





LA SALLE HIGH SCHOOL

STUDENT / PARENT HANDBOOK 2026-2027

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Administration

La Salle High School is a private Catholic school governed by a Board of Limited Jurisdiction under the direction of school President Mike Overbey and Principal Lou Eichhold.

Right to Amend

This handbook is not a binding contract on La Salle High School. Rather, it is a unilateral set of policies which students and families are expected to, and must follow. The principal, or his/her appointees, with the support of the president, retains the right to amend this handbook at any time and for any reason. Parents, guardians, and students will be given notification if changes are made.

THE ADMINISTRATION OF LA SALLE HIGH SCHOOL MAINTAINS THE RIGHT TO AMEND, MODIFY, OR INTERPRET ANY AND ALL GUIDELINES CONTAINED WITHIN THIS HANDBOOK.

988 SUICIDE & CRISIS LIFELINE

If you know someone in crisis, help and support can be reached through the 988 Suicide & Crisis Lifeline

SCHOOL OVERVIEW

Mission
As a Catholic school in the Lasallian tradition, La Salle High School prepares young men to achieve their full potential in body, mind, and spirit.

Vision
Students will be guided to live as disciples of Jesus Christ.

Belief Statements
We believe in the Lasallian core values of Faith, Service, Community, Scholarship, and Leadership.

- **Faith:** We are Catholic in faith, Lasallian in tradition, and respectful of all beliefs.
- **Service:** We integrate service and reflection into the student curriculum and the professional development of our employees.
- **Community:** We respect the dignity of each person and provide a welcoming, supportive, and safe atmosphere.
- **Scholarship:** We develop lifelong learners and provide a rigorous, research-driven, student-centered curriculum.
- **Leadership:** We produce men of virtue equipped with the skills, confidence and experience to lead themselves and their communities.

GENERAL INFORMATION

Administration

Mike Overbey
President — moverbey@lasallehs.net

Lou Eichhold
Principal — leichhold@lasallehs.net

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Administrative Support

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Athletic Department

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Technology Support

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Help Desk Manager
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ACADEMICS

Graduation Requirements

In order to graduate from La Salle High School, all students must earn 25 credits. Those credits are:

- 4 Credits English
- 4 Credits Math (must include Algebra II)
- 3 Credits Social Studies (at least 1 credit Am. History & Government/Economics)
- 3 Credits Science (at least one credit physical science & one credit life science)
- 1 Credit Fine Arts
- 1⁄2 Credit Physical Education1
- 1⁄2 Credit Financial Literacy
- 1⁄2 Credit Health
- 4 Credits Religion
- 4 1⁄2 Credits in additional core courses or electives
- 25 Total credits

Please Note:

- Students who take HP and ACP English are required to include at least 2 consecutive credits of the same foreign language during their freshman and sophomore years as part of their minimum graduation credits.

- There may be additional course requirements at specific academic levels.

Additional graduation requirements:

- Each student is required to make a La Salle junior-year Kairos retreat.
- Each student must perform a minimum 60 hours of Christian Service and do an annual Christian service learning paper requirement.
- Each senior must complete a required senior service initiative and Senior Declaration. See the "Campus Ministry - Christian Service" section for further details.
- Students must accumulate the necessary points on State of Ohio required testing and other criteria, as determined by the State. *Specific details can be found in the Course Guide Booklet***.**
- **Failure to complete these additional graduation requirements will result in diploma holds until requirements are met.**

Early Graduation

If a student wishes to explore the possibility of early graduation to pursue post-secondary opportunities, he and a parent must submit a formal request to their counselor prior to April 1st of their sophomore year. While the counselor will work with the student and his parents on this possibility, it should be noted that all graduation requirements must still be met and that there is no guarantee that early graduation will be possible.

Please Note:

- In order to be eligible for recognition as Valedictorian or Salutatorian, a student must be enrolled at La Salle High School for the entirety of all four years of high school.
- Beginning with the Class of 2030, only courses completed at La Salle High School will be included in the calculation of a student's cumulative grade point average for the purpose of determining class rank at graduation. Coursework completed at other institutions, including transfer credit and off-campus CCP credits, will not be included in the calculation of graduation class rank.

ACADEMIC POLICIES

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.

Classes Required Per School Day

Unless approved by administration, every student must take 6 academic classes, not including Study Hall, on the normal 7 Bell day between Bell 1 and Bell 7 classes. 0 Bell class does not count towards the 6 academic classes.

Homework

We believe that homework is an essential part of the learning process. It supports and reinforces classroom activities. Homework takes many forms depending on both the subject and the academic level of the course. Homework is expected to be completed by the required date and time as set by the teacher.

Late, Missing, or Incomplete Assignments

Students must submit assignments fully complete, in a manner satisfactory to the teacher and on time. Students have until their next class period to complete any late, missing, or incomplete assignments for a maximum of half credit.

Missing Assessments

Students must complete all assessments (projects, quizzes, tests, etc.) in a manner satisfactory to the teacher and on time. For each day an assessment is late, 10% will be deducted from the final grade. Students will have 5 school days to complete any missing assessments, at which time no credit can be earned.

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.

Students who do not pass courses during the school year may be denied admission for the following year if the required credits are not made up through:

1. Remediation of the course at a school that offers "Summer School" to recover the credit.
2. Remediation of the course through a certified online school to recover the credit.
3. Remediation of the course through tutoring by a teacher holding an Ohio license in the content area with 9-12 certification adhering to the ODEW requirements for credit recovery.

Please note:

- The credit must be recovered prior to the beginning of school the subsequent school year. All make-up of credit must be arranged by the student and his family with the approval of the counseling department at the student's/family's expense.
- The recovered credit will be added to the transcript only after acceptable documentation has been received and approved by La Salle High School indicating the credit has been recovered. Both the original failed grade and the recovery grade will be included on the transcript and both grades will be included in the calculation of the GPA and Class Rank for the student.
- The principal 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.

Cheating, Plagiarism, and Testing Discrepancies

Any forms of academic cheating including plagiarism, copying another student's work, passing off someone else's work as one's own (including use of AI and other technologies), obtaining credit for work not completed, or permitting others to cheat/copy one's work in any form 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 administration, including zero credit for the work; notification to parents; meeting involving the Assistant Principal, parent, student, and/or his counselor; denial of co-curricular activities for a period of time or to hold certain leadership positions where integrity is a criteria; morning or afternoon detention; extended afternoon detention; probation; in school alternate placement or out of school suspension.

Course Change

In order to allow time for proper planning, students and parents are asked to make course choices well in advance of the next school year. These choices are finalized on the basis of thorough student, teacher and parent consultation, examination of the Course Guide booklet, and opportunities for student-counselor-parent conferences. First priority is given to the five core courses (Religion, Science, Mathematics, Social Studies and English) for all students. Electives are then scheduled with priority order given to seniors, followed by juniors, sophomores and freshmen. While every effort is made to provide students with their top choices, this is sometimes impossible. **No changes will be made for teacher or period preferences.**

Please note: After the third Friday of the 1st Quarter, all course changes must follow the following procedures:

1. Parent/student/teacher communication is an important and required next step toward ensuring student success. Parents or students must provide examples of effort towards improving the grade in the current course.

2. If after continued collaborative efforts on the part of the student, teacher and parent the student is still under performing in the course, the parent or teacher may contact the student's counselor to share the concerns. The counselor will then bring the proposed change to the assistant principal. A schedule change request may be considered if the first step has been completed and only when all work is completed and up to date including homework, labs, quizzes, tests, projects and papers.

3. The Assistant Principal will make a determination based on all pertinent information.

4. Classes will only be changed at the beginning of a new grading period.

5. The grade from the original class will be incorporated into the grade for the new class in which the student transfers if the class is in the same discipline as the previous class.

Co-Curricular or Out-of-class Activity 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 (OHSAA) 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 a 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 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 greater than or equal to 69.5% in a preceding quarter is required for students to participate in any of the co-curricular activities (athletic and non-athletic).

There are numerous additional OHSAA by-laws which govern the eligibility and participation of students in interscholastic athletics. All of the OHSAA eligibility requirements can be referenced by either going to their website www.ohsaa.org or by asking our Athletic Director.

Non-athletic co-curricular activities ineligibility may be appealed to and reviewed by the Principal and/or Assistant Principal.

Field Trips

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.

ACADEMIC PLACEMENT

Grade Level Classification

Students are classified in accordance with the following minimum credit requirements:

Freshman = **8th grade promotion**

Sophomore = **5.5 credits**

Junior = **11.75 credits**

Senior = **18.75 credits**

Graduation = **25 credits**

Academic Placement and Course Levels of Difficulty

La Salle is a college preparatory high school that is comprehensive in nature. Courses are assigned levels of difficulty and students are placed by the school's professional staff in these courses according to the following ability levels:

- **Honors and Advanced Placement (HP, CCP, & AP):** Rigorous courses - some of which are Advanced Placement courses or college credit courses through either an articulation arrangement between La Salle and various universities or post-secondary option opportunities. These courses are designed for students who excel and pursue the highest academic achievement

- **Advanced College Prep (ACP):** Accelerated courses aimed to prepare students to excel in college.

- **College Preparatory (CP):** Courses geared to provide students with the skills necessary for collegiate success.

An adjustment in the level of courses being taken by a student may be initiated through the recommendation of his teachers or counselor.

Advanced Placement & Other College Credit Options

There are several ways for students to earn college credits during their years at La Salle High School. These include AP tests; dual credit programs with universities/colleges; advanced standing credit; and through College Credit Plus. **Specific details can be found in the Course Guide.**

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. AP Courses offered are United States History, English Literature & Composition, English Language & Composition, Spanish Language & Culture, Government and Politics: United States, Calculus AB, Calculus BC, Statistics, Physics & Mechanics, Chemistry, Biology, and Human Geography.

La Salle High School requires that all students enrolled in Advanced Placement course(s) participate in the related May Advanced Placement exam(s). The Advanced Placement Program is a quality one and it is believed that our students and school benefit from participation in the program. A fee is charged for each Advanced Placement Test taken.

Any student who is interested in dual credit programs and the College Credit Plus program should discuss these outstanding opportunities with his school counselor before the end of January. Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The application process takes place during the spring semester. The acceptance decision is up to the community college or university of the student's choice.

High school credit awarded for courses successfully completed under College Credit Plus will satisfy or exceed the graduation requirements and subject area requirements of the school district. Courses successfully completed under College Credit Plus must be listed by course title on the high school transcript. All College Credit Plus courses will be computed into the GPA using the same scale as Advanced Placement.

Student athletes must remain eligible in accordance with the Ohio High School Athletic Association (OHSAA) bylaws. To be athletically eligible, students must be passing five one-credit courses or their equivalent per grading period with the high school and college courses combined. Most College Credit Plus courses taken during a semester will equal one Carnegie unit, allowing students to earn more than the required five for athletic eligibility. Students must check with their counselor to ensure that the coursework they are taking is compliant with the OHSAA.

Classes failed or withdrawn with an "F" will receive an "F" on the high school and college transcripts and will be computed into the high school and college GPA.

GRADES & GRADING POLICIES

Grade Indications

A = 90 - 100% indicates outstanding work.
B = 83 - 89% indicates above average work.
C = 75 - 82% indicates average work.
D = 70 - 74% indicates below average work.
F = Below 70% is considered a failing grade, and indicates that the student does less work than the minimum required in class, or does work of very poor quality.

Incompletes are not given. At the end of a quarter, grades are determined based on work completed by that date. On rare occasions (e.g., a family tragedy or a serious illness or accident verified by a physician), a student may be granted an opportunity by the Administration to complete required work resulting in a grade change. The time limit for completing this work will be five school days after the end of the quarter, unless specified otherwise.

Grade Averaging

For purposes of grade averaging, each quarter grade is assigned a quarter value. In averaging for a semester, each quarter is worth half of the final grade. In averaging for the full year, the total is divided by four. 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.

Summative Assessments

Each class will assess a student's knowledge as fits the curriculum of the course. Students should expect summative assessments at the end of every unit, as well as every quarter and semester. Students will also be required to complete MAP Testing 3 times a year in Math and English to help track their individual growth.

Grade Calculation

Year Long Course (1 Credit)		Semester Course (.5 Credit)	
Q1	25%	Q1	50%
Q2	25%	Q2	50%
Q3	25%		
Q4	25%		

Grade Point Average (GPA)

90%+	= 4.00	89%	= 3.86	88%	= 3.71	87%	= 3.57
86%	= 3.43	85%	= 3.29	84%	= 3.14	83%	= 3.00
82%	= 2.88	81%	= 2.75	80%	= 2.63	79%	= 2.50
78%	= 2.38	77%	= 2.25	76%	= 2.13	75%	= 2.00
74%	= 1.80	73%	= 1.60	72%	= 1.40	71%	= 1.20
70%	= 1.00	69% or	below	= 0.0			

Weighted & Unweighted GPA's

La Salle uses this 4-point scale for determining and reporting unweighted GPA for transcripts and other needs. However, certain agencies (e.g., some colleges, technical schools, scholarship/financial aid granting agencies, NCAA, etc.) may recalculate or request a revised unweighted GPA using a straight four-point scale (100-90% = 4; 89-83% = 3; 82-75% = 2; 74-70% = 1; 69% or below = 0).

Please Note: any classes which are graded pass/fail are not included when determining GPA.

In addition to unweighted GPAs, La Salle also reports weighted GPAs. For weighted GPA calculations, College Board AP courses and dual-enrollment courses are based on a 5.0 scale (add 1.0 to each GPA on the 4-point scale); Honors courses are based on a 4.5 scale (add 0.5 to each GPA on the 4-point scale); and all other courses with numerical grades are based on the 4.0 scale. Universities, colleges, scholarship committees, and other outside entities determine which GPA they use for their needs.

Honor Roll and Academic Awards

The Honor Roll is published quarterly. All report card quarter grades are included in honor roll averages except classes which are graded pass/fail. Honor Roll is figured on a straight numeric average. No student can make the honor roll and have a grade below 80%.

- First Honors: grade average equal to or greater than 89.5%.

- Second Honors: grade average equal to or greater than 82.5%.

Academic Excellence Award: an annual award presented to any student who makes First Honors three out of four times during that school year.

Honor Certificate Awards are cumulative and are awarded to seniors:
Bronze: Students must make the honor roll 3 out of 4 times in any 1 year.
Silver: Students must make the honor roll 3 out of 4 times in any 2 years.
Gold: Students must make the honor roll 3 out of 4 times in any 3 years.
Platinum: Students must make the honor roll 3 out of 4 times in all 4 years.

Class Rank

Class rank will be used for internal purposes only in determination of valedictorian and salutatorian. For the purpose of calculating rank in class, final averages for all courses attempted (including summer school courses) are assigned grade point values based on a 5 point weighted scale, and students are ranked accordingly (for weighted GPA calculations, College Board AP and College Credit Plus courses are based on a 5.0 scale (4+1); honors courses are based on a 4.5 (4+.5) scale; and all other courses with numerical grades are based on a 4.0 scale).

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. The valedictorian and salutatorian must be identified before the end of the school year. Therefore, the ranking for these distinctions will be determined by the midpoint of the 4th quarter of the senior year based both upon all courses previously completed and upon the year-to-date averages by the midpoint of the 4th quarter (or sooner if deemed necessary by the administration).

Report Cards and Parent-Teacher Communication

Parents are notified at the end of each quarter once quarter grades are finalized in PowerSchool. Following the fourth quarter, report cards are e-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 responsibility to check Moodle daily and the parents' and student's responsibility to check PowerSchool daily for grades and other information posted there.

Parents are also encouraged to communicate directly by phone or email 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.

Google Classroom & PowerSchool

We use Google Classroom for posting course resources and PowerSchool for posting grades.When a teacher assigns homework or any other course work, it will be posted online. Students who are absent should access this information and be prepared for the next class.

In PowerSchool, grades are viewable by both students and parents. Minimally, grades are updated on a bi-weekly basis. Access to PowerSchool is through the use of a username and password. Passwords are provided at the

beginning of the school year. If you have any questions regarding passwords, please email mainoffice@lasallehs.net.

Post-High School Entrance Requirements / Transcripts

Post-high school entrance requirements vary depending upon the college and the degree program chosen by a student. Each student and parents should consult with the son's 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 Counselor Office.

Additionally, NCAA imposes certain academic requirements in order to achieve college athletic eligibility. Students and parents are encouraged to visit the NCAA Eligibility Center through the NCAA website www.ncaa.org. Furthermore, students and parents should visit the list of La Salle's NCAA core courses which are posted at http://web1.ncaa.org/hsportal/exec/hsAction. **Enter our school CEEB code 361021.**

ATTENDANCE

General Attendance Policies

Regular attendance by all students is viewed as an essential component of La Salle's educational program. Family vacations resulting in students missing school time are strongly discouraged due to the disruption of the academic process and will count against daily attendance.

The school day for all students, regardless of individual schedules, runs from 8:00 a.m. until 2:50 p.m. Parents are asked to make every attempt to avoid scheduling appointments during this time.

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. Failure to follow attendance policies may result in disciplinary action.

Procedures for Reporting Absences

1) **Notification:** La Salle must be notified **each** day that a student will not be in attendance. A parent/guardian is required to call (513) 741-2662 or e-mail the Attendance Office before 8:00 a.m. to report the student's absence and to indicate the reason; otherwise, the student will be considered truant. **Notification (e-mail or phone) by a student is not acceptable.**

   When reporting an absence, please state your name, name of the student, reason for absence, and a phone number where you can be reached. Truancy procedures will be followed if a student is absent without notification from an adult. 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 Attendance Officer.

2) **Note to explain absence:** When a student returns to school from an absence, he must present a written explanation from his parent/guardian or other acceptable source indicating the date and nature of the absence, before school. **In the case of an illness**, a student may only return to school with permission from a doctor/medical professional.

ABSENCES

Students are marked either “present”, “absent”, or “truant” during the school day. If a student is not reported absent by a parent/guardian and is not at school, he will be considered truant.

Excused Absences

Absences are instances where a student is not present at school and will be marked as “absent.” Reasons for absences that can be excused include, but are not limited to, the following circumstances:

- Illness - verified by parent or doctor in writing.
- Court appearance as a witness or defendant - verified by a court official in writing.
- Hospitalization - verified by the hospital in writing.
- Death in the immediate family - verified by parent/guardian in writing.
- College or military induction testing – verified by test supervisor or recruiter in writing.
- College visits - verified by parent/guardian in writing and documentation from college officials.
- Medical and dental appointments - verified by doctor or dentist in writing.
- Emergency medical treatment - verified by doctor in writing.

Please Note: Failure to provide documentation will result in the absence being marked as unexcused. If a student’s absenteeism is determined to be problematic, the administration may intervene, including requiring additional documentation.

Making Up School Work From Excused Absences

Any student who has an excused absence is permitted to make up the missed work. For each day of school-approved excused absence, a student is automatically granted one day for make-up work.

Truancy

Truancy is a willful attempt on the part of the student to evade the attendance expectations of a 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:

- Truancy from Class/Lunch/Assembly - Truancy from class, lunch, or an assembly is when a student fails to report to assigned activity without prior permission granted by the supervisor, moderator, teacher, counselor, or a member of the administration. Students truant for class/lunch/assembly will receive disciplinary consequences as determined by the Administration.

- Truancy from School - Truancy from school is when a student fails to report to school or leaves the premises after arriving at school without prior permission from the Attendance Office and without the knowledge and consent of the parents. Truant students will receive disciplinary consequences as determined by the Administration. Any subsequent truancy from school or from any class by a student may be cause for expulsion. Parents and students have 5 school days to call or email the attendance line and correct any marked Truancies.

Excessive absences

A student who exhibits a habitual pattern of absences may receive permanent zeroes on tests, quizzes, and assignments missed (exceptions can come from the counselors or administration). A student who exhibits a habitual pattern of absences will meet with Administration. Parent meetings may also be necessary. If a student is absent due to truancy, no credit will be given for any missed work/test.

Tardy/Late Arrival Policy

Every student is expected to be in his first block class when the bell rings to start the school day and to make transportation arrangements that will guarantee his punctuality.

Procedures of Discipline and Penalties for Being Tardy/Late Arrival

The school day begins at 8:00 a.m. A student is "Late" if he arrives at his first block class after 8:00. A student is Tardy if he arrives at his first block class after 8:10am. Any student who is tardy or late is to report to the Main Office for check in. If a student is late for four classes in the quarter, the fourth and following late will result in the assignment of a detention. The fourth and eighth late will each result in a detention. Subsequent tardies will be addressed with additional disciplinary measures as determined by administration. If a student is tardy for two classes in the quarter, the second and following tardies will result in the assignment of a detention. The second and fourth tardy will each result in a detention. Subsequent tardies will be addressed with additional disciplinary measures as determined by administration.

Missing Work Due to Tardiness or Late Arrival

A student arriving late or tardy regardless of reason should contact or meet his teacher(s) of classes missed on the same day to arrange make-ups at the teacher's discretion. A student who develops a pattern (defined as more than two times per quarter) of being late and missing assignments or assessments (tests, quizzes, projects, presentations, etc.) for a particular class is subject to consequences at the discretion of the administration working mutually with the teacher(s), including receiving a zero for missed items.

Tardy to Class

Every student is expected to be in class when the bell rings. The teacher will note all tardiness for class. Students who arrive late or tardy to class must have a pass from the main office.

Leaving Class

Any student who leaves the classroom during class is required to sign-out and sign-in upon return and wear the room's Hall Pass Lanyard. For all other cases, employees will use a signed, dated note system in order for a student to go to a different location. On occasion, employees may call a classroom to summon a student – that student should obtain a signed, dated note in order to return to class. Students must leave any electronic devices in the room when they leave class.

Early Dismissal Policy

Parents are asked not to make appointments or to make arrangements that would require their son to miss any class time. A student should bring a note to the attendance office **before school** for a dismissal slip. If a student must have an early dismissal, he will be considered as one-half day absent.

Illness
If a student becomes ill during the school day, his classroom teacher will send him to the nurse. The nurse will contact the parent/guardian and inform him/her of the illness. Students are not to call their parents directly. The parent and nurse will reach a decision if the student should remain at school.

Attendance at and Participation in 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 5 consecutive bells on 7 bell days and 3 consecutive bells on Even or Odd Bell days.

The Administration must approve any exceptions. Any student who violates this policy is subject to disciplinary action as deemed appropriate by the Administration.

Policy for College Visits
Any student wishing to visit a college may be allowed a maximum of four visits total spread over his junior and senior years, provided 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.

Any school work missed due to the college visit must be made up by the student. The Administration will oversee all attendance concerns regarding college visits and any exceptions to the above.

Inclement Weather
La Salle High School will post via our website, email, social media, and app notification system. Please do not call the main office for delay or school closing information. Students who use public school district bus transportation should check with the provider of that transportation to determine what service will be provided.

Normally, La Salle High School will not dismiss early due to weather conditions. However, if it becomes necessary, an announcement will be posted via our website, email, social media and app notification system.

STUDENT CONDUCT

General Behavior Expectations
Respect
Each student must respect oneself, teachers, other school employees, students, and school property. If a student is told to do something reasonable by a teacher or other school employee, he must do it. Any situation without legitimate reason approved by the administration when a student does not obey the direction of a teacher or other school employee is considered a serious matter which will be addressed sternly with 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.

Staff 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 up to and including possible expulsion, out of school suspension, in school alternate placement 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 in school alternate placement or out of school time. Please note: parental permission does not relieve the student of the responsibility with regards to forged or altered documents.

Respect for Others

- **Respect for Prayer/Country–** As men of faith, La Salle students are called to complete reverence during times of prayer and National Anthem. This includes stopping if walking, proper and active participation at appropriate times, and removal of head coverings.

- **Respect for Females –**Any student who does not demonstrate complete respect for females will be subject to disciplinary action.

- **Respect for Diversity –**Any student who does not demonstrate complete respect for the diversity of others will be subject to disciplinary action as deemed appropriate by the Administration.

- **Respect for Others –** All students are called to treat each other in all matters with total care, respect, dignity, and to accentuate the positive gift and value of each other.

- **Quiet Atmosphere –**Screaming, yelling and whistling in halls or classrooms are 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.

- **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, in school alternate placement, out of school time or discipline plan.

- **Fighting –**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 being placed on a discipline plan.

- **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.

- **Inappropriate Language, Gestures, Drawings –** Our students are expected 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.

- **Neighbors –** La Salle is located in a residential community and there is a need to respect the privacy and quiet of our immediate neighbors.

La Salle Harassment, Intimidation and Bullying Policy
It is the policy of La Salle ("the school:) that any form of harassment, intimidation, or bullying is expressly forbidden. The Parish and School's internet and computer system and equipment may not be used to engage in harassment, intimidation, or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the School.

The School reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off School grounds and outside School hours.

Definition of Terms
"Electronic act" means an act committed through the use of a cellular or other telephone, computer, pager, personal communication device, or other electronic communication device.
"Harassment, intimidation, or bullying" means either of the following:
- Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.
- Violence within a dating relationship.

"Harassment, intimidation, or bullying" also means electronically transmitted acts i.e., by Internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device, or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
- Causes mental or physical harm to the other student; and
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. What may constitute harassment, intimidation, or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, the School will make this determination utilizing its professional and educational discretion and judgment.

Types of Conduct
Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:
- Engaging in unsolicited and offensive or insulting behavior;

- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as "cyber-bullying").
  Examples of cyber-bullying include, but are not limited to, the following:
  - Posting slurs on the Internet, websites, blogs, or social media/networks;
  - Sending abusive or threatening instant messages, text messages, emails, or other communications through the Internet, websites, blogs, or social media/networks;
  - Taking embarrassing photographs of students and posting them online or otherwise distributing them; and
  - Using the Internet, websites, blogs, social media/networks, or electronic communication devices to impersonate another individual or circulate gossip or rumors to other students.

Complaints Regarding Harassment

Formal Complaints
Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Such reports may be filed with any School staff member or administrator, and they shall be promptly forwarded to the principal or his/her designee.

Informal Complaints
Students and/or their parents/guardians may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher, School administrator, or other School personnel. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including persons involved, number of times and places of the alleged conduct, the target of the prohibited behavior, and the names of any potential witnesses. A School staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the School staff member and/or administrator shall be promptly forwarded to the principal or his/her designee.

Anonymous Complaints
Students who make informal complaints as set forth above may request that their name be maintained in confidence by the School staff member or administrator who receives the complaint. The anonymous complaints shall be reviewed, and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the concept of fairness to the student alleged to have committed acts of harassment, intimidation, or bullying.

Respect for Property
1) **Cleanliness of the School Building –** 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 or adjust any window shades, except at the direction of a teacher or staff member.

3) **Eating & Drinking –** Except for water in a clear container, 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. Open food containers or partially consumed food items, including drinks, must not be stored in student lockers.

4) **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. Students may use a drawstring bag to carry athletic clothes to the De La Salle building for physical education classes.

5) **Public Transportation/Busses –** Students of La Salle are always representatives of their school. Proper behavior on public vehicles is required of La Salle students. If misconduct on public transportation is reported, it will not only be dealt with by the school and the students' 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, up to and including expulsion from La Salle.

6) **Vandalism, Graffiti, Inappropriate Drawings –** 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, up to and including parent conference, probation, in school alternate placement, out of school suspension or possible expulsion from La Salle.

7) **Theft –** Any student or group of students involved in any theft of school or student property or being in possession of stolen property is subject to serious disciplinary action, up to and including possible expulsion from La Salle, may be handed over to legal authorities for prosecution, and is liable for restitution.

8) **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, up to and including expulsion from La Salle and will be reported to the proper authorities for prosecution. This rule is in effect 24 hours per day, seven days per week.

9) **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, up to and including possible expulsion from La Salle. This rule is in effect 24 hours per day, seven days per week.

10) **Red "Classroom Go-Kits" –** The red emergency "Classroom Go-Kits" backpacks are to be used or handled by faculty and administration members only. This rule is in effect 24 hours per day, seven days per week.

On or Off Campus Behavior
Whether on or off campus, certain types of behavior that are unacceptable, whether or not related to school, include, but are not limited to, those which are harmful to La Salle's reputation, which are not aligned with our school's values or mission statement, which create unrest, discord, or discontent in the La Salle community, which affect the safety and good name of others, or which are illegal or criminal, whether or not resulting in arrest.

La Salle reserves the right to impose discipline for unacceptable behavior that takes place off school grounds and outside school hours.

STUDENT CONDUCT

Conduct Disclaimer
No discipline issued pursuant to any handbook shall bind the School to issue the same, or even comparable, discipline to other students in the future. Nor will any form or extent of discipline be construed as a precedent for how discipline will be imposed moving forward. Rather, the School reserves sole judgment and discretion in disciplining students based on the circumstances of each incident, including but not limited to the respective age(s) of the student(s) involved, the student(s)' perceived maturity level, the conduct at issue, the student(s)' attitude and degree of cooperation, the student(s)' disciplinary history, and any other aggravating or mitigating circumstances the School deems relevant. Nothing in this Handbook limits or otherwise constrains the School's authority, discretion, judgment, or responsibility in any student disciplinary matters.

Parent Cooperation as a Condition of Enrollment
The education of a student is a partnership between the parents and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Dress and Grooming Policies
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 for the entire school day (defined as from the time the student enters the building in the morning until 2:50 p.m.), from the first day of school until the last day of school. Therefore, students are required to arrive at school clean-shaven and properly dressed.

Pants Options - Clean and neatly pressed pants are the only acceptable pants.

a. Long Pants:

Khaki, black, navy blue, gray, or olive green colored dress pants, Dockers-style pants, or corduroy pants are permitted. Other styles such as pants with elastic in the bottom, sweat pants, nylon pants, cargo pants, Levi's, denims, or jeans are not permitted.

b. Shorts:

May be worn from the start of the school year until the last day of the 1st Quarter, and again from the start of the 4th Quarter until the end of the school year. Solid khaki, black, navy blue, gray, or olive green colored dress shorts are permitted. Shorts must be hemmed Bermuda style, no longer than knee-length. Other styles such as jean-shorts, cargo 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 into the pants. In addition, the belt must be into 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 and completely tucked into the pants/shorts at all times. Shirts must be neat, clean and free of rips, tears and holes. The following are the acceptable options for normal daily wear:

1. A short or long-sleeved polo shirt embroidered with any La Salle approved branding purchased through the spirit shop or obtained through an official school activity.
2. A short or long-sleeved button-down Oxford dress shirt with any La Salle approved branding purchased through the spirit shop or obtained through an official school activity.
3. A button-down Oxford dress shirt, short- or long-sleeved, without any logos or emblems.

Undershirts - Only solid colored undershirts may be worn under any of the above shirt options.

Shoes - Only low cut dress shoes and normal gym shoes are acceptable. Any open- toed shoes such as: sandals, flip-flops/slides, foam runners, clogs, and slippers (including UGG slippers) are not permitted.

Socks - Socks must be visible above the shoe top.

Outerwear Options - The following are acceptable outerwear items during the school day:

1. Any La Salle approved branded dress sweater, La Salle approved branded non-hooded sweatshirt, La Salle approved branded sweater vest, or La Salle approved branded ¼ or full zip all purchased through the spirit shop or obtained through an official school activity. From the beginning of the 2nd quarter, until the end of the 3rd quarter a La Salle approved branded hooded sweatshirt may be worn.
2. A non-distracting, solid-color crewneck or V-neck dress sweater that is fitted at the waist.

Note: Any outerwear item must be worn over an acceptable La Salle approved branded shirt. (Ex. La Salle t-shirt, La Salle collared shirt).

Jewelry - Students are permitted to wear a watch or class ring as well as a small Cross or Crucifix outside the shirt. **Smart watches are not meant to be used for anything other than checking the time.** No other jewelry is permissible. No body piercings are allowed unless they are small ear studs. If the student is wearing a non-approved necklace or chain outside the shirt, or if a student is wearing a body piercing ring or rod, the item will be confiscated by an employee and turned over to the Administration. 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 Administration.
- Hair over the eyes, hair that is inappropriately dyed, hair that is unusually cut, hair that has designs shaved into it, or other inappropriate hairstyles as judged by the Administration are not acceptable.
- Students must be clean-shaven; no mustaches, beards, goatees, or sideburns past the bottom of the ears are allowed. Repeat offenders will be suspended and sent home until in compliance with the facial hair policy.

Tattoos - If a student has a tattoo, it may not be visible during the school day and the student will have to have it covered.

Hats, Durags, Headbands and Sunglasses - Hats, durags, headbands and sunglasses are not to be worn in the school building during the school day.

Coats and Jackets - Coats and jackets are to be stored in the student's locker during the school day. The only exception is for 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.

Student Photo ID/ Keycard – A student must have his student photo ID/keycard on his person from the moment when he walks in the door until 2:50 p.m. He will use his ID badge to enter the building. The photo ID/keycard is not to be shared with anyone else. The photo ID/keycard cannot be altered in any manner. If a student loses his photo ID, he should report to the Help Desk immediately and a new one will be purchased for a $20 fee.

For Friday/Spirit Days - A student is either to wear normal school attire or wear upper body La Salle spirit wear (including with a hood) in order to participate in the Friday Spirit Day. The spirit wear 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 Specified Days of All School Mass/Business Attire - All students are to wear a short or long-sleeved button-down Oxford dress shirt (any color) and tie instead of the school day polo shirt for the entire school day. All other dress code policies remain in effect. **If a student were to forget to wear a shirt and/or tie on the specified day(s) he will have to rent the shirt and/or tie for the day.**

For out-of-uniform days - On these special days declared in advance by the Administration, a student may wear any La Salle clothing, or other clothing as determined by the administration. Students may also choose to wear normal school attire. All other dress code rules are in effect.

Violations of the dress and grooming policies are subject to referrals. Students will be given appropriate dress code items for a fee if they are available or will be asked to shave. Students that violate this policy multiple times will be removed from the classroom and the parent will be required to come to La Salle to correct the situation.

Medical Face Coverings- If a student is using a facial covering to conceal facial hair, they will still be asked to shave.

Cell Phones and Other Electronic Devices

During school days, a student may use his cell phone in the spaces that are not used as a classroom during designated class times (ex. hallway, cafeteria, etc.). During class time, teachers will require students to place cell phones in a designated, secure area of the classroom for the duration of the bell.

Any use of a cell phone during the designated class time, unless instructed to use it by a school employee, including, but not limited to, texting, ringing, calling, listening to music, or playing games, will carry confiscation consequences. The school employee who observes the cell phone use will follow up with these escalating consequences:

- Securely store the student's cell phone in a teacher drawer for the duration of the class or period.
- Place the student's cell phone in the Main Office for the remainder of the school day.
- Place the student's cell phone in the school's Main Office to be picked up by the student's parent or guardian.
- Schedule a conference with the student's parent or guardian to discuss the student's cell phone use.

Parents should not call or text your son on his cell phone during the restricted time. If you do, he may be subject to disciplinary action.

All other electronic devices, except for calculators and student tablets, are not to be used or carried any time during the school day. Any non-classroom audio, video, or photographic image recording by students is not permitted on campus or at a school event unless approved by the administration. Classroom audio, video, or photographic image recording by students is permitted only with the teacher's consent and direction. Any violation of these policies will result in severe disciplinary action as deemed appropriate by the Administration.

Electronic Posting and Social Media
Students may not post any images, videos, or audio of students, parents or employees of La Salle High School on the Internet without the consent of that individual and—in the case of students—his parent/guardian. Any posting at any time by a student or someone associated with that student on any blogs or the Internet or electronic social media sites (e.g., Facebook, YouTube, Twitter, Instagram, etc.) which contain 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 and the student could face disciplinary action up to and including detention, in school alternate placement, out of school suspension or expulsion.

DISCIPLINE PROCESS

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 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 administration. 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.

Definitions and Explanations of Disciplinary Actions

The La Salle discipline system is based on a graduation of Electronic Referrals, detentions, in school alternate placement, out of school suspension, disciplinary probation and expulsion that pertain to different levels of offenses. The following is an overview of La Salle's discipline system.

1) Electronic Referral - For certain actions by a student behaving in a manner inconsistent with the disciplinary code, the student will be issued an Electronic Referral by a teacher or by other school personnel. Electronic Referrals are not given lightly and should not be regarded as such.

Depending on the nature of the electronic referral or the number of electronic referrals, students may be subject to further disciplinary action as determined by the Administration.

2) Detention - Detention requires a student to be in school prior to or after the school day and will involve either an academic assignment or work program. Detentions are assigned by the Administration for serious or repeated infractions. Detention is from 2:55 p.m. to 3:55 p.m. on Monday through Friday. 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: In addition to electronic referrals and detentions, teachers may require a student to stay after school for academic or disciplinary reasons, but this will generally not occur on the same afternoon of the day when the student was informed of the punishment.

3) In School Alternate Placement - In School Alternate Placement serves as a warning that the situation is critical and behavioral change must be forthcoming. The length of the In School Alternate Placement is at the discretion of the Administration. The parent/guardian, counselor and teachers of the student will be notified concerning the In School Alternate Placement. An In School Alternate Placement is considered an excused absence academically.

If a student is In School Alternate Placement, the student and a parent or guardian may be required to have a conference with the Administration. Others, e.g., a teacher or the student's counselor, may be included in the conference as appropriate. The course of action decided upon will depend on the factors involved. In School Alternate Placement 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, out of school suspension or expulsion.

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

4) Out of School Suspension - Out of School Suspension serves as a warning that the situation is critical and behavioral change must be forthcoming. The length of the Out of School Suspension is at the discretion of the Administration. The parent/guardian, counselor and teachers of the student will be notified concerning the Out of School Suspension. An Out of School Suspension is considered an excused absence academically.

If a student is assigned an Out of School Suspension, the student and a parent or guardian may be required to have a conference with the Administration. Others, e.g., a teacher or the student's counselor, may be included in the conference as appropriate. The course of action decided upon will depend on the factors involved. Out of School 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 assigned an Out of School Suspension are not permitted to attend or participate in any school function or activity until reinstatement has taken place.

5) Expulsion- A student may be immediately expelled or asked to withdraw 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, 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 Administration will inform the parent or guardian that this action is being taken. The parent may request a conference with the Administration. 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 all school issued property before leaving the building.

Procedures to be Followed in Cases of Suspension and Expulsion

In cases where a student is suspended, the following procedures will be followed:

- Written notification will be sent to the parent/guardian and the student stating the reason for the suspension. The notification will also include the length of time of the suspension.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, a parent/guardian, and, if appropriate, the student before or during the suspension. If immediate removal of the student is required, then the meeting (in-person, virtual, or by phone) will be scheduled as soon as practical.
- When a student's behavior is threatening, physically endangers her/him or others, or causes serious disruption to the school or the educational process, he/she may be removed immediately, and the above requirements will be fulfilled as soon as practical.

In cases where a student is expelled, the following procedures will be followed:

- At the discretion of the principal, the advice of a psychologist, physician, social worker, counselor, or other appropriate persons may be sought.
- Written notice will be sent to the parent/guardian and student describing the reasons for the student's removal and proposed expulsion.
- A meeting (in-person, virtual, or by phone) will be held between school representatives, the parent/guardian, and, if appropriate, the student, prior to the expulsion.
- A report detailing the reasons for the expulsion will be sent to the Superintendent of Schools.
- A parent/guardian who believes his/her child has been expelled for insufficient reason has the right to appeal, in writing sent through US mail, to the Superintendent.

Probation

A student may be placed on probation by the Principal or Administration. Probation is due to serious, unsatisfactory non-compliance by the student in one or more areas, e.g., academics, attendance, discipline, etc. The probation may be temporary (lasting one calendar year or less) or permanent (in effect as long as the student is enrolled in the school). The administration will clearly delineate the reason(s) for the probation, any restrictions during the term of probation, the criteria for removal from probation, and the consequence of non-compliance to those criteria (including, but not limited to, disciplinary intervention, limitation of co-curricular participation or school activities, in school alternate placement, out of school suspension or expulsion).

SUBSTANCE ABUSE POLICY AND PROCEDURES

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 cell phones, tablets, and 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 be withdrawn from La Salle by his parents/guardians.

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 the use of dogs in cooperation with local law enforcement personnel.

Substance Abuse

Possession, Carrying or Transporting - Any student found to be knowingly carrying, transporting, or in possession of alcohol, steroids, narcotics, chemicals or other non-prescribed drugs, as well as in possession of drug-related paraphernalia, on campus, or at any school activity on or off La Salle's campus, or during any school-organized transportation to/from school activities is subject to expulsion from school. Additionally, students found to be engaged in the distribution of alcohol, chemicals, lookalike, paraphernalia or other drugs to any person will be subject to 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.

Evidence of Use or Consumption - Any student who is on campus, or at any school activity on/ off La Salle's campus, or participating in any school-organized transportation to/from school activities and has evidence of use or consumption of alcohol or non-prescribed drugs is subject to expulsion from school. When a student is not expelled, an alcohol/drug assessment and intervention/treatment program of counseling may be recommended.

Failure to comply with any or all of the above mentioned stipulations could result in disciplinary actions. 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, in-school alternate placement, out of school suspension or expulsion.

Breathalyzer/Drug Testing - 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. Additionally, La Salle reserves the right to require a student to submit to a physician administered drug test if the school suspects that the student has evidence of use or consumption of alcohol or non-prescribed drugs while on campus, or at any school activity on/off La Salle's campus, or participating in any school-organized transportation to/from school activities.

Tobacco - The use or possession of any kind of tobacco product, e-cigarette, vape, or look-a-like is prohibited anywhere on school premises, as well as on any street, sidewalk, or property adjacent to La Salle, and at all school-sponsored activities (La Salle or other) regardless of location.

Marijuana Policy
La Salle is committed to providing the most optimal educational environment for all of its students. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people.

La Salle maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

Drug Testing Prevention and Intervention Policy
La Salle High School is committed to a drug-free environment for students, to the prevention of students beginning the use of drugs, and to the intervention and counseling for students who have used drugs. We want all La Salle students to be healthy and safe. Thus, annual mandatory drug testing is in place for all students.

1) Students are selected randomly by the nurse. The nurse clips a sample of hair from the student and places it in an envelope. The nurse seals the envelope and verifies his identification number.
2) Hair provides a 90-day window of detection that is accurate, reliable and more effective in identifying drug use than urinalysis or saliva tests.
3) If he refuses to submit a hair sample, then the attempt is counted as a positive test. If he medically cannot grow hair on his body, confirmed by his doctor, then the student will undergo an alternate method of testing.
4) The collected samples are sent to a drug testing facility for analysis.
5) Parents/guardians will be provided positive test results by the Counselor, all negative (passing results) are emailed to parents from the nurse.
6) Test results are confidential and available only to the student and his parents/guardians, the Counselor, the Nurse, and the Administration
7) The test identifies at least the presence of marijuana (including Ecstasy), cocaine, opiates, phencyclidine, and amphetamines.
8) Once tested, the student's name is placed in the general pool for further random testing. It is possible that a student may be tested more than once during a given school year.
9) If a student's test result is positive:

a) The Counselor will meet with the student and his parents/guardians.
b) The student is encouraged to receive an external drug assessment, counseling and intervention at the family's expense.
c) The student may select an internal mentor who will offer support and encouragement to the student as he is pursuing his external counseling and intervention help.
d) A second drug test will be administered approximately 100 days following the student and parent/guardian meeting with the counselor. A $60 fee is assessed to the family to cover the cost of the second test.
e) If the student tests positive a third time at any time during his years at La Salle, his parents/guardians will be expected to withdraw him from La Salle, or he will be expelled.

SPECIFIC SCHOOL GUIDELINES

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 cafeteria 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, media center, 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 final lunch each day. Refusal to comply with this policy will result in the student being sent to the Administration for disciplinary action.
6) All food and beverages must be consumed in the cafeteria or Senior Patio.
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 and/or nurse immediately if they eat something they believe may contain the food to which they are allergic.

Restricted Areas

Outside of the school day, La Salle students and students from other schools 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/chapel wing, the far West Wing stairwell, maintenance shop, custodial closets, women's restrooms, the restrooms located between the chapel and the Alumni Heritage Room, and faculty/staff rooms. 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 Assistant Principal.

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. Violators are subject to disciplinary consequences.**
4) Money and excessively 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 tamper 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 Administration immediately. If the lock on the locker is malfunctioning, the student should remove the contents of his locker and immediately bring them to the Assistant Principal'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. **A student should not bring valuables to the physical education locker room. These items should remain in his hallway locker.**
9) De La Salle Memorial Center athletic locker rooms: Students should use their own padlock to secure personal property in lockers during practices, games, etc. **A student should not bring valuables to the athletic locker room. These items should remain in his hallway locker or locked in his vehicle after hours.** 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) Band room lockers: Students should use school-supplied locks to secure 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.
11) Unclaimed items and unclean lockers: Anything not claimed by the end of a season or end of a school year will be discarded. All lockers will be subject to a $25 fee for someone else to clean it out.

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 Administration.

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 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. 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.

Building Security

For the safety of our students, faculty and staff, several building security measures are in place:

- Students who move between the main building and the De La Salle Memorial Center should use the designated keypad entrances. Students must use their student ID's to enter each building.
- All exterior doors are locked. Students and adults should not open any exterior door for anyone to enter from the outside, no matter who that person is. All students should enter the main building through the main front entrance or courtyard entrance. All employees have keys to gain access to the building. All visitors should enter the main building through the main front entrance.
- Students may not ask faculty for keys to access areas on campus without adult supervision.
- La Salle students and students from other schools must be supervised at all times during after-school activities and may not leave supervised areas.

- Outside doors to the building should never be propped open, unless they are done so with maintenance approval for special occasions.
- Both the main front entrance and the business office west side entrance are monitored by a security camera to screen visitors and a security buzzer lock system. Unauthorized individuals will not be granted admission to the building.
- The sale of tickets during school hours to external individuals (parents, alumni, community, etc.) will take place in the Athletic Office, Spirit Shop, or designated area.
- Visitors to the school will continue to sign in at the main office desk.Visitors will remain in the main office until someone meets or escorts them to the individual or office on campus they are visiting.
- All students and employees will wear required photo IDs.
- La Salle has an emergency notification system that will be used as a quick means of communicating urgent or crisis-level recorded messages to parents and employees. Parents, it is your responsibility to ensure that the main office always has current email addresses for both parents, as well as home, cell, and private work phone numbers (if available) for both parents. Messages may be sent through the use of different means depending upon circumstances: text, phone, and email.
- Parents, on the Emergency Procedures Form that you complete prior to the start of every school year, you will list the names of non-parents whom you approve to pick up your son from school for any purpose. It is your responsibility to ensure the main office always has a current updated list. The school will not release your son to anyone who is not on the list and who does not provide appropriate identification.
- La Salle uses random drug-dog and gun/firearm trained dog sweeps as a preventative means to ensure our school and community are safe.

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.

Student Use of Tools and School Equipment

No student is permitted to be on scaffolding or any ladder taller than a 6-foot step ladder. La Salle students and students from other schools may not use any type of hoisting apparatus or power-driven machinery (other than office machines). Only adults with appropriate and current certification may use power-driven machinery (such as scissor lifts), and must wear the required safety equipment during operation. Any adult using scaffolding or extension ladders are required to use OSHA-approved safety equipment (such as harnesses and hard hats). When using certain tools (e.g., hammers) students must wear safety gear (protective eyewear, gloves, etc.), and may only use those tools under adult supervision.

Signs and Publicity

Signs, announcements and other forms of publicity may be displayed in designated areas only with the prior approval of the administration and the moderator of the activity involved. 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 row, 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, La Salle students and students from other schools must park their vehicles 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, vehicle being towed off of La Salle property at the student’s expense, or loss of driving privileges at the discretion of the Administration.

Dance Guidelines

La Salle sponsors several semi-formal dances throughout the school year: 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 at 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 will be used accordingly. Purses, bags, and jackets are subject to search.
- Dancing must be appropriate and respectful. No slam, lewd, or grind dancing will be tolerated.
- 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.**

Gender Policy

La Salle High School is a Catholic school that abides by the teachings and rules of the Catholic Church. Faith is integrated into all aspects of the school’s activities. It would be inconsistent with the school’s identity and mission to teach, promote, or encourage an understanding that is contrary to Catholic teachings. Thus, a student’s expression of his/her gender, sexual identity, or sexuality that is inconsistent with the Catholic faith may be considered by La Salle when determining whether to admit or retain a student.

Gender Identity

According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. A person's biological identity and gender identity are considered to be one and the same.

The Archdiocese of Cincinnati has specified the following policy regarding gender identity:
In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools should:
1. Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
2. Require that participation on school teams be according to biological sex.
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers, and sleeping accommodations on trips according to biological sex.
5. Maintain names in school records according to the student's biological sex.
6. Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.

In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:

1. What is the specific request of the student and/or parents?
2. Is the request in keeping with the teachings of the Catholic Church?
3. Is the school reasonably able to accommodate the request?

FINANCIAL POLICIES

Purpose

Tuition and fees are 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 in full or using a monthly payment plan. Tuition payments are processed electronically through an online tuition payment system from an account designated by the parent/guardian responsible for tuition. The authorization to charge your account will remain valid until modified or revoked in writing. Additional payments may be paid in the business office by cash or check. Periodic payments will be due by the date specified by the administration and outlined in the payment schedule completed for each family. 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 or other reasons specified by the bank and for other costs incurred in processing tuition payments.

La Salle High School will withhold report cards, transcripts, student records and diplomas until all amounts due from tuition and other expenses charged to a student's tuition account are paid. Unless other arrangements have been made in advance, tuition payments as outlined in your payment schedule must be current at the beginning of each academic quarter. The student may not be permitted to attend classes or take part in any co-curricular

activities until the tuition and any other fees are paid. Once tuition payments are current to the agreed payment plan, readmission to classes will be at the discretion of the administration Periodic tuition payment plans are assessed a service charge of 2.5% on the net amount to be collected. Tuition paid in full by the June deadline is not assessed the service charge.

Tuition/Fees

La Salle High School's tuition for the 2026-2027 school year is $14,400 plus a $1,200 fee. There is an additional $500 non-refundable registration fee due for all incoming freshmen and transfer students. Students who utilize a special needs scholarship may be accessed additional educational services fees based on their qualifying disability.

Requirements to Receive Student Services and Participate in School Activities

In order to receive the school issued computer, class schedule, or participate in classes, including school activities including sports and fine arts, all of the following conditions must be met by June 1:

- FACTS account for next academic year must be activated
- EdChoice or Jon Peterson paperwork submitted (if applicable)

For ongoing participation throughout the school year, the tuition and fee payments must remain current according to the established payment plan.

Financial Aid/Scholarships

Families that are awarded financial aid, scholarships, or other merit-based awards from La Salle High School may only apply awarded discounts against current year tuition balances. Awards from La Salle High School may not be used to offset the all-in fee unless specific hardship circumstances are identified, reviewed, and approved by the Grant and Aid Committee. Awards received from third parties (such as Ohio Ed Choice, CISE, or other third-party awards/grants/scholarships) will be applied based on the rules outlined by the awarding organization. La Salle High School reserves the right to re-evaluate financial aid, scholarships, and other awards (merit-based or otherwise) made by the school both on an annual basis, and also if a family receives any additional third-party tuition assistance not currently considered within the tuition plan calculation for the year. Any changes made to third party assistance by the awarding entity will be considered the responsibility of the receiving family.

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 to cover the cost of the book will be issued for each book a student does not return to the teacher. The cost will be determined by the Business Manager and Administration.

Withdrawals

For students who withdraw from La Salle High School prior to the end of the academic year, all amounts due for tuition, and any refunds of tuition will be calculated on a quarterly basis. If a student is withdrawn three days 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. Parents are required to complete the official withdrawal form in the main office to begin the process.

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. La Salle High School may change or alter these financial policies and such changes will be communicated in writing.

Additional Fees

Campus Ministry Retreats

All Campus Ministry retreats, with the exception of the LaSallian Youth Service & Immersion Trip, are covered by the all-in fee. LaSallian Youth Service & Immersion Trip fees will be assessed on a per trip basis.

Tech Fees

Rental Fees

If a student forgets their device or charger, they may borrow a one-day spare up to three times per quarter at no charge. After the third loan in a quarter, the following fines will apply. Fines will reset at the beginning of each new quarter.

- Tablet - $10 per day
- Power Cord and Brick - $5 per day

Replacement Fees

- Tablet - replacement cost equivalent to retail price. (Prorated to appropriate cost.)
- Lost Tablet Components (i.e. stylus, case, power cord) - $40
    - Parent or Guardian Permission is required before Stylus or Power Cord will be given to the student.
- ID/ Keycard Replacement Fee - $20

Hardware Fine System

HARDWARE FINE WARNING (first time for negligent repair to tablet) => sent to student/parent by school email

HARDWARE FINE* (second time for negligent repair to tablet and any subsequent offenses) = $30

*All fees to be assessed through FACTS Accounts.

OFFICES AND DEPARTMENTS

Campus Mission and Ministry

Religious Education at La Salle High School

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.

To foster the spiritual growth and development of La Salle students, our Campus Mission and 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. 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 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 Mission and 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, the unfortunate, and 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 teach our students that they should undertake their service work purely out of a spirit of generosity and love, it is important to note that La Salle does have a minimum Christian service requirement that must be completed prior to graduation.

Each student is required to perform and document a minimum of 60 hours of Christian service outside of regular school hours prior to graduation. Additionally, each student is required to write an annual Christian service learning paper through his religion class.

Additional points regarding the Christian service requirement: in order to expose students to a range of service situations, La Salle requires that at least half of the minimum hours of Christian service needed for graduation must be done in service with the poor, unfortunate or disadvantaged, the infirmed or the elderly – these hours are known as Red Christian Service Hours. The remaining hours may be additional Red Christian Service hours or may involve service for any church, school or civic need – these hours are known as White Christian Service Hours. The requirement of the minimum hours of Christian service is the responsibility of the student to arrange and to complete. To assist with this, 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 or check email.

Some details for all students regarding Christian service:

- Documentation for service hours must be submitted to the Campus Ministry Office within 20 school days of completion of the service. Documentation submitted after the 20 school day window will not be counted.
- Service to parents, grandparents, and other family members is considered a family obligation and does not count as part of a student's Christian service total.
- Service performed by a student to a co-curricular activity in which he participates as part of his involvement in that activity does not count toward his Christian service total. However, if the co-curricular activity decides to perform outside service as a group, those hours do count toward each participating student's Christian service total.
- Students are not to receive pay or other forms of compensation for performing hours of Christian service; rather, the hours must be voluntary.
- If the service hours are performed for an organization, the entity must be non-profit. Volunteering for a for-profit organization is not considered Christian service because the organization is the benefactor of the service as opposed to the aforementioned needs of the community.
- Performing service during the summer between eighth-grade and freshman years is acceptable, but only service done after the date of eighth-grade graduation.
- Whether or not a particular activity counts as Christian service or whether or not it is classified as Red or White is determined by the campus ministry office. It is advisable to seek clarification if there is any uncertainty before doing the work.

In addition to a service requirement, La Salle, as a school community, adopts certain projects and causes. On select Fridays, a Lancer Friday is held. Students may donate 1 dollar for an out of uniform privilege. The proceeds of these collections support many charitable needs, locally, nationally and internationally.

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 La Salle planned or approved retreat during their freshman, sophomore, junior and senior years. One-day La Salle High School planned retreats are offered during freshman and sophomore years, a three-day Kairos retreat during junior year and a three-day retreat during senior year. All senior students are required to participate in one of the following senior retreat experiences: participate in a three-day Called to Serve retreat; participate in a three-day Wilderness retreat; act as a retreat leader for a junior, sophomore, or freshman retreat; participate in a service immersion trip during the summer between junior and senior years.

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. It should be noted that part of the graduation requirements every student is required to make a La Salle planned and/or sponsored Freshmen Day of Renewal, Sophomore retreat, Kairos retreat and Called To Serve retreat.

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.

Counseling Department

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.

Any student or parent who has concerns regarding class schedules should discuss the matter with the student's counselor.

The professionals in our Counseling 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.

LaSallian Scholars Institute

The Lasallian Scholars Institute is a four-year program which accepts high-performing students. Scholars will be asked to complete rigorous academic demands, become leaders in the school and community, and be spokespersons for the ideals of La Salle during their four-year education. Scholars are to be emblematic of the type of men La Salle strives to develop.

The Lasallian Scholars Institute forms industry partnerships in the fields of Engineering, Global Business, Healthcare, and Information Management and Technology, to create a dynamic learning environment, develop

community relationships, and mold young leaders. Students learn in-depth career information, inside information about Cincinnati-based employers, and connect with and learn from some of the most qualified individuals in specific industries. The program serves as a means to engage companies, alumni, and students in a unique learning dialogue designed to increase specific student career awareness and community involvement. The above is primarily accomplished within the Institute's Leadership Seminar, a four-year course of study.

Student Support Services

La Salle students are able to take advantage of several special services to help them be successful. These services include speech & language and intervention services.

Educating Students with Special Needs

La Salle will evaluate on a case-by-case basis whether or not it can meet the needs of a child with a disability. If the school can make reasonable accommodations to meet the child's needs, then the child may be offered the opportunity to enroll.

Jon Peterson Special Needs and Autism Scholarship

La Salle is approved by the Ohio Department of Education and Workforce (ODEW) as a provider in the Jon Peterson Special Needs and Autism Scholarship programs which provide special needs scholarships for students who qualify. Each State of Ohio scholarship is used, first and foremost, to provide the student's special needs services. What remains, if anything, is applied to educational services, as permissible by the rules of the programs administered by the State of Ohio.

Health Clinic and Nurse

A school health clinic is located on the first floor and is staffed by a registered nurse. The nurse's normal hours follow the school schedule. Any student who needs medical assistance should go to the health clinic. If there is an occasion when the nurse is not in the clinic, the student should proceed to the main office. The nurse's duties will include, but are not limited to, maintaining students' health records, performing drug testing duties, performing health tests and screening exercises, dispensing medications, providing first aid, attending to sick students, and communicating with parents and other medical professionals as needed.

La Salle follows the following Archdiocese of Cincinnati mandate and R.C. § 3313.713 regarding administering medication to students.

Administering Medications to Students (O.R.C. 3313.713)

Each school shall adopt a policy on the authority of its employees to administer drugs prescribed to students enrolled at the school.

That policy must either: (1) prohibit, except as otherwise required by federal special education laws, employees from administering drugs, or (2) authorize designated employees to do so.

In the event the school adopts a policy allowing designated employees to administer drugs to students, the designated employees must be either: (a) licensed health professionals, or (b) have completed a drug administration training program conducted by a licensed health professional and considered appropriate by the school. Likewise, if the school adopts a policy permitting the administration of medication, that policy also may provide that certain drugs, types of drugs, or types of procedures should not be administered or used.

A school which elects to have a policy allowing the administration of drugs to its students may administer the drug only after all of the following occur:

1) The school receives a written request, signed by the student's parent or guardian, that the drug be administered to the student. This request should include a statement that the parent/guardian releases the school and its employees from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student;
2) The school receives a statement, signed by the prescriber, that includes the following information:
a) The name and address of the student;
b) The school and class in which the student is enrolled;
c) The name of the drug and the dosage to be administered;
d) The times or intervals at which each dosage of the drug is to be administered;
e) The date the administration of the drug is to begin and end;
f) Any severe adverse reactions that should be reported to the prescriber and one or more phone numbers at which the prescriber can be reached in case of an emergency; and
g) Special instructions for administration of the drug, including sterile conditions and storage.
3) The parent or guardian agrees to submit a revised statement signed by the prescriber if any of the information provided immediately above in (2)(a)-(g) changes;
4) The employee(s) designated by the school to administer the drug receives a copy of the statement set forth in (2) and (3), immediately above;
5) The drug is received by the employee(s) designated by the school to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescriber or licensed pharmacist; and
6) Any other procedures required by the school are followed.

If the school adopts a policy permitting the administration of drugs to its students, the school shall keep and retain copies of: (a) all written requests by a student's parent or guardian to administer the drugs; and (b) all prescriber statements noted above. The school shall keep and retain copies of all medical records pertaining to each drug a student receives in that student's respective file. The school also must establish a secure and locked location in each building for the storage of drugs to be administered. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

The possession or use of non-prescription, over-the-counter medication during school hours is discouraged. Administration of these medications (i.e. throat lozenges, acetaminophen drugs such as Tylenol and Datril, etc.) should be determined on the local school level, if the school determines that adequate personnel are available, and as long as appropriate permission forms are on file. The school will not administer aspirin to students because of its connection to Reye's Syndrome. At the discretion of the principal, the school may require that medication be kept by school personnel until the student needs to use it.

Notwithstanding the above, a student may possess and use an epinephrine autoinjector to treat anaphylaxis, subject to the following conditions. First, the school must have written approval from the student's parent/guardian. Second, the school must have written approval of the prescriber of the autoinjector. The prescriber's written approval must include the following:

(1) The student's name and address;
(2) The names and dose of the medication contained in the autoinjector;

(3) The date the administration of the medication is to begin and end, if known;
(4) Acknowledgment that the prescriber has determined that the student is capable of possessing and using the autoinjector appropriately and has provided the student with training in the proper use of the autoinjector;
(5) Circumstances in which the autoinjector should be used;
(6) Written instructions that outline procedures school employees should follow in the event that the student is unable to administer the anaphylaxis medication, or the medication does not produce the expected relief from the student's anaphylaxis;
(7) Any severe adverse reactions that may occur to the child using the autoinjector that should be reported to the prescriber;
(8) Any severe adverse reactions that may occur to another child, for whom the autoinjector is not prescribed, should such a child receive a dose of the medication;
(9) At least one emergency telephone number for contacting the prescriber in an emergency;
(10) At least one emergency telephone number for contacting the parent/guardian; and
(11) Any other special instructions from the prescriber.

The school also must have received a backup dose of the anaphylaxis medication from the student's parent/guardian. And in the event a student or school employee has to administer anaphylaxis medication to the student, the school must immediately thereafter request assistance from an emergency medical service provider.

Immunizations
La Salle High School complies with the minimum immunization requirements set forth by R.C. 3313.67 and 3313.671. Although La Salle High School complies with those minimum immunization requirements, it also retains discretion to enforce stricter requirements at any time, for instance, by requiring vaccination even over a guardian's conscience or religious conviction objection or by revoking a previous exception.

Spirit Shop
The Spirit Shop is located in the Alumni Heritage Room on the first floor of the main building near the chapel. Parking is available at the courtyard entrance with easy access to the shop. To view the hours of when the Spirit Shop is open or to shop online, visit the Spirit Shop's website at lasallehs.net/shop.

STUDENT FORMS

Work Permits
All requests for work permits should be directed to the main office. Students should allow one school day for processing.

Student Records
A student's permanent academic and health records are confidential However, these records are available to members of employees, 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. 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 personal information, including, but not limited to, name, age, place of residence, email address, and other pertinent academic and personal information to the student's public school district of residence, Northwest Local School District, Hamilton County Educational Service Center, OptimALL Services, Ohio High School Athletic Association, Ohio Department of Education, the Archdiocese of Cincinnati, and/or elementary schools and parishes. Parents/guardians and students grant permission for this to occur.

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, printed newsletters electronic e-Newsletters, alumni newsletters, school website, school sign, school newspapers, school yearbook, local newspapers, parish-generated products, TV/cable/radio, admission materials, school-generated works, forms of social media, 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.

STATEMENT OF RACIALLY NONDISCRIMINATORY POLICY

La Salle High School admits students of any race, color, and national or ethnic origin.

ACCEPTABLE USE OF TECHNOLOGY POLICY

Student and Parent use of La Salle High School technology and services must align with the Acceptable Use Policy available on our website.

Use of the internet at La Salle is guided by the principles stated in the Archdiocesan Responsible Use of Technology Agreement. A copy of this document will be sent home for the parent's/guardian's signature before a student can use the internet at school.

While La Salle attempts to filter internet traffic at school for the purpose of safeguarding staff and students, nothing is fool-proof. It is always the responsibility of the user to comply with La Salle policies and the Archdiocesan Responsible Use of Technology Agreement. Further, the parent/guardian and student are solely responsible for internet usage outside of school, even if on a school-issued computer or other device.

RECENT POLICY UPDATES

Note to Students and Parents - the remainder of this document pertains to the Jon Peterson Special Needs and Autism Scholarship programs. It has been added to this document for the 26-27 school year.

Updated June 6th, 2025

La Salle High School Jon Peterson Special Needs and Autism Scholarship Program

La Salle High School is a provider for the Ohio Department of Education's Jon Peterson Special Needs and Autism Scholarship Programs. Our Catholic school offers special education services designed to meet your son's needs. Students needing special education services in grades 9-12 receive direct instruction services. Intervention specialists provide direct instruction as specified on a student's IEP/AEP.

Once a student has been identified as needing special education services through an evaluation team report (ETR), parents will be provided with a scholarship application form. La Salle High School submits the completed form to the Ohio Department of Education on your behalf. You will need to schedule a meeting with your local public school district of residence and work with them to develop an IEP/AEP for your student. This IEP/AEP is the guiding document that specifies the services a student may receive through the scholarship program. Once the application is approved, La Salle will submit invoices to the state on a quarterly basis for services your son received. The state then issues a check to both you and La Salle, which you sign over to reimburse the school.

As long as Ohio continues the Jon Peterson Special Needs and Autism Scholarships, we will be able to provide these services. We look forward to working with you in this commitment to educating your son.

Collaboration

La Salle is committed to supporting students in accordance with their Individualized Education Program (IEP/AEP) goals. If parents determine that La Salle Special Needs Services is not the best fit for their child, they have the option to discontinue services at any time. Likewise, if La Salle determines that a parent's requested academic plan is not in the student's best interest or constitutes educational neglect, the school reserves the right to terminate Special Needs Services in alignment with the policies outlined in the school handbook.

Special Education Services

The special education staff at La Salle High School supports the students with a variety of direct services. Our special education staff and related services providers are all highly trained in meeting the needs of students with special education needs.

Method of Instruction

Students receive direct special education instruction in both the general education and resource room environments. This includes whole group, small group, and individual instruction as listed in the IEP/AEP.

La Salle provides special education services in an inclusive school setting for students with disabilities. We are committed to a high-quality instruction that meets the academic, social, and emotional needs of our students. While a push-in collaborative model is preferred, the needs of each individual student dictates the manner and location of the service provision.

The educational staff are all licensed and certified in Ohio and include Intervention Specialists. Eligible students within La Salle receive services including interventions and direct instruction in the regular education classroom and as needed in a pull-out setting. Pull out spaces are available for students when possible. Parents are welcome to contact general and special educators at any time.

Each teacher has an email address. We encourage open communication so that we can provide the best opportunity for your student. If you have concerns, please contact the educational specialist at LaSalle. We pride

ourselves on developing and improving our programs based on the requests and feedback we receive from parents.

La Salle's Intervention Staff and Specialized Instruction

Intervention Specialists and Aides

Licensed Intervention Specialists are assigned to grade levels. Most direct support services take place in the regular classroom and may vary based on the needs of each student. The special educator may be in the classroom, work directly with a small group, or provide one to one direct instruction. When dictated by a student's needs, services may be provided in a separate area, small group or individual, rather than in the regular education classroom.

Data is collected regularly using a variety of methods and progress on IEP/AEP goals and objectives is reported four times a year.

AIDEs, who are often highly qualified certified teachers, assist the Intervention Specialist and are directed by the Intervention Specialists to provide direct instruction and employ research-based strategies. These educational specialists work in collaboration with the Intervention Specialists.

Speech and Language

Our licensed and highly trained speech/language pathologists (SLP) provide therapy in both the classroom and/or in pullout settings to work in small groups or individually with students. Research-based therapy techniques are used, and data is collected to monitor student progress. Areas addressed in therapy include pragmatic (social language) skills, phonological awareness, articulation, receptive language, abstract and nonliteral language, expressive language, voice, listening skills, and speaking fluency. Our SLP's help develop behavior plans/charts, social stories, role playing techniques, and video modeling to foster independent social skills. The speech/language pathologists work collaboratively with parents to develop and implement strategies that will benefit the students.

Fee Structure

La Salle has a history of continuing to serve even when the scholarship is already exhausted. Our fee structure also ensures the availability of staff members during the duration of most scheduled school days, not just the scheduled time with the students. It also ensures IEP/AEP and progress reports, testing, training, and other non-billable services.

La Salle plans staffing to serve students throughout the school year. When 100 percent of the scholarship is allocated to La Salle, services will continue for the remainder of the scholarship year at no additional cost to parents, with no disruption in services even after the scholarship has been exhausted. If less than 100 percent of the scholarship is allocated to La Salle and parents choose to use additional scholarship providers, La Salle will deliver services until its allocated portion of the scholarship is fully utilized; any continued services beyond that point will be billed to the parents.

Tuition Fee will cover tuition at $14,400 per year and it will be billed at $1500 per month for up to ten months during the scholarship year (not to exceed $14,400 annually). Special Education services are billed first and any remaining funding will then be applied to tuition.

Intervention Specialist Rates and Description

The Intervention Specialist may work in the regular classroom and in small groups and provide direct individual support, behavior management, pragmatic skill development, organizational and independent life skills. Billing for a session or class is based on a 45-minute period at the rate of $350.

Aides Rates and Descriptions

The AIDE will assist the Intervention Specialist with regular classroom, small group and provide individual support, behavior management, pragmatic skill development, organizational and independent life skills.

Typically, an AIDE is a general education teacher, a reading or math specialist. Parents are informed about the AIDEs specific background before they begin working with their student. All services are dependent on the availability of staff. Billing for a session or a class is based on a 45-minute period at the rate of $250.

Speech Therapist Description and Rates

The Speech Therapist may work directly in small group or individual therapy, multisensory techniques, pragmatic language skills, and articulation. Billing is based on a 45 minute session or class at the rate of $420.

Scholarship Programs

La Salle High School will provide the necessary applications for the Jon Peterson and Autism Scholarship Program to parents of qualifying students. In order to qualify for one of these scholarships, an evaluation team report (ETR) with special education identification must be on file in the student's district of residence. Once an ETR is completed, parents must request an IEP/AEP from the student's public school district of residence. IEP/AEPs are reviewed annually by parents and the district of residence.

Progress Monitoring

Students on IEP/AEPs (Individual Education Plans) also receive quarterly progress reports on the annual goals identified on the student's IEP/AEP. Students participating in a state scholarship program are monitored by their resident school district through a secure web portal operated by the State of Ohio for the purpose of maintaining scholarship applications, related documents, and student progress.

Assessment

As mentioned above, but a critical part of the educational plan, students who participate in the Jon Peterson and Autism Scholarships are required by state law to participate in state proficiency tests each year. La Salle will administer the tests. The schedule for testing is developed cooperatively with a child's teachers to minimize impact on the child's education.

Parents of students on a state scholarship are strongly encouraged to set up their own access to the parent portal of the scholarship system. Directions for signing up for access will be provided at the time a student accepts their scholarship. Parents can use the parent portal to download a copy of a student's IEP/AEP or ETR, view progress reports, or scholarship invoicing.

Quarterly Progress Reports

Scholarship Progress reports will be issued quarterly, in accordance with the state guidelines. Parents are able to view the quarterly progress reports on the ODEW website by logging in into their OHID account. A paper document may be sent home upon request.

Rules and Laws for Scholarship Programs

Autism Scholarship Law: Ohio Revised Code 3310.41
Autism Scholarship Rules: Ohio Administrative Code 3301-103

Application Procedures

Parents must fill out the scholarship application each year to renew the scholarship. The scholarship application form will be provided to the parents of all qualifying students and must be completed and returned promptly for processing by our office. Upon receipt of the scholarship, a scholarship acceptance form must be completed and returned promptly to La Salle before services can be provided.

Admissions Policy

8th grade students seeking admission into La Salle High School for 9th grade must submit the following items for their application. The application is reviewed by the admissions committee, who notifies the family of admission status.

- Online application
- 7th/8th grade English teacher recommendation
- 7th/8th grade math teacher recommendation
- Archdiocese of Cincinnati release of records form, releasing:
- 6th, 7th, and 8th grade report cards
- IEP/AEP
- ETR
- Standardized test scores
- Etc.

Current high school students wishing to transfer to La Salle High School must submit the following items for their application. The application is reviewed by the admissions committee, who notifies the family of admission status.

- Online application
- La Salle High School Release of Records form (releasing current school records including IEP/AEP and ETR)
- Non-teacher recommendation form
- Interview with Admissions Director

Discipline Policy

Please Student Conduct Section of Handbook

Withdrawal/Termination from Scholarship Program

If you do not want your child to participate in the Scholarship Program, you need to state in writing that you no longer wish to receive the services that the program provides. The Coordinator will contact the state and let them

know that La Salle is no longer serving your student. This may necessitate withdrawal from the school if administration determines that Special Education is required to meet the needs of your son.

If you do not want your child to participate in the Scholarship Program, you will need to state 30 days in advance writing that you no longer wish to receive the services.

Non-Discrimination Policy

La Salle High School does not discriminate on the basis of race, ethnicity, national origin, religion, disability, age, gender, color, sex, or ancestry.

Privacy of Student Records

La Salle utilizes best practices and does not release student records without a release form signed by the parent.

Attendance

Please see General Attendance Policy Section of the Handbook

Excessive Absences

We reserve the right to terminate services if the student has been chronically absent. Chronic absences are defined by the state as unexcused 30 or more consecutive hours, 42 or more hours per month (approximately 7 school days), and 72 or more hours per year (approximately 12 school days).

Funding Special Education Services

La Salle High School is a provider of services for the Jon Peterson and Autism Scholarship Programs, offered through the Ohio Department of Education. All special education students who have been offered an IEP/AEP (Individualized Education Plan) by their local school district may apply for a Peterson or Autism Scholarship and use those funds to pay for services at the provider of their choice.

Families participating in these scholarships allocate 100% of the awarded scholarship to La Salle High School to cover the cost of services. The total for special education students will be based on the number of minutes on the IEP/AEP. This amount will be provided in a Memorandum of Understanding, issued before the start of the school year. Scholarship amounts are determined by the special education identification of the student as determined by the most recent ETR (Evaluation Team Report) for the entirety of the school year.

Fiscal Year 2027 (July 1, 2026 – June 30, 2027)
Category, Description and Maximum Scholarship Amount

1. Speech or Language Impairment- $10,045
2. Specific Learning Disability, Intellectual Disability or OHI minor - $13,069
3. Hearing Impaired or Emotional Disturbance - $20,069
4. Vision Impaired or OHI-major - $24,080
5. Orthopedic Impairment or Multi-handicapped - $29,750
6. Autism, Traumatic Brain Injury, or Hearing and Vision Impaired - $34,000

These maximum scholarship amounts are set by the Ohio Department of Education and are subject to change without notice.

Contact Information
Lori Overbay
School Psychologist
Coordinator for Autism Special Needs and Autism Scholarships
loverbay@lasallehs.net
Questions regarding the procedures for the Jon Peterson Special Needs and Autism Scholarship should be directed to the Ohio Department of Education: AutismScholarship@education.ohio.gov or Peterson.Scholarship@education.ohio.gov

La Salle's Education Plan

Setting and Services

La Salle provides special education services in an inclusive school setting for students with disabilities in grades 9-12. We are committed to a high-quality differentiated instruction that meets the academic, social, and emotional needs of our students. While a push-in collaborative model is preferred, the IEP of each individual student dictates the manner and location of the service provision. The educational staff are all licensed and certified in Ohio and include Intervention Specialists, and Aides.

Eligible students within the school receive services including interventions and direct instruction in the regular education classroom and as needed in a pull-out setting. This space for pull-out instruction is provided by the school. Staff members inform the school of any special needs our students may have, and the implications these needs may have on classroom instruction and throughout the day. Parents are welcome to contact general and special educators at any time. Each teacher has an email address. We encourage open communication so that we can provide the best opportunity for your student. If you have concerns, please contact the educational specialist at La Salle. We pride ourselves on developing and improving our programs based on the requests and feedback we receive from parents.

La Salle's Intervention Staff and Specialized Instruction

Intervention Specialists

Licensed Intervention Specialists are assigned to students receiving services. Most support services take place in the regular classroom and may vary based on the needs of each student. The special educator works with a small group, or provides one to one direct instruction. When dictated by a child's needs, services may be provided in a separate area, small group or individual, rather than in the regular education classroom.

Speech and Language Pathologists

Our licensed and highly trained Speech and Language Pathologist (SLP) provides speech and language services within the classroom setting with small groups or during whole class instruction. Direct individual instruction may be provided in a pull out setting as identified in the child's ETR and IEP/AEP.

Research-based therapy techniques are used, and data is collected to monitor student progress. Areas addressed in speech/language services include articulation, phonology, expressive and receptive language, pragmatic (social language) skills, phonological awareness, written language, fluency and voice. Our SLPs utilizes the tools and materials of the curriculum and works collaboratively with intervention specialists and parents to develop and implement strategies that foster success for the student. As the SLP discovers strategies that work, he/she will communicate with parents, teachers and staff to ensure that these techniques are carried over to all school

settings. It is not uncommon to see the Speech and Language Pathologist working with students at lunch, snack and/or recess, working on improving communication skills. Data is collected regularly using a variety of methods and progress on IEP/AEP goals and objectives are reported four times a year.

Speech and Language

Our licensed and highly trained speech/language pathologists (SLP) provide therapy in both the classroom and/or in pullout settings to work in small groups or individually with students. Research-based therapy techniques are used, and data is collected to monitor student progress. Areas addressed in therapy include pragmatic (social language) skills, phonological awareness, articulation, receptive language, abstract and nonliteral language, expressive language, voice, listening skills, and speaking fluency. Our SLP's help develop behavior plans/charts, social stories, role playing techniques, and video modeling to foster independent social skills. The speech/language pathologists work collaboratively with parents to develop and implement strategies that will benefit the students.

They consult with parents to carry over the skills taught in speech/ language therapy to the regular classroom and other school settings. The school strives to have continuity between small group therapy and reinforcement in the regular education classroom. All services are dependent on availability of staff at the location.

Assessment

As mentioned previously, but a critical part of the educational plan, students who participate in the Jon Peterson and Autism Scholarships are required by state law to participate in state proficiency tests each year. La Salle special education teachers will administer the tests. The schedule for testing is developed cooperatively with the student's teachers to minimize impact on the student's education.

Parents of students on a state scholarship are strongly encouraged to set up their own access to the parent portal of the scholarship system. Directions for signing up for access will be provided at the time a student accepts their scholarship. Parents can use the parent portal to download a copy of a student's IEP/AEP or ETR, view progress reports, or scholarship invoicing. Help with setting up access to the portal is available from LaSalle special education staff, and should be contacted if help is needed.