

# 2009-2010 SCHOOL HANDBOOK

**THE ADMINISTRATION OF LA SALLE HIGH SCHOOL MAINTAINS THE RIGHT TO AMEND, MODIFY, OR INTERPRET ANY AND ALL POLICIES CONTAINED WITHIN THIS 2009-2010 HANDBOOK.**

## STATEMENT OF PHILOSOPHY

The affirmation of the spiritual nature of a person is at the base of Catholic education. Each person is unique and precious, an end unto himself. Each must mold his or her unique destiny in this life and for eternity.

Education is the right of every individual. Catholic education should offer each individual all the advantages it can give him to become all he can be. The education of youth is primarily the right and duty of the family. The role of the Catholic school is secondary to and supportive of the role of the family.

La Salle High School bases its philosophy on the teachings of Jesus and the Catholic Church, as grounded in the bishops' documents, including "To Teach as Jesus Did", and on the traditions of the Christian Brothers and their founder, St. John Baptist de La Salle. A school based on such beliefs and traditions must hold the person, both as an individual and in community, in special reverence. We see the person as redeemed and infinitely valuable, not only because of his or her usefulness, but because we are sons and daughters of God, our source and our goal. Every person is called to live in loving relationship with God and fellow human beings. In no way does the person's realization of his spiritual nature lead him to disparage the world in which he finds himself. Rather he must bring his vision to the world and bring the world to its own redemption by his creative involvement with it, in order to fulfill his consequences of both the freedom and the accompanying responsibility. This vision of the creative, free, and responsible Christian must bring the individual to a commitment to the entire community of persons, particularly to those in greatest need. A person, who understands the glory of who he is and who he is called to be, and who understands the glory of his fellow man, must be deeply committed to the spiritual, moral, cultural and physical development of all persons. All of mankind's aspirations, discoveries, visions and dreams, both past and present, are matters for investigation and vehicles for growth.

## MISSION STATEMENT

The Mission of La Salle High School is rooted in the Spirit of St. John Baptist de La Salle, his followers the Christian Brothers, and the teachings of the Catholic Church. La Salle High School provides an educational opportunity, in partnership with parents, for young men of academically, economically, culturally, and ethnically diverse backgrounds. Based on a deep respect for the individual, our goal

is to encourage each student to develop his maximum potential: spiritually, academically, socially, morally, physically, and emotionally.

## BELIEF STATEMENTS

- ✓ We are Catholic in faith, Lasallian in tradition, and respectful of all faith traditions.
- ✓ We believe in an educational process that is student-centered and of the highest quality.
- ✓ We respect the dignity of each person.
- ✓ We create a welcoming and safe atmosphere of mutual respect, caring, and friendliness.
- ✓ We believe in and foster service opportunities for students, faculty, staff, and administration.
- ✓ We believe in the strength of administration, faculty, staff, students, parents, alumni, and friends working together as the La Salle family.

## WE ARE A LASALLIAN COMMUNITY . . .

- ✓ *of faith who portray God's presence in word and deed.*
- ✓ *centered in St. John Baptist de La Salle's vision of solidarity and service with those in need.*
- ✓ *of leaders who embody Gospel values of compassion, equity, and justice.*
- ✓ *that respects the dignity of each person.*
- ✓ *of men and women who minister with enthusiasm to a diverse population of students.*
- ✓ *of educators who provide a supportive academic program for students with diverse needs.*
- ✓ *committed to the development of the whole person: corpus, mens, anima*

## BACKGROUND OF LA SALLE HIGH SCHOOL

La Salle High School was a part of a large expansion program of the secondary schools of the Archdiocese of Cincinnati. Archbishop Carl J. Alter of Cincinnati asked the Christian Brothers of the St. Louis Province to establish and staff the new school. Groundbreaking for La Salle High School was March 1, 1959. On September 6, 1960, 260 freshmen were greeted with the smell of fresh paint, the sounds of bulldozers, and the sight of brand new desks and chairs all under the leadership of La Salle's first principal, Brother James Camillus, F.S.C. The school was officially dedicated Sunday, May 14, 1961.

Lancers receive a Lasallian education based on the teachings of St. John Baptist de La Salle. He grasped the utter importance of an education and devoted his life to making schools available to young men who would have been deprived of this opportunity. St. John Baptist de La Salle perpetuated his vision that a complete education should include the person's body, mind, and spirit by founding the Brothers of Christian Schools. The Christian Brothers are the largest teaching order in the Catholic Church specifically devoted to the Christian education of youth.

Numerous capital improvements have occurred at La Salle High School since 1960. Some of these include the following events. In 1974 an annex was added to the building for the band and wrestling programs. In 1979 athletic fields were constructed behind St. Joseph Orphanage. The gym was renovated in 1986 and the computer lab in 1989. In 1991 Lancer Stadium was built. New science labs were created in 1992. New computer labs were completed in the west wing of the building in 1994. In 1997 the new De La Salle Memorial Center opened to house the Pride of La Salle Band and facilities for year-round athletic conditioning. The renovation of the original classrooms began in 2000, along with the creation of a fourth computer lab. In 2001, a fifth computer lab was added along with the renovation of the entire visual arts learning area. In 2002, the faculty room was renovated. In 2004, a new wing containing our De La Salle Chapel, science labs, and library/media center opened; other improvements in 2004 included the construction of our new wonderful courtyard, expanded parking and site work, a new educational resource center, and renovated physics labs. In 2006, major renovations to our Lancer Stadium occurred, including a new synthetic turf field named Marge Schott Field, a new track surface, five new tennis courts, and an expanded press box.

The La Salle High School administration, faculty and staff are committed to continuing the Lasallian tradition of academic excellence as the new millennium unfolds.

### **HOW TO REACH US**

**BY PHONE** - Call 513-741-3000 and our receptionist will direct you to a specific office or individual. You may also call a specific office or individual using their direct phone number. Phone numbers are available on our website [www.cincinnati.lasalle.net](http://www.cincinnati.lasalle.net)

**BY E-MAIL** - Logon on to our web site [www.cincinnati.lasalle.net](http://www.cincinnati.lasalle.net) where you can access the e-mail directory for faculty/staff/administration members.

### **SAINT JOHN BAPTIST DE LA SALLE**

John Baptist de La Salle was born in 1651 into a wealthy family of Reims, France. Like most children of well-to-do parents, he received tutoring at home until the age of nine. At fifteen he inherited a position at the cathedral of Reims known as a canonry – this position, as an advisor to the archbishop, brought great honor and additional income to the family. At the age of 19 he entered the seminary, and at the age of 27 he was ordained a priest. From the outset of his career he was thrown into contact with poor children. Early on he was approached by a wealthy woman, one of his own relations, to found a refuge for orphaned boys. A lay teacher joined him and a home and school were opened. It was so successful that soon another institution of the same type was set up. Father John now saw the way clear before him – he must devote his whole energy to the cause of education. But to educate you must have teachers, and the preparation of young schoolmasters was his initial task. He invited a number of them to come and live in his own home that he might have more time to

train and advise them. His family objected to the presence of these men whom they considered to be far beneath them socially, so eventually he moved his group.

Under De La Salle's guidance, the teachers increased in competence, and requests came to open other charity schools for boys. Nevertheless, some of the teachers began to grumble about the insecurity and poor pay that came with being a teacher in such a school. De La Salle urged them to rely on God, but they reminded him that he did not have to worry if the schools failed because he was independently wealthy. After a long period of prayer, he decided to resign his canonry and give away his wealth to the victims of a famine raging through France. He became as poor and reliant on God's help as the teachers. If God wanted the charity schools to prosper, God would see to it. Much of De La Salle's concern for the Christian education of poor children came from his conviction that with an education, people could establish a lifestyle free from hunger and poverty. Poor people in France were oppressed, the victims of a system that kept every citizen in his or her place on the social ladder. The cheap labor of the peasants and workers supported the extravagant way of life of the rich. In providing a Christian education to poor children, De La Salle helped them learn their religion and improve their lot in life. Such a movement was sure to arouse opposition and many obstacles and protest had to be overcome. The schools for poor boys in Paris were attacked by lay teachers and tutors, who apparently felt that their own positions and livelihoods were now jeopardized; and by others who on principle did not approve of education for the lower classes. After a time, however, it became evident that, in spite of all such opposition, the schools had come to stay. After a long illness, John Baptist de La Salle died on Good Friday, 1719. Meanwhile the Brothers of the Christian Schools had established themselves in other countries throughout Europe, North and South America, Australia, and many other parts of the world. Their first school in the United States was founded in 1846.

### **2009-2010 LA SALLE ADMINISTRATION**

Principal – Thomas A. Luebbe  
Assistant Principal-Dean of Academics – Lawrence C. Long  
Dean of Students – Andrew L. Bensman  
Director of Campus Ministry – Christopher J. Winiarski  
Director of Guidance – Thomas R. Doerger  
Athletic Director – Daniel T. Flynn  
Business Manager – Thomas C. Haber  
Director of Advancement – Kenneth E. Barlag

The school administration develops policies that organize and direct activities within the school or directly connected with the school towards the achievement of the goals and objectives of the philosophy of La Salle High School. We encourage questions and concerns regarding the following areas to be directed as follows:

To the Principal: personnel, school policies and operations, and school calendar.

To the Assistant Principal-Dean of Academics: student records, K-12 planet, report cards, curriculum, admission process of transfers, standardized and Ohio graduation testing.

To the Dean of Students: student attendance, behavior and discipline, dress code, lockers, parking, withdrawal process, and non-athletic co-curricular activities.

To the Director of Campus Ministry: spiritual growth, school liturgies, and retreats.

To the Director of Guidance: student schedules, postsecondary enrollment options, and general guidance matters.

To the Athletic Director: athletics.

To the Business Manager: tuition, financial matters, and plant operation.

To the Director of Development: alumni, publicity, fundraising, grants, direct giving, deferred giving, and donations.

### NORMAL DAILY SCHEDULE

Block		
	7:30	teachers in classrooms
	7:45	warning bell
I	7:50 - 9:24	
	9:24 - 9:30	
II	9:30 - 11:00	
	11:00 - 11:06	
III	11:06 - 11:36	A lunch
	11:36 - 12:06	B lunch
	12:06 - 12:36	C lunch
	12:36 - 1:06	D lunch
IV	1:06 - 1:12	
	1:12 - 2:45	

### SCHEDULES

See monthly calendar for schedule of "A" days and "B" days.

On "A" days:

- Block I is class A1.
- Block II is class A2.
- Block III is class A3.
- Block IV is class A4.

On "B" days:

- Block I is class B5.
- Block II is class B6.
- Block III is class B7.
- Block IV is class B8.

### FACULTY MEETING SCHEDULE

Block		
	7:30	teachers in classrooms
	7:45	warning bell
I	7:50 - 9:18	
	9:18 - 9:24	
II	9:24 - 10:48	
	10:48 - 10:54	
III	10:54 - 11:22	A lunch
	11:22 - 11:50	B lunch
	11:50 - 12:18	C lunch
	12:18 - 12:46	D lunch
IV	12:46 - 12:52	
	12:52 - 2:18	Dismissal at 2:18
	2:25 - 3:25	Faculty Meeting

### EARLY MORNING ASSEMBLY SCHEDULE

Block		
	7:30	teachers in classrooms
	7:45	warning bell
I	7:50 - 7:56	attendance & announcements
	7:56 - 8:03	to gym
	8:03 - 9:03	assembly
	9:03 - 9:09	to class
	9:09 - 10:21	
	10:21 - 10:27	
II	10:27 - 11:39	
	11:39 - 11:45	
III	11:45 - 12:10	A lunch
	12:10 - 12:35	B lunch
	12:35 - 1:00	C lunch
	1:00 - 1:25	D lunch
IV	1:25 - 1:31	
	1:31 - 2:45	

### MIDDAY ASSEMBLY SCHEDULE

Block		
	7:30	teachers in classrooms
	7:45	warning bell
I	7:50 - 9:14	
	9:18 - 9:24	
II	9:24 - 10:50	
	10:50 - 10:56	
III	10:56 - 11:22	A lunch
	11:22 - 11:48	B lunch
	11:48 - 12:14	C lunch
	12:14 - 12:40	D lunch
	12:40 - 12:46	to gym
	12:46 - 1:11	assembly
	1:11 - 1:18	to class
IV	1:18 - 2:45	

### TWO-HOUR DELAY SCHEDULE

Block		
	9:30	teachers in classrooms
	9:45	warning bell
I	9:50 - 10:51	
	10:51 - 10:57	
III	10:57 - 11:22	A lunch
	11:22 - 11:47	B lunch
	11:47 - 12:12	C lunch
	12:12 - 12:37	D lunch
II	12:37 - 12:43	
	12:43 - 1:40	
IV	1:40 - 1:46	
	1:46 - 2:45	

### LATE MORNING ASSEMBLY SCHEDULE

Block		
	7:30	teachers in classrooms
	7:45	warning bell
I	7:50 - 9:06	
	9:06 - 9:12	
II	9:12 - 10:25	
	10:25 - 10:32	to gym
	10:32 - 11:32	assembly
	11:32 - 11:38	to class
	11:38 - 11:44	
III	11:44 - 12:09	A lunch
	12:09 - 12:34	B lunch
	12:34 - 12:59	C lunch
	12:59 - 1:24	D lunch
IV	1:24 - 1:30	
	1:30 - 2:45	

**TWO-HOUR DELAY WITH  
LATE MORNING ASSEMBLY SCHEDULE**

<b>Block</b>		
	9:30	teachers in classrooms
	9:45	warning bell
I	9:50 - 10:26	
	10:26 - 10:33	to gym
	10:33 - 11:33	assembly
	11:33 - 11:39	to class
	11:39 - 11:45	
III	11:45 - 12:10	A lunch
	12:10 - 12:35	B lunch
	12:35 - 1:00	C lunch
	1:00 - 1:25	D lunch
II	1:25 - 1:31	
	1:31 - 2:04	
IV	2:04 - 2:10	
	2:10 - 2:45	

**INCLEMENT WEATHER**

**La Salle High School** will announce separately on local television and selected radio stations when weather conditions warrant a two-hour delay or school closing. Please do not call the main office for delay or school closing information. Listen to the radio or watch the television reports. Students who use public school district bus transportation should check with the provider of that transportation to determine what service will be provided in the event that La Salle High School is delayed or closed and/or the public school district is delayed or closed.

Normally, La Salle High School will not dismiss early due to weather conditions. However, if it becomes necessary, an announcement will be televised on local television and selected radio stations.

**SPIRIT SHOP**

The Spirit Shop is located on the second floor of the main building near the gym. On regular school days, Spirit Shop hours are Tuesdays and Thursdays 11:00 a.m. until 1:00 p.m. and Fridays 11:00 a.m. until 3:00 p.m. For 24-hour information, check La Salle's website [www.cincinnati.lasalle.net](http://www.cincinnati.lasalle.net) or call the Spirit Shop at 513-741-2345.

**PHONE MESSAGES TO STUDENTS**

It is very disruptive to your son's class time and to our school staff to forward unnecessary messages on to students during the school day. Therefore, except for cases of an urgent or very important nature, parents are asked to avoid requesting that messages be delivered to their son during the school day. Since cell phones must be turned off and stored in lockers or cars during the school day, parents are advised not to text message or call your son during the school day.

**LA SALLE PRINCIPAL'S ADVISORY BOARD**

The purpose of the La Salle Principal's Advisory Board is to provide advice to the Principal concerning administrative plans and to recommend policies, projects, and expenditures to the Principal which are consistent with the policies of the Archdiocese of Cincinnati, the directives of the Archbishop, Superintendent and Archdiocesan Office of Education, and the principles of our Lasallian heritage. Membership to the Board is voluntary at the invitation of the Principal.

**LA SALLE SERVICE ORGANIZATIONS**

**ALUMNI ASSOCIATION:** The Alumni of La Salle High School dedicate their organization to St. John Baptist de La Salle. The objectives of the Alumni Association are to patronize and assist La Salle High School and to promote religious, social and athletic activities as well as fraternal educational pursuits. All bona fide graduates of La Salle High School shall be members of the association. The Alumni Association strives to involve, not only the alumni of La Salle, but also the entire La Salle community in its many activities and functions. Some of these programs include the Father/Son Mass and Breakfast in October and the Alumni Sports Stag in January. Each year, the Alumni Association presents awards recognizing the accomplishments of its alumni through the Alumni Hall of Achievement and the Athletic Hall of Fame, and a graduating senior through the Alumni Award.

Graduates of La Salle can remain active alumni by participation in its Alumni Softball League, Alumni Basketball League or as Class Representatives, Reunion Chairmen or by their attendance at our various functions. Through the generous donations of our alumni, families, and other benefactors to our Annual Campaign, considerable financial support is generated for financial aid and scholarship programs plus funding of various improvements to the school.

**LA SALLE PARENT ASSOCIATION (LPA):** All parents and guardians of students attending La Salle are automatically members of the LPA. Membership in the LPA is also open to all parents and guardians of students who have graduated. The faculty members of La Salle are ipso facto members. Regularly scheduled LPA meetings occur throughout the school year. All parents are highly encouraged to become active members of this valuable organization and to attend the general meetings and special programs.

The objectives of the LPA are: to advance the work of Catholic education at La Salle High School, to promote greater cooperation between parents and teachers, to promote community within the La Salle family, to promote the general welfare of La Salle, and to maintain effective lines of communication with parents by helping to inform them of the values of Catholic education and the needs and activities of La Salle High School.

The La Salle Parent Association structure comprises a Board consisting of one or more elected individuals to each of the following offices: President, Vice President, Treasurer, Corresponding Secretary, and Recording Secretary. The Principal of La Salle, or his appointee, sits on the board in the capacity of moderator.

**LA SALLE BOOSTER ORGANIZATIONS:** Many co-curricular activities have their own separate booster organizations. It is the responsibility of each of these groups to build support for its activity and to raise funds to satisfy the financial needs of that activity, as well as to participate enthusiastically in events that assist with the financial expense of all co-curricular activities. If your son is involved in any activity, you will be expected to support that activity through involvement with the appropriate booster organization, in addition to supporting the various school-wide efforts that help all co-curricular programs and school initiatives.

### **REGISTRATION & ADMISSION POLICIES**

La Salle High School admits qualified students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Furthermore, La Salle does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, tuition assistance programs, or athletic and other school administered programs. The administration reserves the right to make all final decisions on an individual basis regarding the admission of new students to La Salle.

An Archdiocesan parochial secondary school, La Salle serves and operates in accordance with the policies of the Archdiocese of Cincinnati.

**FRESHMAN FINAL ADMISSION:** Final admission for each student is subject to several factors including, but not limited to, a final review by La Salle of his grade school records and documentation so our school can determine his acceptability, no indication that the student is in bad standing at his current school, and the student's promotion to the ninth grade, appropriate program designed to meet the student's needs. Also, La Salle must have space and an acceptable determination by La Salle of our school's ability to offer an appropriate program to meet the student's identified educational and special needs. This will be determined by a review of the student's records and possible interviews.

Registrations will be accepted on a first come, first served basis from the date when the registration period begins until the maximum enrollment in the class and/or academic levels have been reached. Each registration accompanied with the registration fee will be numbered according to the date the registration form and fee are received in the La Salle main office. The registration fee is non-refundable to those who are accepted. Students who register after the conclusion of the registration period or who seek enrollment in academic levels that have reached capacity may end up on a waiting list numbered according to their date of enrollment.

**ENROLLMENT PRIORITY:** If a need develops to further prioritize registrations, then the following enrollment priority will be used: **Priority 1** - Catholic students; Non-Catholic students who attend a Catholic grade school; Sons of La Salle faculty, staff, and administration members; Recipients of scholarships based on the La Salle Placement Test; Brothers of students currently enrolled at La Salle; Sons or brothers of La Salle alumni. **Priority 2** - Non-Catholic students not attending a Catholic grade school; All remaining students.

**ENROLLMENT OF TRANSFER STUDENTS:** Enrollment of transfer students will be subject to availability of appropriate program, to the student's good standing, and to space restrictions.

### **RELIGIOUS EDUCATION AT LA SALLE**

Since La Salle is a Catholic high school and is, therefore, dedicated by its nature to a Christian philosophy, the program of religious education is the most important, vital and, in fact, the integrating discipline in the school curriculum. Practically, this primacy should be evidenced by the time, talent, finances, ingenuity and energy devoted to La Salle's program of religious education.

Every member of the faculty and staff has a significant role in the school's program of Christian education. This role is accomplished by those faculty and staff members not directly involved in teaching religion by their Christian life and conduct, their professional competence, human qualities, and by the way they relate to each other and to the students; by these means all are called to give witness to the reality of the transformation proclaimed in the Gospel.

In the larger framework of the Church's pastoral effort, La Salle takes effective means to collaborate with and involve the parents, parish priests, and other significant members of the community in the work of educating our students in their faith.

### **CAMPUS MINISTRY**

To foster the spiritual growth and development of La Salle students, our Campus Ministry Office coordinates numerous faith experiences, including liturgies, prayer services, communion services, penance services, student retreats and days of renewal.

## **LITURGICAL SERVICES**

Prayer is the foundation of the Christian life, because this is our means of communicating with God the Father, Son and Holy Spirit. Each school day begins and ends with a school-wide prayer. Prayer is also incorporated into all classes, activities, games, practices and meetings at La Salle.

“For where two or three come together in my name, there am I with them.” (Matt 18:20) Following the Lord’s decree, we come together as a school to pray as a community, usually once each month. These all-school services are most often Masses. Other Masses and communion services are scheduled on a regular basis. Para-liturgical prayers are offered on some occasions, as well as Reconciliation Services that offer the opportunity for students to receive the Sacrament of Reconciliation. Members of the school community who wish to receive this or other sacraments apart from regularly scheduled times can contact the Director of Campus Ministry or the School Chaplain to see if this can be arranged. All are encouraged to look to their parish church as their primary dispenser of the sacraments, especially at those times when our Director of Campus Ministry is not a priest.

## **CHRISTIAN SERVICE**

“Whatever you did for one of the least of these brothers (and sisters) of mine, you did for me.” (Matt 25:40) That is our mandate to help the poor and unfortunate, and to help anyone in need. The goal of our Christian Service program is to instill in students the senses of Christian and civic responsibility that manifests them as acts of community or charitable service. While we hope that students will undertake their service work in a spirit of generosity and love, La Salle requires that students complete a minimum of 40 hours of service prior to graduation. It is highly recommended that every student do at least 10 hours of Christian service per year. In order to expose students to a wider range of service situations, La Salle requires that twenty hours of the minimum Christian service graduation requirement be done for the poor, unfortunate or disadvantaged, the infirmed or the elderly (Red Christian Service hours). The remaining minimum of twenty hours may also be Red Christian Service hours or may involve any church, school or civic need (White Christian Service Hours). The requirement of the minimum 40 hours of service is the responsibility of the student to arrange and to complete. As an assist, throughout the school year some opportunities are offered by La Salle to help students fulfill the service requirement for each type of service work. Students should listen carefully for these announcements.

All Christian service hours for each year must be completed and the documentation submitted by the last day of the third quarter.

For the class of 2013, in addition to the overall minimum of 40 hours of Christian service as described above, each student must have accumulated at least 10 of those minimum 40 hours by the end of the third quarter of freshman year, at least 20 hours

by the end of the third quarter of sophomore year, at least 30 hours by the end of the third quarter of junior year, and at least 40 hours by the end of the third quarter of senior year. Furthermore, each student in the class of 2013 is required to write an annual Christian service learning paper through his religion class. This paper is pass/fail and is due also on the last day of the third quarter. Annually, ten percent (10%) of each student’s 4<sup>th</sup> quarter grade in his religion class will be determined by his performance on the Christian service learning paper and whether or not he met the accumulated total of Christian service hours needed for his current grade level. If the student receives a “pass” grade on the Christian service learning paper, the 10% portion of his 4<sup>th</sup> quarter grade will hinge on the percentage of Christian service hours he has completed as compared to the minimum accumulated total required for that grade level. If a student receives a “fail” grade on the paper, he will receive a “0” for the 10% portion of his 4<sup>th</sup> quarter grade regardless of how many hours he has accumulated.

In addition to a service requirement, La Salle, as a school community, adopts certain projects and causes. Every week, a Lasallian Youth Mission Collection is held. The proceeds of these collections support many charitable needs, locally, nationally and internationally. These include assisting our twinning school St. Joseph in Addis Ababa, Ethiopia, as well as our mission trips to such places as Honduras, Appalachia, New Orleans, Give Kids the World Village, and the Blackfeet Indian Reservation in Montana. Numerous homeless shelters, food banks, and other special causes are beneficiaries of our Lancers’ generosity. La Salle also holds an annual canned food drive in October/November to fill a semi-truck trailer with food items and conducts a Christmas Giving Tree program.

## **RETREATS**

Even Jesus and the Apostles knew the need to withdraw from the business of life in order to regain their focus. “Then, because so many people were coming and going that they did not even have a chance to eat, Jesus said to the apostles, ‘Come with me by yourselves to a quiet place and get some rest.’” (Mark 6:31) Retreats have been a part of Christian life ever since.

In order to encourage our students to adopt the practice of making an annual retreat, all students are required to make a planned retreat each year. For the 2009-10 school year, freshmen, sophomores, and juniors will attend one-day retreats, and each senior will attend a Kairos retreat that is scheduled Wednesday through Friday.

La Salle has made a commitment through its retreat program to peer ministry by having our retreats led by a group of seniors who have received special training to prepare them for this role. You will note that as part of the graduation requirements every student is required to make a La Salle sponsored Kairos retreat.

### **LANCER LEADERS**

A special group of senior volunteers form our Lancer Leaders. These students have pledged themselves to offer positive leadership to the La Salle community to the best of their abilities. Lancer Leaders are instrumental in many things such as assisting in freshman orientation programs, leading underclass retreats, promoting school spirit and unity, and spearheading projects like the canned food drive and student raffle. They also provide positive leadership and are role models to all students. Lancer Leaders adopt a code of honor and receive special leadership training.

### **CAMPUS MINISTRY PASTORAL COUNSELING**

According to individual needs, on a limited basis, and in conjunction with other school programs (when it is appropriate), the School Chaplain and Director of Campus Ministry also provide basic pastoral counseling to students, to their families and to La Salle employees. If the need for ongoing counseling is evident, a referral to an appropriate professional will be made.

The confidentiality of sacramental confession through a priest is absolute. Acceptable confidentiality is maintained for all other issues except when child abuse is occurring or is likely to occur, or when there is real and imminent danger of a suicide attempt or of harm being done to oneself or to another person. According to La Salle's strict policy on substance abuse, students voluntarily voicing substance abuse issues will be directed to seek professional help.

### **GUIDANCE DEPARTMENT**

The La Salle Guidance Department consists of a Director of Guidance, a staff of other counselors, and a school psychologist. The guidance offices are located in the west wing of the second floor.

The primary role of the counselor is to help each student with any difficulties or problems he might encounter whether they are educational, social, family, or personal in nature. By talking the problem over with his counselor, the student may solve it. In other cases, further steps will be taken to help each young man as much as possible.

It is also the duty of the counselor to help each student with his postgraduate plans. Each of the counselors will have a portion of the student body assigned to him/her, and it will be his/her responsibility to see each of these students during the school year either through individual counseling sessions or through a group presentation to a class.

The professionals in our Guidance Department are well trained and equipped to administer various interest surveys, aptitude, achievement, intelligence and personality tests on an individual basis with the students. The use of these surveys and tests is designed for personal exploration. They are also able to give

recommendations to the parents concerning psychological testing and services, special services for the ill and handicapped, referral agencies for drug and alcoholism, etc.

If any student desires to have a private conference with his counselor, he should contact his counselor to arrange an appointment as soon as possible.

Parents are encouraged to work closely with their son's counselor in order to provide the best education and development for the student.

### **SPECIAL SERVICES**

La Salle students are able to take advantage of several special services to help them be successful. These services include a special education tutor, a reading specialist, a speech & language pathologist, and a school psychologist.

### **NON-LA SALLE PERSONNEL**

Some of the professionals working with our students are employees of Hamilton County Educational Service Center, Northwest Local School District, Catapult Learning, or other educational entities. Parents and students grant permission for these professionals to provide direct and indirect assistance to the students and to have access to school files and information.

### **WORK PERMITS**

All requests for work permits should be directed to the Main Office. Students should allow one school day for processing.

### **MEDICATIONS**

Students are not permitted to have any medications (prescription or non-prescription) while on La Salle property. If a student must take prescription medication while at La Salle, the medication must be turned in to the main office in the original container along with a completed Request for Administration of Medication form signed by both the doctor and the parents; these forms may be obtained in the main office. If a student must take non-prescription medication while at La Salle, the medication must be turned in to the main office in the original container labeled with the student's name along with a note from the parents granting permission for school personnel to administer the medication; this note must include the student's name, medication name, dosage, instructions and time of administration.

To discuss arrangements for any special needs, i.e., inhalers, diabetic supplies, etc., please contact the Dean of Students.

**HART & FASNACHT LIBRARY MEDIA CENTER**

The library is normally open on school days from 6:45 a.m. until 4:00 p.m. on Monday, Tuesday, Thursday, and Friday and from 6:45 a.m. until 2:20 p.m. on Wednesday. On occasions it may be open for either extended or limited hours before or after the normal hours. On other days of early dismissal the library is usually open for 75 minutes after the conclusion of the school day.

The library is a place for quiet research using our various resources – books, magazines, computers, laptops, CD-ROM, on line services etc. Our membership in SWON (Southwest Ohio and Neighboring Libraries) provides the students and faculty with access to all of the surrounding college and university libraries. Books in our library may be borrowed for a two-week period. A fine will be charged for overdue books. Students are expected to pay for lost books. Magazines and reference books may be signed out overnight. A coin-operated copier and a microfiche printer are available for students. An individual student sent to the library from a class must obtain a signature in the hall pass section of his planner. Homework resource and professional assistance are generally available to all students in the library on most days after school until the library closes.

Students should have a library card issued by the Public Library of Cincinnati and Hamilton County.

**ACADEMICS**

**CLASSIFICATION**

Students are classified in accordance with the following minimum credit requirements: Freshman = 8<sup>th</sup> grade promotion; Sophomore = 6.625; Junior = 13.250; Senior = 19.875; Graduation = 27.500

**ACADEMIC PLACEMENT AND LEVELS OF DIFFICULTY**

La Salle is college preparatory high school that is comprehensive in nature. Therefore, students are placed by the school's professional staff in one of the following ability levels:

- Honors Program (HP)-----Advanced Courses
- Advanced College Prep (ACP)-----Difficult Courses
- College Prep (CP)-----Courses of Average Difficulty
- College Prep (CP) School-Within-A-School (SWS) -----  
     Courses of Average Difficulty within a special support structure
- Individualized Instruction (IND)-----Specialized Courses

An adjustment in a student's level may be initiated through the recommendation of his teachers prior to scheduling for the next year. Courses are also assigned levels of difficulty – some courses are offered on several levels of difficulty while others are offered on only one level of difficulty. In some cases, students placed at a given level may be permitted to take courses at a different level.

**SCHOOL-WITHIN-A-SCHOOL**

The School-Within-A-School (SWS) program provides additional support for selected students who need additional structure in their educational environment. Placement in this level is determined by a review of the student's placement scores, teacher recommendations from grade school and parent input. The program provides students with reduced class size, which allows greater opportunities for direct intervention by his teachers. A cluster of teachers who share the same students and a common planning block is the basis of faculty support for this progressive program to meet student needs and to facilitate growth.

**ADVANCED PLACEMENT  
POST SECONDARY ENROLLMENT OPTIONS  
SENIOR OPTIONS**

There are several ways for students to earn college credits during their years at La Salle High School. These include AP tests, Xavier University Collegium, advanced standing credit, postsecondary enrollment options through Xavier University, University of Cincinnati, and Cincinnati State Technical and Community College, and our special articulation agreements with Cincinnati State Technical and Community College.

The decision whether or not to take the College Entrance Examination Board (CEEB) Advanced Placement Test in any subject will be made by the student and his parents. Students are encouraged to give serious consideration to the benefits that may be derived from the self-discipline of careful preparation for an Advanced Placement Test, and also from the possibility of advanced placement in the student's freshman college program. Some of the recent AP Exams taken by students include United States History, English Literature & Composition, English Language & Composition, Latin: Vergil, Spanish Language, French Language, Government and Politics: United States, Calculus AB, Calculus BC, Statistics, Physics B, Physics C, Music Theory, Computer Science A. Any student may take the Advanced Placement Test in any subject area in which the CEEB provides such testing, and for which the student has prepared himself by completing the curriculum established by the CEEB. A fee is charged by the CEEB for each Advanced Placement Test taken. Students should contact the Dean of Academics for additional information.

Xavier University offers a special postsecondary enrollment options opportunity open to all honors-level students – freshmen through seniors – who meet specific eligibility criteria. Students should confer with their guidance counselor to see if they qualify. The program allows students to take college-level courses not offered on the high school level for dual high school credit and college credit. In addition, students can only participate during the fall and spring semesters and are limited to one class per semester. Placement testing may be required prior to registration for certain classes and all credit awarded will be considered non-degree.

University of Cincinnati offers a postsecondary enrollment options opportunity for seniors to earn dual high school credit and college credit. Students should talk to their guidance counselor about eligibility requirements and completion of an application and application fee. There are deadlines for documentation to be submitted to UC, so interested students should consult early with their guidance counselor.

Additionally, La Salle High School has an outstanding articulation agreement that has been developed exclusively between **Cincinnati State Technical & Community College** and **La Salle High School**. Cincinnati State will grant advanced standing credit for certain Cincinnati State courses to our students who successfully complete specific La Salle courses with a final average of 80% or higher. Presently, the La Salle courses contained in the articulation agreement include Accounting I, Anatomy & Physiology, and CADD Drawing. The student must complete the ACT Compass Test administered at the campus of Cincinnati State and demonstrate college level mastery in all areas for acceptance. Furthermore, there are also two special dual credit articulation agreements between La Salle and Cincinnati State for students taking either Tech Applications 1 and 2 or Visual Basic Programming.

Our senior Lancers can further enrich their complete academic experience and take advantage of opportunities which Cincinnati State has developed for them through a

special program which enables them to take college-level courses during their senior year in the following three areas:

Health Technology Tracks:

Fire Service Technology  
Paramedic Technology

Business Tracks:

Accounting  
Automotive Service Management  
Landscape Horticulture

Information and Engineering Technology Tracks:

Business Computer Programming, Civil Engineering Technology,  
Electronics Engineering Technology, Mechanical Engineering Technology,  
Software Engineering Technology

A senior who completes successfully the requirements of the coursework at Cincinnati State will receive dual high school credit from La Salle High School and college credit from Cincinnati State. Thus, our Lancers have the opportunity to graduate from La Salle having earned college credits through this program. Each student should discuss how to take advantage of this postsecondary enrollment options opportunity with their guidance counselor.

The Xavier University, University of Cincinnati, and Cincinnati State Technical & Community College postsecondary enrollment options programs are presently provided at no cost through special state funding if acceptance into these programs is secured by a specified date. Any student who is interested in this outstanding opportunity should work closely with his guidance counselor.

A senior and his parents may choose a non-traditional path by taking seven or six classes at La Salle while pursuing one or more of the following opportunities during the other portion of the school day:

- ✓ Participation in the Post Secondary Education Options Program (PSEO) at Cincinnati State Technical & Community College, University of Cincinnati, or Xavier University.
- ✓ Participation in a Christian service program using the time away from class in structured service helping others. Some examples: tutoring at one of our grade schools, assisting at a social service agency, or volunteering at a hospital or nursing home.
- ✓ Exploration of a formal career shadow opportunity. This would be accomplished by the parents and student contacting a business, professional, or trade person and establishing a schedule during the time away from class when the student will shadow/work with that professional or business. This option is intended for serious career planning only. It is not time to be used simply for a part-time job.
- ✓ Enrollment in a course online that is not offered at La Salle. Depending upon the specific details of the course, La Salle may grant enrichment high school credit to the senior. To choose this option the senior and his parents

will be responsible for all arrangements, including cost, registration, and any materials, in order for the student to take the online course.

- ✓ **Private study** for doing homework, studying educational materials, and performing research in a serious setting, such as at our library/media center, at a public library, at a local college, or at a studios location in his home. Some seniors with multiple AP courses or a rigorous class schedule may find this structured time helpful.
- ✓ **This opportunity is NOT for the purpose of students engaging in social activities during this school time (e.g., watching TV, playing cards or video games, hanging out at a bowling alley or at a park, etc.).**

A senior who chooses one of these options must have the approval of his parents and be on track to earn the minimum number of credits necessary for graduation by the end of his senior year. Furthermore, he and his parents will be required to provide La Salle with documentation of the independent study option, including a contact person and a phone number so that school personnel can verify a student's participation beforehand and during each quarter, if needed.

### **GRADUATION REQUIREMENTS**

Twenty-seven and one-half (27.5) credits are required for graduation, including the following: 4 credits in Religion, 4 credits in English, 4 credits in Mathematics, 4 credits in Social Studies, 4 credits in Science (must include at least 1 credit in a biological science and 1 credit in a physical science), 1 credit in Fine Arts, 0.5 credit in Physical Education, 0.5 credit in Health, and 0.5 credit in Introduction to Computer. Students who, as freshmen, begin in either the honors or advanced college prep level (as determined by their freshman English placement) are required to include at least 2 consecutive credits of the same foreign language during their freshman and sophomore years as part of the 27.5 minimum graduation credits. All other students who choose to start a foreign language are required to earn at least two consecutive credits of the same foreign language as part of the 27.5 minimum graduation credits. Students are also required to take two courses entitled Life Skills and Media Literacy. There may be additional requirements at a specific academic level. Graduation requirements may be subject to change.

*Additional graduation requirements for all classes:*

- Every student is required to make a La Salle sponsored Kairos retreat. Also, each student is required to do a minimum of 40 total hours of Christian Service outside of regular school hours in order to graduate. At least 20 of those hours need to be Red Christian Service hours. "Red Christian Service" involves working for the homeless, poor, crippled, sick, elderly and all those struggling at this point of their lives. The remaining hours can also be Red Christian Service hours or they can be White Christian Service hours. "White Christian Service" involves activities such as work at parish, festival, park, La Salle, and other community related activities.

- Students must pass all parts of the Ohio Graduation Test in order to receive a diploma.

### **POST-HIGH SCHOOL ENTRANCE REQUIREMENTS / TRANSCRIPTS**

Post-high school entrance requirements vary depending upon the college and the degree program chosen by a student. Additionally, NCAA imposes certain academic requirements in order to achieve college athletic eligibility. Students and parents should consult with their son's guidance counselor for advice regarding all college prerequisites and be aware of these expectations as a student selects his high school academic coursework. All requests for transcripts must be directed to the Guidance Office.

### **COMPREHENSIVE EXAMINATIONS**

Second semester comprehensive examinations are administered in most year-long courses at the end of the school year. Students should realize the seriousness of these exams and plan plenty of time for extensive long-range reviewing and studying. Seniors may be exempted from an end-of-the-year final examination in a given subject if they have earned a year-to-date average of at least 89.5% through the 4th quarter and have the approval of their teacher and the administration. Even if a senior is exempt from an exam, he may still elect to take it. He must realize, however, that the exam will count regardless of the grade he earns.

### **SCHEDULE CHANGES**

Scheduling is a complex process involving many factors. First priority is given to core courses for all students. Electives are then scheduled with priority order given to seniors, followed by juniors, sophomores, and freshmen in that order with every effort being made to schedule students' top choices. There is also the need to achieve a balance in the number of students scheduled in the sections of classes, in addition to the scheduling of teachers' classes and classroom availability. At scheduling time students are instructed to select the courses that they want and/or need, and many decisions, including staffing needs, are made based upon these requests. Therefore, schedule changes after this point are considered only when there is a need to adjust the level of difficulty for a student or due to extraordinary academic circumstances.

## GRADE INDICATIONS

A = 89.50 - 100%	indicates outstanding work.
B = 84.50 - 89.499%	indicates above average work.
C = 76.50 - 84.499%	indicates average work.
D = 69.50 - 76.499%	indicates below average work.

(Grades in this range are considered an indication of unsatisfactory academic work.)

Below 69.5% is considered a failing grade, and indicates that the student does less work than the minimum required in class and/or homework, or does work of very poor quality.

A grade of "I" means Incomplete. This grade indicates that a student has not completed all of the required work of the course during the grading period due to calamity day(s), family tragedy, or illness or accident as verified by a physician. On rare occasion, the administration may grant an incomplete for a reason not listed here. It is the student's responsibility to find out from his teacher what he has missed and to make up the required work. The student is allowed two weeks beyond the end of the quarter to make up work. If work is not made up by the end of two weeks, the grade of "F" may be assigned automatically for the missed work. Missed comprehensive examinations are to be made up at the discretion of the Dean of Academics. Please note that a student who could, but does not complete all course requirements by the last day of the grading period as listed in the school calendar will not be assigned the grade of "I", but will be graded on the basis of work completed by that date.

## GRADE AVERAGING

For purposes of grade averaging, each quarter grade is assigned double value and the final exam grade is assigned single value. In averaging for a semester, the total is divided by five if an exam is given or by four if an exam is not given. In averaging for the full year, the total is divided by nine if an exam is given or by eight if no exam is given. In all courses, the final average for the course will determine whether the student has passed or failed that course. Separate credit for individual semesters of full-year courses will not be granted.

## HONOR ROLL

The Honor Roll is published quarterly. All report card quarter grades are included in honor roll averages except the required or elective Physical Education classes, which are graded pass/fail. Honor Roll is figured on a straight numeric average.

First Honors:	grade average equal to or greater than 89.5% with no grade below 77%
Second Honors:	grade average equal to or greater than 84.5% and less than 89.5% with no grade below 77%

Academic All Star: An annual award presented to any student who makes First Honors three out of four times during that school year.

The following Honor Certificate awards are cumulative and are awarded to seniors at the Appreciation Breakfast for Seniors & Parents:

Bronze:	Student must make honor roll 3 of 4 times in any 1 year.
Silver:	Student must make honor roll 3 of 4 times in any 2 years.
Gold:	Student must make honor roll 3 of 4 times in any 3 years.
Platinum:	Student must make honor roll 3 of 4 times in all 4 years.

## RANK IN CLASS

Rank in Class is one of the chief factors considered for college admission. For purpose of calculating Rank in Class, final averages for all courses attempted, including summer school courses, are assigned the following grade point values on a 4.5 point scale:

97-100% = 4.50	89-90% = 3.50	81-82% = 2.50	73-74% = 1.50
95-96% = 4.25	87-88% = 3.25	79-80% = 2.25	71-72% = 1.25
93-94% = 4.00	85-86% = 3.00	77-78% = 2.00	70% = 1.00
91-92% = 3.75	83-84% = 2.75	75-76% = 1.75	69% or below = 0.00

Course levels of difficulty are assigned the following multiplication factors:

HP: 3.5    ACP: 2.5    CP: 2.0    IND: 1.0

To calculate Rank in Class, the grade point value of each course attempted is multiplied by the course level multiplication factor, and then multiplied by the number of credits for that course. These products are totaled and then divided by the total number of credits attempted. (Note: required and elective Physical Education classes, which are graded pass/fail, are not included when determining class rank.)

To be eligible for the distinctions of valedictorian and salutatorian, a senior must have been a student at La Salle for all 16 quarters of his four high school years. Final class rank for seniors is only determined after the senior year has been totally completed. However, the valedictorian and salutatorian ranking will be determined based upon all previously completed courses and the year-to-date averages at the end of the third quarter for all senior year courses currently in progress as though those courses had fully concluded as of that time.

## REPORT CARDS AND PARENT-TEACHER COMMUNICATION

Report Cards are issued at the end of each academic quarter. At the end of each quarter one copy of the report card is given to the student to take home to his parents. Following the fourth quarter, report cards are mailed home.

Ongoing communication regarding student progress is a shared responsibility – student, teacher, and parent. The first level of responsibility is for the student to

keep his parents fully informed of his progress. Furthermore, it is the student's and parents' responsibility to check K12Planet daily for homework and weekly for grades posted there by the teachers.

Parents are also encouraged to communicate directly by phone or e-mail with any of their son's teachers regarding areas of concern. If a parent leaves a message for a teacher, know that the normal expectation is that the teacher will respond back by the end of the next school day.

Teachers may also provide parents notification of pupil progress by issuing a Student Concern Report which indicates that the student's academic or behavioral progress is significantly falling short of minimum student expectations either academically, behaviorally or both.

### **K12PLANET AND MOODLE**

We use both K12Planet and Moodle to keep parents and students regularly informed of academic progress and homework. We believe that the use of these items will bring teachers, parents, and students together in closer collaboration making the demands of school life easier for the students and school-home communications easier for parents.

Grades are updated on a weekly basis on K12Planet. Daily homework and other course resources are posted on Moodle by teachers prior to 6:00 p.m. Students who are absent should access homework information and be prepared for the next class.

Parents, frequently you will need to log on to K12Planet and Moodle from any computer that has Internet capability to check your son's academic progress and grades and to monitor his daily homework. Access to both programs is through the use of an ID and password. Information regarding these items is provided at the beginning of the school year.

If you have any questions regarding K12Planet, please call Mrs. Terry Mock at 513-741-2352. If you have any questions regarding Moodle, please call Mr. Steve Dalton at 513-741-2301.

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held two times during the year. If any student has a failing grade, or demonstrates significant academic problems, these should be discussed at the parent-teacher conferences. These conferences are a responsibility for both the teacher and the parent. Further, if a student fails the first quarter of a given subject, then a second quarter parent-teacher conference is highly recommended. Similarly, if a student fails the second quarter of a year-long subject, then a third quarter parent-teacher conference is highly recommended.

### **GRADE POINT AVERAGE**

For purposes of calculating Grade Point Average (GPA), there is no weighting of grades, that is, no multiplication factor is applied. GPA may be calculated using a straight four-point scale (below, left) or using a scale in which the four-point categories have been further subdivided (below, right). The scale used will be determined by the agency (college, technical school, scholarship/financial aid granting agency, NCAA, etc.) requesting the GPA. (Note: required and elective Physical Education classes, which are graded pass/fail, are not included when determining GPA.)

La Salle uses the scale on the right for determining GPA for transcripts.

90-100% = 4.0	90-100% = 4.00
85-89% = 3.0	88-89% = 3.67
77-84% = 2.0	86-87% = 3.33
70-76% = 1.0	85% = 3.00
69% or below = 0.0	83-84% = 2.75
	81-82% = 2.50
	79-80% = 2.25
	77-78% = 2.00
	75-76% = 1.75
	73-74% = 1.50
	71-72% = 1.25
	70% = 1.00
	69% or below = 0.00

### **FAILURE AND MAKE-UP OF ACADEMIC CREDIT**

Any freshman, sophomore or junior who at the end of the school year has failed more than three credits (required or elective) is subject to not being permitted to return to La Salle for the following year. Students who, for any reason, do not qualify for promotion by earning the minimum credit requirements and passing all required (non-elective) courses needed for graduation, may be denied admission for the following year if the required credits are not made up in summer school, through private tutoring, or through other arrangements acceptable to the administration. All make-up of credit must be arranged by the student and his family with the approval of the guidance department at the student's/family's expense.

The administration reserves the right to make all final decisions on an individual basis regarding the eligibility of a student returning to La Salle following an unacceptable school year of academic performance.

### **ACADEMIC PROBATION**

Academic Probation is an indication that a student is not making satisfactory academic progress based on his ability. Student progress is reviewed at the midpoint of the quarter and the end of the quarter. Notification by the Dean of Academics of

poor academic performance is an indication that the student needs to take appropriate steps to improve his grades. Students placed on academic probation are subject to administrative action by the Dean of Academics or the Dean of Students which does include, but not limited to, participation in mandatory study table time or academic detention.

### **STUDENT EXPECTATIONS AND RESPONSIBILITIES**

A major principle found at the basis of a Lasallian education is to provide students with the knowledge and skills to aid them in being highly successful in post-secondary educational opportunities and their chosen careers.

We believe that homework is an essential part of the learning process. It supports and reinforces classroom activities. Homework takes many forms depending both on the subject and the academic level of the student. It may take the form of math problems or language exercises to practice a particular skill or concept. There may be reading to prepare for the next class lesson. Students may be asked to write a reflection or answer some questions to check for understanding. In preparation for post high school learning, students will be assigned long term papers, projects, and research to extend learning. The general guideline for homework suggested by the national PTA is ten minutes per grade level per night.

Every assignment is given with a reason, and students are expected to complete the work and meet the deadlines established by the teacher. If there is no specific assignment for a class, it is our expectation that students spend the time necessary to review or study for upcoming tests or assessments. Homework that is given will be assessed and returned in a timely fashion so that students may have adequate time to review their work and ask for additional help if necessary. We ask parents to support the importance of homework in the learning process and the need for their sons to complete the work in accordance with given deadlines.

In order to provide adequate study time on a daily basis, hours devoted to part-time employment should be strictly limited. A student's main job is his education. Excessive hours spent on jobs interfere with the educational process and adversely affect a student's performance.

### **CHEATING, PLAGIARISM, TESTING IRREGULARITIES**

Homework, tests, and other assessments are key components in determining student GPA, class rank, and qualification for potential scholarships. Therefore, it is important that all students have an equal and impartial environment to demonstrate their abilities. Thus, any forms of academic cheating, plagiarism, copying other student's work, passing off someone else's work as one's own, obtaining credit for work not completed, or permitting others to cheat/copy one's work jeopardizes the rights, academic welfare, and integrity of all La Salle students, and is contrary to many of the values that our students need to learn. Consequences due to these inappropriate actions will be determined by the Dean of Academics and/or the Dean

of Students and are subject to including, but are not limited to, zero credit for the work; notification to parents; meeting involving Dean of Academics and/or the Dean of Students, other administrators, parent, student, and/or his guidance counselor; suspension for a period of time or loss of privilege to participate in co-curricular activities or to hold certain leadership positions where integrity is a criteria; morning or afternoon detention; Friday afternoon detention; probation; or suspension.

### **ELIGIBILITY FOR OUT-OF-CLASS ACTIVITIES**

Any student who is ineligible for co-curricular activities during a given quarter is also subject to being ineligible to participate in out-of-class activities unrelated to class work during regular school hours. This includes on-campus as well as off-campus activities. The fourth quarter of one year will determine the eligibility for the first quarter of the next year. If a student is ineligible for an off-campus activity, he must report to an alternative location on campus during the blocks in which the class is off-campus.

If a group of students is scheduled for a field trip, a teacher of a class in which a student is doing poorly may elect to deny a student permission to attend the field trip if the field trip involves the student missing that teacher's class.

### **CO-CURRICULAR ELIGIBILITY**

Any student is fully eligible to participate in all co-curricular activities, including interscholastic athletics, unless he is ineligible for academic or disciplinary reasons or he is ineligible according to Ohio High School Athletic Association by-laws.

Furthermore, in order to be eligible to participate in any co-curricular activity, either athletic or non-athletic, a student in Grades 9-12 must be currently enrolled, must have been enrolled in school the immediately preceding quarter, and must have received passing grades during that preceding quarter in a minimum of 5.00 one-credit courses or the equivalent, each of which counts toward graduation. Summer school grades earned may not be used to substitute for failing grades from the last quarter of the regular school year. In addition, a minimum overall average of 70% in a preceding quarter is required for students to participate in any of the co-curricular activities (athletic and non-athletic).

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

To be athletically eligible an incoming freshman enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled.

There are numerous additional Ohio High School Athletic Association by-laws which govern the eligibility of students to participate in interscholastic athletics. For example, after a student completes the eighth grade, or is otherwise eligible for high school athletics, the student shall be eligible for a period not to exceed eight semesters taken in order of attendance, whether the student participates or not. Also, if a student enrolled in high school attains the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year. All of the OHSAA eligibility requirements can be referenced by either going to their website [www.ohsaa.org](http://www.ohsaa.org) or asking our Athletic Director.

### **CO-CURRICULAR ACTIVITIES**

Since social and personal growth is developed not only in the classroom, but also in many activities beyond the classroom, all students are encouraged to participate in one or more co-curricular activities. The following co-curricular activities are offered to all who qualify:

Art Club	Kairos Retreat Leaders	Sign Club
Band	Key Club	Ski/Snowboarding Club
Baseball	Lancer Leaders	Soccer
Basketball	La Salle Academic Team	Social Studies Club
Bowling	La Salle Council on World Affairs	Spanish Club
Camera Club	Latin Club	Stage Band
Cheerleaders	Law Club	Stage Crew
Chess Club	Ledger Newspaper	Strength Club
Chorale	Liturgical Musicians	Student Government
Computer Club	Math Club	Swimming & Diving
Cornhole Club	Mistletoe Minstrels	Tech Crew
Creative Writing Club	National Honor Society	Teen Life Coalition
Cross Country	Paintball Club	Tennis
Debate Club	Pax Christi	Track
Drama	Ping Pong Club	Venture Crew
Football	Pep Band	Vocal Ensemble
French Club	Rocket Club	Volleyball
Game Club	SADD	Winter Guard
Golf	Science Club	WLST
Hands Across Campus	Science Fiction Club	World Travel Club
IBA	Service Immersion Trips	Wrestling
Ice Hockey	Show Band	Yearbook

Note: Band (marching & concert band), Beginning Band, Chorale, and Vocal Ensemble are academic courses. They can be taken by any student during any year, up to a maximum of four years, for one-credit per year. Also, Journalism – Writing & Reporting and Journalism – Advanced Reporting & Production, which produce the school Ledger newspaper, and Yearbook, which produces the school yearbook, are academic courses.

### **FINANCIAL POLICIES**

**PURPOSE:** Tuition is the primary source of income for La Salle High School, used to pay the expenses for providing a quality, Catholic education to our students. The purpose of these policies is to define the duties and obligations regarding the payment of tuition and other related fees.

**PAYMENTS:** La Salle High School offers various payment options, which permit flexibility to meet the needs of our parents/guardians. Tuition may be paid by cash, check or automatic payment methods (ACH) and other means as determined by the school administration.

Parents are encouraged to pay as much as possible of the upcoming school year's tuition by the June due date. Tuition accounts paid in full by that date will not be assessed a service charge. Those not paid in full by that date will be assessed a service charge on the net amount remaining due and will be set up on a periodic tuition payment plan. Periodic payments will be due by the date specified by the administration and outlined in the payment plan completed for each student. Payments not received by this date will be assessed a late fee. Other fees may be assessed for payments returned due to non-sufficient funds and other costs incurred in processing tuition payments.

Unless other arrangements have been made in advance, tuition payments as outlined in the payment plan for a student must be current at the beginning of each quarter. Failure to do so will result in the student not being able to attend classes and thereby exclusion from co-curricular activities until the tuition and any other fees are paid. Once tuition payments are current according to the agreed payment plan, readmission to classes will be at the discretion of the administration.

At the start of a school year, a student whose tuition account has an unresolved issue may have his class schedule withheld until the item is settled. At the end of a school year, La Salle High School will withhold report cards, transcripts, student records and diplomas until all financial obligations including tuition payments, fines, and reimbursement costs, are paid to the business office.

**INCOMING FRESHMEN:** La Salle High School will charge a non-refundable registration fee for all incoming freshmen, payable at the time of registration. This fee will be credited against the tuition due for the freshman year.

**WITHDRAWALS:** For students who withdraw from La Salle High School prior to the end of the academic year, all amounts due including tuition, and any refunds will be calculated on a quarterly basis. If a student is withdrawn after the start of an academic quarter, tuition and related charges will be due for the entire quarter. Any tuition assistance awarded by La Salle High School for which the student has maintained eligibility will be credited on the same basis as tuition is calculated. All

report cards, transcripts and student records will be held until all amounts due and any other obligations are met.

**ACCEPTANCE:** By enrolling a student in La Salle High School, it is deemed that the parent(s) and/or other person(s) responsible for the financial obligations of the student accept the terms of these policies.

### **TEXTBOOKS**

Every student is obligated to give his textbooks the best of care. Students are responsible for the care and return of all books that they use throughout the year. A fine of \$50 will be issued for each textbook a student loses (or an adjusted amount for damages), \$25 for a reusable workbook, \$15 for a novel.

### **STUDENTS' RECORDS**

A student's permanent academic and health records are confidential. However, these records are available to members of the administration, faculty and staff, including auxiliary service personnel, as professionally needed. Parents may request to see their son's permanent records.

A student's records will not be released to individuals outside of the school unless the parents/guardians sign a release form. For example, if a student transfers to another school from La Salle, his parent/guardian is required to sign the official La Salle release form in person in order for his/her son's records to be sent to his new school. All records will be sent as instructed except when financial obligations remain.

Parents/guardians and students understand that La Salle High School is required at times to provide the student's public school district of residence, Northwest Local School District, Catapult Learning, Hamilton County Education Service Center, and/or the Archdiocese of Cincinnati with personal individual information about the student, including, but not limited to, name, age, place of residence, and other pertinent academic and personal information. Parents/guardians and students grant permission for this to occur.

### **GENERAL ATTENDANCE POLICIES**

Regular attendance by all students is viewed as an essential component of La Salle's educational program. First, the student needs to attend all classes daily to maximize his learning in the academic program. Second, by attending regularly, the student develops a responsible habit that will carry him well in the adult world.

To help each student achieve responsible attendance habits, La Salle relies on the full cooperation of parents or guardians. Parents or guardians are expected to know and follow the policy procedures set forth below. Every effort should be made to schedule appointments outside of the school day.

Family vacations resulting in students missing school time are strongly discouraged due to the disruption of the academic process. Also, parent approved skip days are truly contrary to the educational seriousness of La Salle. Parents are requested to please be 100% cooperative in this area.

### **PROCEDURES FOR REPORTING ABSENCES**

**1) Phone call to notify La Salle:** La Salle must be notified **each** day that a student will not be in attendance. A parent/guardian must call the Attendance Line Phone Number before 8:30 a.m. to report their son's absence and to indicate the reason, otherwise the student will be considered truant. **A phone call from a student is not acceptable.** When reporting an absence, call 513-741-2662 and follow the instructions – please say: **"I am Mr./Mrs./Ms. (last name). My son (please say and spell your son's first and last name) will not be in today because (please state the reason). I may be reached at (phone number)."** Failure to receive phone verification will result in a phone call from the school to the parent/guardian at home or work. In the event of an absence for extended illness or frequent illness, a doctor's letter of explanation is required. If you have additional concerns or special messages concerning your son's illness, please call the Dean of Students.

**2) Note to explain absence:** When a student returns to school from an absence, he must present a written explanation from his parent/guardian indicating the date and nature of the absence. This note must be brought to the Attendance Office before 7:45 a.m. on the day of his return.

### **EARLY DISMISSAL POLICY**

Parents are asked not to make appointments or to make arrangements that would require their son to miss any class time. If there are emergency conditions in which no other alternative is available, parents are to explain in writing the reason for the request of an early dismissal.

**Procedure for Early Dismissals:** Written requests for early dismissal should be presented to the Attendance Office **before 7:45 a.m. on the day of the early dismissal.** The Attendance Office will prepare a pass that the student will take to be

signed by the teachers whose classes the student will be missing. The student must arrange to make up missed item(s) at the teacher's discretion. The student will present the signed early dismissal pass to the main office when leaving campus. If the student will be returning from the early dismissal prior to the end of the school day, he should report to the main office before returning to class. If a student must have an early dismissal, which requires the student to leave school prior to 2:15 p.m., he will be considered as one-half day absent.

**Court Appearance:** To leave the school building early for a court appearance, the student must provide a written permission slip from his parents/guardian and present written documentation from the courts upon his return.

**Illness:** If a student becomes ill during the school day, he should have the Hall Pass in his planner signed by his classroom teacher so that he may report to the Main Office. The school will contact the parent/guardian and inform him/her of the illness and of the school's judgment that a parent must pick up the student if he is deemed too sick to either drive or take public transportation home. Any parent picking up his/her son should do so from the Main Office.

**Doctor's Appointments:** All appointments with doctors, dentists and other specialists should be set outside of school hours, unless absolutely impossible. The parents should prepare a note explaining the nature of the appointment.

**Please Note: Once a student arrives on campus, even if it is prior to the beginning of the school day, he is not permitted to leave campus unless he has obtained an Early Dismissal.**

**Attendance at after-school activities:** To participate in or attend any extracurricular activity in the afternoon or evening, a student must be in attendance during the regular class day on that date for a minimum of three consecutive hours. The Dean of Students must approve any exceptions.

## ABSENCES

There are two types of absences: Excused Absences and Truancy.

**Excused Absences** are instances where a student is absent from school and will be marked as "absent". Some examples include, but are not limited to, the following circumstances:

- **Illness** - verified with a phone call from the parent/guardian and by a signed note from the parent/guardian on the day the student returns to school.
- **Court appearance** - as a witness or defendant and verified by a court official.
- **Hospitalization**
- **Death in the immediate family** - verified by a letter from the parent.

- **College or military induction testing** - with a letter from the test supervisor or recruiter.
- **College visits** - verified by a letter from parents/guardian and college official.
- **Medical and dental appointments** - verified by doctor or dentist in writing.
- **Emergency medical treatment** - verified by doctor in writing.

**Missing School Work Due to Excused Absences** - Students who have an excused absence are permitted to make up missed work within a reasonable amount of time, as determined by the Deans.

**Truancy** is a willful attempt, on the part of the student, to evade the attendance expectations of parent/guardian and the school administration or administrative staff. Students who absent themselves from their assigned program of studies are considered truant. Truancy is of two kinds:

- 1) **Truancy from Class/Skipping Class** - Truancy from class is when a student fails to report to an assigned class, or lunch period without the previous excuse from the supervisor, moderator, teacher, counselor, or a member of the administration. Students skipping class will be subject to consequences as determined by the Dean of Students. Seniors who have been truant in a class throughout the school year are not exempt from their final examination in that class regardless of their academic standing.
- 2) **Truancy from School** - Truancy from school is when a student fails to report to school or having arrived at school leaves the premises without previous excuse from the Administration and without the knowledge and consent of the parents. Truant students will be subject to consequences as determined by the Dean of Students. Seniors who have been truant throughout the school year are not exempt from any final examinations regardless of their academic standing. Any subsequent truancy from school or from any class by a student may be cause for expulsion.

## POLICY FOR COLLEGE VISITS

Any student wishing to visit a college may be allowed a maximum of four (4) visits total spread over his junior and senior years providing the following is observed:

- A letter from parent/guardian giving permission for the college visit must be presented to the Attendance Office at least one week prior to the date of the visit.
- Upon his return to school, the student must present to the Attendance Office written verification of his visit from an official of the college that he visited.
- No more than two (2) college visits should occur in any one quarter.
- If two consecutive school days are missed because of a college visit, it will be considered to be the equivalent of two (2) college visits.

Any schoolwork missed due to the college visit must be made up by the student. The Dean of Students will oversee all attendance concerns regarding college visits and any exceptions to the above.

### **POLICIES FOR EXCESSIVE ABSENCES** **PROCEDURES OF DISCIPLINE AND PENALTIES FOR TRUANCY**

In accord with La Salle's educational philosophy, compliance with attendance requirements is viewed as an important element of each student's education and growth in responsibility and maturity. For that reason, a procedure for discipline and penalties is maintained which serves not so much to punish the student, but to encourage and remind him of the need to be faithful in regular school attendance.

Any student who is excessively absent per quarter from any class is subject to being required to make up for the time and/or assignments while absent at the discretion of the Deans. If a student misses more than half of a class (late, early dismissal), he is considered absent for the entire class.

Any senior who has been truant during the school year will lose eligibility for exemption from the final examination, regardless of his academic standing.

### **TARDY/LATE ARRIVAL POLICY**

Punctuality in attending classes is viewed by La Salle as an essential component of La Salle's educational program. Punctuality enables students to achieve maximum value in their academic program and develops a responsible habit that will have value for students in future years. Every student is expected to be in his first block class when the bell rings to start the school day.

**Procedures of Discipline and Penalties for Being Tardy:** The school day begins at 7:50 a.m. By definition of La Salle, a student is "Tardy" if he arrives to school past 7:50 a.m. and prior to 8:20 a.m. Any student who is tardy for his first block class is to report to the Attendance Office for a Tardy Admit Pass.

**Any student who is tardy to school in excess of three times per quarter without proper documentation is subject to receiving a morning or afternoon detention or a Friday School detention at the discretion of the Dean of Students.** Examples of proper documentation include:

- 1) A verified doctor or dentist appointment. Verification must come from the doctor or dentist, not the parent.
- 2) Involvement in an accident. The student must have a copy of the police report to verify the accident.
- 3) A school bus/public transportation delay.
- 4) A school-wide excuse granted by the administration because of extreme weather conditions or other problem judged by the administration to affect a sizeable percentage of the student body.

- 5) A court appointment with documentation from the court.
- 6) Communication from parents/legal guardians regarding extenuating circumstances, as determined by the Deans.

**Procedures of Discipline and Penalties for Late Arrival:** Any student who arrives past 8:20 a.m. is considered "one-half day morning absent". In the event that a student arrives after 8:20 a.m., either he must present a note by a parent, doctor, court official, etc. to the Attendance Office or the Attendance Line must receive a phone call from a parent/guardian. A student who fails to comply with this procedure is subject to a full range of disciplinary action, including hours of detention, suspension, probation, or expulsion as determined by the administration.

**Missing Work Due to Tardiness or Late Arrival:** A student arriving late who misses a test or other school work must contact his teacher on the same day to arrange to make up the missed item(s) at the teacher's discretion. A student who develops a pattern of being late on days when tests or quizzes are given or assignments are due is subject to consequences at the discretion of the Deans.

### **TARDINESS FOR CLASS**

Every student is expected to be in class when the bell rings. The teacher will note all tardiness for class. Students who arrive tardy to class not verified by a pass from a faculty or staff member will be sent to the Dean of Students.

**Hall Pass:** Any student who needs to be in the corridors while classes are in session must have his own Hall Pass planner signed or have a note from a teacher/staff member that includes the student's name, date, time, destination to and from and an authorized signature. Administration, faculty and staff members may stop a student in the corridor at any time and ask to see the pass. Hall passes will be issued by teachers only in case of serious need or emergency.

## GENERAL DISCIPLINE GUIDELINES

**Behavioral Expectations:** An important goal of La Salle is to help the students develop a commitment to a Catholic Christian lifestyle. To achieve these ends, certain guidelines for student behavior are hereby outlined. The basic rules of common sense, of mature behavior, and of respect for other people should always be the norm for every student's behavior. The spirit that underlies all of the following rules is directed toward the growth of every student so that he will develop that kind of mature and responsible behavior that goes beyond merely keeping the rules.

**When students enroll in La Salle they understand and agree that the school reserves the right to exclude them from any school function or activity at any time if their conduct, attitude or academic standing is regarded by the school administration as unacceptable.**

**At the end of each school year, student disciplinary and academic records will be reviewed by the following: counselors, the Dean of Students and the Dean of Academics. Recommendations are made to the Principal. If a student's record is found to be unacceptable, he may not be permitted to return for the following year.**

*The administration reserves the right to make all final decisions regarding appropriate student conduct and consequences on an individual basis.*

### **Respect for Self**

Self-respect is fundamental to psychological health and moral maturity. All human behavior stems from self-respect. La Salle's purpose is to guide and aid students as they develop their sense of self worth and self-confidence. The belief that every human being is "*made in God's image and likeness*" leads to a positive attitude, which is reflected in actions, speech, and appearance.

### **Respect for Teachers/Staff Members**

Teachers and staff members are to be properly addressed as Father, Sister, Brother, Doctor, Miss, Mrs., Ms., Mr., Sir or Ma'am.

A unique relationship exists between students and teachers. Teachers have dedicated themselves to Catholic education to assist students in preparing for and meeting the challenges of life. The rapport that exists between student and teacher is a bond based on mutual trust and respect. Students are expected to maintain this trust.

### **Respect for Others**

Students of La Salle should respect one another as people created in God's image and likeness. They should be courteous and foster the physical and mental well being of others. As each person wishes to be respected as an individual, so each person must also respect the rights, integrity, and individuality of other students. Since we value

our own ethnic and cultural heritage, we must also respect the races, ethnic heritage, and religious convictions of those whose backgrounds are different from our own.

### **Respect for Property**

Every person values what he has worked to obtain and takes pride in himself. The right to the personal possessions for which every student has worked must be held in the highest regard. We as a school take pride, not only in our students and programs, but also in our building, our grounds, and our community. While you are enrolled at La Salle, this is **your** school. It is your responsibility to take pride in the cleanliness and general appearance of the school and its environment.

### **Respect for Honesty**

One of the fundamental characteristics of humanity and our Christian society is honesty. We have the right to expect the truth in our dealings with other people. This is particularly true in a Catholic school. Students and teachers have a legitimate expectation of honesty that what is taught is the truth, as we are best able to know it, and that what we say to each other is true as well.

## DISCIPLINARY DIRECTIVES

When a student is told by a teacher, administrator, or staff member to report to a Dean's office, he **MUST** do so **IMMEDIATELY**. If a student is told to report to a Dean's office and he fails to do so immediately, he may be suspended, given hours of detention or demerits. The student will also receive whatever disciplinary action warranted by his being sent to the Dean's Office in the first place.

## DEFINITIONS AND EXPLANATIONS OF DISCIPLINARY ACTIONS

The La Salle discipline system is based on a graduation of demerits, detentions, suspension, probation and expulsion that pertain to different levels of offenses. The following is an overview explanation of La Salle's discipline system.

**1) DEMERIT SLIPS** - When it is recognized that a student is behaving in a manner inconsistent with the disciplinary code, the student will be issued a Demerit Slip stating the offense. Demerit Slips are not given lightly and should not be regarded as such. **The purpose of a Demerit Slip is to provide the student's parents/guardians with a record of the student's conduct and to remind the student that such behavior is not permitted.** The student's copy is to be taken home and shown by the student to his parents/guardians. Demerit Slips will usually indicate a demerit; however, the Dean of Students will make a final determination as to the consequence(s). Once a student accumulates three (3) demerits in a quarter, he will be assigned a morning or afternoon detention. When the student accumulates an additional three (3) demerits for a total of six (6) demerits in a quarter, he will be assigned a second morning or afternoon detention. Upon receiving his seventh or more demerit in a given quarter, the student is subject to additional consequences as determined by the Dean of Students, including but not limited to morning or

afternoon detentions, Friday Afternoon detentions, probation, suspension, or expulsion.

**2) MORNING AND AFTERNOON DETENTION** - the requirement of a student to be in school prior to or after the school day. It may involve either an assignment or work program. Detention is a means of alerting the student that his behavior is contrary to school policy guidelines. **Morning Detention** assigned by the Dean of Students will begin at 7:00 a.m. and end at 7:45 a.m. **Afternoon Detention** assigned by the Dean of Students will begin at 3:00 p.m. and end at 3:45 p.m. The student must be present for detention as assigned and scheduled; failure to do so will make the student subject to additional disciplinary action. Participating in a co-curricular activity does not excuse any student from serving detention on an assigned day. Students who arrive late for detention may be assigned an additional detention.

Note: Separate from demerits and detentions, teachers may require one of their students to stay after school for academic or disciplinary reasons, but it should not occur on the same afternoon of the day when the student was informed of the punishment.

**3) FRIDAY AFTERNOON DETENTION** - is three (3) hours in length (3:00 p.m.–6:00 p.m.) The student must come prepared to do silent schoolwork or reading. Students who fail to bring materials to work on will be assigned written punishments. It is the student's and parents' responsibility to arrange transportation to and from Friday Afternoon Detention. Absence from Friday Afternoon Detention will be permitted only in EMERGENCY situations and with prior approval of the Administration. Lack of transportation, job responsibilities, and co-curricular activities are not satisfactory excuses for absence. **Students will incur a \$20 fine which will be collected on the date of the detention by the moderator of the Friday Afternoon Detention.**

**4) SUSPENSION** - This is the temporary termination of the student's enrollment. Suspension serves as a warning that the situation is critical and behavioral change must be forthcoming. The length of the suspension is at the discretion of a Dean and/or the Principal. The parent/guardian and counselor will be notified concerning the suspension. Suspension may be served in school or off campus depending upon individual circumstances. In the event that a student is to serve an in-school suspension he should report to the Dean of Students by 7:30 a.m. and will remain at school until 3:00 p.m. He will visit all of his teachers prior to 7:45 a.m. to get assignments for that day. The student will work on daily lessons and will be isolated from the rest of the student body.

If a student is suspended, the student and a parent or guardian may be required to have a conference with an administrator and the student's counselor at a designated time. Others, e.g., a teacher who may be involved, will be included in the conference, as appropriate. The course of action decided upon will depend on the

factors involved. Suspensions may result in additional courses of action that may include, but are not limited to: hours of detention and/or service hours, referral for testing or mandatory counseling to seek professional help in order to change or modify inappropriate behavior, recommendation or requirement that parents enter the student into a rehabilitative program, disciplinary and/or academic probation, or expulsion.

Students who are suspended are not permitted to attend or participate in any school function or activity until reinstatement has taken place.

**5) DISCIPLINARY PROBATION** - Probation is a formal contractual agreement between the student, his parents, and the school. It may be temporary (lasting one calendar year) or permanent (in effect as long as the student is enrolled in the school). A violation of the probation contract will result in the student being subject to administrative action, including suspension or expulsion.

**6) EXPULSION** - A student may be immediately expelled for the following as well as other serious reasons not noted here: violation of La Salle's Alcohol and Drug Abuse policies, damaging school property, stealing, truancy, violation of the terms of disciplinary or academic probation, a second suspension, an act which endangers the safety of others, a consistent pattern of behavior unacceptable to La Salle High School or harmful to its reputation, or a single very grave offense. In the case of an expulsion, the Dean of Students or the Dean of Academics will inform the parent or guardian that this action is being taken. The parent may request a conference with the Principal, the Dean of Students or the Dean of Academics. This is the very last measure the school will take.

If a student leaves La Salle High School because of disciplinary action, he may not return to the La Salle campus for a term of no less than one calendar year for any La Salle activity, i.e. games, plays, etc. The student must return his I.D. before leaving the building.

### **ON OR OFF CAMPUS BEHAVIOR**

As long as a student is enrolled at La Salle High School, he is identified in the community as a La Salle Lancer. Each student should note that his behavior on or off campus is subject to disciplinary action by an administrator, including but not limited to, detentions, suspension or expulsion. Types of behavior that are unacceptable include, but are not limited to, those which are harmful to La Salle's reputation, which create unrest, discord, or discontent in the La Salle community, which affect the safety and good name of others, or which is criminal, whether or not it results in arrest.

### **EMERGENCIES**

In the event of an emergency situation here on campus, students are instructed to closely follow the directions of the faculty/staff/administration members in charge.

## LEGAL SEARCH

La Salle High School is private property; therefore, the administration of La Salle High School reserves the right to search students, their lockers, and personal property, including book bags, clothing, technological items (including, but not limited to cell phones, iPods, laptops), and any vehicle, whether owned by the student or not, parked on La Salle property. The search will be made in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed or where the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply, or the school will require that he withdraw from La Salle.

It should be understood that the school's purpose and desire in conducting a search is to investigate any suspicion and to protect the student population. This search may include, but is not limited to, the use of dogs in cooperation with local law enforcement personnel.

## ELECTRONIC DEVICES

Cell phones must be turned off and stored in lockers or cars during the school day. Except for calculators, all other electronic devices are not to be used or carried any time during the school day. Any audio, video, or photographic image recording is not permitted on campus or at a school event unless approved by the administration. Any violation of this policy will result in disciplinary action as deemed appropriate by the Dean of Students.

## ELECTRONIC POSTING

Any posting by a student or someone associated with that student on any blogs or electronic social sites (e.g., Facebook, YouTube, etc.) which contains direct or implied content about La Salle High School or individuals associated with the school that the administration of the school deems inappropriate must be removed immediately. Students who post such items are subject to disciplinary consequences as determined by the Dean of Students.

## RESPECT FOR SELF

### DRESS AND GROOMING POLICIES

Each student should take pride in his personal appearance and develop habits of neatness and good taste. His appearance should always be neat and clean, contributing to a business-like atmosphere which is conducive to serious academic work. For these reasons, extremes in color or style are not permitted nor are eccentricities in dress and appearance.

**The administration reserves the right to make all final decisions on what constitutes appropriate dress and grooming on an individual basis.**

**The following dress and grooming code is in effect from the time the student enters the building until the end of the school day, from the first day of school until the last day of school, including exam days.**

Since dress has become so eclectic, and styles are constantly changing, it is impossible to give definitive guidelines covering every color, type or style. If you have any questions, please contact the school before making a purchase.

All students are required to be in dress code from the moment they walk in the door until the end of the school day. Therefore, students are required to arrive at school clean-shaven and properly dressed. Exception: students who have a first block physical education courses may arrive in physical education clothes.

#### Pants Options -

Clean and neatly pressed pants are the only acceptable pants.

**Long Pants:** Khaki, black, navy blue, gray, or olive green colored dress pants, Dockers-style pants, or corduroy pants (provided they do not have pockets like cargo pants). Other styles such as cargo pants, nylon pants, Levi's, denims, or jeans are not permitted.

**Shorts:** May be worn at the discretion of the Principal. Khaki, black, navy blue, gray, or olive green colored dress shorts or Dockers-style shorts. Shorts must be hemmed Bermuda style, no longer than knee-length. Other styles such as cargo shorts, jean-shorts, cut-offs, or athletic shorts are not permitted.

**Belts & Accessories -** Students must wear a belt and the belt must be clearly visible at all times; therefore, the shirt must be completely tucked in to the pants. In addition, the belt must be in to the belt loops with the end not permitted to hang down. Pants/shorts must be worn at the waist. Students are not permitted to wear their pants/shorts so that "belt" level would be below their waist. Suspenders are not permitted.

**Shirt Options** - All shirts must be properly fitted so that they tuck into the pants and must be worn completely tucked in at all times. Shirts must be neat, clean and free of rips, tears and holes. The following are the options:

1. A short or long sleeved red, white, or gray polo shirt embroidered with the special school-day logo purchased through the spirit shop.
2. A red, white, or gray short or long sleeved button-down Oxford dress shirt with the special school-day logo purchased through the spirit shop.
3. A white short or long sleeved button-down Oxford dress shirt without any logos or emblems.

**Undershirts** - Only solid colored undershirts or La Salle turtlenecks may be worn under any of the above shirt options.

**Shoes** - Only low cut dress shoes and normal gym shoes are acceptable. Sandals, slip-on gym shoes, moccasins, clogs, and slippers are not permitted.

**Socks** - Socks must be visible above the shoe top.

**Outerwear Options** - The following are acceptable items to be worn during the school day:

1. Any La Salle dress sweater, La Salle non-hooded sweatshirt, or La Salle vest sweater.
2. A crew neck or V-neck solid colored white, beige, red, or gray dress sweater that is fitted at the waist.
3. Any white, red, or gray plain non-hooded sweatshirt.
4. On Fridays only, any La Salle hooded sweatshirt.

Note: Any outerwear item must be worn over an acceptable shirt with the collar of the shirt showing. All other outerwear items, including La Salle issued warm-ups & jerseys, hooded sweatshirts, and coats, are not acceptable during the school day. A student is expected to place these items in his locker once he enters the building.

On selected occasions, the Dean of Students may relax part of the dress code for a specific Spirit Day. **It is the responsibility of the student to listen carefully to the announcements.**

**Handkerchiefs and Kleenex** - Although some teachers may have Kleenex available, it is the responsibility of the student to have such items.

**Jewelry** - Students are permitted to wear a watch or class ring as well as a small Cross or Crucifix outside the shirt. No other jewelry is permissible. No earrings or other body piercing are allowed. If the necklace or chain is outside the shirt, or if a student has in a body piercing ring or rod the item will be confiscated by any teacher/counselor/administrator/staff member and turned over to the Dean of

Students. This rule is in effect throughout the school day and at special events as determined by the administration.

**Hair styles and facial hair** -

- A student's hairstyle should be in keeping with the seriousness of his education and his self-development, and should not detract from a serious academic atmosphere in the school. Hair should be neat, well groomed, clean and combed, as determined by the Dean of Students.
- Hair over the eyes, hair that is inappropriately dyed, hair that is unusually cut, hair that has designs shaved into it, or other inappropriate hair styles as judged by the Dean of Students are not acceptable.
- Students must be clean-shaven; no mustaches, beards, goatees, or sideburns past the bottom of the ears are allowed. Students in violation of the facial hair code will have the option of receiving detention or shaving. Repeat offenders will be suspended and sent home until in compliance with the facial hair policy.

**Tattoos** - Students are highly discouraged from obtaining tattoos. If a student has a tattoo, it may not be visible during the school day.

**Hats and Sunglasses** - Hats and sunglasses are not to be worn in the school building during the school day. Students who violate this rule will have the item confiscated and will be assigned detention.

**Coats and Jackets** - Coats and jackets are to be stored in the student's locker during the school day. The only exception is students going back and forth from the main building to the De La Salle building. A student should get his coat from his locker immediately prior to going to the De La Salle building and return it to his locker immediately upon his return.

**For Days of School-wide Masses** - All students are to wear a button-down dress shirt and tie instead of the school day polo shirt for the entire day. All other dress code policies remain in effect.

**For Friday Spirit Days** - A student is either to wear normal school attire or wear a La Salle Pride spirit tee shirt in order to participate in the Friday Spirit Day. The tee shirt must be worn as the outermost piece of attire and must be in the condition that it was given to the student or purchased in the spirit shop without any tears, missing sleeves, or writing. All other dress code rules are in effect.

**For Crazy Red Day** - On these special days, a student is either to wear normal school attire, or in order to participate in Crazy Red Day, he may wear any red items of clothing provided all are in good taste as determined by the Administration. Face paint, body paint, and/or hair paint are not permitted. All other dress code rules are in effect.

## **PROCEDURES OF DISCIPLINE FOR VIOLATIONS OF DRESS AND GROOMING POLICIES**

Violations of the dress and grooming policies are subject to demerits or detentions. However, extreme violations may result in suspension pending a parent conference or an immediate call to parents to remedy the situation.

## **SUBSTANCE POSSESSION AND USE**

All individuals should completely respect themselves and their gift of God-given life. We are made in God's image and likeness. Therefore, it is not proper or legal for students to abuse their bodies with non-prescription drugs. A drug is defined here to mean any controlled substance, mind altering substance that alters or influences behavior; this includes alcohol, placebos and lookalikes. Students who have problems with alcohol or other drugs are encouraged to step forward and seek help from their guidance counselor or an administrator before their behavior leads to the following circumstances.

**Possession, Use, Carrying or Transporting Related Paraphernalia** - Students found to be transporting, in possession or having used alcohol, steroids, narcotics, chemicals or other non-prescribed drugs as well as possession of drug-related paraphernalia to La Salle High School or any school activity on or off La Salle's campus are subject to expulsion from school. When a student is not expelled, an alcohol/drug treatment program or mandatory counseling will be required.

If the student is required to enter an alcohol/drug rehabilitation program in order to remain at La Salle, he must strictly adhere to the following:

- 1) The school will provide a list of professional assessment facilities and parents MUST choose one of these approved organizations.
- 2) A complete professional assessment of his drug problem, including a urine analysis.
- 3) The results of the assessment must be provided to La Salle High School along with any follow-up counseling or rehabilitation activity in which the student and parents will be involved.
- 4) In order to remain at La Salle High School, the student must follow the recommendations of the assessment.
- 5) After the completion of the evaluation and/or treatment, the Dean of Students will direct follow-up therapy, counseling, rehabilitation, etc., as recommended by the professional evaluation.

**Failure to comply with any or all of the above mentioned stipulations will result in expulsion.** Additional consequences for violation of La Salle's Substance Abuse Policy may include, but not limited to, the following: exclusion from graduation ceremonies, exclusion or removal from co-curricular activities, suspension.

Note: La Salle reserves the right to use a breathalyzer or a substance abuse sensor at any time an administrator believes a situation warrants, without prior warning to the

student. Refusal to submit to testing with a breathalyzer or a substance abuse sensor will be viewed as an admission of guilt by the student and result in the maximum consequences.

**Sale or Distribution** - Students found to be engaged in the distribution of alcohol, chemicals, lookalike, paraphernalia or other drugs to any person will be subject to expulsion and police/legal action. Under the Safe School Zone Law of Ohio, delivery or sales of drugs in or within 1000 feet of any school or park is a felony and criminal prison terms are automatically doubled.

**Tobacco** - Scientific evidence indicates that tobacco is an addictive substance, which is harmful both to the user and to those who experience its secondary effects. The use or possession of any kind of tobacco product is prohibited anywhere on school premises, as well as on any street, sidewalk, or property adjacent to La Salle. The use of any kind of tobacco product is also prohibited at all school-sponsored activities. Any student who is found to be in violation of this policy will be subject to a \$25 fine for the first offense. For the second offense, the fine will be doubled. Any additional violations are subject to suspension and expulsion.

## **RESPECT FOR TEACHERS/STAFF**

Each student must respect teachers and staff members because they have dedicated themselves to his development. If a student is told to do something reasonable by a teacher or staff member, he must do it.

If a student is told by a teacher/staff member to report either after school or before school on the next day and the student fails to obey, he leaves himself open for disciplinary action by the administration. Failure to respond to adult supervision may also result in serious disciplinary action by the administration. Students who attempt to intimidate, assault, or harass a teacher at any time are subject to immediate expulsion from La Salle High School and possible criminal charges.

**Teachers' property** - Computers, telephones, and teachers' desks/file cabinets/etc. in the classrooms are for teachers' use. These are off-limits to students and violations will result in disciplinary action that may include possible expulsion, suspension, or hours of detention to be determined by the administration.

## **RESPECT FOR HONESTY**

**Forgery** - Any effort to submit false documents or to deceive parents or personnel at La Salle is a very serious matter. In cases where this occurs, the student is subject to suspension. Please note: Parental permission does not relieve the student of the responsibility with regards to forged or altered documents.

## **RESPECT FOR OTHERS**

- 1) **Respect for Prayer** – As men of faith, La Salle students are called to complete reverence during times of prayer. This includes stopping if walking, proper and active participation at appropriate times, and removal of head coverings.
- 2) **Respect for Country** – In deep appreciation for the gift of freedom, La Salle students are called to demonstrate patriotic respect by removing head coverings, standing, and singing the National Anthem correctly.
- 3) **Respect for Females** – Being a gentleman is a wonderful virtue that should never be underestimated. There are numerous values that our students are expected to further develop during their days as a Lancer, and one of them, as a man of La Salle, is to show complete respect in word and action toward all females – faculty and staff, girlfriends, female high school students, mothers, stepmothers, sisters, grandmothers, guests – just to mention some of the many relationships that exist in the lives of our students. Any student who does not demonstrate complete respect for females will be subject to disciplinary action as deemed appropriate by the Dean of Students.
- 4) **Respect for Diversity** – As a Lasallian school our students are expected to grow in valuing each person and appreciating their strengths and gifts. Our school is richer through our differences. Any student who does not demonstrate complete respect for the diversity of others will be subject to disciplinary action as deemed appropriate by the Dean of Students.
- 5) **Respect for Fellow Lancers** – All Lancers share a unique bond of being fellow students of La Salle. As such, our Lancers are called to treat each other in all manners with total care, respect, dignity, and to accentuate the positive gift and value of each other.
- 6) **Respect for Students from other schools** – Being Christian men, La Salle students are called to demonstrate complete sportsmanship toward students and fans from other schools in all settings – on the field, in the stands, throughout the community, e.g., using appropriate cheers and avoidance of confrontation with fans of the opposing teams by staying off of their side of the field/court.
- 7) **Quiet Atmosphere** – Quiet is expected throughout the school during class hours. Screaming, yelling and whistling in halls or classrooms is not permitted. Conversation in the halls between classes should be mild. In order to maintain this quiet atmosphere, students are not permitted in the corridors after classes have begun without an authorized hall pass.
- 8) **Rough-Housing** – Students who engage in rough-housing (physical horseplay, pushing, etc.) will be subject to disciplinary action which may include any or all of the following: detention, parent conference, suspension, and probation contract. Students who repeatedly engage in this type of activity may make themselves subject to expulsion from La Salle.
- 9) **Fighting** – La Salle considers violence as a serious problem in our society. One of La Salle’s educational goals is to overcome ignorance and violence. Any student who violates the right of others and who fights in school or its vicinity is subject to being suspended from school depending upon the severity of the fight and placed on a probation contract. A second offense may make the student subject to expulsion from La Salle.
- 10) **Disruptive Organizations** – Any organized or loosely organized group that disrupts the environment by threatening the safety of the persons at La Salle High School will not be tolerated. Consequently, any student belonging to such an organization, identified as a member, displaying organizational activity, or displaying symbols of involvement will be subject to disciplinary action including possible expulsion from La Salle High School. Any attempt at a criminal assault, intimidation, extortion, sale or exchange of illegal or stolen substances or goods is subject to immediate expulsion from La Salle.
- 11) **Weapons** – A weapon is defined to be any material or object that is or can be used to harm, injure, threaten, or intimidate another individual or oneself. (This includes lookalike items and nonfunctional items.) Any student found to have a weapon in his locker or car, or on his person, or has brought such an item onto a bus provided for daily student transportation or for transportation to any school-related events, is subject to immediate expulsion from La Salle and may be turned over to legal authorities for prosecution. This rule is in effect 24 hours per day, seven days per week.
- 12) **Inappropriate Language, Gestures, Drawings** – Because we expect our students to behave as Christian gentlemen, we will not condone or tolerate the use of profanity, offensive gestures, or the drawing of inappropriate pictures on one’s own property or on the property of the school or another student. Accordingly, students who violate this policy are subject to disciplinary action that may include any or all of the following: demerit, detention, parent conference, suspension, and probation.
- 13) **Edalbert Drive** – Because La Salle is located in a residential community and there is a need to respect the privacy and quiet of our immediate neighbors, no student is permitted (driving, walking, whatever) on the street or yards of Edalbert Drive unless he or his close family lives there or permission is granted by the administration for special circumstances. Also, students are not to blow car horns while on school property, including along the east exit drive which is adjacent to the backyards of the Edalbert Drive homes. Students who violate these policies are subject to disciplinary action that may include, but are not limited to, any or all of the following: demerit, detention, loss of driving privileges on school property, parent conference, suspension, and probation.
- 14) **Harassment** – Harassment, bullying, hazing, spreading of rumors and threats against a student, faculty, staff member or another individual are never condoned by La Salle High School. Harassment in any form, including but not limited to race, gender, religious belief, nationality, disability, or sexual

orientation, is prohibited. Harassment is defined as unsolicited, offensive behavior. It shall include verbal-jokes, insults, innuendo, propositions, or threats – and nonverbal gestures, touching, assault or the display of pictures or other visual material. Such actions are un-Christian and contrary to the principles of La Salle High School. Some further examples, though not all the possibilities, of what constitutes harassment include:

- using sexual, racial or ethnic slurs against a student, faculty, staff member, or others
- posting or distributing written or graphic material that is derogatory of a person
- defacing property in a way that is derogatory of a person
- verbal or physical actions meant to bully or threaten other students or adults
- verbal and non-verbal communication that harasses an individual because of the individual's race, ethnic identity, color, sex, sexual orientation, religion, handicap, age, ability, etc.

What are you, as a student, to do if you are the victim or witness harassment? Talk to your parents, teachers, a counselor or an administrator about what you have experienced or observed. It is important to file a verbal or written complaint with an administrator, counselor or teacher if you believe you have been harassed or witnessed the harassment of another individual. Actions taken following reported harassment: An administrator will review and investigate the complaint. Appropriate action will be taken consistent with the policies of La Salle High School and governmental laws. Students who harass other students or adults are subject to disciplinary action including possible hours of detention, suspension, probation, or expulsion to be determined by the administration.

### **RESPECT FOR PROPERTY**

- 1) **Cleanliness of the School Building** – Wastebaskets are provided throughout the school to help the student keep the school clean. All wastepaper, refuse, and other throwaways are to be discarded in them. Students are expected to help keep the classroom and corridors clean by picking up materials that may have been carelessly discarded.
- 2) **Building property** – Students are not to regulate any furnace or air-conditioning thermostat controls. They should not operate school-owned electronic equipment such as TVs and VCRs or adjust any window shades, except at the direction of a teacher or staff member.
- 3) **Loitering** – The size of our school and its location in a residential neighborhood has tremendous impact on the surrounding community. We want this impact to be positive. Therefore, loitering in the neighborhood or on private property in the neighborhood is not permitted and is subject to disciplinary action. The

same applies to loitering on the school grounds or in the parking lot outside of school hours in such a manner that causes annoyance to our neighbors.

- 4) **Eating & Drinking** – Except for bottled water, all other food and drink is restricted to the cafeteria only and should not occur in hallways or other rooms on campus except on very special occasions with teacher supervision. Chewing gum is not permitted in any of the school buildings. Violations of this policy are to be brought to the attention of the Dean of Students for disciplinary action.
- 5) **Book Bags** – Book bags may not be carried about the school. Bags are to be placed in the student's locker before the first block of the day and are to be taken out only when the student is leaving the building after his last block.
- 6) **Public Transportation/Busses** – Students of La Salle are always representatives of their school. Proper behavior on public vehicles is required of La Salle students. This includes to and from school and any school function, such as field trips or co-curricular activities. If reported, misconduct on public transportation will not only be dealt with by the school and student's parents, but also by transportation authorities and the police. A student who damages bus transportation or other public property is subject to serious disciplinary action, including expulsion from La Salle.
- 7) **Vandalism, Graffiti, Inappropriate Drawings** – This is your school and you are expected to respect the property of La Salle High School, your own personal property, and the property of others at all times. Any student who vandalizes; marks graffiti or makes inappropriate drawings on desks, lockers, walls, planners or books; or destroys, damages, or defaces any school property or the property of others is subject to one or more of the following procedures:
  - He will be held accountable for proper restitution of the estimated cost of the damage.
  - He may be required to clean, paint, or repair the damaged property.
  - He will be assigned detention hours, and in cases of more major or persistent actions against this code, is subject to serious disciplinary action, including parent conference, probation, suspension, and possible expulsion from La Salle.
- 8) **Theft** – Any student or group of students involved in any theft of school or student property is subject to serious disciplinary action, including possible expulsion from La Salle, may be handed over to legal authorities for prosecution, and is liable for restitution.

Any student, or group of students, found knowingly or unknowingly in possession of property not his own or having another's property in his locker is subject to serious disciplinary action, including possible expulsion from La Salle. Therefore, if a student finds any item that has been misplaced or lost by a fellow student, he **MUST** bring the item to the Main Office **IMMEDIATELY. LOST PROPERTY SHOULD NOT BE KEPT FOR ANY LENGTH OF TIME OR CLAIMED AS ONE'S OWN, WITHOUT**

## **GIVING ANOTHER PERSON THE OPPORTUNITY TO RECLAIM HIS LOST PROPERTY.**

La Salle High School is not responsible for loss or damage to any items of a student's personal property brought on school premises.

- 9) **Fire, False Alarms, Fire Equipment Abuse** – Any student who deliberately sets a fire on school premises, sets off a false alarm, reports falsely the threat of a fire or explosion, or who tampers with fire alarm equipment, extinguishers or extinguisher cabinets, is subject to serious disciplinary action, including expulsion from La Salle and reported to the proper authorities for prosecution. This rule is in effect 24 hours per day, seven days per week.
- 10) **Fireworks** – Possession and/or use of fireworks and smoke bombs is a serious offense and the possession of such items is a threat to the safety of the La Salle community. In the use or possession of the above items, the student is subject to serious disciplinary action including possible expulsion from La Salle. This rule is in effect 24 hours per day, seven days per week.
- 11) **Red “Classroom Go-Kits”** – The red emergency “Classroom Go-Kits” backpacks are to be used or handled by faculty and administration members only. Any student who deliberately tampers with them is subject to the most serious of disciplinary action, including expulsion from La Salle. This rule is in effect 24 hours per day, seven days per week.

## **LA SALLE CAFETERIA**

The cafeteria is equipped to handle over two hundred students at one time. Students may purchase hot and cold lunches. In the morning the cafeteria is open so students may purchase breakfast before school begins.

### **Basic regulations that must be observed by all students are:**

- 1) A student should take his tray to the washing window after he finishes lunch.
- 2) All disposable items are to be placed in the waste containers. Recyclable items (cans and plastic bottles) are to be placed in the recyclable cans.
- 3) During lunch periods all students must stay in the cafeteria until dismissed. The only exceptions are summons slips and passes given by the cafeteria proctors to go to the spirit shop, library, or locker during lunch.
- 4) The student must clean up all spilled material. Mops and buckets will be provided.
- 5) Students will take turns to see that the cafeteria tables are cleaned after their lunch and chairs elevated following the “D” lunch. Refusal to comply with this policy will result in the student being sent to the Dean of Students for disciplinary action.
- 6) All food and beverages must be consumed in the cafeteria.
- 7) Students who pack their lunch must not bring any glass beverage bottles.

## **FOOD ALLERGIES**

Students with known food allergies must be proactive in the care and management of their food allergies and reactions. They should not trade food or utensils with others, should not eat anything with unknown ingredients or anything known to contain the allergen, and must notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Parents of a student who has a food allergy need to inform the main office of their son's condition. Parents should also initiate and maintain an ongoing means of communication, as needed, of their son's allergies with our cafeteria manager (Mrs. Kathy Fessler 513-741-2675) so our cafeteria staff can provide safe, non-allergic food options for their son.

## **RESTRICTED AREAS**

Outside of the school day, students should be on campus only when attending a school related function, such as an activity, event, or meeting, under the supervision of a faculty/staff member. Certain areas on school grounds are considered non-student areas at all times. These include, but are not limited to, the south stairwell in the science/library wing, the far west stairwell, maintenance shop, custodial closets, faculty/staff room, and faculty/staff mailroom. There are other areas where students are permitted only when supervised by a faculty/staff member. These include, but are not limited to, private offices throughout the campus, kitchen area, stadium concession building/garage, the art courtyard, bookroom, gym/stage, locker rooms, parking lot, and the De La Salle Memorial Center. Students are not permitted to use the school elevator unless they have received special permission from an administrator.

## **SCHOOL LOCKERS**

All locker **assignments** are fixed; therefore, a student must use the locker assigned to him. If a situation arises such that a locker change is necessary, the student must consult with the Dean of Students.

- 1) Though all lockers are the property of the school, it is the responsibility of each student to keep lockers that he uses clean and in good condition.
- 2) The administration may enter any locker at any time.
- 3) **Lockers must be kept locked at all times. This is each student's responsibility.**
- 4) Money for tuition and expensive items should NOT be stored in any locker at any time.
- 5) Students are not to share lockers. Students should not reveal their locker combinations to other students.
- 6) Unauthorized entry into another student's locker is considered a major offense against Christian respect. Any student or group of students who tampers with locks or lockers is subject to serious disciplinary action, including possible

immediate expulsion from La Salle and will be required to pay for the damage incurred.

- 7) Hallway lockers: Hallway lockers are to be secured with the installed combination lock only. If a hallway locker becomes jammed or broken, the student should inform the Dean of Students immediately. If the lock on the locker is malfunctioning, the student should remove the contents of his locker and immediately bring them to the Dean of Student's office until his lock is repaired. Textbooks, lunches, etc. are to be stored in school hallway lockers only. Every student is to clean out his hallway locker after his final exams. Anything left will be discarded
- 8) Physical education: Students should change clothes in their assigned locker room. Students should use their own padlock to secure their personal property in a locker. At the end of every physical education class, they should remove the lock and their personal property and leave the locker and locker room in a clean condition ready for the next class.
- 9) De La Salle Memorial Center athletic locker rooms: Students should lock their personal property in lockers during practices, games, etc. These lockers must be cleaned out at the end of the season or as directed by a coach or member of the administration. Anything left will be discarded.
- 10) Art room lockers and band room lockers: Students should lock their personal property in lockers provided. These lockers must be cleaned out as directed by a teacher, director, or member of the administration. Anything left will be discarded.

While a locker is provided for each student, it is recommended that students do not bring valuable items to school. La Salle High School is not responsible for the loss or damage of any item of a student's personal property brought upon school premises whether or not that item is in a locker. Lost, damaged or stolen items should be reported to the Dean of Students.

### **BUILDING SECURITY**

For our safety outside doors to the building should never be propped open, unless they are done so with maintenance approval for special occasions. Students who are returning to the main building from the De La Salle Memorial Center should use the designated courtyard entrance.

The Archdiocese of Cincinnati is committed to providing a safe workplace for its employees and all those who enter its property or premises. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace. This policy applies to all employees and other persons entering Archdiocesan/Parish property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon. Unless specifically authorized in writing by the Archdiocese or its administrators, the possession, transfer or use of weapons is prohibited while on Archdiocesan/Parish property or premises, including without limitation, while in Archdiocesan/Parish-owned

vehicles. Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, ammunition look-alikes (dummies or duds), explosives, nightsticks, spring-loaded knives, and other objects designated to intimidate or injure people. Any Archdiocesan/Parish employee who violates this policy will be subject to discipline, up to and including termination of employment. Any other individual who violates this policy will be removed from the Archdiocesan/Parish property or premises and may be prohibited from future entry to the Archdiocesan/Parish property or premises.

### **COMPUTER LABS**

Students are not permitted in any computer lab unless a teacher is present. Improper behavior, such as, but not limited to, misuse of equipment, loading software, tampering with any hardware, internet misuse or tampering with other accounts, etc. will lead to serious disciplinary action.

### **SIGNS AND PUBLICITY**

Signs, announcements and other forms of publicity may be displayed in designated areas only with the prior approval of the Dean of Students and the moderator of the activity involved. They should be taken down promptly following the event. Signs or announcements posted anywhere in the building without this express approval will be removed.

### **AUTOMOBILES AND PARKING**

Any vehicle parked on La Salle property is parked at the risk of the owner of the vehicle. La Salle is in no way responsible for vandalism or damage incurred on La Salle property.

Any student with a valid driver's license who plans to drive to school at any time during the school year in an automobile or other motorized vehicle must obtain a parking permit to be hung from the interior rear view mirror for the vehicle which he may be driving to school. Each driving student will be assigned a specific parking location, and he must park within a single parking space designated for his parking. Loitering in or around the parking area during the school day or outside school hours is not permitted. Students must drive responsibly, not recklessly. Students should not turn up the volume of their stereos excessively or honk their vehicle horns, as these activities are disrespectful and disturbing to our neighbors. Outside school hours, vehicles are to be parked in single parking spots and should not be parked in spots designated as "Handicapped" or "Reserved."

Students who violate any of the above are subject to detentions, fines, suspension, vehicle being towed off of La Salle property at the student's expense, or loss of driving privileges at the discretion of the Dean of Students. These rules apply at all times, and at all events and activities, regardless of the time of day.

### DANCE GUIDELINES

La Salle Student Government sponsors the following semi-formal dances throughout the school year: Homecoming, Red and White, and Sophomore/Freshman Dance, in addition to the Senior/Junior Prom which is a formal dance. By purchasing a ticket students agree to the following guidelines:

- All students must arrive no later than one-half hour past the beginning of the dance. At that time the administration will begin to place phone calls to a parent/guardian of each absent La Salle student and his date.
- La Salle students and their dates may need to sign in when arriving to the dance.
- Students will be permitted to leave a half-hour prior to the end of the dance, but no earlier unless prior arrangements have been made between the administrator and the student's parent/guardian.
- La Salle personnel, parent volunteers, and La Salle security supervise all dances. A breathalyzer will be on site and may be used if a student displays characteristics of possible alcohol use. Purses, bags, and jackets will be searched.
- Dancing must be appropriate and respectful. No slam or lewd dancing will be tolerated.
- La Salle students must wear a jacket or sweater with a dress shirt and tie or a banded collared shirt. Costumes of any sort, baseball hats, and gym shoes are not permitted.
- La Salle students must have a female date, and the date must be dressed in appropriate modest apparel. If any La Salle student or his date is dressed unacceptably, that student will be required to fix the problem or will be sent home following a phone call to notify a parent.
- **Each La Salle student will be held accountable for his actions as well as the actions of his date.**

### PROBLEM SOLVING STEPS

One of the many goals of La Salle High School is to teach our students the process of problem solving. To that end, it is advisable, as much as appropriate, for a student to be the primary person to handle a situation when it arises. For example, if a student is having difficulty in a particular course, he should first consult with his teacher for resolution of the problem. He can also seek advice from his guidance counselor. If a solution cannot be reached, then it is appropriate for the parents to contact their son's teacher to discuss the matter. If the problem is still unresolved, then the first person of the administration level that parents should contact is the Assistant Principal-Dean of Academics for academic concerns or the Dean of Students for behavioral concerns. All matters are subject to review by the Principal.

If a student is having a problem in a co-curricular activity, the procedure is similar to the above. The student should be the primary individual learning how to solve problems directly when they arise. In athletics, if a student has a problem and has not been able to handle the situation on his own, then the order of individuals for the

parent to contact is: position coach, head coach, Athletic Director, Principal. In non-athletic activities, the order is: moderator/director of the activity, Dean of Students, Principal.

### PUBLICATION RELEASE

Students and their parents/guardians accept and agree that La Salle High School is permitted to use without securing permission for each occurrence their name, photograph, likeness, voice, quotes, artwork and graphics, and written works, in all school and general media publications and other forms of communication that include, but are not limited to, monthly newsletters, alumni newsletters, school website, school sign, school newspapers, school yearbook, local newspapers, parish-generated products, TV/cable/radio, school-generated works, and public relations releases/products. Any restriction of use is the responsibility of both the student and his parents/guardians to inform La Salle annually in writing. Also, students and parents/guardians grant permission to La Salle High School to publish their names, address, and home phone number in the annual student directory unless the student and his parents/guardians inform La Salle in writing of any restrictions regarding the publication of this information.

### HEALTHY CAMPUS ENVIRONMENT

La Salle is committed to maintaining a safe, healthy and productive environment for all individuals. To preserve that commitment numerous procedures need to be continually adhered to including, but not limited to, the following:

We enjoy and want to maintain our safe Green Township environment. Thus, parents/guardians, guests and students are always encouraged to keep a watchful eye on our school and grounds and report any suspicious or questionable activity on or near campus to appropriate law enforcement authorities and school administration.

Parents/guardians and guests need to abide by the requirement that smoking in all forms is prohibited in any of our school buildings/structures, in any vehicle owned by the school, or in the areas directly or indirectly under the control of our school immediately adjacent to locations of ingress or egress.

Parents/guardians, guests and students are asked to not idle their motor vehicle in our parking lot or drives to prevent exhaust fumes from entering the buildings through open windows and air intake points.

Except for selective pre-approved non-student-focused school functions, alcoholic beverages are not permitted in any buildings on campus. Alcoholic beverages are never permitted in our stadium and on our school parking lot or drives, including personal vehicles.

Parents/guardians, guests and students are advised that La Salle uses a preventative maintenance approach which includes a focus on making the school buildings and grounds an unfavorable place for pests to live and breed. From time to time, it may be necessary for the school to use chemicals to control a pest problem. When

chemicals are used, the school will try to use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met. For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. This list may be obtained by contacting the Facilities Manager at 513-741-2353. Parents/guardians may request prior notification of specific pesticide applications made at the school. To receive notification, you must annually be placed on the notification registry by submitting your name and email address to the Facilities Manager. The registrants will be notified at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), baits and gels, and any EPA exempt pesticide.

### **STUDENT NETWORK/INTERNET RESPONSIBILITY**

The La Salle High School computer network provides access to the Internet. The Internet is an electronic information and communications "highway" connecting millions of computers all over the world and millions of individual people. Students, teachers, and support staff with accounts have access to some or all of the following:

- 1) Electronic mail (e-mail) communication with people all over the world;
- 2) Information and news from a wide variety of sources and research institutions;
- 3) Public domain and shareware software of all types;
- 4) Discussion groups on a wide variety of topics;
- 5) Access to many university libraries, the Library of Congress, and more!

With access to computers and people all over the world also comes the availability of some materials that may not be considered to be of educational value within the context of the school setting. The Administration firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility of users procuring material that is not consistent with the educational goals of the school.

Here are some of the guidelines provided to establish the responsibilities you are about to acquire. If any user violates any of these provisions, his account or access privileges may be terminated, appropriate disciplinary action taken, and all future access could be denied.

**ACCEPTABLE USE:** The purpose of La Salle High School's provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of La Salle High School. Use of other organizations' networks or computing resources must comply with rules appropriate for that network. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

**PRIVILEGES:** The use of La Salle High School network services is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The site and/or system administrator(s) will report any inappropriate use to the Dean of Students for appropriate disciplinary action. This would include chat rooms, games, any e-mail, instant messaging and offensive sites. Also, the site and/or system administrator may close an account or deny access at any time as required. The site administration and/or staff of La Salle High School may request the system administrator to deny, revoke, or suspend specific user accounts.

**NETIQUETTE (NETWORK ETIQUETTE):** The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but

are not limited to, the following: **BE POLITE** – Do not send abusive messages to anyone. **USE APPROPRIATE LANGUAGE** – In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden. (Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities must be reported to appropriate authorities.) **PRIVACY** – Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute an e-mail message without permission from the author. **CONNECTIVITY** – Do not use the network in such a way that would disrupt the use of the network by others.

**SERVICES:** La Salle High School will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained via La Salle High School network services is at your own risk. La Salle High School denies any responsibility for file accuracy or quality of information obtained through network services.

**SECURITY:** Security on any system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the La Salle High School network, you must notify a system administrator either in person or via the network. Do not demonstrate the problem to other users. Do not use another individual's account, forge messages or post anonymous messages. Attempts to login to the system as any other user may result in cancellation of user privileges. Attempts to login to La Salle High School networks as a system administrator or any other form of unauthorized access may result in immediate cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to La Salle High School network services.

**VANDALISM:** Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, hardware abuse, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

**UPDATES:** La Salle High School may occasionally require new registration and account information to continue providing services. You must notify the system administrator of any changes in your account information. All Terms and Conditions as stated in this document are applicable to La Salle High School and shall be governed and interpreted in accordance with the laws of the State of Ohio, United States of America.

## **ARCHDIOCESAN RESPONSIBLE USE OF TECHNOLOGY POLICY**

**Catholic School Office  
Archdiocese of Cincinnati**

**GENERAL INFORMATION FOR INTERNET USERS:** Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

**AGREEMENT FORM:** In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the Responsible Use of Technology Policy-User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

**POLICY:** All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

**SCHOOL RESPONSIBILITY:** The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided

by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

**USER RESPONSIBILITY:** The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

**DISCIPLINARY ACTION:** The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

Note: The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

\* The term student applies to any individual enrolled in the school regardless of age.