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DeLaSalle High School

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General Preface

Policies and operational procedures at DeLaSalle High School are intended to preserve and facilitate the best of traditional and contemporary educational standards within a Catholic school environment. All students and parents should familiarize themselves with the school's general expectations and policies.

Recognizing that each individual learner brings his or her unique needs to an educational program, the administration of DeLaSalle High School reserves the right to modify the stated policies to both facilitate and enhance the learning experience of an individual student.

The DeLaSalle High School administration reserves the right of final interpretation of stated policies.

Guests and Visitors Policy

DeLaSalle High School is pleased to welcome guests to our campus for school day visits, extracurricular activities, and special events. All guests must sign in at the Main Office and abide by the regulations outlined in this handbook. Guests visiting DeLaSalle while school is in session must wear the provided visitor's badge. Students interested in visiting the school for a day should see the "Student Visitors" section (page 4).

DeLaSalle administration reserves the right to forbid entry to a guest whose presence would have an adverse effect upon the school community and/or the operation of the school.

I. COMMUNICATIONS

School Communication Vehicles

Each school day, a Daily Bulletin is read to all students during the first part of first period. Items for the bulletin must be submitted to the Bulletin Editor no later than 2:00 p.m. on the school day prior to the day of the announcement. A faculty moderator of the activity cited in the bulletin announcement must countersign all items prepared by the students. The school reserves the right to edit material due to space availability. Information in the Daily Bulletin is also projected in the Florance Center during all student lunch periods and posted on the DeLaSalle web site.

Media announcements such as posters, flyers, videos, audio, etc., require the approval of the Vice Principal who will designate areas for their display.

A monthly newsletter is mailed to all DeLaSalle families. Items included in the newsletter must be submitted to the Newsletter Editor by the 15th of the month preceding the month in which the announcement is to be published. A faculty moderator of the activity cited in the newsletter must countersign all items submitted by students. The school reserves the right to edit all submitted material for content and space availability.

A Family Directory is published each year to aid communication within the DeLaSalle Community. Any use of this directory for commercial purposes is strictly prohibited.

Information regarding the history and current operation of DeLaSalle High School is available on the Internet at www.delasalle.com.

All media announcements to be disseminated externally, such as press releases, video for public consumption, and the computer web site, require the approval of the Vice President of Planning/Marketing or the Principal.

School Closings

School closing announcements (due to inclement weather or emergencies) will be announced on WCCO Radio 830AM and KSTP Television Channel 5 and on the DeLaSalle school website.

Crisis Response Team

A crisis is defined as an intolerable situation or event that disrupts the life cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of crisis, it is important for everyone to know what to do and to do it to the best of their abilities. DeLaSalle has assembled a Crisis Response Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. This team meets as needed to provide the foundation and framework to deal effectively with any crisis that may occur. Crisis Response Team members are members of the School's Management Council.

II. ADMISSION

Admission Policy and Procedure

As part of its Catholic and Lasallian heritage, DeLaSalle seeks vigorously and enthusiastically to attract students from various economic levels, academic abilities, racial communities, and ethnic backgrounds. DeLaSalle High School strives to educate a broad range of students and to foster a sense of community among them.

Admission at the start of grade nine is based on (1) completion of application; (2) average or better performance on grade school transcripts; (3) at least one grade school teacher recommendation regarding academic potential and personal character; and (4) meeting or exceeding national percentile standards of academic potential as indicated by an entrance exam.

Transfer Students / Admission after Grade Nine

The Admission Office and the Admission Review Committee, under the direction of the Principal, coordinate the admission of transfer students. Students who transfer to DeLaSalle must (1) complete an application form; (2) have an average or better performance on the previous school's transcripts; (3) submit at least one letter of recommendation from a teacher regarding academic potential and personal character; and (4) participate in a personal interview with a member of the Admission Review Committee.

Upon enrollment, the student's previous academic record will be translated into DeLaSalle credits, and credit requirements will be adjusted to reflect the demands of the previous school.

Students who transfer to DeLaSalle are required to pay a \$200.00 registration fee plus at least the first month's tuition before attending classes.

For all transfer students, the first twelve weeks of attendance at DeLaSalle are considered probationary. Continued enrollment is based on an evaluation of the student's classroom performance, attendance, and behavior.

Extracurricular eligibility is determined according to the Minnesota State High School League rules, with consideration to grades earned during the last term at the previous school. Transfer students may not practice with, nor participate in, extracurricular activities until health records and official transcripts have been verified.

Sixty hours of Christian Service are required of all students, including transfer students who may submit previously completed service hours to the Campus Ministry Office for review and approval.

Student Visitors

Prospective students in the 7th or 8th grade who are applying for admission are welcome to spend the day or part of the school day with a current DeLaSalle student. Students currently enrolled in grades nine, ten, and eleven must have a completed application on file before a visit may be scheduled. Parents must arrange all student visits with the Director of Admission at least three days prior to the visit. Students may not arrange for visits. Visitors are expected to follow all rules and regulations that are binding for current students.

III. UNIFORM DRESS CODE

Uniform and Personal Appearance

To ensure a positive and uniform appearance of all DeLaSalle students, items of apparel must be in accordance with the specifications provided below. DeLaSalle uniform items must be purchased through the DeLaSalle School Store unless otherwise noted.

Violations of DeLaSalle's dress code will be reported to the Dean of Students. Parents will be notified when repeated violations occur.

Uniform Code for Men and Women

Shirt with DeLaSalle Logo

- Solid white or solid black, long-sleeved or short-sleeved Oxford, button-down collar.
- Solid white or solid black, long-sleeved or short-sleeved knit polo.
- Solid white or solid black turtleneck.
- Solid white or solid black mock turtleneck.

Pants or Shorts

- The pants are to be solid black or solid khaki/tan pants and are to be full-length cotton twill (not denim or corduroy) with inset pockets. No cargo pants will be allowed.
- Pants cannot have flared legs and must be worn at the waist. No low-rise pants will be allowed.

- The pants can be purchased at the school store at a discounted price until supplies run out. At that time it is suggested that families obtain pants from Donald's Department Store at 972 Payne Avenue, St. Paul. Their telephone number is (651) 776-2723 and they have agreed to have a year-round inventory of the required DeLaSalle uniform pants. Families who elect to purchase pants elsewhere are forewarned that the pants MUST comply with the aforementioned requirements.
- Solid khaki or solid black shorts, which can only be purchased in the school store.

Shoes and Socks (not sold in school store)

- Shoe style must cover the whole foot with no open toes or sides.
- No sandals or sandal type shoes are permitted.
- No slippers or slipper type shoes are permitted.
- Shoes, including laces, and socks must be predominately black, brown, white, gray, or a mix of these colors.

Additional Uniform Options for Women

Jumper or Skirt

- Solid black jumper or skirt purchased in the school store.
- Skirts must be no shorter than knee length.

Tights and Nylons (not sold in school store)

- All socks and tights must be solid black or white.
- Nylons must be white, beige, or black in color.

Optional Accessories to the Uniform

- A solid black, long-sleeved cardigan with the DeLaSalle logo, purchased in the school store.
- A solid black sweater vest with the DeLaSalle logo, purchased in the school store.
- A solid black or gray uniform sweatshirt with a DeLaSalle monogram. Athletic or activity team sweatshirts are not considered uniform apparel for the school day.
- Students are encouraged to wear belts (not sold in the school store) entirely black or brown, traditional size and shape that are fitted to the student's waist. Belts may be worn with pants or shorts. Belt buckles must be in good taste and not draw undue attention to the student.
- Ties may be worn with the oxford shirt only.

Personal Appearance

The student must present a neat, clean, and modest appearance at all times.

- Shirts and blouses must be tucked in and may be opened at the top button only.
- T-shirts worn under uniform shirts must be solid white, black, or gray, free from any graphics or lettering and may not hang out from outer garment at hemline or sleeve.
- Students may NOT wear a long-sleeved shirt under a short-sleeved uniform shirt.
- For warmth, students may only wear a uniform sweater or uniform sweatshirt.
- Hats, scarves and other head coverings may not be worn during the school day.
- Sunglasses may not be worn in school.
- Pants and shorts must be worn at the waist.
- Pant legs must be hemmed at the ankle for both legs and may not be tucked into boots or shoes.
- Pant legs may not be slit.
- Items carried in the pocket must not be visible.
- No adornments (e.g., chains, buttons, handkerchiefs) other than the DeLaSalle logo may be worn as part of the uniform.
- Jewelry must be neat and modest and may not draw undue attention to the student. Only one facial stud piercing is allowed. No facial rings of any kind are permitted.
- All clothes must be appropriately sized and kept clean and in good repair.
- Skirts may not be rolled at the waist nor shorts rolled at the cuff.
- Hairstyles and accessories should not draw undue attention to the student.

- Only hair of a natural hair-color range and pattern are acceptable.
- Uniform sweaters and sweatshirts must be worn or carried. They may not be wrapped around the waist, head, or shoulders.
- Coats and jackets, gloves and mittens may not be worn during the school day. They must be kept in the student's locker.

IV. ATTENDANCE

Attendance

Students who attend classes every day increase their chance of success in their studies. If a student must be absent for any reason the parent must call the school at (612) 676-7600 before 8:30 a.m. that day to notify the school of the student's absence. If a parent does not call the school, the Attendance Office will attempt to call a parent at home or work. DeLaSalle expects strong parental support for the school's attendance policies and works most effectively with students and families on these important matters if open communication is maintained between the school and parents. In fact, students who do not meet expectations regarding attendance and punctuality may be in danger of dismissal.

Whenever a student enters school after first period has begun, or leaves school before the end of the last period, he/she must sign in or out with the Attendance Office.

Occasionally, (i.e., bad weather day), a high percentage of students may be absent from school. The administration may decide to make up the missed instructional time by adding hours or days to the school calendar.

Anticipated Absence

Under certain conditions, the school administration may grant anticipated absence requests (see list below). Students with approved absences have the obligation of completing the Anticipated Absence Form (see example - pg. 25) and making appropriate arrangements with teachers to ensure that all missed academic work will be completed. This form must be turned in to the Attendance Office prior to the absence.

Students who are doing failing work will normally not be given permission to be absent from school or class.

Multiple Day Absence: A parent may request that a student be permitted a multiple day absence from school. The school strongly discourages such a practice since it may impair the student's academic progress. For such absences, a completed Anticipated Absence Form must be submitted to DeLaSalle at least three school days prior to the first date of the anticipated absence. If this procedure is not followed, the student may lose credit for work missed during the absence.

Single Day Absence: If a parent requests that a student be absent from school a single day (for a reason other than an emergency), the Attendance Office should be notified by the parent using the Anticipated Absence Form at least three school days prior to the requested day of absence.

School Initiated Absence: An instructor or moderator of a school activity may initiate a request for one or more students to be absent or dismissed early from school. Parental approval of this absence is required.

Brief Absence/Early Dismissal: Being excused for part of the school day will be allowed only when a parent/guardian has communicated with the Attendance Office at least one day in advance, by a written note that will be kept on file. The request must state the reason, the date, and the arrival/departure time. Medical and dental appointments will be considered excused only when a note from the physician's office is provided. Any request made the day of the release may require that the parent come to the Attendance Office to sign out the student. If these procedures are not followed, the student may lose credit for work missed during the absence.

Tardiness

Punctual attendance to each class session is one of the most important responsibilities of every DeLaSalle student. Being "tardy" is defined as not being present in the classroom at the

sound of the bell that begins each class period. Some teachers have attendance policies that may affect their students' grades.

Students may arrive late to class, including 1st period, a total of four times in a semester without penalty. A warning will be issued when a student has been late three times. Detention will be assigned the fifth time a student is late, and parent/s will be contacted.

If tardiness continues to be a problem, the Dean of Students will meet with the student and parent/s, an attendance contract may be established, and additional disciplinary consequences may be assigned

Students who arrive after 8:30 a.m. must check in at the Attendance Office before going anywhere in the school building. Students who arrive on a late school bus will be given a pass from the Attendance Office and may proceed to their first hour class. Arriving to school late for an unexcused reason, such as oversleeping or missing the bus, will be included in the student's total semester tardy count. Arriving after first period will normally be considered an unexcused absence for the periods missed. Students who are unexcused will not receive academic credit for work missed. Detention will be assigned. If a pattern of unexcused absences develops, an attendance contract may be established, and additional disciplinary consequences may be assigned.

Excessive Absenteeism

Excessive absenteeism, including unexcused and parentally excused absenteeism may adversely affects a student's academic standing. Students with poor attendance may be placed on an attendance contract and Disciplinary Probation to ensure better attendance. The Dean of Students will contact the parent/s.

If the absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided the student may be dismissed from school. Even with physician verification, the student may be dismissed if academic requirements cannot be maintained.

Skipping a Class

The first time a student skips a class the student will be assigned detention. On the second skip, the student will be given in-school suspension and the Dean of Students will contact the parent/s. If a student skips a class more than two times, the Vice Principal may place the student on Disciplinary Probation and may meet with the parent/s.

Skipping a School Day

The first time a student skips a full school day detention(s) will be assigned. No academic credit is given for the day skipped. The second skip may result in Disciplinary Probation and an attendance contract and the Vice Principal may meet with the parent/s. No academic credit will be given for the day skipped. The third skip may result in dismissal. DeLaSalle High school does not approve "skip days" planned by a group or class of students.

V. ACADEMIC POLICIES

AdvancED Accreditation

DeLaSalle continues to be accredited as a college preparatory high school under the auspices of AdvancEd, formerly NCA/CASI (North Central Association/Commission on Accreditation and School Improvement). DeLaSalle has been accredited since 1929.

Graduation Requirements

Beginning in 2007-08, DeLaSalle changes from trimesters to semesters. Students are required to earn the following credits to receive a DeLaSalle diploma. For the class of 2010 – 51 minimum semester/trimester credits. For the class of 2011, 2012 and 2013 – 45 minimum semester credits. One credit is given for each trimester or semester of successful work in a course. All students must register for a minimum of six credits per semester. Only one study hall per semester is permitted. Certain courses must be completed during specific years:

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
Theology	Theology	Theology	Theology
English	English	English	English
Mathematics	Mathematics	Mathematics	Social Studies ('11)
Social Studies	Social Studies	Social Studies	
Physical Science	Biology		
Physical Education			

Specific course credit requirements are detailed in the DeLaSalle Curriculum Guide.

Students must take the following required courses at DeLaSalle: English, Theology, and Health/PE: Wellness. With prior approval, DeLaSalle will accept credits from summer programs. Unless taken at DeLaSalle, all summer classes both for make-up credit and/or enrichment credit will be recorded as received by the institution/school. Credit will be awarded, however any letter grades received by the student will not be counted in the DeLaSalle GPA. Students who participate during the school year in PSEO (Post-Secondary Education Option) must take classes for a letter grade and both the grade and credit awarded by the post-secondary institution will be awarded to the student and counted toward their DeLaSalle GPA.

Twelfth graders who have completed all academic requirements on or before published deadlines, have satisfactorily met all of their financial obligations to the school, and have fulfilled the obligations of good conduct as stated elsewhere in this Student-Parent Handbook, may participate in the commencement exercises. Twelfth graders who have a deficiency of up to two credits will be allowed to participate in the commencement exercises if all other graduation requirements are met and if there is an acceptable plan, agreed upon by the teacher/s, parent/s, student, and Principal, for the successful completion of their work.

Grading Policy

For standard credit courses, a letter grade is given at the completion of each quarter, however, only semester grades are transferred to the student's permanent record. Under certain circumstances, with the permission of the Principal, an incomplete grade (INC) may be given. An incomplete must be made up within two weeks of the end of the semester, or after the student's return to school, or the student's grade will be determined from the work that has been completed. A student who has received an incomplete may be eligible to participate in extracurricular activities and for the two-week grace period. If work has not been completed in this time, the student will become ineligible to participate until all work has been turned in and a final grade determined.

Grade point values are assigned as follows:

Regular Coursework	Grade	Honors Coursework
4.00	<u>A</u>	4.60
3.67	<u>A-</u>	4.27
3.33	<u>B+</u>	3.73
3.00	<u>B</u>	3.40
2.67	<u>B-</u>	3.07
2.33	<u>C+</u>	2.53
2.00	<u>C</u>	2.20
1.67	<u>C-</u>	1.87
1.33	<u>D+</u>	1.33
1.00	<u>D</u>	1.00
.67	<u>D-</u>	.67

A failing grade of F (0 point) will be given for insufficient achievement in a course. Teachers are required to give students and parents adequate notification prior to assigning a failing grade.

DeLaSalle does not provide class rank to outside organizations such as post-secondary institutions, scholarship programs, military organizations, NCAA, or the media.

Eligibility for Activities

All rules and regulations of the Minnesota State High School League (MSHSL) governing interscholastic eligibility are in effect for all DeLaSalle students who participate in MSHSL-sponsored activities. In addition, at DeLaSalle, each student's eligibility to perform or compete in an extracurricular event is dependent upon receiving passing grades on the previous semester's grade report. Grades from the preceding spring semester and summer school classes are used to determine eligibility for a fall sport or activity.

Honor Recognition

Honor Roll To qualify for the Honor Roll, a student must have a semester grade point average of 3.0 or higher with no D or F grades for the semester. "High Honors" is awarded to students with a semester grade point average of 3.8 or higher.

Academic Letters Students who have been on the Honor Roll at DeLaSalle for four semesters during their high school career will be awarded an Academic Letter. These letters will be presented at the Fall Academic Awards Reception.

Distinguished Scholars Students whose cumulative grade point average is 4.0 or above after the second semester of grade twelve will be recognized as Distinguished Scholars of their class. The Distinguished Scholars select graduation speakers from the Distinguished Scholars group.

National Honor Society Students in grades 11 and 12, with a cumulative grade point average of 3.5 or higher, will be considered for membership in the National Honor Society. Other criteria for membership are the student's service to school, service to community, leadership, and personal character. The selection committee is composed of one teacher from each department and is assisted by the Principal, NHS Advisors, and school counselors.

Course Drop/Add Policy

Students are advised to choose courses wisely. The master schedule and instructional personnel are set to accommodate those courses chosen in the spring of the year. If a student and/or parent request a schedule change, it will be governed by the following policies

Once a semester has begun, both the parents and teachers involved must give written approval for a schedule change on a Drop/Add Form, which is available in the Student Services Office.

If a class is already filled, a request to add that class will not be honored.

DeLaSalle is committed to keeping class sizes small and balanced and will not accommodate a change if it means overloading a class. (Note: this may also involve other classes affected by the change).

After June 1 a \$25.00 fee is assessed whenever a course is dropped.

This must be paid before the change is processed.

Students must follow their current schedule until they receive a new schedule.

Schedule changes will not be made to accommodate requests for specific teachers or for lunch hour.

1. A senior who wishes to be a Teacher Aide and receive credit for the course must complete the Teacher Aide Form – with all the appropriate signatures – and return it to the Student Services Office during the first week of the semester. Students may not be a Teacher Aide and also have a study hall in the same semester.
2. Courses dropped during the first two weeks of a semester will not appear on a student's transcript. Any course dropped from 3 – 6 weeks will appear as a

3. W (withdrawn) on their transcript. After the 6 week period the class will appear as a WF (withdrawn failing) or WP (withdrawn passing) on their transcript. The W, WF and WP are not counted in the student's GPA.

Course Continuation Policy

Continuation courses are courses in which education in the second semester is dependent upon success in the previous semester. This includes mathematics, modern languages, Chemistry and Physics. In these courses students may make up credit for lost credit. If a student fails the first semester, but passes the second semester with a grade of at least a "C", credit for the first semester will be awarded. This does not erase the failing grade.

Repeating a Passed Class

If a student repeats a sequential course (i.e., Algebra I, Spanish I) that was previously passed, both grades will be recorded and used in the calculation of the grade point average, but only one course credit will be given.

Study Hall

The study hall during the regular school day is a place for private or approved group study. Study hall is for students to work on academic assignments with use of the library or technology labs if needed. Study hall supervisors will conduct the study hall as a classroom and set their own guidelines.

If students want to work with a teacher, or go to the Guidance Office or another school office during their assigned study period, they must request a pass or present an approved pass to the study hall supervisor after attendance has been taken. Students should then move quietly and directly to the work area and later return to the study hall if so directed.

Homework

Students should ordinarily expect to receive an average of two to three hours of homework each school day. A successful student completes all homework on time.

Theology

DeLaSalle is a Catholic, Lasallian, co-educational high school located in an urban setting, and is committed to providing students with a broad and structured curriculum that is designed to prepare them for postsecondary opportunities and choices. DeLaSalle recognizes the diverse religious, ethnic, cultural, and social needs of each student and offers programs that enable students to achieve growth in each of these areas.

DeLaSalle functions under the direct supervision of the Catholic Archdiocese of Saint Paul and Minneapolis. Admission to DeLaSalle is open to students of all faiths. Regardless of their faith tradition, students are required to take courses in Theology throughout their years of attendance and attend school liturgical celebrations that are held on a regular basis during the school year.

Mandatory grade level retreats are conducted annually through the Lasallian (Campus) Ministry program. Retreats are a full-day experience. Students absent on the day of the retreat must arrange with Lasallian Ministry to make up the absence with a suitable substitute activity done outside of the school day.

Christian Service

Christian Service is an opportunity for students to practice and share faith beliefs and values in their varied communities. By volunteering at local service agencies, students gain insights and understanding of the economic, physical, and spiritual needs of community members. It is hoped that students will develop a life-long desire to meet these needs and continue to work for solutions to unjust situations. All students, including those who transfer to DeLaSalle High School, must perform a minimum of 60 hours of Christian Service as a graduation requirement. The Campus Ministry Office sets the criteria and monitors service hour projects and the required reflection paper. Students should record their hours on the Christian Service Validation Forms

that can be obtained in the Campus Ministry Office. Upon completion, students will receive a grade of "P" (passing) and 1.0 credit.

Academic Reports

Parents and students are encouraged to use NetClassroom as a means of tracking student progress. A mid-semester grade will be mailed to parents before Parent-Student-Teacher Conferences, both semester one and semester two. This grade is only an indicator of student progress and does not become part of the student's permanent record. Semester grades will be mailed at the end of each semester. These are final grades and become part of the student's permanent record and appear on the student's transcript.

Parent-Student-Teacher Conferences

Two times during the school year, DeLaSalle hosts Parent-Student-Teacher Conferences. These face-to-face conversations are highly regarded as one of the most important factors in a student's overall satisfaction with and success at DeLaSalle. Students are strongly encouraged to attend with parent/s. Information regarding conference dates and times is published on the school calendar, in this handbook, in the monthly newsletter, and on the school's web site.

Student Records

Parents and legal guardians of students under 18 years of age and all students 18 years of age and older have the right to examine the school's official record, files, and data related to the student. DeLaSalle follows a policy that safeguards the confidentiality of each student's records, making them available only to those who have legal and legitimate educational interest in the information contained in the files.

The academic record of each student is kept in the Student Services Office. This record includes the student's identification data, courses taken, grades and credits earned, standardized test scores, and each year's cumulative absences and tardiness. Parents, guardians, and students who are 18 years or older may request a review of the files by making an appointment with the Student Services Office. Student health records are also kept on file in the Nurse's Office. Students must have current immunizations on file for continued enrollment.

The financial record of each student's tuition account is kept in the school's Business Office.

Withdrawing from DeLaSalle

For a student to withdraw from DeLaSalle, the parent/s of that student must contact the Admissions Office through which an exit interview will be conducted and procedural directions will be given. If the student withdraws at any time during the academic year, he/she must complete a Student Withdrawal Form and return textbooks and any other school equipment issued. Once the withdrawal process is complete, the school will forward official transcripts to the transfer school. See also "Tuition Policies for Withdrawal of Students" section in this handbook.

Academic Probation

Each DeLaSalle student must be continually striving for academic achievement (good grades) and making progress towards graduation (sufficient credits earned). The relationship with teachers, a counselor, and an academic mentor, and the warning steps of the academic probation process assist students towards these goals of academic success.

First-level Academic Probation is enacted for students who have not previously been on academic probation and who, at the end of a semester, have failed one required course, or two or more elective courses.

- A written notification will be given to student and student's parent/s.
- Student may continue to practice with and participate in extracurricular activities, but may not compete or perform with any team or group. The student may become eligible to compete or perform if they are passing all classes at three designated dates during the semester. These dates will be published every year and are approximately every four weeks. The activities office will inform the student and coach of their eligibility status.

- The student must maintain their passing grades in order to continue participation throughout the semester. The student will remain on first level probation until the end of the semester.
- A student who receives all passing grades at the end of the semester will be removed from academic probation.
- A student who receives a failing grade in one required, or two or more elective classes at the end of the semester will be placed on second-level academic probation.

Second-level Academic Probation is enacted for students on first-level probation for two consecutive semesters, or for students who receive three or more failing grades in any one semester.

- A written notification will be given to student and parent/s.
- Student will not be eligible to practice with nor compete or perform in any extracurricular activities during the semester.
- Student will not be eligible for tours, including fine arts and modern language trips.
- A student on second-level probation who receives passing grades for all courses at the end of the subsequent semester will be removed from academic probation.
- If a student on second-level probation receives one or more failing grades at the end of the subsequent semester, the administration will review his/her records and the student may be dismissed from the school.

Academic Dismissal

If after being on second-level probation a student continues to have course failures and/or lacks the determination to make improvement, DeLaSalle may enact an academic dismissal. A student may appeal the dismissal by requesting an Academic Board of Review (ABOR). Or, a student may choose to attend high school elsewhere and then reapply to DeLaSalle after completing a successful semester at the other school. If the student prefers to leave DeLaSalle permanently, he/she should work with the Student Services Office to arrange for book return and forwarding of transcripts.

Academic Board of Review

An Academic Board of Review (ABOR) is assembled for students who wish to appeal an academic dismissal. The primary function of the ABOR is to recommend to the President of DeLaSalle High School a resolution to a dismissal appeal. The decision of the President is final.

Membership of the ABOR, when possible, consists of:

- Vice Principal (chairperson)
- Student's Academic Mentor
- Two teachers of student's choice
- Vice Principal's choice of a current teacher of the student
- School Counselor (non-voting)

The responsibilities of the ABOR will be to:

- Hear presentations from the school, the student, and the student's family.
- Ask clarifying questions of the school, the student, and the student's family.
- Recommend to the President a resolution to the issue with rationale.

The responsibilities of the chairperson will be to:

- Ensure a tone of "information gathering" by staying focused and on task. The hearing is not a debate; it is a forum for presenting information. The chairperson has the authority to terminate lines of discussion not relevant to the issue at hand.
- Close the meeting when the presentations and responses are completed.
- Present the ABOR's recommendation to the President, preferably within one full school day.

The procedure of the ABOR:

1. The chairperson (or designee) will present the reason/s for dismissal.
2. The student and student's family will present their information and position.
3. After the school, the student, and the student's family have made their presentations, ABOR members may ask questions.
4. The school, student, and student's family will be given the opportunity to respond to the other's presentation. ABOR members may ask questions after each response.
5. The chairperson will determine if a second round of responses & questions is needed.
6. The meeting will end when the school, student, and student's family have finished their presentations and responses.

The President of DeLaSalle will notify the student, student's family, and the ABOR members of the final decision. A written confirmation of the decision will be mailed to the student's family.

After an Academic Board of Review

Students who have their enrollment continued after their ABOR must maintain satisfactory progress toward the conditions identified as a result of the review process. In situations where those conditions are not met, the student and his/her family are required to meet with the Principal to review the potential for their continuance at DeLaSalle.

In circumstances when the student is not retained after their ABOR, the student may only reapply for admission to DeLaSalle after the successful completion of at least one term at another school.

VI. BEHAVIOR AND DISCIPLINE

Responsibilities and Expectations

DeLaSalle is a Catholic, Lasallian community whose members recognize that each person has specific rights and responsibilities. Students are expected to exercise self-discipline and exhibit appropriate behavior in their relationships with others. They are also expected to respect the property rights of other students, the faculty, and the school. DeLaSalle expects parents and families to cooperate with the school in reaching these goals. Improper behavior will not be tolerated and is grounds for disciplinary measures such as detention, probation, suspension or dismissal. Behavior at all school events, whether on or off school property, is governed by all expectations as outlined in this handbook.

Cheating

Academic cheating is defined as scholastic dishonesty, including plagiarism, copyright infringement, copying the work of another, turning in another's work as one's own, or aiding another student in doing any of the above. No academic credit will be given for work obtained by cheating and standard disciplinary procedures will be followed.

Dismissal from Class

Any student dismissed from class by a teacher must report immediately to the Main Office.

Disrespectful Behavior

Disrespectful behavior is defined as any physical or verbal abuse including the use of inappropriate gestures and language. Judging the severity of the behavior will be at the discretion of the teacher and/or administrator. The student may be assigned detention or in-school suspension for a single occurrence and the parent/s will be notified. A student who has a pattern of disrespectful behavior may be placed on Disciplinary Probation.

Gambling

All forms of gambling are forbidden on school grounds or within the school building. Card playing of any sort is restricted to the Florance Center during lunch hours. Game playing for money is not allowed.

Off-Limits

Students are off-limits when, without authorization, they are:

(1) outside the school building but on campus during times of the day when they do not have approved permission to be so. Teacher or staff supervision is required for any student who is outside the building during the school day.

(2) within areas of the school that are normally locked or only used by authorized personnel such as the garage, elevator, locker rooms, private offices, etc. The Vice Principal may from time to time designate other school areas as off-limits either for the entire student body or a specific student. In-school suspension or detention will result for violation of this policy.

Profanity

Profanity in any form is not allowed at DeLaSalle or at any of its functions. A student using profanity may be assigned either detention or in-school suspension depending on the severity of the incident.

Prohibited Substances

Students in possession or under the influence of alcohol, marijuana, or any illegal or prohibited substance during the school day, or at any school-sponsored event will not be allowed to enter or remain on the school grounds. The student will be placed under immediate and indefinite suspension. The school will immediately notify parent/s. Depending on the specifics of the situation, the student may be dismissed from DeLaSalle. A student who is suspended for the use or possession of prohibited substances, prior to the lifting of the suspension, will be required to have a chemical assessment. The results will be used to determine whether the student will be permitted by the school officials to remain at DeLaSalle or to return at some time in the future. If the evaluation indicates that the student be recommended for treatment, the treatment must be implemented before the student is permitted to return to class. If treatment is not recommended, the student will be allowed to return pending the student's acceptance of school-imposed conditions and with the understanding that any additional offense will result in immediate dismissal.

In an effort to ensure that our students remain healthy and that our school and campus remains drug free, DeLaSalle High School will use a drug detection program to inspect the building, parking lot and surrounding campus. Additionally, a breathalyzer may be used when a student is suspected to be under the influence of alcohol. If a student is found to be in possession of prohibited substances, DeLaSalle has the right to initiate school protocol regarding the use and possession of prohibited substances.

The use or possession of tobacco by students is not permitted in buildings or at any location that may be viewed from the school grounds. Students may not use tobacco at any school-sponsored activities. Any violation of this prohibition will result in parental notification and suspension.

Sexual Harassment / Public Display of Affection

Sexual harassment by word, gesture, or physical contact is illegal. At DeLaSalle, no person will be subjected either directly or indirectly to another's unwelcome sexual comments, displays or overtures. In determining what constitutes sexual harassment, the intentions of the "offender" are always secondary to the sensitivity of the "offended." This includes excessive displays of affection that are inappropriate in a public setting. Students who feel they are being harassed are encouraged to report their concerns to a school official or staff member.

Threatening Language

Any student making a verbal or written statement or threat of a terroristic nature judged by the Administration to be serious, including but not limited to threats of physical or emotional harm to any student, faculty, staff, family member, or building facility, will be taken seriously and dealt with accordingly. The student responsible for making the statement will be removed from school while the situation is being investigated. DeLaSalle High School adheres to the Minnesota state statutes that define terroristic threats. The police will be informed. The school may require the student to present a favorable professional assessment of his/her mental health in order to continue at DeLaSalle. Disciplinary consequences, including the possibility of suspension, dismissal, may be imposed.

Vandalism

Anyone apprehended for vandalism at DeLaSalle must pay for the damage caused and possible legal prosecution may be brought against the person. Student vandals may be suspended or dismissed.

Minor Disciplinary Infractions

Corrections and/or warnings by teachers/staff members are given for inappropriate behavior that is minor in nature. Should inappropriate behavior continue, a written report may be put on the student's record of conduct which would be considered a minor infraction. A warning will be issued when a student accumulates three minor infractions. When a student reaches four infractions in one semester a detention will be assigned and parent/s will be contacted. In some circumstances, a meeting may be arranged between the student, staff member, and Dean of Students or Vice Principal.

Examples of minor infractions include, but are not limited to:

- Uniform Violations
- Backpack/Purse Violation
- Inappropriate Public Displays of Affection (PDA)
- Littering
- No Hall Pass

Depending on the nature of individual situations, additional disciplinary consequences may be assigned. Continued minor infractions after the first four may also result in additional disciplinary consequences. The Dean of Students will notify parent/s after the sixth infraction. After the eighth infraction, an in-school suspension may be assigned and parent meeting may be held. The student may be placed on Disciplinary Probation.

Major Disciplinary Infractions

DeLaSalle Administration will take immediate disciplinary action with any student involved with a major infraction. Consequences may include the possibility of detention, in-school suspension, at-home suspension, or dismissal. Major infractions include but are not limited to:

- Fighting, hitting, or causing a fight;
- Vandalism of school property or individual's property;
- Truancy;
- Lying or stealing;
- Profanity;
- All forms of discrimination, including those based on racial, gender, sexual orientation, religious, psychological, or physical differences;
- The use, sale, or possession of any prohibited, dangerous, and/or illegal substance or item such as drugs, weapons, or alcohol;
- Academic cheating, passing off another's work as one's own, or obtaining credit for work not done;

- Verbal abuse, harassment, threatening language, or any behavior that results in an injury to the good reputation of another or falls short of the basic respect each person should be given;
- Insubordination, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior;
- Hazing in any form, whether on or off school property. This includes any behavior that is demeaning, degrading, or contrary to human decency.

Detention

Violation of school rules may result in detention based on circumstances listed below: Detention is held on Wednesday afternoon for two hours. When detention is issued, it is mandatory that it be served on the date indicated. Failure to serve detention will result in in-school suspension, parent/s will be contacted, and a meeting may be held between the student, parent/s, and Dean of Students. Detention will be issued under the following circumstances.

- A student has been reported for FOUR minor infractions
- A student has been reported for their SECOND electronic violation
- When deemed appropriate by the Administration

Suspensions

For any behavior that jeopardizes the well being of any member of our school community, or which can be determined as a violation of school policy or values, the school reserves the right to suspend a student for actions against our code of conduct. Depending on the nature of the violation, student may be assigned in-school suspension or at-home suspension. Students will typically not be permitted to make up daily assignments missed during the suspension and are unable to participate in extra-curricular activities the day of the suspension. Students on suspension may not attend any on or off campus school related events.

A student on in-school suspension will be isolated from the student body and must do academic assignments or work assigned by the administrator. The student may take major exams at the beginning of the day. Uncooperative behavior while serving in-school suspension will result in at-home suspension.

A student on at-home suspension may not be on school grounds the day of the suspension.

Disciplinary Probation

Disciplinary Probation is usually the last warning before dismissal. It can be issued when students are returning from a suspension or if a student has not corrected a pattern of misbehavior after repeated interventions.

When a pattern of misbehavior is observed by administration, a meeting will be set up between the Dean of Students, parent/s and student. The objective of the meetings is to help the student understand the implications of their behavior and to create a plan to help the student improve their standing.

If after this meeting the student continues to accrue infractions, said student may be placed on Disciplinary Probation. Continued infractions while on Disciplinary probation may result in dismissal.

Disciplinary Dismissal

Students who do not fulfill the conditions of Disciplinary Probation will be dismissed from DeLaSalle.

A student who has been dismissed from school for disciplinary infractions may appeal by asking for a Disciplinary Board of Review (DBOR). In an instance where the safety and security of DeLaSalle students and/or staff may be in jeopardy, the right to a DBOR may be revoked. The student may not be on school property, nor attend any events sponsored by DeLaSalle such as dances, assemblies, athletic events, and theater productions on or off school property.

For possible readmission to DeLaSalle after a disciplinary dismissal, the student must successfully complete a semester at another school. If the student is readmitted, he/she will be on probation for one year and under a written contract. There will be no chance for further appeals.

Disciplinary Board of Review

A Disciplinary Board of Review (DBOR) is assembled for students who wish to appeal a disciplinary dismissal. The primary function of the DBOR is to recommend to the President of DeLaSalle a resolution to the student's dismissal appeal. The decision of the President is final.

Membership of the DBOR, when possible, consists of the Principal (chairperson), student's Academic Mentor, two teachers of student's choice, Principal's choice of a teacher or staff member, and a School Counselor (non-voting).

The responsibilities of the DBOR are to:

- Hear from the school, student, and student's family regarding the circumstances of the dismissal.
- Question the school, student, and student's family if clarifications are needed.
- Recommend to the President of DeLaSalle a resolution to the issue with rationale.

The responsibilities of the chairperson are to:

- Ensure a tone of "information gathering" by staying focused and on task. The review is not a debate; it is a forum for the presenting information. The chairperson has the authority to terminate lines of discussion that are not relevant to the issue at hand.
- Close the meeting when the presentations and responses are completed.
- Present the DBOR's recommendation to the President of DeLaSalle, preferably within one full school day.

The procedure of the DBOR:

1. The chairperson (or designee) will present the reason for dismissal.
2. The school, student, and student's family will present their information and position.
3. After the school, student and student's family members have made their presentations, DBOR members may ask questions.
4. The school, student, and student's family will be given the opportunity to respond to the other's presentation.
5. DBOR members may ask questions after each response.
6. The chairperson will determine if a second round of responses and questions is needed.
7. The meeting will end when the school, student, and student's family have finished their presentations and responses.
8. The President of DeLaSalle will notify the DBOR members, student, and student's family of the final decision. A written confirmation of the decision will be mailed to the student's family.

VII. STUDENT LIFE

Activities

Most DeLaSalle extracurricular sports and activities are governed by the Minnesota State High School League (MSHSL). DeLaSalle chooses to follow MSHSL bylaws and eligibility rules for all student activities. Visit www.mshsl.org to read the bylaws and eligibility rules for each sport and activity.

All students who wish to participate in MSHSL sponsored activities must have a current physical (within three years) and an annual parent's permit and health questionnaire on file at DeLaSalle prior to the first day of practice for the selected activity.

At DeLaSalle, each student's eligibility to perform or compete in a student activity is dependent upon meeting DeLaSalle's academic and behavioral expectations.

Questions or proposals about the creation of a new student activity should be submitted to the Director of Student Activities.

Assemblies

When there is an assembly, students must leave their books in the classroom, unless otherwise directed, and proceed directly to the assembly area. Following the assembly, students should

return to their classrooms to pick up their materials and proceed to the next scheduled class or activity. Students are expected to behave in an appropriate manner.

Backpacks, Book Bags, and Tote Bags

Any backpack, book bag, drawstring bag or any bag big enough to tote books/notebooks must be kept in a locker during the school day. Only purses small enough to fit inside of a desk will be allowed in classrooms or hallways during the school day.

Before and After School

Once a student arrives on campus, he/she may not leave the school building except with permission or for an event such as a scheduled school activity. Loitering in the gyms, school parking lot, fields, Founder's Park, or on Nicollet Island is not allowed. While a student is on campus he/she must be dressed cleanly, neatly, and modestly as stated in the Out-of-Uniform policy (see page 19). A student who exhibits uncooperative behavior before or after school loses the privilege of remaining on school grounds before or after school and parent/s will be contacted. In severe cases, the student may also lose the privilege of participating in after-school activities.

Students entering the building before the beginning of first period are to report to one of the following areas:

- (1) Florance Center - the only place for food and drink;
- (2) Library or Tech Lab - when supervised;
- (3) Classroom - if supervised by the teacher;
- (4) Athletic areas - when supervised by a coach or teacher.

Students who remain in the school building between the end of the school day and 5:30 p.m. must report to one of the following areas:

- (1) Library or Tech Lab (for academic purposes) - when supervised;
- (2) Classroom - if supervised by the teacher;
- (3) Athletic areas - when supervised by a coach or teacher;
- (4) Designated area of the A-Building lobby
- (5) Students are not permitted to gather in the Albers Atrium or Florance Center after school.

School Dances

The Student Council sponsors school dances for the enjoyment of the student body. Unless pre-approved by the administration, all school dances will end by 11:30 p.m. The doors will close for admission at 10:00 p.m. Parents must pick up their students no later than 11:35 p.m.

Dance Behavior: Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy/affection that contain a note of sexual suggestion (even between consenting individuals) are not allowed. All rules and regulations stated in this handbook apply at school dances.

Dance Dress Code: DeLaSalle's casual dances will follow the Out-of-Uniform policy outlined in this handbook (see page 19). When dances are deemed formal or semi-formal; jeans, tennis shoes, athletic jerseys are not acceptable. It is recommended that men wear ties and women wear dresses, skirts, or dress pants.

Dance Guests: Each student may bring one guest to a school-sponsored dance. The host or guest student must pick up a Dance Guest Registration form from the Attendance Office and have it completed by the guest and faxed back to the DeLaSalle's Student Activities Office at least one day prior to the date of the dance. The DeLaSalle student and guest must arrive together. The guest must present a picture ID. Prior to the dance, guests will be presented with guidelines and rules for DeLaSalle dances. With their signature, guests will confirm their understanding of the rules and give DeLaSalle school contact information to a parent or guardian. All guests are subject to the same rules as DeLaSalle students. If the rules are not followed the guest will be asked to leave.

Faculty Room

The Faculty Room is reserved for faculty use only. Students are not permitted to enter the room unless accompanied by a faculty or staff member.

Fire and Tornado Drills

In the event of a fire or a fire drill an alarm will sound. Students are expected to exit the building quickly, quietly, and in an orderly fashion following the directives of the adults in the area. Upon exiting, classroom and office doors should be shut (not locked) and lights turned off. The first people to reach the outside exit doors should hold them open until all have vacated the building. Once outside, students should stay a safe distance away from the building. In most cases, this means across the street from the building and clear of the roadway which borders the building. Students must stay with their class since teachers may need to take attendance. When it is safe to return to the building, an administrator will signal the all-clear.

In the event of a tornado or a tornado drill the school bell will ring repeatedly. Students should exit classrooms quickly and quietly; upon exiting, classroom and office doors should be shut and lights turned off. Students should proceed to the lowest corridor of the building they are in and sit on the floor away from glass windows or display cases. They must remain seated and quiet in order to hear instructions from teachers. Note: The gymnasiums and Florence Center are not adequate tornado shelters.

Food and Beverages

Unless special permission is granted, food and drink may not be brought into classrooms; however, individual teachers may permit water in clear bottles in the classroom. Before school, food and drink may only be consumed in the Florence Center. After school, food and drink may be consumed in the A-Building lobby.

Illness in School

Students who feel ill and/or are in need of health assistance during the school day should report to the Attendance Office. If unable to report, another student should be sent with a message that someone is sick. Parent/s will be notified. There is no place in the school for an ill student to rest. The school does not have a full-time nurse on staff.

Insurance

Each student who participates in the school's athletic program should have medical insurance coverage before participating in any practices or competitions.

Library

The DeLaSalle library is open 8:00 a.m. – 4:30 p.m., (unless meetings are scheduled) and is a place for quiet study, research, and reading. During the school day, students must have a pass to visit and leave the library. Library materials may be checked out using a current student ID. Most materials are checked out for three weeks; check out is renewable. Students will be charged replacement value for lost or damaged books.

On occasion, teachers may bring their classes to the library for research projects. When this is the case, other students are expected to find a place to work that will not interfere with the activities of the scheduled class.

The library computers are available for research and Internet use. All students must log in when using these computers and follow the "Technology and Use of the Internet" policies outlined in this handbook.

In accordance with the school's mission and vision, resources in the library are available as support for the DeLaSalle curriculum and for recreational reading. The availability of resources and materials is subject to the Library Policy on Selection and Re-evaluation.

Food and beverages are not allowed in the library. Library privileges may be revoked for inappropriate and uncooperative behavior.

Lockdown Procedure and Drills

In the event that a situation requires DeLaSalle to go into Lockdown Mode, the following steps will be taken. Students will be informed to immediately proceed to the nearest classroom or office. Classroom and office doors will be locked. Teachers and staff in these areas will have students move to an area away from windows and doors and remain there until members of the Crisis Team have given the all-clear signal.

Lockers and Locks

All hallway and locker room lockers are the property of DeLaSalle High School. School authorities may search lockers and their contents at any time, for any reason, without notice, and without student consent. Lockers are assigned at the beginning of the school year and students are only permitted to use that locker. Each student is issued (for a \$10 fee) a lock

that must be used for all four years. Locks purchased elsewhere are not permitted. A replacement lock is available for \$5.00. Students with questions or problems with lockers should see the Dean of Students.

The assignment and supervision of lockers for athletics and physical education classes is under the authority of the Director of Activities or the Physical Education teacher.

School locks provide only minimal security. It is best to leave valuables at home, or if they must be brought to school, to check them with the Attendance Office. The school is not responsible for lost or stolen items.

Lost and Found

Lost-and-found articles should be turned in to or claimed at the Dean of Student's office. Articles not claimed after a reasonable period of time are donated to charity.

Lunchroom – Florance Center

The lunchroom is located in the Florance Center. Students are encouraged to recycle by depositing all litter and drink cans in the designated receptacles. Students must leave the tables and floor around their eating area clean. No food from off-campus sources may be delivered to school unless approved by school administration. When the weather permits, the Vice Principal will announce that students may use Founder's Park during their lunch period. Students will be supervised and must remain within the confines of the park as defined by the sidewalks.

Medications

Medications should be taken at home if at all possible. When a student is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the student's health records.
- Medications must be in a prescription bottle labeled by a pharmacy with the student's name, name of medication, dosage, time to be given, and the pharmacist's date of dispensing. Medications are stored at DeLaSalle in a locked cabinet or drawer.

Students who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

Out-of-Uniform

During the year, school organizations may sponsor an Out-of-Uniform Day to raise money for their group or cause. Any student wishing to be out of uniform on these days must purchase an Out-of-Uniform Day wristband. One-third of the money collected will be given to our Lasallian twin school, the Mwangaza Center in Nakuru, Kenya.

During Homecoming or Winterfest week, students may dress according to the designated theme days (without purchasing a wristband). If students do not wish to participate, they must wear the school uniform.

Out-of-Uniform Day attire must be modest, clean, and in good condition; no halter-tops, tank tops, tube tops, or bare midriffs; no hats or other head coverings; no sunglasses; printing on shirts may not mention alcohol, tobacco, illicit drugs, or be profane or offensive; and only knee-length shorts and skirts are allowed. Sandals are permitted.

Dress code violations on Out-of-Uniform Days will be reported to the Dean of Students. Students will be required to change attire or wear a school-loaned uniform. Parent/s will be notified when repeated violations occur.

Parking

In order to control unauthorized use of DeLaSalle's parking lot during school hours, it is necessary that student-driven cars bear a current parking permit. These permits may be purchased at the beginning of the school year from the Business Office. 11th and 12th grade students are given priority in purchasing parking permits. Unauthorized vehicles will be detained or towed at the owner's expense. Parking permits will be revoked for reckless driving around the school area or at offsite school events.

Personal Electronics

Personal electronic media such as CD players, Ipods, MP3 players, and cell phones may not be used or carried during any portion of the school day (8:30 a.m. to 3:00 p.m.). Teachers and staff may confiscate these or other potentially disruptive items during the school day. On the first offense, the Dean of Students will hold the item until the end of the school day. On the second offense, the student will be assigned detention and a parent must pick the item up. On the third offense, the item will be kept for 30 days. On the fourth offense, the item will not be returned until the end of the school year.

Photographs or recordings of the school, school property, or school related events are the property of DeLaSalle, and at the discretion of the school, may be confiscated.

School-Sponsored Trips

The student must have written permission from a parent before going on a school-sponsored trip. The teacher, coach, or moderator will determine and clarify the rules of conduct with parent/s and students before the trip. Students must be in good academic and disciplinary standing to qualify for a trip. Tuition and financial obligations must be current for a student to participate on a trip. Should there be questions, the moderator and DeLaSalle Administration will determine eligibility.

Technology and Use of the Internet

At DeLaSalle, technology is defined as computer software, hardware and networks, on-line connections such as e-mail and Internet, video equipment, cameras, and all other media equipment. Technology use is for educational purposes only; it is a privilege and not a right. Logs are maintained for Internet activity and print jobs. Internet sites will be monitored, filtered, and blocked for non-educational content including, but not limited to, pornography, obscenity, personal e-mail, social networking, and games. Students attempting to access sites of non-educational content are considered to be misusing school technology. There will be consequences in accordance with DeLaSalle's established discipline policies that may result in restriction of privileges, probation, or dismissal from DeLaSalle.

Computers are available for student use in two computer labs (Rooms B201 and B202), the Library, and the College Resource Room (B208). All other computers in the building are off-limits to students. Students who attempt to use computers not designated for student use may face serious consequences.

Students are expected to:

- use all technology in accordance with the mission and philosophies of DeLaSalle and in a legitimate manner.
- never use technology without supervision.
- sign in the User Log before using a computer; log off the computer when finished.

- evaluate the authenticity of information obtained electronically, cite sources properly, observe copyright laws, and respect the intellectual property of others.
- never give out personal or family information such as phone numbers, addresses, and credit card numbers; never arrange a meeting with a stranger.
- report all abusive or suggestive language to the Tech Room supervisor.
- realize that e-mail, Internet browsing and file servers are not private.
- conserve the school's resources by using printer ink and paper carefully.
- not use school resources for personal or private commercial gain.
- not download or install programs on school computers; use only virus-free disks.
- not change any computer's desktop or screen settings.
- never give log in codes, user name, or password to another student or login for another student.
- never use another student's login.
- remember their password.
- be responsible for keeping their own backup copies of their files.
- report any technical problems, suspected breaches of security, or inoperable equipment immediately to the Tech Room supervisor.

Telephones

Pay telephones are available for student use between classes, during lunch, and before or after school. Use is limited to 5-minute conversations. Personal cell phones are not allowed during the school day.

Textbooks

At the beginning of each school year and/or semester, each student is provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course. The student must compensate the school for any damaged or lost books and materials. Payments are made in the Student Services Office. If a lost book is later recovered in good condition, the student will receive a refund.

Transportation

DeLaSalle's Transportation Coordinator is available to handle questions or concerns about student transportation.

DeLaSalle provides busing service for some students who do not reside within Minneapolis city limits and meet state busing guidelines regarding proximity to school. DeLaSalle also provides busing service for some students outside the Minneapolis city limits, provided routing may be efficiently scheduled to meet school start times. This bus service is assigned through the DeLaSalle Transportation Coordinator.

When students are being transported to and from school or for a school-sponsored activity, they are reminded that all school regulations are in effect.

Bus service rules and regulations exist to protect the safety and welfare of each student riding a school bus. Students who ride school buses are asked to sign a contract that states they will abide by busing rules. Any student who misbehaves on the bus will be subject to disciplinary action. Parents and students should review these safety rules.

- Only students assigned to the bus route may ride the bus.
- Be at the bus stop a few minutes before designated stop time. Board the bus in a safe and orderly fashion. Take a seat promptly and remain seated throughout the ride. When exiting the bus, wait until it comes to a complete stop, and then exit the bus in an orderly fashion.
- Always follow the instructions of the bus driver, coach, or moderator.
- Respect the school bus as property. Vandalism or damage to the vehicle will be billed to the student and parent/s.
- Behave in an appropriate manner. Fighting, smoking, abusive language, "horseplay" or being disrespectful to the bus driver or chaperone will not be tolerated and will be subject to disciplinary action. Do not bring sharp objects on the bus.

- Keep noise level to a minimum so the bus driver is not distracted. Never put arms, head, feet, or any object out the bus window.
- Refrain from bringing animals (except for guide dogs) onto the bus.

The Metro Transit public bus system's "Transit Schools Program" offers students a reduced rate when purchasing their Young Adult 10-ride bus passes. Young Adult cards may be purchased through the DeLaSalle School Store.

VIII. FINANCIAL POLICIES

Tuition Payment Policy

Tuition for the 2009-2010 school year is \$9,650.00 plus a non-refundable registration fee of \$300.00, and other particular fees. Each student's tuition account must be kept current according to the contractual arrangements between the parent/guardian and DeLaSalle as established at the time of registration. Parent/s of students receiving financial aid from the school are required to sign a separate agreement, establishing financial obligations at less than the full rate.

It is the policy of the DeLaSalle Board of Trustees not to allow any student to attend classes if his or her tuition account is not current. A student may be disenrolled from DeLaSalle, may not be permitted to take semester final exams, and transcripts will not be forwarded until all financial obligations to the school are current or other arrangements are made to the satisfaction of DeLaSalle's Business Manager.

Twelfth graders whose financial obligations to the school have not been completed by April 20th, in addition to the above, may not be permitted to participate in the school's commencement ceremonies nor receive their diploma until all financial obligations to the school have been met.

The Board of Trustees has directed that parents/guardians making monthly tuition payments must use a payment system of automatic monthly deductions from the responsible party's banking institution. Arrangements for automatic deductions are made through the DeLaSalle Business Office and the contracted tuition management vendor. Deductions will be made until the total amount due to the school is paid in full.

Fundraising, Collections, Raffles, etc.

All financial matters and activities within the school may affect the operation of the school's development and fundraising initiatives and are, therefore, under the direct supervision of the President. No money or gifts-in-kind, nor any fundraising drives, collections, etc., may be solicited in the name of DeLaSalle without the approval of the President. Additionally, student-generated fundraising must have the approval of the Student Council, the Activities Director, and the Management Council, prior to gaining the approval of the President. Activities money collected for school purposes must be turned in to the Business Office by 3:30 p.m. on the day it is collected. All checks should be made payable to DeLaSalle High School.

Tuition Policies for Withdrawal Students

In the event that a student withdraws from DeLaSalle during the school year, tuition will be charged as follows:

- If the withdrawal happens before the 3rd week of the quarter, tuition for that quarter will be charged on a pro-rata basis using the number of school days in that quarter as the denominator.
- If the withdrawal happens after the 3rd week of the quarter, tuition for that quarter will be charged in full.
- If tuition has been paid in full for a withdrawing student, the party responsible for the tuition payment may submit a written refund request to the Business Manager. The refund will be delayed or reduced if school property (textbooks, library resources, athletic team uniforms, etc.) has not been returned. Fees charged in addition to the tuition are not refundable. The Principal must approve all refund requests prior to disbursement of funds.

DeLaSalle High School
ANTICIPATED ABSENCE REQUEST FORM

Student's Name _____ Today's Date _____

Date/s Requested for Absence _____

Name of teacher or coach initiating request (if applicable) _____

Reason for Absence: _____

Name of Parent/s _____

Signed Parental Permission _____

If this is a school-sponsored trip, please fill in the information in the boxed area.

Home Phone# _____ Parent's Work Phone# _____

Home Address: _____

Special health concerns of student _____

The student is to request assignments from each teacher prior to the day/s of absence. The student is responsible for all work missed and is to turn in assignments the day following the absence, unless other arrangements are made with the teacher(s).

Period	CLASS	TEACHER'S SIGNATURE	Comments
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

When completed, this form should be returned to the Attendance Office for approval and final authorization.