



# Student – Parent Handbook

**DeLaSalle High School**

2014-2015

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## I. General Preface

DeLaSalle High School is a Catholic, Lasallian, co-educational high school located in an urban setting, and is committed to providing students with a Catholic faith-based and structured curriculum designed to prepare them for postsecondary opportunities and choices. DeLaSalle is proud of its association with the Brothers of the Christian Schools (informally known as the Christian Brothers). From the very first school day in 1900, Christian Brothers have guided DeLaSalle students in their academic studies and the development of their relationship with Jesus Christ. This Lasallian work has considerably increased throughout the world. Today, we are 80,000 educators and more than 5,000 Brothers, and together we animate the Lasallian mission which reaches more than one million children, young people, and adults.

Educational service of the poor continues to be relevant for our time and essential for the Brothers and Lasallians. The effort required of each one of us is one of conversion of the heart and of the mind. As demonstrated by the unwavering and enthusiastic commitment to attract students from various economic levels, academic abilities, racial communities, and ethnic backgrounds, DeLaSalle extends beyond the facilitation of academic success to the preparation of students to be of service to the local, national, and global community both during and after their formal education.

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 8). DeLaSalle administration reserves the right to refuse entry to and remove a guest at any time and for any reason.

## II. Communications

### **General Information**

All media announcements to be disseminated externally, such as press releases, video for public consumption, and the computer website, require the approval of the Principal, Vice-President for Enrollment and Marketing, or the Director of Communication. Information regarding the history and current operation of DeLaSalle High School is available on the Internet at [www.delasalle.com](http://www.delasalle.com).

### **School Communication Resources**

#### The Source.

Each school day, students are directed to read all school announcements on "The Source", a daily bulletin, accessible from DeLaSalle's homepage. Items for "The Source" must be submitted to the Director of Communications no later than 2:00 p.m. on the school day prior to the day of the announcement. A faculty moderator of any activity cited in a bulletin announcement must countersign all items prepared by students. The school reserves the right to edit material due to space availability. Information in "The Source" may be projected in the Florence Center during lunch

periods and posted on the DeLaSalle website as necessary. Media announcements such as posters, flyers, videos, audio, etc., require the approval of the Dean of Students who will designate areas for their display.

#### Newsletter.

A weekly newsletter is sent to all DeLaSalle families via email. Items to be included in the weekly email blast must be submitted to the Director of Communications by 12:00pm on the Wednesday of the week in which the announcement is to be published. Please submit items more than a week out if you are able. A faculty moderator of any activity cited in the weekly email blast must countersign all items submitted by students. The school reserves the right to edit all submitted material for content and space availability.

#### Family Directory

A Family Directory may be published each year to aid communication within the DeLaSalle Community. Any use of this directory for commercial purposes or any unlawful or other inappropriate purpose is strictly prohibited.

### **School Closings**

School closing announcements (due to inclement weather or emergencies) will be announced on DeLaSalle's website, communicated through alerts to families via phone and/or email preferences, and announced on WCCO Radio (830AM) and KSTP Television (Channel 5).

### **Emergency Response Team**

An emergency 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 emergency, it is important for everyone to know what to do and to do it to the best of their abilities. DeLaSalle has assembled an Emergency 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. Emergency Management Team members are members of administration and the DeLaSalle's Management Council. In the event of an emergency, families are encouraged to contact the Main Office at 612.676.7600.

### **Contacting DeLaSalle High School**

Normal business hours during the school year are 8:00 a.m. to 4:30 p.m. DeLaSalle's main phone number is 612.676.7600. To contact a staff member directly please visit our employee directory on-line at [www.delasalle.com](http://www.delasalle.com) for each staff person's contact information.

## **III. Admission**

### **Policy and Procedure**

As part of its Catholic and Lasallian heritage, DeLaSalle seeks 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 middle 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**

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 the Director of Admissions or Principal.

Upon enrollment, the student's previous academic record will be translated into DeLaSalle credits. Students who transfer to DeLaSalle are required to pay a \$300.00 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 conditioned on the student's satisfactory 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 is a graduation requirement for 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 must follow all rules and regulations that are binding for current students.

## **IV. 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 and are subject to administrative approval. DeLaSalle uniform items must be purchased through the DeLaSalle School Store unless otherwise noted. 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 requirements contained herein.

#### 1.1 Uniform Code for All Students

All students are required to wear a uniform shirt with the DeLaSalle logo in either:

1. Solid white or solid black, long-sleeved or short-sleeved Oxford cloth, button-down collar;
2. Solid black v-neck sweater;
3. Solid white or solid black, long-sleeved or short-sleeved knit polo;
4. Solid white or solid black turtleneck; or,
5. Solid white or solid black mock turtleneck.

#### 1.2 Guidelines for pants and shorts

1. 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. Cargo pants, skinny khaki styles, or pants designed without any inset pockets are not permitted.

2. Pants cannot have flared legs and must be worn at the waist. No low-rise pants will be allowed.
3. Solid khaki or solid black shorts, which can only be purchased in the school store.

### 1.3 Guidelines for shoes and socks (not sold in school store)

1. Shoe style must cover the whole foot with no open toes or sides;
2. No sandals or sandal type shoes are permitted;
3. No slippers or slipper type shoes are permitted;
4. Boots are permitted, provided that the boot length and style does not exceed the mid-calf area. Boots must adhere to these standards and excessive materials or fabrics will not be permitted;
5. Shoes, including laces, and socks must be predominately black, brown, white, gray, or a mix of these colors.

### 1.4 Additional Uniform Options for Women

#### **Guidelines for jumper or skirt:**

1. Solid black jumper or skirt may be purchased in the school store;
2. Skirt length must reach the top of the knee. Skirts may not be rolled at the waist, nor may shorts be rolled at the cuff.

#### **Guidelines for tights and nylons (not sold in school store):**

1. All socks and tights must be solid black or white. Patterned or designed tights or nylons are not permitted;
2. Nylons must be white, black, or skin tone in color;
3. Black leggings may be worn under the jumper or skirt. They must be ankle length;
4. Black leggings are not permitted with shorts.

#### **Guidelines for optional accessories:**

1. A solid black, long-sleeved cardigan with the DeLaSalle logo, purchased in the school store;
2. A solid black sweater vest with the DeLaSalle logo, purchased in the school store;
3. A solid black or gray uniform sweatshirt with a DeLaSalle logo. Athletic or activity team sweatshirts are not considered uniform apparel for the school day;
4. Students are encouraged to wear belts (not sold in the school store) of predominately black or brown color, 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;
5. Ties may be worn with the oxford shirt only.

### Uniform Appearance

All students must wear the uniform according to the following guidelines:

1. Shirts and blouses must be tucked in and may be opened at the top button only.
2. T-shirts worn under uniform shirts must be solid white, black, gray, or gold. They must be free from any graphics or lettering and may not hang out from outer garment at hemline or sleeve.
3. Students may not wear a long-sleeved shirt under a short-sleeved uniform shirt.
4. For warmth, students may only wear a uniform sweater or uniform sweatshirt.
5. Hats, scarves and other head coverings are not permitted during the school day.
6. Pants, shorts, and skirts must be worn appropriately, and fit neatly at the waist.
7. Pant legs must be hemmed at ankle in length. Pant legs may not be slit in any way or contain any designs or adornments.



8. Uniform sweaters and sweatshirts must be worn or carried. They may not be wrapped around the waist, head, or shoulders.
9. Coats and jackets, gloves, scarves, and any other outdoor attire is not permitted during the school day. This applies to DeLaSalle spirit and team apparel unless otherwise directed by staff. Items must be kept in the student's locker.

Violations of DeLaSalle's dress code will be reported to the Dean of Students. Minor conduct violations will be issued and parents will be notified when repeated violations occur.

### Personal Appearance

All students must present a neat, clean, and modest appearance at all times:

1. All clothes must be appropriately sized and kept clean and in good repair.
2. Sunglasses may not be worn in school.
3. Items carried in the pocket must not be visible.
4. No adornments (e.g., chains, buttons, handkerchiefs) other than the DeLaSalle logo may be worn as part of the uniform.
5. Jewelry must be neat and modest and may not draw undue attention to the student. Necklaces and jewelry are not permitted below the neck area. Only one facial stud piercing is allowed. No facial rings of any kind are permitted.
6. Hairstyles, tatoos, and any personal accessories should not draw undue attention to the student.
7. Only hair of a natural hair-color range and pattern are acceptable.

## V. Attendance

### **Absence**

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 Main Office will attempt to call a parent at home or work. DeLaSalle expects strong parental support for the school's attendance policies. Attendance issues can be addressed most effectively if open communication is maintained between the school and parents. In fact, students who do not meet expectations regarding attendance and punctuality are subject to discipline, up to and including 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 Main Office.

Occasionally, (i.e., bad weather day), a high percentage of students may be absent from school. The administration has the sole right to decide whether 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 and making appropriate arrangements with teachers to ensure that all missed academic work will be completed. This form must be approved by the Dean of Students or Assistant Principal and turned in to the Main Office prior to the absence.

Students who fail one or more classes 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 request 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.

### Unexcused Absences

An unexcused absence occurs when a student is absent from one or more classes or for an entire day of school without parent permission and without communication providing the reason for the absence, a signed anticipated absence form, or an approved school initiated absence. When these conditions have not been met and the student remains unexcused, a meeting with the Dean of Students is required before the student may return to classes. Students who are unexcused will not receive academic credit for work missed.

### Excessive Absenteeism

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a student's academic standing. Students with poor attendance may be placed on an attendance contract and Disciplinary Probation to ensure better attendance. If excessive absenteeism is not corrected, additional disciplinary action, up to and including dismissal, will be taken. The Dean of Students will contact the parent(s) in this situation.

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.

### 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 affect their students' grades.

Students may arrive tardy to class or school, 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 on the fifth time a student is marked tardy, and parent(s) will be notified. If student tardiness continues, the Dean of Students will meet with the student and parent(s) and 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 Main Office before going anywhere in the school building. Students who arrive on a late school bus will be given a pass from the Main 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 class periods missed.

### Skipping Class

Skipping is defined as an occurrence where a student is recorded with an unexcused absence from class and/or the school day. No academic credit is given for classes skipped. The first time a student skips a class the student will be assigned detention and the Dean of Students will contact the parent(s). On the second skip, the Dean of Students will issue an in-school suspension in addition to parental contact. If a student continues to skip class, the Dean of Students will meet with the parent(s) and assign additional consequences, up to and including Disciplinary Probation.

### Skipping School

If a student skips any part or an entire day of school, on the first occurrence the Dean of Students will assign detention and parents will be contacted. No academic credit is given for classes skipped. Any continued pattern of skipping school will result in additional consequences, up to and including dismissal. DeLaSalle does not approve or support any student organized “skip days”. This activity will result in appropriate discipline as determined by school administration, up to and including dismissal.

## VI. 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**

Students are required to earn a 45 minimum of semester credits to receive a DeLaSalle diploma. One credit is given each 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 in the following departments:

<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
Social Studies	Social Studies	Social Studies	
Physics	Biology		
Physical Education			

Specific course credit requirements are detailed in DeLaSalle’s Curriculum Guide.

Students must take required courses at DeLaSalle in the following departments: 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; both the grade and credit awarded by the post-secondary institution will be awarded to the student and counted toward their DeLaSalle GPA. Students may only take PSEO classes if the course is not offered at DeLaSalle.

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 deficient credits.

### **Grading Policy**

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 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 Courses	Grade	Honors Courses
4.00	A	4.60
3.67	A-	4.22
3.33	B+	3.83
3.00	B	3.45
2.67	B-	3.07
2.33	C+	2.68
2.00	C	2.30
1.67	C-	1.92
1.33	D+	1.33
1.00	D	1.00
.67	D-	.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 first semester of grade twelve will be recognized as Distinguished Scholars of their class. The Distinguished Scholars select graduation speakers from within 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:

1. 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.
2. 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).
3. After August 1 a \$25.00 fee is assessed whenever a course is dropped. This must be paid before the change is processed.
4. Students must follow their current schedule until they receive a new schedule.
5. Schedule changes will not be made to accommodate requests for specific teachers or for lunch hour.
6. 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.
7. 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 W (withdrawn) on the transcript. After the 6th week period the class will appear as a WF (withdrawn failing) or WP (withdrawn passing) on the 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 9. 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 as counted in the student’s GPA.

### **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 GPA, 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 hall 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.

Students may not play music, videos, or games while in study hall. The iPad should only be used for educational activities.

### **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 functions under the direct supervision and leadership of the Catholic Archdiocese of Saint Paul and Minneapolis. Admission to DeLaSalle is open to students of other faiths and denominations. Regardless of 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 intended to expose students to Lasallian spirituality as well as developing necessary skills to make faith-based life decisions. Students absent from school on the day of the retreat must arrange with Lasallian Ministry to make up the absence with a suitable 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 of the 60-hour requirement, students will receive a grade of “P” (passing) and 1.0 credit.

### **Academic Reports**

Parents and students are encouraged to use INC Classroom as a means of tracking student progress. Semester grades will be mailed at the end of each semester and mid-semester reports can be mailed upon

request. These are final grades, become part of the student's permanent record, and appear on the student's transcript.

### **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 the monthly newsletter, and on the DeLaSalle High School website.

### **Student Records**

In compliance with the appropriate state legislation and pursuant to the Family Educational Rights Act of 1974, DeLaSalle High School will follow a policy that has as its objective the safeguarding of the confidentiality of the academic records of students. Furthermore, under appropriate conditions, students shall have access to view the contents of such records.

On a permanent basis, the school will maintain a record of each student that contains certain minimum personal data that is necessary for the operation of the educational program; i.e. names, address of parents, date of birth, grades, standardized test scores, GPA, class ranking and attendance record. Observations or notices made by an individual teacher, counselor or administrator which are not communicated to other persons in working with the student are not considered a part of the official records and need not be retained by DeLaSalle or made available for examination, since they are not included with the student's permanent records. In addition, parents/guardians of a student who is 18 years old or over must have the consent of the student to see the student's 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.

The Student Services Office is responsible for maintaining and providing the proper security for student records. 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 kept on file in the Nurse's Office. Students must have current immunizations on file for continued enrollment.

The academic record of each student is kept in the Student Services Office. Requests for review of a student's permanent record are to be made by the student or the student's parent/guardian (if the student is under 18 years of age) directly to the Student Services Office. No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents/guardian of a student under 18 years of age, except (1) the teachers and officials of a school who have a legitimate educational interest in such information; unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid; or (3) as otherwise required by law. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records.

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

## **Withdrawing from DeLaSalle**

If a student wishes to withdraw at any time during the academic year, a parent of the student must contact Student Services to initiate the withdrawal process. Once the withdrawal process is complete, the school will forward official transcripts to the transfer school. See also the “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, in addition to the warning steps of the academic probation process assist students towards these goals of academic success.

### First-level Academic Probation

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 the student and student’s parent(s).

1. 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.
2. 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.
3. A student who receives all passing grades at the end of the semester will be removed from academic probation.
4. A student who receives a failing grade in one required, or two elective classes at the end of the semester will be placed on second-level academic probation.

### 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.

1. A written notification will be given to the student and parent(s).
2. Student will not be eligible to practice with nor compete or perform in any extracurricular activities during the semester.
3. Student will not be eligible for tours, including fine arts and modern language trips.
4. 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.
5. 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.

### Conditional Probation

Students who end a school year on 1st or 2nd Level Academic Probation may make up lost credit in summer school. Students who successfully earn credit in the summer will be placed on conditional probation the following semester. The student’s grades will continue to be closely monitored during published checkpoints through the semester. If the student is failing any class at a checkpoint, the student will return to the original level of probation issued the previous semester.



## **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, they should contact the Student Services Office to arrange for books and iPad returns, 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.

### ABOR Membership

Membership of the Academic Board of Review, when possible, consists of:

1. Principal (chairperson)
2. Assistant Principal (presenter/non-voting)
3. Student's academic mentor
4. Two teachers of student's choice
5. Principal's choice of a current teacher of the student
6. School Counselor (non-voting)

### ABOR Responsibilities:

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

### ABOR Chairperson Responsibilities:

1. 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.
2. Close the meeting when the presentations and responses are completed.
3. Present the ABOR's recommendation to the President as soon as possible under the circumstances, typically within one full school day.

### ABOR Procedure:

1. The Assistant Principal 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 and questions is needed.
6. The meeting will end when the school, student, and student's family have finished their presentations and responses.

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

### Academic Board of Review Follow-up

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. DeLaSalle has the sole right to determine whether dismissal is appropriate when the conditions have not been satisfied.

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.

## **VII. 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. Behavior using DeLaSalle provided resources, such as IPADs, regardless of whether the behavior occurs on or off school grounds, is governed by the expectations outlined in this handbook. In addition, DeLaSalle reserves the right to discipline students for behavior outside of school or school events, which disrupts the school or the school environment.

### **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. For a first violation of cheating, the student receives no academic credit and parents are notified. A second violation of cheating also results in no academic credit as well as a required meeting with the student, parents, and the Assistant Principal. If a third violation of cheating occurs, the student may be subject to appropriate discipline, up to and including dismissal.

### **Dismissal from Class**

Any student dismissed from class must remain outside of the classroom until an administrator arrives to escort them to the office.

### **Disrespectful Behavior**

Disrespectful behavior is defined as not showing due courtesy to other individuals or the school environment. This may include acts of 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**

1. Students are off-limits when, without authorization, they are: 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 Dean of Students may from time to time designate other school areas as off-limits either for the entire student body or a specific student. Students found off-limits may lose pass privileges or find their movement is restricted while on campus. Additional disciplinary consequences may 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, synthetic substances, and any illegal or prohibited substance (or paraphernalia related to the use of such 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 a prohibited substance or paraphernalia will be required to have a chemical assessment prior to the lifting of the suspension. 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 or paraphernalia, DeLaSalle has the right to initiate school protocol regarding the use and possession of prohibited substance.

The use or possession of tobacco, e-cigarettes, or any related products by students is not permitted on campus or at any location that may be viewed from the school grounds. In addition, students are not permitted to use tobacco, e-cigarettes, or any related products at any school-sponsored activities. Any violation of this prohibition will result in parental notification and suspension.

Violations of DeLaSalle's prohibited substance policy will be reported to the Activities Director. DeLaSalle adheres to all Minnesota State High School League (MSHSL) rules regarding chemical use.

## **Sexual Harassment / Displays 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. This includes excessive displays of affection that are inappropriate in a public setting. Students who violate this policy shall be subject to appropriate discipline, up to and including dismissal. Students who feel they are being harassed are encouraged to contact the Dean of Students office or report their concerns to a member of the School's administration.

## **Threatening Language**

Any student making a verbal or written statement or threat of a terrorist 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 terrorist threats. The police will be informed. The school may require the student to present a favorable professional assessment of their mental health in order to continue at DeLaSalle. Disciplinary consequences, up to and including suspension or dismissal, will 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.

## **Bullying and Cyber-bullying**

### I. PURPOSE

DeLaSalle is committed to providing a safe educational environment for its students and teachers. DeLaSalle acknowledges that it cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or under the direct supervision of school personnel. The purpose of this policy is to assist DeLaSalle in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

### II. PROVISIONS

- A. DeLaSalle expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. DeLaSalle also expressly prohibits cyber-bullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers, or employees.
- B. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- C. A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns may also contact the Dean of Students.
- D. Retaliation against a victim, good-faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying others are prohibited.

A student who violates this policy shall be subject to discipline for that act in accordance with DeLaSalle's policies and procedures. DeLaSalle may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include:

- The age, development, and maturity levels of the parties involved;
- The levels of harm, surrounding circumstances, and nature and severity of behavior;
- Past incidences or past or continuing patterns of behavior;
- The relationship between the parties involved; and
- The context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in our handbook, including but not limited to,

suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from DeLaSalle's school property and events or termination of services or contracts.

### III. DEFINITIONS

- A. For purposes of this policy, "bullying" means deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
- Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
  - Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships);
  - Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
  - Cyber-bullying.
- B. For purposes of this policy, "Cyber-bullying" means the use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyber-bullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyber-bullying as well.
- C. For purposes of this policy, "on school property or at school-related functions" means all DeLaSalle's school buildings, school grounds, and school property or property adjacent to school grounds, DeLaSalle's school buses, DeLaSalle's school vehicles, DeLaSalle's school contracted vehicles, the area of entrance or departure from school grounds, premises, or school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

### **Minor Disciplinary Infractions**

Corrections and/or warnings by staff members are given for inappropriate behavior that is minor in nature. If inappropriate behavior continued, a written report might be placed in the student's record and 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. Examples of minor infractions include, but are not limited to:

1. Leaving the iPad in an insecure location;
2. Uniform violations;
3. Backpack/Purse violation;
4. Inappropriate public displays of affection (PDA);
5. Littering;
6. 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:

1. Fighting, hitting, or causing a fight;
2. Vandalism of school property or individual's property;
3. Truancy;
4. Lying or stealing;
5. Profanity;
6. Bullying and cyberbullying (as defined in this handbook);
7. All forms of discrimination, including those based on racial, gender, sexual orientation, religious, psychological, or physical differences;
8. The use, sale, or possession of any prohibited, dangerous, and/or illegal substance or item such as drugs, weapons, or alcohol;
9. Academic cheating, passing off another's work as one's own, or obtaining credit for work not done;
10. 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;
11. Insubordination, a disruptive or flagrant failure to follow appropriate directions given by any staff member, or showing disrespect by language or behavior;
12. Hazing in any form, whether on or off school property. This includes any behavior that is demeaning, degrading, or contrary to human decency.

## **Detention**

Detention is held twice a week for two hours after school. When detention is issued, it is mandatory that it be served by 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.

## **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.

Depending on the nature of the violation, a 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 school related events regardless of their location.

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 or engage in other serious conduct that violates a School policy 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, they will be on probation for one year and sign a written contract. There will be no chance for further appeals.

### **Disciplinary Board of Review**

A Disciplinary Board of Review is assembled for students who are serving an indefinite suspension because they have been involved in behavior that may jeopardize their good standing at DeLaSalle. The primary function of the DBOR is to recommend to the President of DeLaSalle a resolution to the situation, which can include discipline, up to and including dismissal. The decision of the President is final.

#### DBOR Membership

Membership of the Disciplinary Board of Review, when possible, consists of:

1. Principal (chairperson)
2. Dean of Students (presenter/non-voting)
3. Student's academic mentor
4. Two teachers of student's choice
5. Principal's choice of a current teacher of the student
6. School Counselor (non-voting)

#### DBOR Responsibilities:

- 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.

#### DBOR Chairperson Responsibilities:

- 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 as soon as possible under the circumstances, typically within one full school day.

#### DBOR Procedure:

1. The Dean of Students will present the full disciplinary record and incident.
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.

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

## VIII. 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](http://www.mshsl.org) to read the bylaws and eligibility rules for each activity.

All students who wish to participate in MSHSL sponsored activities must have a current physical (within three years) and an annual MSHSL 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, attendance, 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, Purses**

Only drawstring bags purchased at the school store are permitted during the school day. All other backpacks, book bags and purses must be stored in a locker while school is in session. This policy applies to out-of-uniform days as well. DeLaSalle reserves the right to inspect backpacks, book bags, and purses at any time, for any reason, and with or without notice.

### **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, locker rooms, school parking lot, fields, Founder's Park, or on Nicollet Island is not allowed. While a student is on campus they must be dressed cleanly, neatly, and modestly as stated in the uniform policy contained herein.

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 & Technology Center 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 6:00 p.m. must report to one of the following areas:

1. Islander Commons – the only place for food and drink;
2. Library & Technology Center or Tech Lab - when supervised;
3. Classroom - if supervised by the teacher;
4. Athletic areas - when supervised by a coach or teacher.
5. Students are not permitted to gather in the Albers Atrium, A-building Lobby, or Florance Center after 3:30 p.m.

### **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 or before 11:30 p.m. The doors will close for admission at 10:30 p.m. Parents must pick up students no later than 30 minutes after the end of the dance.

#### Dance Behavior

Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy or affection of a sexual nature or which are otherwise determined by DeLaSalle, in its sole discretion, to be inappropriate (even between consenting individuals) are not allowed. All rules and regulations stated herein apply at school dances.

#### Dance Dress Code

DeLaSalle's casual dances will follow the uniform policy outlined herein. 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. DeLaSalle reserves the right, in its sole discretion, to make determinations concerning appropriate attire.

#### 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.

### **Staff Room**

The Staff Room is reserved for faculty and staff use only. Students are not permitted to enter the room unless accompanied by a 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 that 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.

Notes: Gymnasiums and the Florance Center are not to be used as 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 Florance Center. After school, food and drink may only be consumed in Islander Commons.

## **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 & Technology Center**

The DeLaSalle Library & Technology Center is open Monday-Thursday 8:00am-6:00pm and Friday 8:00am-5:00pm, and is a place for quiet study, research, and reading. The Library & Technology Center may occasionally be closed for meetings. 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; checkout is renewable. Students will be charged replacement value for lost or damaged books. On occasion, teachers may bring their classes to the Library & Technology Center 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 & Technology Center 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 herein.

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

Food and beverages are not allowed in the Library & Technology Center. Library & Technology Center 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, 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 Emergency Response 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 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 Student 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 Main Office. The school is not responsible for lost or stolen items.

### **Lost and Found**

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

### **Lunch Accounts**

The DeLaSalle Cafeteria utilizes an account system for its lunch activities, and does not accept cash within the lunch line. Each student has an individual account where money can be deposited (through the Business Office). Once money is deposited in to the account, students use their unique account number to make purchases in the Cafeteria.

Money can be deposited to an individual account in two ways:

1. Send in a separate check, either through mail or in person (checks for lunch account cannot be deposited for other purposes);
2. Students can deposit cash into the account through the Business Office

### **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 administration 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. Students wishing to leave the Florance Center, unless going to the restroom, must obtain a pass from a lunch supervisor. School consequences may apply for students in the hallways or other areas on campus without a pass during their lunch period.

## **Medications**

Medications should be taken at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

1. Designated school personnel will administer or supervise the administration of prescribed medications.
2. A consent form signed by a physician and a parent must be on file with the student's health records.
3. 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.
4. Medications are stored at DeLaSalle in a locked cabinet or drawer.
5. 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 according to the following:

- No halter-tops, tank tops, tube tops, or bare midriffs; no hats or other head coverings; no backpacks, purses, or other bags other than the DeLaSalle drawstring bag;
- No sunglasses; no ripped or torn clothing of any kind; any printing on shirts may not mention or suggest the use of alcohol, tobacco, illicit drugs, or be profane or offensive;
- Shorts and skirts must reach the top of the knee. Yoga or any similar style pants are not permitted;
- Sandals are permitted.

Dress code violations on Out-of-Uniform Days will be reported to the Dean of Students. Out-of uniform attire is subject to the approval of the administration. Students who do not meet the above guidelines will be required to change attire or wear a school-loaned uniform, and further school consequences may apply. Parent(s) will be notified when repeated violations occur.

## **Personal Electronics**

Personal electronic media (other than iPad's) such as CD players, MP3 players, and cell phones may not be used 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, and school consequences are as follows:

1. First offense - the Dean of Students will hold the item until the end of the school day.
2. Second offense - the student will be assigned detention and a parent must pick up the item.
3. Third offense - the student will be assigned detention and the item will be kept for 30 days.
4. Fourth offense - the student is assigned detention, and the item will not be returned until the end of the school year.

DeLaSalle is not responsible for confiscated items that are lost or stolen.

Continued personal electronics infractions beyond the fourth offense will result in further school consequences. In accordance with DeLaSalle policies, unauthorized photographs or video and audio recordings of the school, students, teachers and staff, school property, or school-related events are strictly prohibited. All photographs and recordings taken at DeLaSalle, on school property, or at 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's administration will determine eligibility.

### **Technology and Use of Internet**

At DeLaSalle, technology is defined as computer software, hardware and networks, on-line connections such as email 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 email, 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.

Desktop computers are available for student use in two computer labs (Room B201), the Library & Technology Center, and the Guidance & College Planning Office (B208). All other desktop computers in the building are off-limits to students. Students who attempt to use computers not designated for student use or who violate school policies for acceptable use will face disciplinary action, up to and including dismissal.

Students are expected to:

1. Use all technology in accordance with the mission and philosophies of DeLaSalle and in a legitimate manner.
2. Never use technology without supervision.
3. Sign-in on the User Log before using a computer; log off the computer when finished.
4. Evaluate the authenticity of information obtained electronically, cite sources properly, observe copyright laws, and respect the intellectual property of others.
5. Never give out personal or family information such as phone numbers, addresses, and credit card numbers; never arrange a meeting with a stranger.
6. Report all abusive or suggestive language to staff.
7. Realize that email, Internet browsing and file servers are not private.
8. Conserve resources by using printer ink and paper carefully.
9. Not use DeLaSalle resources for personal or private commercial gain.
10. Not download or install programs on DeLaSalle computers; use only virus-free disks.
11. Not change any computer's desktop or screen settings.
12. Never give login codes, user name, or password to another student or login for another student.
13. Never use another student's login.
14. Remember their password.
15. Be responsible for keeping backup copies of files.
16. Report any technical problems, suspected breaches of security, or inoperable equipment immediately to staff.

## **DeLaSalle Email and Responsible Use Policy**

Students are provided an Islander Apps email account primarily for communication with members of the DeLaSalle community. It is intended as an official communication tool and should only be used for schoolwork. It is not intended to be used for communication of a personal nature. Unless otherwise notified by school staff, students should only expect delivery of messages sent to or from DeLaSalle domains (i.e. delasalle.com, apps.delasalle.com, studentapps.delasalle.com) provided they pass through school filters.

Email messages sent from students adhere to the following disclaimer and may include a hyperlink to this web page:

“This email, including any attachments, is confidential and intended solely for the use of the individual or group to whom it is addressed. Any views or opinions presented are solely those of the author and do not represent those of DeLaSalle High School. If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing or copying of this email is strictly prohibited.”

However, students should not expect privacy in their communication, as digital communication is inherently insecure as DeLaSalle reserves the right to inspect all messages.

Inbound and outbound email messages and attachments are monitored for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain mail, known spam mailers and other malware or inappropriate content. DeLaSalle High School reserves the right to intercept, store, archive, delete, or view emails for security/audit purposes and, where necessary, instigate appropriate proceedings against the parties involved. Even though emails are scanned for viruses and other malware, this does NOT guarantee such messages are free of malware. The recipient is responsible to ensure they are malware-free. DeLaSalle High School accepts no responsibility for any damage caused by receiving emails from our email system.

All electronic communication must be used in a responsible manner consistent with other educational communications. Responsible use includes:

- Not forwarding/sending an email to a third party obtained from an individual that the individual reasonably expects to be confidential
- Not posting materials that are of a fraudulent, defamatory, harassing, or threatening nature
- Not sending chain emails or spam
- Not unlawfully soliciting or exchanging copies of copyrighted software via electronic means.

DeLaSalle expects all members of the school community to use computing and information technology resources in a responsible manner, respecting the public trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, state and federal laws, and school policies and standards.

Email can be a valuable tool for sending and replying to messages easily and quickly as well as reaching a wide audience. Email messages can also be forwarded, re-forwarded, printed, or permanently stored by any recipient. Students should keep this in mind when composing a message. Email does not convey the subtleties of body language, voice intonation, or other cues with which we express. Students should avoid attempts at irony or sarcasm. The most effective email is short, clear, and relevant.

If a message makes you angry or upset, allow time to pass before responding. By waiting to reply, you may better understand the sender's meaning and your reply will be more moderate when your anger has subsided.

Sometimes email is incorrectly addressed. If you receive a message intended for someone else, return it and let the sender know it was sent incorrectly.

Most email systems allow responses to be sent to all recipients of a message. Consider whether this is appropriate before using this feature. It may be better to reply to only the sender. Avoid indiscriminate forwarding of messages. If you have doubts about forwarding a message, ask permission from the sender first. Information useful to one person may be unnecessary to others. When sending messages to multiple recipients, consider your distribution list carefully.

Email messages are files, and take up computer space, just like any other data. Check your mailbox every school day, at a minimum. Delete messages when they are no longer needed. Limit the size of any attachments, especially when sending to multiple recipients. Sending large files can cause undue network, server and Internet traffic and diminish available bandwidth to all users worldwide.

By following the above guidelines and using common sense, you will find it easy to be a good digital citizen!

### **Telephones**

Personal cell phones are not allowed during the school day. Students may use the phone in the Main or Student Services Office if they need to contact a parent or employer while school is in session. Parents may also contact the Main Office if they need to reach a student during the school day.

Many cell phones have camera and audio or video recording capabilities. Unauthorized photographs or video and audio recordings of the school, students, teachers and staff, school property, or school-related events are strictly prohibited. Violations of this policy are subject to the school's discipline policy and may result in discipline up to and including dismissal.

### **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. Families must compensate DeLaSalle for damaged or lost books and materials. Payments are made in the Student Services Office. If a lost book is later recovered in good condition, families will receive a refund.

### **Transportation**

DeLaSalle's Director of Transportation coordinates all busing service for DeLaSalle students and is available to handle questions or concerns about student transportation.

All school bus routes will begin service the first day of school. Morning routes are designed to arrive at DeLaSalle at 8:15am. Afternoon buses leave the school at 3:10pm. Buses drop off students in the morning on DeLaSalle Drive. Loading for after school departure occurs primarily on DeLaSalle Drive and East Island Avenue.

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. To make a request for busing service for a student living outside of Minneapolis, parents/guardians must complete a Busing Agreement Contract as soon as student enrollment is confirmed. The Busing Agreements are available online and should be submitted to the Main Office.

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 must sign a contract that states they will abide by busing rules. Any student who misbehaves on the bus will be subject to disciplinary action, up to and including dismissal. Parents and students should review these safety rules:

1. Only students assigned to the bus route may ride the bus.
2. 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.
3. Always follow the instructions of the bus driver, coach, or moderator.
4. Respect the school bus as property. Vandalism or damage to the vehicle will be billed to the student and parent(s).
5. 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.
6. 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.
7. Refrain from bringing animals (except for guide dogs) onto the bus.

#### Public Transportation

Metro Transit bus routes serving both St. Paul and Minneapolis stop daily and regularly at DeLaSalle High School. Contact Metro Transit directly at 612.373.3333 for route information. Metro Transit student bus and To-Go passes are available for purchase in the DeLaSalle Business Office: \$13.50 for a 10 ride bus pass, and various prices for the To-Go cards.

#### Driving to DeLaSalle

In order to control unauthorized use of DeLaSalle’s parking lot during school hours, it is necessary that every car bear a valid parking permit. Permits may be purchased at the beginning of the school year from the Main Office. Twelfth grade students are given priority in purchasing parking permits. Please see <http://www.delasalle.com/dls-information/directions-parking> for purchase dates. It is the driver’s responsibility to ensure proper display of the permit. Student parking permits are \$150.00 and are valid for a single school year. Depending upon availability, temporary daily parking permits may be purchased in the Main Office for \$2.00 per day. Unauthorized vehicles may be detained or towed at the owner’s expense. DeLaSalle reserves the right to revoke parking permits for any reason, including but not limited to reckless driving around the school area or at off-campus school events. All parking permit sales are final. No refunds or proration for any reason. DeLaSalle is not responsible for theft or damage to vehicles or items within.

## **IX. Financial Policies**

### **Fundraising**

All financial matters and activities within the school affect the operation of DeLaSalle’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, raffles, etc., may be solicited in the name of DeLaSalle without the written approval of the President. Additionally, student-generated fundraising must have the written approval of the Student Council, Director of Student Activities, and the Management Council, prior to gaining the approval of the President. Money collected from student-generated fundraising 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**

### General Terms and Conditions

Students will not be registered for courses until a completed Enrollment Contract along with each student's registration deposit have been submitted. Tuition Agreements will not be issued for students who have not completed the registration process (signed an Enrollment Contract, paid the registration deposit and completed their course requests). A student is not enrolled and may not attend DeLaSalle without an executed Tuition Agreement.

Financially responsible parties agree to remain current with tuition invoicing as stated in their Tuition Agreement and further agree that:

- Finance charges may be assessed at a rate of 0.67% / month (8% annually) on balances over 30 days past due.
- Past due accounts not brought current within 30 days may result in removal of a student from attendance until satisfactory arrangements are made with the Business Office.
- Payments made to DeLaSalle which are returned or unsatisfied for any reason may be assessed a fee.
- Any fees incurred by DeLaSalle for collection of past due accounts will be assessed to the account.
- They bear the legal responsibility for payment of all tuition and fees associated with attending DeLaSalle High School regardless of agreements or arrangements with any third-party.

### Tuition Payment Policy

Tuition for the 2014 - 2015 school year is \$11,850, which includes the non-refundable registration deposit of \$350. 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 executing each student's Tuition Contract. 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 whose tuition account is not current may be un-enrolled from DeLaSalle, or may not be permitted to take semester final exams. Official transcripts will not be forwarded until all financial obligations to DeLaSalle are satisfied.

Twelfth graders whose financial obligations have not been completed by April 20th, in addition to the above, may not be permitted to participate in Commencement ceremonies, nor will these students receive their diploma or official transcripts until all financial obligations to DeLaSalle have been satisfied.

Families making monthly tuition payments must use a payment system of automatic monthly deductions from a responsible party's checking account, savings account or by credit card. Arrangements for automatic-debits are made by completing each student's Tuition Agreement. The terms and conditions of this Handbook and the Tuition Agreement apply until all monies owed to DeLaSalle have been paid in full regardless of a student's enrollment status at DeLaSalle. Non-standard tuition payment arrangements must be agreed upon in writing in advance with the Business Office and may require the completion of additional paperwork.

### Tuition 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 date happens before the 3rd week of the semester, 90% of tuition for that semester will be refunded.
- If the withdrawal date happens after the 3rd week of the semester, tuition for that semester 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 DeLaSalle's Business Office. The refund will be delayed or reduced if school property (textbooks, library resources, athletic uniforms, etc.) has not been returned. Fees charged in addition to tuition are non-refundable. Both DeLaSalle's Principal and Director of Finance must approve all refund requests prior to disbursement of funds.

### **Financial Aid Terms and Conditions**

There are two types of financial aid at DeLaSalle High School, 1) need-based aid, and 2) academic-based aid. If a student receives any financial aid, DeLaSalle requests that the student, parent or guardian, or both, write a thank you that DeLaSalle may share with the many generous donors who make a DeLaSalle education possible for our students. The most effective thank you notes come from the heart and explain how the grant or scholarship personally benefit the family. Notes and letters should be directed to:

Development Office  
 c/o DeLaSalle High School  
 1 DeLaSalle Drive  
 Minneapolis, MN 55401

or emailed to, [DevelopmentOffice@DeLaSalle.com](mailto:DevelopmentOffice@DeLaSalle.com).

### **Academic-Based Aid**

The following terms and conditions apply to recipients of academic-based aid grants or scholarships. Financial aid from any organization other than DeLaSalle or the Archdiocese of Minneapolis and St. Paul that are not specifically listed in the Tuition Agreement may reduce DeLaSalle's portion of any financial aid award, if applicable. Such grant or scholarship funds must be received directly by DeLaSalle from the organization.

The minimum qualifications for renewal of a DeLaSalle Presidential scholarship are:

- Student must earn a minimum 3.0 grade point average each semester; and,
- Student must have no serious conduct issues.

Failure to meet the minimum qualifications will result in the scholarship not being renewed the following year.

### **Need-Based Aid**

The following terms and conditions apply to recipients of need-based financial aid grants or scholarships. Financial aid from any organization other than DeLaSalle or the Archdiocese of Minneapolis and St. Paul that are specifically listed in the Tuition Agreement may reduce DeLaSalle's portion of any financial aid award, if applicable. Such grant or scholarship funds must be received directly by DeLaSalle from the organization.

To receive 100% of the financial aid award offered, a student must complete ten hours of work-service between June 2, 2014 and May 15, 2015. Further, families acknowledge that:

- Work-service represents twenty percent of a student's total financial aid award.
- If, for any reason, the student does not satisfy the work-service obligation, any unmet portion of the obligation will be charged at a rate of two percent of the total financial aid award per unmet hour.
- The student is responsible for completing work-service as scheduled.

- Parents/Guardians are responsible for scheduling and ensuring that their student’s work-service obligation is satisfied.

It is not acceptable to miss work-service because of school disciplinary consequences, routine medical appointments, or co-curricular activity participation. Failure to complete the work-service obligation in accordance with DeLaSalle policy may result in dismissal from the work-service program and forfeiture of up to twenty percent of the total financial aid award.

## X. IslePad Program

In an effort to advance educational achievement for all students, DeLaSalle has implemented a 1:1 technology initiative and to distribute an Apple iPad tablet device to every student. This implementation puts them not only at the forefront of becoming 21st century learners, but also affords each student the opportunity to become a responsible digital citizen.

The policies, procedures, and information within this manual apply to all devices (iPads) and related accessories (power cords, covers, etc) used at DeLaSalle High School, including any other mobile device considered by the Administration to become part of this technology initiative and covered by this policy. Teachers may set additional requirements for use in their classroom.

### Receipt and Care of Tablet Device

#### Distribution of Device

For the 2014-2015 school year iPad tablet devices (herein after referred to as “device”) will be distributed during summer School Orientation Sessions. Parents and students must complete, sign and return all necessary documents, including appendices to this manual before the device will be issued to their child. Documents will be furnished to families prior to the Orientation sessions. Please review the Tablet Device Protection Plan appendix included in this Handbook which outlines two options for families to protect the tablet device investment. All devices must be insured through one of the two plans outlined.

#### Technology Orientation

All families are required to register and attend a School Orientation session before the school year starts. There are several sessions available for you to choose from. Registration information can be found on the DeLaSalle website. These orientations provide an overview of the upcoming school year, ensure that you have turned in all forms required by the school and other organizations, and allow us to distribute iPads to students.

#### Caring for Your Tablet

Students are responsible for the general care of the device issued by DeLaSalle. Devices that are broken or fail to work properly must be taken to the Library & Technology Center for an evaluation of the equipment. Students are responsible for bringing a fully charged device to school each day.

#### General Precautions

Each tablet device is the property of DeLaSalle High School and all users are expected to abide by and are subject to the policies, including but not limited to all disciplinary policies, in this manual.

1. Only use a clean, soft cloth to clean the screen, no cleansers of any type
2. Cords and cables must be inserted carefully into the device to prevent damage
3. Devices must remain free of writing, drawing, stickers, or labels that are not property of DeLaSalle High School
4. Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area
5. Students are responsible for keeping their device’s battery charged for school each day

6. Skins or protective coverings used with the device must be in good taste and consistent with the DeLaSalle mission and philosophies.

### Carrying Devices

Protective cases have been provided by DeLaSalle for each student-issued device. All devices must be within the school-issued or school approved protective case at all times.

### Screen Care

Device screens can be damaged if subject to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Please be mindful that devices are sensitive.

1. Do not lean on the top of the devices when it is closed
2. Do not place anything on or near the device that could put pressure on the screen
3. Do not place anything in the carrying case that will press against the cover
4. Clean the screen with a soft dry cloth or anti-static cloth
5. Do not bump the device against lockers, walls, car doors, floors, etc.
6. Do not stow in extreme weather conditions such as heat, cold, or rain

### **Using Your Tablet**

Tablet devices are intended for school use each day. In addition to teacher expectations for device use, school messages, announcements, calendars, the Student Handbook and schedules may be accessed using the tablet device. Students must bring their device to all classes, unless specifically instructed not to do so by their teacher.

### Not Having Your Device at School

If students fail to bring their device to school, they are responsible for completing course work as though they had their device with them. Students who forget to bring their device to school will be issued a minor violation; multiple instances of this will result in detention.

### Device Maintenance and Repair

Loaner devices may be issued to students when they leave their device for repair in the Library & Technology Center. There may be a delay in getting a device should DeLaSalle not have enough available to loan.

### Charging Your Device

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening. Repeat violations (minimum of four days per semester-does not have to happen consecutively) will result in a detention for multiple violations of policy. Additional offenses will result in more severe consequences.

### Screensavers and Background Images

Any media or image deemed inappropriate by DeLaSalle administration may not be used as a screensaver or background photo. The presence of guns, weapons, pornographic material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

### Sound, Music, Games, Apps

Students are permitted to use the device for personal use. However, doing so cannot be distracting to the educational setting. During school classroom hours it should be used strictly for educational activities. The device should not include any games, music, or apps that would conflict with the mission and philosophies of DeLaSalle High School. Use of the device in school must be primarily for education.

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes
2. Personal Listening Devices (head phones, ear buds) are not permitted to be used with the device during the school day
3. Music is allowed on the device and can be used at the discretion of the teacher
4. Internet based games are not allowed on the devices. Device based games are permissible but are not to be used during school class time
5. Students/families may purchase apps for personal use. However this must be done on the families own tablet app account (iTunes account for iPads). Students should be aware devices will be synchronized by DeLaSalle periodically. Typically, apps not loaded by the school may be wiped out as part of this process. Students and families are responsible to back-up personal apps and data. DeLaSalle is not responsible for lost or damaged applications or data related to personal use

### Printing

Wireless printing is not available with the tablet devices at DeLaSalle.

### Internet Access

Students are allowed to set up Wi-Fi networks on the device. This will assist them with device use while at home. Students are cautioned against connecting to unsecured wireless networks as this may expose the device to viruses, identity theft, malware and various other threats and hacking attacks.

## **Managing Files and Saving Work**

### Saving to the Device / Home Directory

Students may save work on their device; however, students are responsible for backing up their own files. It is recommended that all important schoolwork files be backed up to the student's Islander Apps account or personal media. Student conducted backups of the iPad (via iTunes or other means) should not be encrypted (i.e. password protected) or the device may need to be wiped and all data lost. Storage space is available on the tablets—BUT DeLaSalle is NOT responsible for lost work in the case of re-imaging, operating system upgrades, syncs and/or device failure. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Device malfunctions are not an acceptable excuse for not submitting work.

### Network Connectivity

DeLaSalle High School makes no guarantee that the school network will be up and running 100% of the time. In the rare case that the network is down, the school is not responsible for lost or missing data.

## **Tablet Software**

Any changes or altering to the device's original operating system including jail breaking is strictly prohibited. Any case of jail breaking will result in discipline, including but not limited to suspension from classes and financial restitution to the school for damages incurred.

### Originally Installed Software

The operating system, applications (apps) and digital books (e-books) originally installed by DeLaSalle must remain on the device in usable condition and be easily accessible at all times. Periodically, the school may update the operating system; add apps and e-books for use in a particular course. The licenses for this software may require that the software be deleted from devices upon completion of the course.

### Additional Software

Students are responsible for any additional software they put on their device. DeLaSalle is not responsible for any personal software that is lost; such software must follow the same guidelines covered in the Sound, Music Games, Apps section above.

### Inspection

DeLaSalle reserves the right to inspect devices on demand. Students may be selected at random and without notice to provide their device for inspection.

### Procedure for re-loading software

If technical difficulties occur or illegal software is discovered, the device may be re-imaged. DeLaSalle does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

### Software Updates

Updates of licensed software and applications are available from time to time. Students may be required to check in their devices for periodic updates and syncing. Students are not allowed to update the operating system or remove apps and e-books without the school's consent.

### **Acceptable Use**

Use of DeLaSalle High School's technology resources is a privilege, not a right. The privilege of using technology resources provided by DeLaSalle is not transferable or extendable by students to people or groups outside DeLaSalle and terminates when a student is no longer enrolled at DeLaSalle High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named herein, privileges may be terminated, access to school technology resources may be denied, and appropriate disciplinary action shall be applied. DeLaSalle's procedures in the Student/Parent Handbook shall be applied to student infractions.

Violations may result in disciplinary action up to and including suspension and expulsion for students. When applicable, law enforcement agencies may be involved.

### Parent/Guardian Responsibilities

Talk to your children about values and the standards that your children should follow when using the Internet just as you do regarding the use of all media information sources such as television, telephone, movie, and radio.

### DeLaSalle Responsibilities

DeLaSalle High School will:

1. Provide Internet and Email access to its students
2. Provide Internet blocking of inappropriate materials as identified by DeLaSalle filters
3. Provide age appropriate restrictions as identified by DeLaSalle
4. Provide network data storage areas for users of technology resources
5. Tablet devices are DeLaSalle property and will be treated similarly to textbooks, school lockers, desks and all other forms of school property. DeLaSalle reserves the rights to review, monitor, and restrict information stored on or transmitted via school owned equipment as well as to investigate inappropriate use of resources.

### Student Responsibilities

Students will:

1. Use all DeLaSalle technology resources in a responsible and ethical manner

2. Obey general school rules concerning behavior and communication applicable to technology use
3. Help protect school technology by contacting an administrator about any security problems they may encounter
4. Monitor all activity on their account(s)
5. Return their device along with all other school issued equipment and hardware at the end of each school year or upon leaving DeLaSalle
6. Use all technology resources in an appropriate manner so as to prevent damage
7. Turn off and secure their device after they are done working to protect their work and information

“Damage” includes, but is not limited to, the loss of data resulting from delays, non-delivery, or service interruptions caused by the student’s own negligence, errors or omissions. Use of any information obtained via DeLaSalle High School’s designated Internet System is done so at the student’s risk. DeLaSalle specifically denies any responsibility for the accuracy or quality of information obtained through any of its resources.

If a student should receive email containing inappropriate or abusive language or questionable subject matter, that student should contact the Dean of Students’ Office immediately.

#### Prohibited Uses

Students are prohibited from and appropriate disciplinary measures will be taken for engaging in the following activities:

1. Illegal installation or transmission of copyrighted materials
2. Jail breaking the device
3. Any activity violating school policy or public law
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, sexually explicit, or any material deemed unacceptable by DeLaSalle administration
5. Taking photographs or audio and video recordings, unless specifically instructed to do so by a teacher for education-related purposes
6. Use of non-school approved social media; chat rooms; websites selling term papers, book reports, and other forms of student work; video, text and instant messaging services
7. Internet/Computer games
8. Use of external data disks or attachments without prior approval from the administration
9. Changing tablet operating settings (excluding personal settings such as font size, brightness, etc)
10. Spamming/sending bulk or inappropriate emails
11. Gaining access to another student’s accounts, files, and/or data
12. Using DeLaSalle’s technology resources for financial or commercial gain as well as illegal activity including credit card fraud and electronic forgery
13. Use of anonymous and/or electronic false communications
14. Dissemination of personal information to non-school approved organizations; including but not limited to: account set-up for social media sites, chat rooms, eBay, email, etc
15. Vandalism of school equipment (any malicious attempt to harm or destroy hardware, software, or data) including but not limited to, uploading or creation of computer viruses, programs, or applications capable of affecting DeLaSalle’s technology resources
16. Transmitting or accessing obscene, offensive, threatening or similar material intended to harass or demean
17. Bypassing the website filter on campus

18. Any activity considered contrary to DeLaSalle's Code of Conduct, mission, or philosophies

### Device Care

Students will be held responsible for maintaining their individual devices and school supplied accessories while keeping them in good working order.

1. Only labels or stickers approved by DeLaSalle administration may be applied directly to the device.
2. A school issued case is distributed with each device and must be used by students unless a waiver is obtained and agreement signed for use of a personal case approved by the school. Families assume responsibility for all damages to the iPad when a personal case is used and will be limited to the Deposit Protection coverage plan.
3. Device accessories furnished by DeLaSalle must be returned with normal wear and no alterations to avoid paying a replacement fee
4. Malfunctioning or damaged devices must be reported as soon as possible to the Library & Technology Center. DeLaSalle is responsible for repair of malfunctioning devices; this includes accidental damage. Devices damaged from misuse or neglect will be repaired with the family responsible for the full replacement cost of the device
5. Students are responsible for any and all damage to devices and related hardware
6. Stolen devices must be reported immediately to the Dean of Students' Office and the Police Department

### Legal Requirements

Compliance with trademark, copyright laws, and all license agreements is mandatory; ignorance of the law is not immunity. Please refer to DeLaSalle's Copyright Policy for specific details; this document can be found on the DeLaSalle High School website under the library page.

Plagiarism is a violation of the DeLaSalle's Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Use or possession of hacking or illegal software is strictly prohibited and violators will be subject to DeLaSalle's Code of Conduct. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by DeLaSalle.

### Student Discipline

If a student violates any part of the above policy, DeLaSalle will follow the progressive discipline policy as stated in the Student/Parent Handbook. Violations can be minor or major in nature and result in a warning, detention, suspension or dismissal. DeLaSalle reserves the right to place restrictions on devices when deemed necessary.

## **Protecting and Storing Your Device**

### Device Identification

Student tablet devices will be labeled in the manner specified by DeLaSalle. Devices may be identified in the following ways:

1. Serial number
2. Wi-Fi Address
3. DeLaSalle High School Label

### Storing Your Device

When not in use, devices should be stored in a secure place. Students are encouraged to take their devices home every day after school, regardless of need. Devices should not be stored in a student's



vehicle at school or at home. Students participating in activity programs are to follow standard activity guidelines regarding securing devices.

Devices Left in Unsupervised Areas

A primary responsibility for each student is to secure his or her device whether on or off campus. Under no circumstances should devices be left unsecured and/or in unsupervised areas. If a device is found unsecured, it will be taken to the Dean of Students’ Office. A student will be issued a minor violation for this type of occurrence.

**Repairing / Replacing Your Tablet**

Tablet Device Insurance

The device is the property of DeLaSalle High School, and has been purchased by DeLaSalle. The school does provide coverage for software malfunctions of the device that are covered under warranty, but does not cover the device for physical damage, theft or loss.

Devices that are physically damaged must be returned to the DeLaSalle Library & Technology Center for repair. When submitting a repair claim an explanation of where and when the accidental damage occurred with a detailed description of the actual event must be provided.

Insurance protection for physical damage as a result of accidental occurrences must be purchased through DeLaSalle High School in one of two ways:

1. Annual Protection Plan: this plan covers the device for the current school year against accidental physical damage to the device. This insurance plan costs \$50 per year and has a \$20 co-pay per claim with a maximum of two claims per school year. Families are responsible for all repair costs after the second occurrence during the school year. This option does not protect against loss or theft.
2. Deposit Protection Plan: this plan covers the device for the current school year in the event that the device incurs physical damage. Families make a security deposit for the total value of the device, which must remain on hand for the entire school year. In the event of damage to the device, the family will be responsible for paying the repair cost. If no damage has incurred upon return of the device to the school, the security deposit will be destroyed. This insurance plan does protect against loss or theft. This insurance plan requires a \$399 deposit per year, per device.

Summary of Coverage Options:

	Software	Accidental Physical Damage	Loss/Theft	Required Payment
Annual Protection Plan	DLS covered (no expense to family)	Covered by annual premium*	Not covered (Family responsible to pay \$399 if occurs)	\$50 check
Deposit Protection Plan	DLS covered (no expense to family)	Damage repair cost billed to family	Covered by security deposit (up to \$399 of loss for the year)	\$399 check **

\* Families will pay a \$20 dollar deductible per claim; maximum of two claims

\*\* Checks will be destroyed upon return of the device at the end of the school year.

### Theft or Loss

DeLaSalle High School loans devices to students for school use. The student is ultimately responsible for the device, and as such, is responsible for ensuring that the device is not lost or stolen. In the event that the device is lost or stolen, the family will be responsible for the full replacement cost of the device. Devices that are lost or stolen must be immediately reported to DeLaSalle Library & Technology Center, and a police report may be required. Lost or stolen devices are the responsibility of the family and will be charged appropriately.

### **Cost of Repairs**

#### General

Families will be held responsible for all damage to their device including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the family will pay full replacement value. Lost items such as cables and accessories will be charged the actual replacement cost.

Note: disciplinary action may result for any student regardless of the insurance plan selected whose device is damaged multiple times in any school year.

In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent and a copy of the report must be provided to DeLaSalle for insurance plan protection to take place.

#### Intentional Damage

All families are responsible for full payment of intentional damages to devices. DeLaSalle's Annual and Deposit Protection Plans described above DO NOT cover intentional damage. In the event of intentional damage, the entire amount of repair cost must be paid before the reissue of a replacement device to a student.

Further, incidents of intentional damage are reported to the Dean of Students' and will result in disciplinary action.

#### Damage Resulting from Negligence

DeLaSalle's Annual and Deposit Protection Plans described above DO NOT insure against damage resulting from negligence. In the event of negligent damage to the device, the entire amount of repair cost must be paid before the reissue of a replacement device to a student. Further, incidents of damage resulting from negligence are reported to the Dean of Students' and may result in disciplinary action.

#### Insurance Limitations

DeLaSalle Administration reserves the right to limit the availability of insurance options to any family for any reason. The following liability limitations exist for the Annual Insurance Plan:

1. A per occurrence limit of \$399.00 applies to each repair or replacement due to covered damage. For any one loss, families are required to pay for replacement equipment having a manufacturer's suggested retail value of, or for repair costs that are, more than the per occurrence limit.
2. An aggregate occurrence limit of two replacements or repairs will be allowed per device for the current school year. Families are responsible for all repair costs after the second occurrence during the school year.

## **Returning Your Device**

### Returning Your Device

Students will return their device at the end of the school year so they can be checked for serviceability and updated for the subsequent school year. Students who terminate enrollment at DeLaSalle for any reason must return their device on the date of termination. Devices must be returned in good, working condition. Jail broken devices or devices with no serial number would be examples of devices not returned in good working condition. It is the sole discretion of DeLaSalle High School to make determinations on device condition.

### Fines/Penalties

Individual school devices and accessories must be returned to the DeLaSalle Library & Technology Center at the end of the school year. If a student fails to return the device at the end of the school year or upon termination of enrollment at DeLaSalle, that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the device, or, if applicable, any insurance deductible. Failure to return the device will result in a theft report being filed with Minneapolis Police.

Furthermore, families are responsible for any damage to the device, not covered in DeLaSalle High School's Tablet Device Protection Plan and must return the device and any accessories to the DeLaSalle Library & Technology Center in satisfactory condition. Families will be charged a fee for any needed repairs, not to exceed the replacement cost of the device not covered by their insurance plan.

## APPENDIX A - Tablet Device Protection Plan

DeLaSalle recognizes a need exists to protect the investment of both Students/Parents and DeLaSalle. The following outlines two available insurance plans. All families are required to purchase one of these two forms of insurance before a student is allowed to receive a device. Please check the box next to your insurance choice.

Annual Protection Plan

DeLaSalle offers a protection plan for students and parents to cover devices for the current school year against accidental physical damage to the device. The cost of the Annual Protection Plan is \$50 per year and is non-refundable. There is a \$20 co-pay per claim with a maximum of two claims per school year. Families are responsible for all repair costs after the second occurrence during the school year. This option does not protect against loss or theft. Annual coverage begins upon receipt of payment and ends at the conclusion of each school year. This plan does not protect against the loss or theft of the device.

Deposit Protection Plan

Families agree to pay all associated costs relating to device replacement not to exceed \$399.00 (per device) should the device be stolen, lost or damaged in any way. A deposit of the full amount is required to be submitted to DeLaSalle before a student is allowed to receive a device. This deposit will only be cashed upon notice of damage, loss, or theft.

Student Name (Please Print): \_\_\_\_\_

Parent Name (Please Print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL INFORMATION:** In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report must be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to DeLaSalle.

**INTENTIONAL DAMAGE:** Families are responsible for full payment of intentional damages to devices. The DeLaSalle Sponsored Protection Plan and the Deposit Plan DO NOT cover intentional damage of devices.



# **DELASALLE HIGH SCHOOL STUDENT HANDBOOK AGREEMENT**

**I acknowledge and accept the policies of the DeLaSalle Student-Parent Handbook and understand that it is my responsibility to adhere to them.**

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**Print Student's Name**

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**Signature of Student**

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**Grade**

**I acknowledge and accept the policies stated in the DeLaSalle Student-Parent Handbook and realize that my student is accountable to adhere to them.**

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**Print Parent/Guardian Name**

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**Signature of Parent/Guardian**

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**Today's Date**