Fe, Camino Real, Del Rey and Prep Leagues.

Sports Teams

La Salle College Preparatory fields the following teams.

Fall Sports:

- Boys' Cross Country
- Boys' Water Polo
- Cheer (Sideline)

- Dance
- Football
- Girls' Cross Country
- Girls' Golf
- Girls' Tennis
- Girls' Volleyball

Winter Sports:

- Boys' Basketball
- Boys' Soccer
- Cheer (Traditional Competitive)
- Dance
- Girls' Basketball
- Girls' Soccer
- Girls' Water Polo

Spring Sports:

- Baseball
- Boys' Golf
- Boys' Swimming
- Boys' Tennis
- Boys' Track & Field
- Boys' Volleyball
- Girls' Swimming
- Girls' Track and Field
- Softball

Sports Clothing and Equipment

- Please see Athletic Handbook

Head Injury/Concussion Policy

A “concussion” is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Most individuals who experience a concussion can recover completely as long as they do not return to play or return to learn prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If the individual sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

As such, the guidelines outlined below should be followed to ensure that student-athletes are identified, treated, and referred appropriately, receive appropriate follow-up care during the school day, and are recovered prior to returning to full activity.

Concussion Awareness

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most athletes can enjoy long careers in sports after a concussion. If not managed properly, research indicates that these injuries can also have serious consequences later in life.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in

loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches, parents, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed student-athlete may not be aware of the athlete's condition or may be trying to hide the injury to stay in the game or practice.

Second-Impact Syndrome (SIS) results from an acute brain swelling that occurs when a second concussion is sustained before complete recovery from a previous concussion. Student-athletes who have mild symptoms or symptoms that have cleared are still at risk for developing brain swelling after a second impact to the head.

The School strongly recommends that all student-athletes and their parents attend Sports information Parent Nights prior to participation in athletics at the School.

Signs and Symptoms

When a student-athlete sustains a concussion, the student-athlete may report one or more of the following symptoms: headache or "pressure" in head; double or fuzzy vision; dizziness; tinnitus (ringing in the ears); nausea; just doesn't "feel right;" sensitivity to light and/or noise; feeling sluggish, foggy, or groggy; concentration/memory problems; and/or confusion.

When a student-athlete sustains a concussion, one or more of the following symptoms may be observed in the athlete: loss of consciousness; appears dazed or stunned; moves clumsily; unsure of score, opponent, date, etc.; cannot recall events prior to incident; cannot recall events after incident; answers questions slowly; confused about what to do—assignments, position, etc.; forgets an instruction; and/or shows mood, behavior, or personality changes.

The School recommends that a student-athlete receive prompt medical attention for the following dangerous symptoms of a concussion:

- Loss of consciousness;
- Vomiting;
- Confusion;
- Convulsions or seizures;
- One pupil is larger than the other;
- Difficulty recognizing people or places;
- Extreme drowsiness or cannot be awakened;
- Any weakness or numbness; and
- Headache worsens or does not go away after 24 hours.

Management Procedures

The School strongly recommends that student-athletes take a pre-season baseline assessment for concussion that will remain on hand in the event of a concussion. It is also strongly recommended that parents and student-athletes take an online course prior to the start of each school year.

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete is expected to be promptly removed from practice or competition and evaluated by the student-athlete's healthcare provider. At away events, when there is no qualified medical professional available, the coaching staff will typically abide by, "When in doubt, sit them out," as recommended by the Centers for Disease Control. If any danger signs are exhibited as described above, the School will strive to contact a parent/guardian and will accompany the student-athlete to an Emergency Room by Emergency Medical Service.

Post-Concussion – Return To Play

The student-athlete must meet all of the following criteria in order to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Have written clearance from the appropriate health care provider.
- Once the above criteria are met, the student-athlete will be progressed back to full activity following a stepwise process that includes:
 - Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
 - Sport-specific training (running, throwing, catching, body weight exercises).
 - Non-contact training drills; weight lifting (full non-contact practice).
 - Full-contact practice (controlled contact drills).
 - Game play (no activity restrictions).

Communication

Please refer to the Athletic Calendar on the School's website which is updated regularly, or call the Athletic Office for last minute changes due to weather and daily events.

STUDENT HEALTH AND SUPPORT

In order to maintain a safe and healthy environment for students and staff, please do not send students to school with any of the following: fever, vomiting, diarrhea, persistent cough, or profuse discolored discharge from nose or eyes. Students who develop a fever of 100.0 degrees F or greater, vomiting, or diarrhea will be asked to go home. Students must be symptom-free for 24 hours before returning to school. Parents are expected to notify the School if their child contracts a contagious illness such as strep throat, chicken pox, or head lice.

A student who feels too ill to remain in class or at school is to report to the Front Office. The School will make a call to the parent(s).

- Students are not to call parents to come to pick them up prior to seeing the Front Office.
- Under no circumstances should an ill student simply leave campus without authorization from the School Administration or Front Office. Should a student leave campus without authorization, the student will be subject to disciplinary action.

Health Records and Forms

An Authorization To Treat And Share Health Information must be on file for every student. The School also requires proof of an annual physical examination from a licensed physician (or a “Waiver of Health Examination for School Entry”) and proof of up-to-date immunizations for every student (please see below for a more detailed policy on immunizations).

Families are asked to provide the School with information about the student’s physical and emotional health. In part, this information is obtained to comply with state law; it is also needed to keep the School well-informed of the health of all students. The School is sensitive to the privacy of this information. Please refer to the “Confidentiality” policy in this Handbook for more information about how this information is used.

Parents are expected to keep Emergency Forms up-to-date. Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student’s parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

Health Insurance

Parents/guardians are responsible for the costs of medical care for their child while their child is enrolled in the School. Students are required to have health insurance coverage valid in the State of California that provides the level of benefits deemed necessary by the School. Parents/guardians are responsible for providing the School with the name of the carrier and policy number that insures their child on or before the first day of school and agree to notify the School if this coverage changes and to provide the School with a current health insurance carrier and policy number.

Immunizations

In accordance with California law, the School requires all students to provide proof of up-to-date immunizations or to obtain a certificate of exemption before attending school. Proof of

immunization should be recorded on a Certificate of Immunization form and signed by a medical professional. A student with a qualified medical exemption must register with the state using the CAIR-ME website. Students who do not provide proof of up-to-date immunizations or qualify for a medical exemption will not be permitted to attend the School or participate in any School activities.

If there is a risk of a vaccine-preventable disease impacting campus or the School community, the School may exclude non-immunized students, including those with valid religious or medical exemptions, from school and all School activities. Excluded students will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is a risk of a vaccine-preventable disease, the School may consult with appropriate medical professionals and/or the California Department of Public Health.

Communicable Illnesses

The School may exclude any student who (a) has a communicable illness, (b) has been exposed to an infected person, and/or (c) has traveled to an area impacted by a communicable illness, if the School determines that such exclusion is appropriate for the welfare of the student or the School community. The School may also screen students or require students to be screened by appropriate medical professionals to determine whether they pose a risk to the community. The School's decisions shall be based on current and well-informed medical judgments concerning the illness, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable illness, and an analysis of the identified risks and available alternatives for responding to an individual with a communicable illness. The School shall inform the local health department of all reportable communicable diseases. 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 fit to return to school.

If and when appropriate, the School will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the School may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. We encourage all parents and guardians to contact medical professionals with any questions or concerns about communicable illnesses or immunization issues.

Medications at School

Parents are expected to attend to students' medication needs outside of school whenever possible; however, if a student must take a prescription medication at school, parents are expected to provide the School with a Permission to Medicate Form signed by the student's doctor and parent(s).

All medication must be left with the front office, marked with the student's name, the name of the drug, and instructions for use. Medications will be dispensed by School personnel who have been designated and trained in accordance with the School's policy regarding delegation of prescription medication administration. Medications should be picked up at the end of the school year. Any medications left after one week of School closure in June will be destroyed.

Students with a life-threatening illness such as asthma, diabetes, or severe allergy may have privileges to carry and self-administer their own medication. The condition must be reported yearly on the student's emergency form. The self-administration of medication(s) shall

include self-administration while on School property or during School-sponsored trips. A duplicate dose of life-saving medication provided by the parent/guardian will be stored at the Front Office. Misuse of the privilege to self-administer medication(s) may result in the revocation of said privilege(s). The School will not assume any responsibility for students not in compliance with this medication self-administration policy.

It is the sole responsibility of the parent/guardian to notify the Front Office with respect to any medication(s), dosing revisions, and health status changes.

The School does not dispense pain relief medication. Because over-the-counter medications or prescription medications may also be detectable by the safety dogs, the School administration strongly advises that over-the-counter medications and prescription drugs be left with the receptionist to avoid the possibility of embarrassment that “detection” might cause.

Counseling Services

School Counselors are available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the School may require a student to see a Therapist or outside Counselor. The La Salle Counseling Department engages in the following counseling activities:

- provides guidance and recommendations regarding academic subjects, course selection, and student progress in school;
- supports students who present with social-emotional challenges within the limited scope of school counseling;
- refers to therapists, psychiatrists, educational psychologists, and community resources for diagnosis and treatment, as needed;
- offers career counseling through career inventories and events to connect students with representatives of different professions; and
- prepares students for college admission with information about application requirements/deadlines, standardized testing, scholarships, and financial aid.

School Counselors are part of a team of faculty members and administrators who collaborate with respect to students’ educational experience at the School. As part of this collaborative effort, School Counselors may share information obtained from parents and students on a “need-to-know” basis with other employees of the School and a student’s parents. The School Counselors are not engaged as any student’s private therapist. Please refer to the Confidentiality policy in this Handbook for more information.

Should the School determine that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, a School Counselor may assist in a referral for such services.

The School Counselors are also available to talk with parents on issues regarding their children, and hold monthly parent discussion groups on various topics.

Other Counseling

The School maintains a list of referrals for educational, intellectual, psychological, or speech and language evaluations, should parents/guardians wish to consult with the School regarding such an evaluation. Parents/Guardians who need guidance in this area are encouraged to consult the Director of Counseling. It is recommended that the results of such evaluations be shared with School personnel so that appropriate recommendations can be implemented.

Medical Leave

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, and the School Counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include, in the School's sole discretion, student's counselor, the Director of Counseling, the Vice Principal, other senior administrators, the parents, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents/guardians and student) to enter into an agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's

return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains in the sole discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style School activities.

Food Allergies

Our goals are to provide a safe and respectful environment for all students, to educate the School community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help students learn to appropriately manage their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers. As a School, we strive to help our students graduate with the skills and confidence to advocate for their own and others' health and physical safety.

Health Emergencies

The Front Office will attempt to contact parents/guardians regarding illness or injury, minor or serious, but in circumstances that warrant immediate attention when the School is unable to reach the parents/guardians or designated emergency contacts, the School will determine the appropriate management. In the event of a serious emergency, an ambulance will be called, the student will be taken to the nearest hospital emergency room, and at least one parent will be notified immediately. Emergency situations arising on campus will generally be referred to Arcadia Methodist Hospital which is just a few miles from the School. The School neither diagnoses nor treats injuries that occur on non-school time, but does offer temporary first aid for problems that arise during school.

GENERAL SCHOOL POLICIES

Student Records and Transcripts

La Salle College Preparatory defines its transcript as including all earned grades at La Salle and weighted and unweighted GPAs.

Transcripts will be released when the Registrar's Office receives a written request from the student/and or his/her parents/guardians. *Transcript Request Forms* are available in the Registrar's Office. Students need to plan ahead when requesting transcripts to allow sufficient time for the Registrar to prepare them.

Because transcripts are an official document issued by La Salle College Preparatory, the name that appears on a transcript must identically match that of the student's birth certificate. Any changes to the above will only occur if La Salle College Preparatory has been provided with a copy of the legal (court issued) name change.

Remediation of a grade on the official transcript will only be allowed by the completion of the course during the La Salle College Preparatory Summer School program or by an accredited program pre-approved by the Assistant Principal of Curriculum and Instruction.

Official Documents

All School communications about students and/or their school, civic, or home life will be held in confidence and for the information of proper members of the administration, staff, and School-based organizations. This information will not be released to any outside individual or institution unless there is a written request to do so from parents or by court order. Regardless of a student's age, La Salle College Preparatory reserves the right to share all academic information with parent(s) while the student is enrolled.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Registrar's Office. In the absence of that order, equal rights may be afforded to both parents.

Confidentiality

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the President, Principal, appropriate administrators and staff, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within the School environment; or when legal requirements demand that confidential information be revealed.

Student Media Waiver

The School's ability to portray its program accurately and vibrantly depends on families' support of the School's use of images of students and students' work. Therefore, the School, its successors and assigns, and those acting within its permission and upon its authority, to use students' name, photographic image (including, but not limited to, portrait, picture, video,

or other reproductions), audio recordings of the student's voice, video recordings of students, and likeness, in written or in electronic format, and reproductions of the student's work, including media from a remote learning context (collectively referred to herein as "Student Media Information") in the School's publications, marketing and promotional materials, website, press releases, advertising media, and/or social media accounts (including, but not limited to, Facebook and Instagram).

Parents/guardians waive the right to inspect or approve the finished product, including written or electronic copy, wherein the Student Media Information appears and acknowledge the School's right to crop or alter any photographic image of students at its discretion. By enrolling in the School, parents/guardians authorize the School to use the Student Media Information on more than one occasion, without limitation to the number of times it is used, in perpetuity.

The School may reproduce, or cause to be reproduced and used, the Student Media Information described herein. Parents/guardians shall not be entitled to receive any compensation for such use, and release the School, its successors and assigns, and those acting within its permission and upon its authority, from any liability, responsibility, or claim that may arise by reason of any exercise of the authority granted above.

If parents/guardians do not consent to such use, they agree to notify the school Principal in writing prior to the start of the school year. Media release permission is not shared with students or parents and does not ensure Student Media Information will not appear, if published by a student, parent, or other individual, or in student-run publications or student-run social media sites. While the School strives to abide by parent/guardian wishes, it does not guarantee incidental uses of a student's name or image will never occur.

School Directory

La Salle will prepare and publish a directory listing the names, addresses, emails, and telephone numbers of all La Salle students. Families who do not wish to have their listing published must inform the Principal's Assistant in writing by the first day of class in August.

The Directory may only be used for School-purposes, and not for personal or commercial purposes. Failure to properly use the Directory may result in restricted use and other consequences, as determined appropriate by the School.

Telephone Messages

Telephone messages will not be delivered to students while at school except in the cases of emergency.

School Name

No student, parent, or any other person not employed by La Salle College Preparatory is authorized to use the School's name (La Salle High School of Pasadena, Inc. or La Salle College Preparatory School), any likeness of or reference to the School's name (e.g., "La Salle") or crest or logo in any way, including to describe any event, outing, club, sports team, group, or other activity ("Group") that such a person may organize, lead or participate, without the express written permission of the School President.

If a student or parent/guardian participates in any activity that uses the School's name or a name like or resembling the School's name or logo that is parent-organized or led by others, including current and former School faculty, they understand that the Group is not sponsored

or endorsed by the School unless they receive written notice from the School President stating that the Group has been recognized by the School. Students and parents/guardians understand that any questions about whether a Group is sponsored by the School should be directed to the School President.

Surveillance Cameras on Campus

The School has installed video cameras at certain open and public spaces on campus, such as entrances to the School's campus, as well as at key campus crossroads. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School's employees, students, families, and guests. In all cases, security equipment is used in a manner that adheres to legal statutes and ethical standards where the right of privacy is concerned and is not used where there exists a reasonable expectation of privacy, such as in restrooms, locker rooms, etc. In addition, all entrances to the School's campus are posted with signs notifying School community members and other visitors that there are video surveillance cameras actively in use on campus. These surveillance cameras record visual footage in each location, but do not record any sound or other audio.

Visitors to Campus

La Salle is a closed campus. All visitors must sign in at the reception desk and adhere to all School visitor policies. For the safety of our students, our Visitor Pass policy includes parents, family members, alumni, and visitors from outside of the School community. Special events for an entire class and all School meetings are exceptions to this policy.

Pets on Campus

Family pets need to be left at home at all times for health and safety reasons. They should not be in attendance during the school day or at special occasions.

International Students

Students enrolled in the School from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the School calendar.

Married Student Policy

Since a married student is no longer accountable to a parent or guardian, the relationship between the School and the parent is compromised. Therefore, any student who marries will not be allowed to attend La Salle College Preparatory.

Pregnancy

In every case, all decisions concerning pregnancy are based upon the welfare of the student and the unborn child. La Salle College Preparatory in no instance considers abortion an acceptable option.

The pregnant student and her parents will meet with School officials. If the father of the child is also a student at La Salle, he and his parents will meet with School officials.

Students Age 18 and Older

Some students enrolled in the School will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into contractual obligations on the student's behalf (and is required to abide by those obligations). Therefore, the School requires all students, upon their 18th birthday, to review the Enrollment Contract that their parents or legal guardians signed on the students' behalf and execute an Addendum to that Agreement, which provides as follows:

- Permission for the School to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues, and financial matters; and
- Authorization for the School to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Contract, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at the School.

Search and Seizure

To maintain order and discipline on School property and at School-related events and to protect the safety and welfare of students and School personnel, La Salle College Preparatory has the right to perform unannounced searches. In addition, the School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers are the property of the School. Students exercise control over their lockers from other students, but not from the School and its officials. As a result, the Principal and the Principal's designees, as well as law enforcement officials, may search lockers as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Parking on School premises is a privilege, not a right. As such, any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

Child Abuse and Neglect Reporting

The School is committed to the highest standards of care for our students, and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with California law, all School employees are required to report suspected abuse or neglect of any student under age 18 to the proper authorities (Child Protective Services, Pasadena Police Department, Los Angeles County Sheriff, etc.).

Background Checks

With student safety a priority at the School, the School conducts a background check using LiveScan (overseen by the Sheriff's Office, the FBI, and Department of Justice) for applicants

who are seriously being considered for employment, and current employees, who are in a position involving contact with students.

These background checks require the submission of two sets of fingerprints to the Department of Justice for the purpose of obtaining criminal record summary information from the Department of Justice and the Federal Bureau of Investigation. An individual's employment is contingent upon successful completion of the checks, which may take several days or weeks to process.

Fire, Evacuation, and "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. In the event that an intruder is present on campus, a lockdown policy has been instituted and is annually reviewed by the faculty and staff. If a schoolwide evacuation is necessary, at the discretion of the School, students may be picked up in the upper parking lot on East Sierra Madre Boulevard.

Asbestos Hazard Emergency Response Act

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the School. These plans are available and accessible to the public at the School's President's Office.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

FAMILY INVOLVEMENT

Parental Comportment and Support for School Policies

At La Salle, we believe that a positive relationship between the School and a student's parents or guardians is essential to the fulfillment of the School's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The School understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, La Salle, at all times, may dismiss a student whose parent, guardian, family member, or other adult involved with the student, in the sole judgment of the School, fails to comply with this or any other policy or procedure of the School, engages in conduct either on or off the School's property that could undermine the authority of the School's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the School community. The School may refuse re-enrollment of a student if the School believes the actions of a parent or guardian on or off the School's property make a positive, constructive relationship impossible, or otherwise may interfere with the School's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the School expects that parents will observe the following guidelines:

1. Share in the School's vision.

- Support the mission of the School.
- Understand and support the School's philosophy, policies, and procedures.
- Support the School's disciplinary process, and understand that the School's authority in such matters is final.
- Be supportive of the School's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the School.
- Support the School's emphasis on sustainable practices.

2. Provide a home environment that supports the intellectual, physical, and emotional growth of the student.

- Create a schedule and structure that supports a student's study and completion of homework requirements.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at School and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/School and School community relationship built on communication, collaboration, and mutual respect.

- Provide a home environment that supports positive attitudes toward the School.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive School environment by not participating in or

tolerating gossip.

- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the President, Principal, administrators, outside professionals, or law enforcement officers.
- Respect the School's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e., teacher/advisor/counselor, Principal, President, in that order).
- Acknowledge the value of the educational experience at the School by making regular and timely School attendance a priority and scheduling non-emergency appointments outside the classroom day.
- Support the School through volunteerism and attendance at School events.
- Financially support the School to the best of one's ability.
- Share with the School any religious, cultural, medical, or personal information that the School may need to best serve students and the School community.
- Understand and support the School's technology policies.

Relevant Information About the Student

It is essential that parents/guardians communicate and promptly disclose to the School any details that may affect the Student's experience at the School including, but not limited to, the Student's learning styles, medical conditions, behavioral issues, and emotional needs. Parents/guardians affirm that they will promptly disclose such information to the School and notify the School of any changes throughout their child's enrollment.

Current Family Contact Information

Parents are expected to keep the School informed of contact information for emergency situations. If a parent is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergencies.

Multiple Households

The School requires parents, including those who are separated or divorced, to cooperate in the Student's best interests with respect to the Student's education, including avoiding being disruptive to the Student's education. Parents must provide details of any and all custody arrangements involving the Student to the School and keep the Principal apprised of any changes in custody arrangements and other matters that may affect the Student or the School. In the absence of an appropriate court order or other legal documentation to the contrary: (i) the School may communicate and share any and all educational, administrative, social, and/or health information concerning the student with both/all parents/guardians; and (ii) all parents/guardians may attend School functions, subject to the School's ordinary right to restrict access to School grounds.

School Gatherings Off Campus (Not Sponsored by the School)

It is important to remember, through their quest for acceptance from peers and their desire for greater independence, that students still need clear boundaries and guidance, and the following section provides some ideas to consider. They are designed to be practical and,

more importantly, are based on the values that we, as a school, stand for as part of our mission. In this sense, we hope that all our parents will support these in spirit, if not in letter.

1. Always be at an event or party in your own home.

- The parents should be the greeters. During the party, parents should casually make their presence known.
- Have the party in a part of the house where the guests will be comfortable and where you can maintain adequate supervision.
- Be the ones to bring in the food and beverages. This will keep the party running smoothly, and it will allow you to meet your child's friends.
- Occasionally walk around outside.

2. Clearly establish ground rules and expectations with your child before the party takes place (before your child goes to any social event).

- Let students know your expectations: they want guidelines, though you may hear something quite different.
- Give students options, but with clear guidelines. Discuss their responsibilities and discuss what the consequences are for inappropriate behavior and what the rewards are for appropriate behavior.
- Stress the concept of shared responsibility.
- Parents should take the responsibility of "playing the heavy," if there is inappropriate behavior.

3. Make sure there is plenty of food and non-alcoholic beverages and plan activities.

4. If your child is invited to a party, you should contact the parent giving the party and:

- Verify the location.
- Verify that parents will be present.
- Verify the starting and ending time.
- Offer assistance (e.g., chaperone, food, etc.).
- If there is to be a sleepover, find out what the ground rules will be.

If parents must be away for any length of time, make arrangements for quality supervision in the home to ensure that parents, students, and the home are protected. Too many parties occur in homes when parents are away. Let the School and neighbors know if parents are away.

ENROLLMENT AND FINANCIAL INFORMATION

Enrollment Contracts

Enrollment Contracts are typically sent to families each spring. Students may not attend classes unless a properly executed Enrollment Contract is submitted to the School in a timely manner. Enrollment Contracts will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance and behavior. Please see the Re-Enrollment Policy for additional information.

Unless Tuition Refund Insurance is purchased and the insurance covers the tuition, once an Enrollment Contract has been signed and accepted by the School, parents are responsible for the full tuition for the academic year, regardless of the reason for withdrawal.

Tuition Assistance and Merit-Based Scholarships

At La Salle College Preparatory, we recognize that a private school education is a significant investment. Our School community is committed to helping families effectively meet the cost of the School education to the extent that the School's resources permit. Families who demonstrate that their financial resources are insufficient to pay the full cost of tuition are eligible to apply for financial assistance. To apply for financial assistance or receive additional information about financial aid, parents can access the School's website. Hard copies of the financial assistance packet are also available from the Admissions Office. Additional information is available on the School's website.

La Salle uses a third-party partner called FACTS to help determine families' eligibility for financial aid. The family's total income and assets, number of children attending tuition-charging schools, housing costs, medical expenses, debt obligations, and other special circumstances are considered. La Salle requires both parents (whether divorced, separated, or never married) to complete the financial aid process.

In addition to need-based financial aid, the School offers renewable, merit-based scholarship opportunities for prospective families. Our Presidential Merit Scholarship and Alumni Association Lasallian Heritage Scholarship are merit-based scholarships which require additional steps for consideration. More information on these scholarships can be found on the School's website.

Tuition Billing Schedule

Tuition is due in full by June 1, or may be paid in either two, four, or twelve installments as follows:

- Semi-Annual: Two equal payments due June 1 and December 1.
- Quarterly: Four equal payments due June 1, September 1, December 1, and March 1, 2022.
- Monthly: Twelve equal payments due the first of the month, June through May.

Students may not attend classes, take examinations, or graduate, unless tuition is paid in a timely manner consistent with the Enrollment Contract.

Billing

No student will be permitted to begin School in September unless the tuition has been paid in full or a family is participating in one of the payment plans and is current with payment. The School does recognize that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the President and payments must be received on a regular basis.

If an account is more than 60 days' overdue, it will be brought to the attention of the President. The School will review the case, make appropriate arrangements regarding collection, and may decide the student will not be permitted to return to School the following trimester or for the remainder of the school year. No student is permitted to re-enroll if there is an outstanding account balance from the previous school year. Furthermore, the School will not release any student records, to the extent permissible by law, and may litigate for monies due. In addition, if the student is transferring to a new school, the School may notify the new school of the unpaid balance.

Student Accident Plan (Christian Brothers' Services)

The Student Accident Plan is a program designed to reimburse parents/guardians for out-of-pocket expenses incurred from hospital, physician, and other medically necessary eligible expenses which occur as a result of a (school-related) accident to their dependent child who is a full-time registered student in the School. The Plan is an "Excess" Plan over the family's primary insurance coverage only.

Re-Enrollment

The Senior Administration reviews the academic and behavioral records of students at the end of each school year. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude, and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until later (usually April or May) when the School decides that an appropriate decision about placement can be made, or are not extended at all, if the School determines that such a recommendation is in the best interest of the student and/or the School community. The President makes the final decision as to whether a student will be invited to return for another year. This difficult conclusion is only reached after careful consideration. While parents are involved in this process, the School will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

Leaves of Absence

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Director of Counseling. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but

not limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the School.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence. International students are advised to consult with the Director of global Programs to address any effect the leave of absence may have on student visa status.

Family Leave

Families who take a leave of absence from the School of a year or more are generally expected to apply to the School for readmission. The student will be considered on a space-available basis, as well as within the context and competition of the applicant pool for the student's grade level. Strength of the applicant's file is important, including a strong finish to the student's last year at the School, as well as a strong record of academic performance and citizenship while the student is away. Ultimately, the School cannot predict the number of openings or competitiveness of applicant pools for specific grade levels, and there is never a guarantee of readmission for the following year.