

STUDENT-PARENT HANDBOOK

2020-2021



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Memberships and Affiliations

District of San Francisco New Orleans – De La Salle Institute
Diocese of Yakima
Western Catholic Education Association (WCEA)
National Catholic Education Association (NCEA)
National Honor Society (NHS)
Pacific Northwest Association for College
Admission Counseling
Association for Supervision and Curriculum Development
Washington Interscholastic Activities Association (WIAA)
1A SCAC West

Accredited by

Washington State Board of Education (OSPI)
Western Catholic Education Association (WCEA)
Department of Homeland Security: Student Exchange and Visitor Program

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1.1 Notice of Implied Agreement

The contents of the 2020-2021 Student-Parent Handbook are to be accepted by the parents and students as essential parts of the contract between them and La Salle High School. Violations of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The use of the term "parents" throughout this document is meant to include single parents and legal guardians.

The registration of students at La Salle High School is deemed to be an agreement on their part, and on the part of their parents or guardians, to comply fully with all policies, rules, and regulations of the school, as outlined in this Handbook. La Salle High School reserves the right to refuse registration or re-registration. When it is the opinion of the School administration that parents do not support the school policies, the administration reserves the right to terminate the student's enrollment. La Salle High School reserves the right to make revisions of this Handbook when, and if, deemed necessary by the school administration. Observance of any change is expected of all, when the change is made known to the student body.

NOTE: The "Partnership Statement" signed in agreement to support and abide by the contents of the 2020-2021 Student-Parent Handbook and the policies and procedures contained therein, is to be on file at school prior to attendance on August 21st.

1.2 Statement of Acceptance and Good Standing

La Salle High School admits students of any race, gender, color, creed, racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, gender, color, creed or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Students are enrolled at La Salle High School on the basis of a yearly evaluation and acceptance. La Salle High School reserves the right to dismiss students for infractions of regulations, unsatisfactory academic standing or other reasons that affect the welfare of the individual student or the student community.

A student considered to be in good standing is:

- a) one who has not become subject to dismissal for academic reasons,
- b) one whose record of conduct is satisfactory, and
- c) one who has met all financial obligations to the school or made satisfactory arrangements for their discharge with the Business Office.

All students are expected to participate in the religious, social and educational experiences of the school as directed by the administration. Failure to participate in such activities or to conform to the directives of the school is a breach of the condition of membership in the school community. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church, legitimate civil authorities, and the duly appointed authorities of the school. Under no circumstance may a parent excuse a student from observance of the rules and policies of La Salle High School if the parent expects the student to remain in good standing with the school.

1.3 Harm to Self or Others, Child Abuse & Neglect Reporting Act Compliance

School employees with reasonable suspicion (e.g. through words, drawings, gestures) of a student threatening harm to self (e.g., "cutting," suicide) or others must report such threats to the Dean of Students and/or Principal. Further report to health and/or law enforcement may be required by the type of threat communicated or suspected.

Consistent with the laws of the State of Washington, all members of the school faculty and staff are required to report any instance of suspected child abuse or neglect. This means that if a school employee has a reasonable suspicion that abuse, as defined by the law, is occurring, the employee must and will report it to the proper officials within 48 hours. This is to protect all persons concerned. Child abuse, as defined by the law, is any act of omission or commission that endangers or impairs a child's physical or emotional health and development. This includes:

- Physical and emotional abuse
- Emotional deprivation
- Physical neglect and/or inadequate supervision
- Sexual abuse and/or exploitation.

1.4 Confidentiality of Documents and Other Information

In order to protect the dignity, character, and future of all students, La Salle High School holds all inter/intradepartmental and school communications about students and/or his/her school, civic, or home life to be confidential and for the information of proper members of the staff. This information will not be released to any other individual. Exceptions may be made when the student and/or parents request release, when harm to self or others is at stake, or if forced to do so by court order.

Academic information, which includes grades, will be released as the official transcript when the student and/or parents request the school do so in written form. The student and/or parents may request in writing that standardized test scores be released.

The school also protects the confidentiality of counselor-student discussions whether the counselor is one formally appointed by the school or is a staff member chosen by the student. The school recognizes the staff member so chosen as a counselor and requires him/her to act professionally and within the guidelines of the school and state law (e.g., cases where the health or safety of the student or others is involved.) The school does not recognize the right, morally, of any outside person to inquire or demand to know the content or nature of such counselor-student conferences.

Demographic information on students, such as name, address, phone number, e-mail, occupation of parents, etc., will be used by faculty and staff at the prudent discretion of the Principal.

1.5 Change of Address, Phone Number or E-mail: The main office of the school is to be notified immediately of any change of address and/or change of phone number. This is essential in order to keep school records accurate and in order to be able to contact the parents in the event of an emergency. Please also ensure the school has your preferred method for receiving school communications.

1.6 Image Usage Policy: By enrolling at La Salle High School, students and parents give permission for La Salle to periodically take photos of students on campus or when participating in school sponsored activities for use on the official school website, in school publications, and in advertising. The school reserves the right to use any and all photos. La Salle High School also submits photos to De La Salle Institute in Napa, CA, which supports La Salle and other Lasallian schools of the District of San Francisco. La Salle High School has the right to use student's name and/or photo in its electronic media. I understand that the name and photograph(s) may be used in electronic media such as video, CD-Rom, or Internet. I release La Salle High School, De La Salle Institute, the photographer, their offices, employees, agents and designees from liability for any violation of any personal or propriety right I may have in connection with such use.

1.7 Immunization Records

All La Salle High School students must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.

1.8 Property Liability

La Salle is not liable for damage to personal property, including damage incurred to vehicles. Parking is at one's own risk.

2. INTRODUCTION

2.1 PHILOSOPHY

La Salle is a Catholic, college preparatory high school where students are loved and educated by teachers who are inspired by the charism of Saint John Baptist de La Salle, and the Brothers of the Christian schools.

La Salle High School educates students spiritually, academically, and socially through the promotion of an active faith life and commitment to curricular and co-curricular excellence and pushes them toward further learning comparable to their gifts and potential. These

goals are accomplished through the collaboration of involved students, supportive parents, and dedicated faculty and staff members.

Based on belief in the intrinsic value and dignity of each student, the school provides an atmosphere that is moral, caring and joyful. Within such a setting, the school seeks to challenge students to serve others, especially the poor and marginalized, and to deepen their sense of responsibility to the greater community and future generations.

2.2 Mission Statement

La Salle includes, welcomes, and serves students and families from throughout the Yakima Valley who value Lasallian education and who represent a broad social, ethnic, religious, and economic diversity. The mission of La Salle High School of Yakima is to graduate students who;

- recognize the presence of God in his/her life and in others
- possess the capability and desire for successfully pursuing higher educational goals consistent with the individual's talents, vocation and dreams
- know how to pray
- know truth and appreciate beauty
- value the Lasallian experience by recognizing and responding to critical and unmet needs
- reflect social graces and social awareness
- possess a positive self-image, focus and discipline
- promote leadership in family, church and community
- contribute to the development of the human community

2.3 The Brothers of the Christian Schools and La Salle High School

"Let us remember...that we are in the holy presence of God."

The Brothers of the Christian Schools were founded as a Roman Catholic teaching order in 1680 in Reims, France, by Saint John Baptist de La Salle. For over three hundred years the vision of de La Salle has inspired the Brothers and their lay colleagues to see their work as the work of God done for the sake of young people. La Salle High School, therefore, is a work of faith and zeal. It entrusts to God's Providence. The faculty of La Salle High School seeks inspiration from Saint John Baptist de La Salle. La Salle High School of Yakima is one of approximately 1,600 educational institutions in over 84 countries that are sponsored by the Brothers of the Christian Schools. Founded in 1998 as a private, Catholic, coeducational high school, La Salle is approved by the State of Washington Department of Education, and all courses offered meet or exceed their standards.

2.4 Admissions

Admission to La Salle is based on the following criteria, confirming readiness for a college preparatory curriculum: academic transcript, recent standardized testing results, and current teacher recommendations, as well as our own Placement Exam and interview. Although La Salle High School is financed primarily through tuition, families requesting financial assistance are encouraged to apply early. Limited aid is available through scholarships and grants. Applications for financial assistance should be made online after a student has applied for admission.

2.5 CORE VALUES OF A LASALLIAN SCHOOL AND “INTEGRAL STUDENT OUTCOMES” FOR THE WCEA/ADVANCED ACCREDITATION 2017

The Mission of La Salle is most clearly realized in the core values and ISOs which guide us in forming an environment conducive to Catholic education in a Lasallian context where students “enter to learn, and leave to serve”:

Faith in the Presence of God

We value the living presence of God in our world, viewing it with, as St. John Baptist de La Salle describes, the “eyes of faith.” As such, our students are people who:

Recognize and honor the presence of God in all of creation.

Practice Christian (faith-based) values.

Know the life and message of Jesus Christ in the tradition of the Catholic Church as well as have basic understanding of religious diversity.

Participate in a variety of liturgical and prayer experiences.

Respect for All Persons

We value the inherent dignity, worth and gifts of oneself and each person. As such, our students are people who:

Set personal and educational goals based on self-understanding.

Develop a sense of well-being and confidence in their abilities.

Treat all persons with dignity.

Participate in a variety of activities that develop their appreciation of the body’s potential for physical expression of emotions, ideas, and goals.

Recognize and appreciate beauty and complexity in music, art, and drama as well as the cultures from which they originate.

Inclusive Community

We value the formation of a united community where diversity is respected, where no one is left out, and everyone is accepted. As such, our students are people who:

Form relationship with others with sensitivity, tolerance, and compassion.

Participate in building a school community that reaches to the world beyond.

Recognize their role as positive global citizens cognizant of the impact they make by way of action or apathy.

Quality Education

We value an education that prepares students for success in life. As such, our students are people who:

Communicate effectively through listening, reading, speaking, writing, and thinking critically.

Prepare for college, career, and life-long learning.

Take responsibility for their own learning.

Acquire basic academic life skills including but not limited to economic, political science, nutrition, and use of technology.

Concern for the Poor and Social Justice

We value sensitivity and response to the needs of our community and the world, especially of those people who suffer from the effects of poverty and injustice. As such, our students are people who:

Recognize, respond to and serve the needs of others, especially the poor.

Address contemporary world problems and issues.

Appreciate nature and recognize the need for environmental stewardship and conservation of the earth’s resources and respond accordingly.

3. RELIGIOUS NATURE OF THE SCHOOL

3.1 La Salle High School is committed to establishing a Christian community where Catholic values are communicated; where students learn how to learn; and where a foundation is established for students' realization of their potential.

No distinction is made within the school between Catholic and non-Catholic students. All students are expected to participate in the religious activities, in the development of a system of Christian values, and in respect for one's own personal worth and that of others.

Though the religious character of the school permeates all programs, it most readily manifests itself in the Religious Studies and Campus Ministry Programs.

3.2 Religious Studies Program

The Religious Studies curriculum is a regular academic curriculum which:

- presents the principles of truth and good as seen in God's revelation and incarnation;
- relates the experiential world of the students with the revelation of Jesus Christ as expressed in the Catholic Church;
- establishes a foundation for social, intellectual, and spiritual growth;
- shows how the search for meaning is a fundamental aspect of human life and characteristic of fully integrated persons;
- initiates the foundations for a religious faith that is capable of growing with change and is adaptable enough to meet the demands of a technological and secular age;
- involves and engages students in service to the world and to the human community;
- provides students with opportunities to experience and develop their personal relationship with the risen Christ in study, service, worship, and prayer;
- develops an awareness that religious values permeate the entire curriculum by integrating content with that of other departments.

3.3 Campus Ministry Program

Campus Ministry seeks to foster the total personal and spiritual growth of each student. It seeks to draw students to participation in the Lasallian community and to empower young people to live out Christian values through opportunities to serve those in need in our community, work for justice and peace, and participate in communal prayer. Campus Ministry is not a club which students join. Rather, its purpose is to reach out every day to the entire La Salle community - students, parents, faculty and staff. A campus ministry team formed by faculty and student leaders provides these ministries. There are plenty of opportunities for students to take leadership roles in campus ministry.

Campus Ministry accomplishes these goals by providing opportunities the following:

Retreats: As a Lasallian, Catholic school, La Salle is committed to the explicit Christian formation of its students through education in the Gospel experience of message, community, worship and service. Special reflective experiences in Christian living are offered through retreats. Retreat experiences are key opportunities for students to develop responsibility for their own Christian lives. La Salle endorses a retreat model that: (1) is directed primarily to the religious and spiritual concerns of young people; (2) is directed by persons competent in such areas; and (3) allows for sufficient personal time and small group interaction.

La Salle promotes and encourages retreats in various forms for all its students. School policy directs high priority to such events. Consequently, time is made available during school days for some of these experiences. Some retreats may also be offered on weekends. All school staff, administrators, teachers, and coaches support students on retreat by making proper allowances that will enable students to be free for retreat. All

appropriate considerations are to be extended to students during a retreat experience. During the year the faculty and staff gathers for a retreat so that their Lasallian identities may be nourished in a quiet setting, providing time for sharing and prayer.

Service & Service Learning: Service is an integral component of both curricular and co-curricular programs. Through Campus Ministry students are offered numerous opportunities to practice their Lasallian call to be a person of service and concerned for the poor. After-school, weekend and extended **service immersion** trips are available for students to participate in throughout the year. Students apply for a service immersion at the outset of the academic year and are selected by a panel of faculty and staff. Service immersions require that students have a familiarity with volunteer service and social justice. As such, in order to participate, students must demonstrate to the panel that they have previously participated in service through La Salle or through a community organization.

Liturgical Experiences: Campus Ministry works to provide a variety of liturgical experiences for the school community in both large and small group settings. Eucharistic celebrations and prayer services which reflect the cycle of the liturgical calendar are planned and carried out through the work of students and faculty, including the opportunity for the Sacrament of Reconciliation during Advent and Lent.

Sacramental Preparation: La Salle High School recognizes that Confirmation is a sacrament celebrated in the student's home parish community. We encourage and support our students in their sacramental preparation.

4. ACADEMIC PROGRAMS AND POLICIES

4.1 Introduction

La Salle High School offers a Catholic education in the Lasallian tradition. As a college preparatory institution, La Salle High School requires students to take classes that fulfill the admissions requirements of colleges and universities. The college preparatory curriculum actively engages students in their own education and prepares them for a lifetime of learning. Check the school website, www.lasalleyakima.com, and follow the link to [Academics](#) for more information.

4.2 Semester Schedule

La Salle's academic program operates on a semester system; a fall semester and a spring semester. The fall semester begins on August 21st and ends on December 18th before Christmas break, allowing students to complete final exams and the term before the two-week break. The spring semester begins on January 4th and ends on June 4th. Students study seven courses per term with a 0-period course offering before school to allow students to take eight courses per term.

4.3 Academic Matters

Students should address the Vice Principal for Academics for the following areas of inquiry:

- Course changes and add/drop procedures
- Academic expectations (coursework, projects, exams, etc.)
- Academic standing (eligibility, probation, ineligibility, academic dishonesty, etc.)
- Suggestions for new courses in the curriculum
- Academic planning: graduation and college entrance requirements

4.4 Graduation Requirements

La Salle High School offers subjects that comply with requirements for graduation from high school in the State of Washington, as well as the subject requirements for admission to the University of Washington, Washington State University, etc. While these are the minimum credits required to graduate, it is recommended that students interested in pursuing highly selective colleges and universities consider additional credits, especially in Mathematics, World Languages, and Science. The school also offers a wide variety of electives that go beyond these requirements. Students earn one-half (.5) credit for successful completion of a semester course and one (1.0) credit for a full year course. * Any course taken beyond the minimum department requirements is considered an elective.

<u>Academic Department</u>	<u>Credit Requirement</u>
Religious Studies	4.0 Credits
English	4.0 Credits
Mathematics	3.0 Credits
Social Studies	3.0 Credits
Science	3.0 Credits
World Languages	2.0 Credits
Health & Physical Education	2.0 Credits
Visual & Performing Arts	2.0 Credits
Occupational Education	1.0 Credit
Elective Courses	2.0 Credits
REQUIRED for Graduation	26 Credits

4.5 College Academic Distribution Requirements (CADR)

CADR refers to college admission criteria established by the Washington Student Achievement Council (WSAC) as the minimum college admission standards for Washington colleges and universities. Students are encouraged to take additional courses above and beyond the minimum CADR requirements listed below. La Salle's graduation requirements exceeds the CADR requirements.

- *English: 4 credits (including 3 credits of literature and composition)*
- *Math: 3 credits (including Algebra I, Algebra II and Geometry)*
- *Senior year Math-Based Quantitative Course: 1 credit. (Acceptable courses include Algebra I, Algebra II, Geometry, Pre-Calculus and above, Statistics, applied math, appropriate career and technical courses, or an algebra-based science course such as Chemistry or Physics. If you take and pass Pre-Calculus or Calculus prior to your senior year, you're exempt from this requirement.)*
- *Social Science/Social Studies: 3 credits*
- *Lab Science: 2 credits*
- *World Language: 2 credits of the same world language, Native American language or American Sign Language*
- *1 credit of fine, visual, or performing arts, or electives from any of the other required CADR areas.*

4.6 Advanced Placement Courses

Consistent with its mission as a Lasallian Catholic college preparatory school, La Salle High School offers a number of Advanced Placement (AP) courses for its students. An established, nationally recognized program, Advanced Placement courses are available to students who are willing to undertake more complex, challenging coursework. Students who demonstrate the capability and commitment to learning may enroll in Advanced Placement courses which have higher home study expectations. A key goal for Advanced Placement students is performing successfully on the AP exam(s). La Salle recognizes that students who successfully complete AP courses and the subsequent AP exams may derive a benefit in

gaining admission to the colleges and universities of their choice. AP courses do not receive a weighted designation for grading. All classes at La Salle are unweighted.

4.7 College Concurrent Enrollment Programs

Students may enroll in one of the concurrent programs offered through La Salle in order to enrich their academic profile. Students may receive college credit while at La Salle through concurrent/dual enrollment programs. La Salle partners with the University of Washington, Central Washington University, Eastern Washington University and Grand Canyon University to offer college courses at La Salle. La Salle's teachers are approved by UW, CWU and EU respectively to teach concurrent enrollment courses. GCU courses are taught by GCU professors online and are taken during the school day on our campus.

Upper division students may also enroll in courses offered outside La Salle but concurrent with the academic year (e.g., Yakima Valley College, through the "Running Start" program and Yakima Valley Technical Skills Center). **All courses must be approved by the Principal.** Arranging for this type of enrollment and scheduling takes considerable time and planning with the other institutions, sometimes months. Students interested in pursuing courses off-campus need to meet with the Principal as soon as possible to begin coordinating a plan.

4.8 Online Learning

La Salle partners with Red Comet Online and the Lasallian Benilde Global Campus to offer online supplemental courses to our students. Students can choose from over 100 courses to supplement their course of studies. These courses are offered as electives and occasionally to remedy scheduling conflicts. They may not be used to supplement a core area course currently offered at La Salle. Students are responsible for completing assignments on time and must be attentive to LHS grading periods.

5. ACADEMIC EXPECTATIONS

5.1 Course Overviews

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

5.2 Study and Homework

Students are expected to dedicate as much as two or more hours per school night (Sunday through Thursday) to study, reading, and homework for their college preparatory courses. Study and homework for Honors and Advanced Placement courses may require as much as 45-60 minutes per school night. Home study is not to be interpreted merely as completing written assignments. Even if there is no written work to be done for a particular class on a given night, students should spend time in reading, reviewing, and/or completing outside reading, reports or extra work. Poor grades can easily be the result of little or no home study.

During the school year, there are three "homework holidays" during which teachers will not assign required study, homework, or assignments. No homework will be assigned over Thanksgiving, Winter Holiday/President's Day, or Easter break.

5.3 Test and Major Project Calendar

Assessment of student progress by testing is a common aspect of academic classes. In order to facilitate student learning and avoid unnecessary stress, teachers post tests and projects in the Testing and Projects Calendar. Teachers will not schedule a test on a day when that grade level already has three tests or other major assessments posted.

5.4 Assessment and Evaluation

In assessing the quality of a student's academic effort, the faculty of La Salle High School considers objectively various aspects of the student's work: the quality and quantity of the work; the interpretation and application evident in the student's achievement; the originality, initiative, and reasoning manifested; and the student's active participation in the class. Teachers include assessment criteria consistent with the school's philosophy, the established guidelines in the *Faculty Handbook*, the *Student-Parent Handbook*, and in the course overview.

5.5 Final Exams

Teachers explain to students how their examinations are incorporated into their overall course grading. Semester examinations will be given in all courses. Comprehensive testing provides a definitive learning experience in studying for exams, as well as the discipline of sitting for exams. Semester grades reflect the student's performance through the semester as well as on the semester exam.

In the final week of each semester, teachers administer final culminating and comprehensive assessments. Students complete final exams on the days in which they are to be administered. Students will only be allowed to make up final exams due to verifiable emergencies, serious illness, or other unavoidable circumstances, and only with the approval of the Principal **No final exam will be administered before the designated final exam time. Absolutely no exceptions.**

Failure to complete a final examination will result in an "Incomplete" mark in the course, which will be treated as an F in computing a student's Grade Point Average (GPA), resulting in no credit for the course.

6. GRADING SYSTEM

La Salle's teachers assign letter grades to communicate the level of student's academic achievement in a course. Grades are communications about a student's academic achievement and are not intended to communicate a student's effort, conduct, ability, or potential. While diligent study and effort are expected from each student, it is the quality of the student's performances on assessments that determines the grades the student achieves.

6.1 Definition of Academic Grades

- A | Outstanding Achievement:** Students accomplish their assigned work in a superior manner; have sufficient interest and initiative to do supplementary study; make serious and positive contribution to their class discussions and class projects,
- B | Good Achievement:** Students accomplish their assigned work in a manner above average; validate their work with contributions to class discussions and projects.
- C | Satisfactory Achievement:** Students accomplish most of the work assigned; most of their work is acceptable; have not yet developed consistency in study habits; class participation is also inconsistent.
- D | Minimum Achievement:** The majority of the student's work is not acceptable; gives

evidence of poor study habits; concentration in class is poor; homework, when done, is without much thought or obvious effort. *A grade of "D" is not a college qualifying grade.*

F | Below Minimum Acceptable Achievement: Students receiving this grade accomplish less than the fundamental minimum essentials; generally, the work is substandard or non-existent. No credit is earned.

P | Pass: Students receive credit for completing at least the minimum requirements.

NG | No Grade: Used for audit purposes, or when the course cannot be completed due to prolonged illness, or with the approval of the Vice Principal for Academics.

I | Incomplete: This mark is given only if a student has done passing work but has been unable, because of illness or other unavoidable causes, to complete the work of the course. An **Incomplete** must be made up within two weeks after the student's return from an excused absence or by special contract. It is the student's responsibility to contact the teacher. Business trips, outings, vacations, etc., are not considered justification for incomplete work. Incomplete grades that are not made up within the determined timeline become a grade of "F".

ANC | Attendance No Credit: A student's attendance in class is integral for successful completion of course requirements. A student with excessive absences may be denied course credit as outlined in the attendance policy. An attendance no credit grade for a course will require the student to make up the course. Arrangements for course make-up will be determined by the Vice Principal for Academics.

6.2 Grading Scale

A	4.00	>-94%	C+	2.30	79.99-77%
A-	3.70	93.99-90%	C-	1.70	72.99-70%
B+	3.30	89.99-87%	D+	1.30	69.99-67%
B	3.00	86.99-83%	D	1.00	66.99-63%
B-	2.70	82.99-80%	D-	0.70	62.99-60%
C	2.00	76.99-73%	F	0.00	59.99% and Below

Note: For grades and academic awards, GPA's are rounded to two decimal places.

6.3 Citizenship Marks

Every student receives a separate "Citizenship" mark for each class. Citizenship marks communicate a student's academic behavior and orientations that contribute to but are not products of academic achievement. Citizenship marks are not included on transcripts. However, they provide important information regarding the processes by which students learn, giving students, parents, and school officials more information to guide student learning. Students earning N or U marks for their Citizenship are disqualified from the Honor Roll.

O | Outstanding: Student behavior is exemplary

S | Satisfactory: Student behavior is consistent and acceptable.

N | Needs Improvement*: Student behavior is below acceptable norms.

U | Unsatisfactory*: Student behavior is frequently the cause of major classroom disturbances and is detrimental to the learning process.

Elements considered in reporting Citizenship marks:

- **Effort** — Does the student exhibit consistent, adequate effort in pursuit of academic achievement?
- **Attendance/Punctuality** — Is the student on time and in class when he/she should be?
- **Responsibility** — Does the student submit schoolwork and other assessments on time?
Does the student communicate with the teacher when issues arise? Does the student take initiative and advocate for himself/herself?

- **Engagement** — Is the student attentive in class and an active participant in class learning activities?
- **Improvement** — Has the student shown improvement over time (independent of his/her academic achievement)?
- **Behavior** — Is the student's conduct in class good? Is he/she respectful of teacher and peers? Does he/she follow instructions? Is he/she distracted by electronic devices? Is the student distracting others?

Students could receive an N or U mark in a grading period for the following behaviors:

- Any form of cheating
- Repeated failure to submit work (formative or summative)
- Failure to submit a major assignment
- Repeated instances of submitting work late
- Repeated failure to bring materials (iPad, notes, reading material, etc.) to class
- Excessive absences for reasons other than verified health issues
- Repeated off-task behavior or misbehavior requiring teacher intervention
- Disengagement from class activities

7. GRADING PURPOSES, POLICIES AND REPORTS

La Salle's teachers assign letter grades to communicate the level of a student's academic achievement in a course. Grades are communications about a student's academic achievement alone and are not intended to communicate a student's effort, conduct, ability, or potential. While diligent study and effort are expected from each student, it is the quality of the student's performances on assessments that determines the grades the student achieves. These grades are included on official transcripts and are reported to colleges and universities.

Student's effort, conduct, behavior — the processes by which a student learns — and progress are reported in a separate "Citizenship" mark. While the Citizenship marks are not included on transcripts, they provide critical information regarding the processes by which students learn. They give students, parents, and school officials information to guide student learning. To that end, Citizenship marks may affect a student's future course placement. Students with multiple N and U marks may be placed on a behavioral contract in addition to a conversation with parents as to whether La Salle is the appropriate learning environment for the student.

Grading is a professional judgment of student performance measured against course criteria (as expressed in the course overview). Teachers develop their own grading practices within the framework and guidelines of La Salle's policies. While mathematical computation may help inform a teacher's judgment, grading is more than a process of mathematical computation. It is a professional judgment of student performance.

La Salle uses PowerSchool, a school information system that allows students and parents to access the student's grades in real time. For that reason, La Salle's teachers update their grades weekly (by Friday at 3:00PM) so that grades are current. Each grading period is four weeks long. Students' grades on those dates are official and are communicated to parents and students via PowerSchool and email. A summative, final grade encompassing the entire body of student performance is reported at the end of each term. At the end of each semester, these grades figure in the calculation of a student's grade point average (GPA).

7.1 Cumulative Term Grades

For all courses, the term grade is cumulative of all work. These grades are stored on the student's historical, academic record and are communicated to colleges and universities through the student's transcript.

7.2 Progress Report Cards

Progress Report Cards are available on PowerSchool and sent via email after each grade check. Grade checks are every four weeks within the semester. These reports show non-permanent grades that indicate a student's progress at that point in the term, and they determine a student's eligibility in co-curricular programs.

7.3 Dates for Grade Checks 2020-2021

Fall Semester Begins — Wednesday, August 20
 Fall Semester Grade Check #1 — Friday, September 18
 Fall Semester Grade Check #2 — Friday, October 16
 Fall Semester Grade Check #3 — Friday, November 13
 Fall Semester Ends — Friday, December 18
 Spring Semester Begins — Monday, January 4
 Spring Semester Grade Check #1 — Friday, February 5
 Spring Semester Grade Check #2 — Friday, March 5
 Spring Semester Grade Check #3 — Friday, April 2
 Spring Semester Grade Check #4 — Friday, May 7
 Spring Semester Ends — Friday, June 4

7.4 PowerSchool

La Salle High School uses PowerSchool, a web-based school information system, as a major means of communication among the school, teacher, student, and family. A student and his or her parents can see the daily attendance record for the student as well as current and historical grades. As a general rule, teachers update the students' current term grade weekly (Fridays at 3:00PM). On the La Salle website is a link to PowerSchool. Access is made through an individual password, specific to each student and parent or guardian; these are distributed at different events at the beginning of the school year. Password inquiries may be made to the Vice Principal for Academics.

8. ACADEMIC STANDING

Students take all the courses listed in the core curriculum unless otherwise advised by the Vice Principal for Academics, plus their choice of electives. Waivers are rarely granted. Students complete at least 26 credits in the four-year program. A student must take all required courses on campus during the academic year. The Vice Principal for Academics must approve in advance course work taken off campus. **Only approved course work will appear on a student's transcripts.**

Students ordinarily take all courses in the core curriculum. Transfer students take all the courses listed from the time of their entrance; they may be required to make up certain courses (those not indicated on their transcript of record from the previous school) in summer school.

Credits earned in high school-level classes in mathematics (Algebra 1) and world languages (Spanish 1) (or in other subjects) earned prior to entry into the 9th grade at La Salle may be entered in the note section of the transcript. These course credits and grades do not count towards the 26-credit graduation requirement and are not included in the official GPA.

8.1 Academic Probation

A student is placed on Academic Probation until the following Grade Check if he or she has below a 2.0 GPA and/or at least one "F" grade at the end of a Grade Check. A student on Academic Probation may continue to practice and perform in co-curricular and interscholastic activities while on Academic Probation but must attend Academic Guidance Class. The student will remain enrolled in this class until notified by the Vice Principal for Academics with the publishing of the next grading period. A student may get off Academic Probation by having a GPA above 2.0 and have no "F" grades at the end of the next Grade Check. While on academic probation, students may continue to practice and perform in co-curricular and interscholastic activities. Students and parents should exercise vigilance to ensure that sufficient time is dedicated to study to end the probation successfully.

8.2 Academic Ineligibility

A student is Academically Ineligible when a student meets the requirements for Academic Probation for two consecutive Grade Checks. While a student is Academically Ineligible, he or she is unable to participate in interscholastic athletics or in school co-curricular events. During a term of Academic Ineligibility, a student may be conditionally approved to participate in co-curricular activities (excluding performances) or athletic team practices once a written **Academic Plan for Progress** has been developed and signed by the Vice Principal for Academics, the Academically Ineligible student, the student's parents, the Principal, and the student's coach/activity moderator. If a student is Academically Ineligible and then receives a GPA above 2.0 with no "F" grades at the next Grade Check, then the student is placed on Academic Probation. Once on Academic Probation, a student may practice and perform/compete in interscholastic athletics and co-curricular activities.

To be Academically Eligible at the start of the Fall Semester and the Spring Semester, the student must have a GPA above 2.0 with no "F" grades from the previous Semester. If a student has below a 2.0 GPA and/or an "F" grade at the end of the Semester, the student must take credit retrieval courses to either increase the GPA to above 2.0 from the following Semester and/or retrieve the credits from the failed courses. This must be done prior to fully participating in athletics and/or co-curricular activities, unless the student has above a 2.0 GPA with no "F" grades at the end of the first Grade Check of the following Semester. In this situation, the student would remain on Academic Probation until the student has successfully been eligible for two consecutive Grade Checks.

Academic Plan for Progress

- Weekly informal grade check led by Vice Principal for Academics; must show sign of improvement
- Signed evidence that the student is spending time working at home
- Update on progress/effort/attitude from Academic Guidance teacher; must be Satisfactory in order to continue practicing

8.3 Academic Intervention

Academic Intervention is intended to actively intervene and improve a student's academic trajectory. Academic Intervention will take place during 8th period from 3:05-3:45PM. Academic Intervention is optional (highly suggested) for all students placed on Academic Probation and is required for all students who are Academically Ineligible. Students required to attend Academic Intervention will be scheduled into the 8th period course where attendance will be taken daily. There will be no exemptions from attending Academic Intervention (appointments, travel arrangements, practices, etc.). Students in Academic Intervention are enrolled to improve their academic situation, improve study skills and

learning habits, complete academic work, and work diligently to no longer be academically ineligible (no F grades and/or a GPA above 2.0). Student performance in Academic Intervention will be considered in determining future enrollment at La Salle. Students unwilling to attend, engage, and participate in Academic Intervention will be dismissed from La Salle.

8.4 F Grades

No student will be readmitted to La Salle High School in the fall with an F for a semester grade in any subject. All semester F grades must be made up by attendance at a summer school approved by the Vice Principal for Academics. **It is the student's responsibility to ensure that the grade(s) and credit(s) earned in summer school be sent to the La Salle Registrar for inclusion on the transcript. Make-up for F grades may not be postponed until a later time.**

An F grade cannot be removed from the student's transcript. However, colleges and universities do consider the makeup grade for entrance requirements. La Salle computes both grades in determining the student's cumulative GPA.

*****Special Note:** Seniors who receive any F grades will not be awarded diplomas until the F grade(s) are made up.

8.5 Promotion and Graduation

All semester F and/or I (Incomplete) grades must be made up through successful completion of a La Salle recognized summer course at La Salle under the supervision of the Vice Principal for Academics before re-admittance in the fall. Advance permission of the Vice Principal for Academics is necessary. **La Salle High School reserves the right to dismiss any student receiving three or more F's at the end of the semester.**

Repeated Classes: If a student takes a class for a second time for any appropriate reason (as determined by the Vice Principal for Academics), both grades will appear on the student's transcript and count in the overall GPA. Retrieval credit will count in the total required for graduation. Credit for non-F, NM or ANC courses will not count towards graduation requirements.

8.6 Course Request Changes

Students may request a schedule change from the Vice Principal for Academics by the Friday of the first week of the semester. Approval of requests is dependent upon: (1) availability in the class requested; (2) legitimate reason for the request; (3) parental approval; and (4) teacher/department chair approval. Preference for a particular teacher cannot be considered.

If a teacher determines that a student has been inappropriately assigned to a course, the student will be scheduled into a class that meets his/her academic needs.

8.7 Academic Integrity Code

As a community that affirms that traditions and values of Christianity, La Salle High School demands academic integrity and ethical conduct in all areas of school life. Cheating and plagiarism are forms of academic dishonesty that are not accepted by the La Salle community. Students, parents, teachers, staff, and administrators must work together to maintain and enforce an atmosphere of honesty and respect for each other's work and ideas in all areas of campus life.

8.8 Cheating

Cheating is defined as using unauthorized notes, materials, and/or resources of any type (e.g. smartphones, iPads, cell phones, digital handheld devices, MP3's, calculators, the inappropriate help of another student, looking at another paper, cheat sheets, translation services, etc.) on any exam, quiz, paper, major project, or class assignment. Providing access to another student to such resources is cheating. Allowing another student to copy from one's own exam, paper, and/or homework is considered cheating, as is using an outside source such as Cliff Notes or Sparknotes in place of completing a reading assignment. Slader is a similar outside source for math that is unacceptable. Disclosure of information about tests or quizzes with students who have not yet completed the assignment or assessment or sharing materials with students who have not yet completed the assignment, assessment, or class is also cheating.

8.9 Plagiarism

Plagiarism is defined as the theft of another's ideas or writings and use of them as one's own, regardless of intent, with or without knowledge of the other person. This includes insufficient citation of sources within a written work, as well as material taken from the Internet and/or other electronic resources. Students are clearly instructed on how to cite sources of information/ideas that they use. It is expected that students use these skills appropriately as they complete all of their written work.

8.10 Academic Integrity Code Violations

Cheating and plagiarism are serious infractions subject to penalties including academic failure, probation, and expulsion. All faculty and staff are required to report and document any breach of academic integrity to the Vice Principal for Academics. Incidents of academic dishonesty will be handled according to the following procedure:

- The teacher must address the student involved and discuss the matter with student and parents.
- The teacher must complete an "Academic Integrity Infraction Report" and submit it to the Vice Principal for Academics after the teacher's discovery of the infraction. Copies of the documents in question, as well as any accompanying forms of evidence, should be attached when appropriate.
- The teacher, with the support of the Administration, will further investigate the matter and issue an appropriate consequence (see below). In all cases, the teacher will inform the student's parent or guardian of the incident and the applied consequences and will forward a copy of the report to the Vice Principal for Academics. The report will be placed in the student's confidential school file.
- Students who are found guilty of cheating or plagiarism will receive a Citizenship mark of U for the grading period for the class in which they cheated or plagiarized.

The following consequences may be applied to any student who violates the Academic Integrity Code and can include any of the following:

- Disqualification from membership in NHS, service-learning immersions, or any other school service organization,
- Disqualification from the school's honor roll,
- Suspension from an elected student office,
- Disqualification of eligibility from consideration for Valedictorian and Salutatorian.

Should any student be found to have cheated, plagiarized, or otherwise violated the Academic Integrity Code more than once, consequences could result in that student:

- Being removed from the class and receiving no credit,
- Being suspended from school,

- Being dismissed or expelled from school.

Academic Integrity Code violations are also considered violations of the school's Code of Conduct. All incidents of academic dishonesty are considered major offenses and will be dealt with in accordance with school guidelines and policies.

8.11 iPad Program

Policies and procedures related to the proper use of iPads used on and off campus are included in a separate document called the *La Salle iPad Manual*. A separate parent-student agreement page is must be signed prior to the beginning of the school year.

8.12 Computer Use Policy

Computers are available on campus to support student learning and to enhance the learning experience. Use of the computers and Internet is a privilege. They are provided as a tool for class research, completion of assignments, and communication via e-mail. Students respect the academic needs of others by completing their own assignments promptly. Use of the computers for purposes other than what is listed above is prohibited. Any use of the computers or Internet that is in violation of any school policy will subject the student to disciplinary action. Students are strictly prohibited from use of La Salle's name, initials, logos, pictures, or representations of the faculty, staff, or other individuals that, in the determination of the school administration, is degrading, lewd, threatening, or inappropriate.

Publication or postings of inappropriate material on the Internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer may result in the student losing the privilege of using computers and Internet access on campus. Students enrolled in a class that requires computer access will have to withdraw from the class and receive no credit for the course.

The cost of repairing computer equipment resulting from careless or irresponsible use is the responsibility of the student.

At least one of the following sanctions will be imposed for violation of computer rules: detention, loss of computer privileges for the remainder of the grading period or the remainder of the school year; suspension; or expulsion from La Salle.

The following activities are prohibited at all times:

- Attempting to install, installing, or downloading from the Internet, or running any program not provided by the school;
- Playing games, including online games;
- Attempting to visit or visiting Internet chat rooms or social networking sites such as Facebook, Twitter, etc.;
- Attempting to visit, visiting, attempting to view, viewing or printing morally objectionable sites or materials;
- Attempting to bypass or bypassing any network or computer security systems.

8.13 Laptop Computers

Students are not to use laptops or computers assigned to faculty or staff without the permission and supervision of that staff or faculty member. **Personal laptops belonging to students are not to be brought on campus.** An exception may be granted through prior permission of a teacher when there are extenuating circumstances related to a student's academic needs. **Personal laptops are not allowed to join the computer**

network (e.g. wireless connection, printing).

9. ACADEMIC AWARDS

Seniors and Graduation

9.1 Petition to Participate in Graduation Ceremonies: All seniors must petition during the second semester to take part in the graduation ceremonies. Seniors who are ineligible for disciplinary or academic reasons will complete a special section on the petition form. All school accounts, including library materials and athletic equipment, must be cleared, as do all deficient grades, before diplomas will be issued to students.

9.2 Senior Class Speakers: Seniors with a cumulative seventh semester GPA of 3.50 or above are invited to apply to deliver the Welcome Address or the Commencement Address at graduation. The application process includes delivery of the applicant's speech to a panel selected by the principal which includes seniors, faculty and administrators.

9.3 Graduation Awards: The following recognitions are awarded at either the Senior Presentation or Graduation.

De La Salle Award: This award recognizes the student who has been exceptionally committed to service over four years of high school.

Valedictorian and Salutatorian: The valedictorian and salutatorian have been members of the class for three years. The valedictorian graduate(s) with the highest seventh semester cumulative GPA. The salutatorian graduate(s) with the second highest seventh semester cumulative GPA. In the case of a tie, each awardee is recognized.

Honor Cords: Students receive honor cords and/or stoles if they qualify as follows:

- *White cord:* Graduating *Cum Laude* (with honors) with a GPA of 3.10-3.49.
- *Silver cord:* Graduating *Magna Cum Laude* (with great honors) with a GPA of 3.50-3.69.
- *Gold stole:* Graduating *Summa Cum Laude* (with greatest honors) with a GPA of 3.70-4.00.
- *Gold cord:* Graduating member of the National Honor Society

9.4 Semester Honor Roll & Academic Achievement Award

La Salle High School recognizes students who achieve honors in academic, athletic, performing arts, service, and leadership activities. Recognition for academic excellence is made each semester through publication of the Honor Roll and the awarding of certificates at an Honor Roll Assembly. Students must meet the following GPA requirements:

- 1st Honors between 4.00 and 3.50 GPA;
- Honors between 3.49 and 3.00 GPA;
- No F or D grades in any subject during the semester.
- No N or U Citizenship marks.
- Students are also recognized for attaining a GPA at least 2.20 and improving their GPA at least 0.5 GPA points from the previous semester.

Outstanding academic achievement is recognized at the spring Academic Awards Night. Teachers may award one Excellence and one Merit Award to two selected students. The following procedures are used:

- The Excellence Award is given to the student holding the highest average earned in the course.

- The Merit Award is given to the student holding the second highest average earned in the course.

9.5 Academic Letter

La Salle High School recognizes students for consistent academic excellence by awarding the Academic Letter. The letter is awarded each semester at the Honor Roll Assembly to:

- recognize students who have excelled academically;
- promote and encourage academic excellence;
- affirm student achievement.

Students earn the letter in academics with:

- a cumulative grade point average of at least 3.50 with no grade lower than a C;
- four semesters of the required 3.50 grade point average;
- at least five academic courses each semester.

Students who qualify submit evidence of involvement in something outside of the classroom that uses their academic gifts.

Students receive an Academic Letter the first time they letter in academics. They receive a pin for each additional letter earned.

9.6 National Honor Society

The National Honor Society (NHS) recognizes students who have completed at least the first semester of the sophomore year with outstanding accomplishments in the areas of scholarship, character, leadership and service. Membership is an honor and a commitment. Members contribute to the school and to the larger community. They regularly participate in the meetings, projects and activities of the NHS. Students complete a resume for consideration for nomination to membership in the NHS. Membership is granted to those students selected by a faculty council. After meeting the academic requirement of a cumulative grade point of 3.30, students are eligible for consideration on the basis of service, leadership and character. Once selected, members have the responsibility to continue to demonstrate the qualities on which their selection was based. NHS members may be brought up for review by a faculty council (membership could be revoked if, for example, a member is placed on disciplinary probation, does not maintain academic eligibility, or violates academic integrity). A faculty council may recommend removal from the NHS. Removal from NHS is permanent.

10. STUDENT RESPONSIBILITIES

10.1 The Dean of Students reserves the right to amend, suspend, or add new rules, regulations, or guidelines to the aforementioned disciplinary policies with the approval of the Principal. Furthermore, the Dean of Students reserves the right to enforce standards of conduct and behavior in the interest of La Salle High School and its constituents and representatives not mentioned in the foregoing disciplinary policies.

10.2 Conduct/Behavior

La Salle High School students are expected to conduct themselves at all times in a Christian manner that shows respect for themselves, others and the learning process.

In order to insure the good order of the school, all students must observe the following guidelines:

- show respect to all faculty, staff, other students and visitors;
- conduct themselves on campus in such a way as to ensure the proper environment for learning;

- engage in conduct outside the school that reflects well on herself/himself and the school. Special concern should be given to behavior toward school neighbors and to the maintenance of positive and friendly relations with other schools and the Yakima Valley as a whole;
- exhibit concern for the safety and well-being of all members of the community;
- respect speakers, guests, and performers at assemblies, liturgies, and rallies. Students are expected to distinguish between the various events in determining the behavior appropriate to each;
- obey directions given by a member of the faculty, staff and/or designee of La Salle High School;
- cooperate in maintaining a clean and orderly campus.

10.3 Failures in Good Order

The following infractions in good order are examples of actions that are considered serious and will be dealt with accordingly, including possible police notification:

- Disobedience, insubordination or rudeness to any member of the faculty, staff and/or designee;
- Involvement in racial/ethnic incidents, whether verbal or physical, that express negative attitudes, derogation or hate for a person or group based on race or ethnicity or other forms of prejudice or discrimination. These incidents may take the form of slurs, insults, name-calling and jokes, graffiti, display of offensive words or symbols, intimidation and physical assault;
- Possession, distribution or use of drugs, alcohol, or legally controlled mood-altering substances on campus or at any school-related activities;
- Public displays of affection (inappropriate behavior will be determined by the administration; unacceptable behaviors include but are not limited to kissing, embracing, inappropriate handholding or touching, lap sitting, or any situation involving close physical contact);
- Language or behavior that is immoral, profane, vulgar, or obscene;
- Injury or harm to person(s) or property or threat of same;
- Theft or other actions involving dishonesty, including academic dishonesty;
- Use or possession of tobacco or tobacco products on or near campus or at any school-related activity;
- Outrageous, scandalous or seriously disruptive behavior;
- Possession of indecent or profane books, pictures, music (i.e., tapes, records, CDs) or other such objects on campus or at any school sponsored activity;
- Possession of any explosive device on campus or at any school sponsored activity;
- Gambling or gaming for monetary gain of any type on campus or at any school sponsored activity;
- Assault with, or possession of (including but not limited to in cars or lockers), a lethal weapon or instrument (including but not limited to pellet or air guns and knives) on campus or at any school sponsored activity;
- Conduct at school, sporting events, dances, or elsewhere which would reflect adversely on La Salle High School and which is detrimental to the good reputation of the school.

Note: Groups and/or gangs that, in the judgment of the administration, are detrimental to the positive Catholic atmosphere of La Salle High School will not be allowed to exist on campus. Individuals or groups who promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign or other articles that are evidence of membership or affiliation in such groups.

10.4 Sanctions

One or more of the following sanctions may be imposed for violation of school rules and regulations:

Detention: A period of time, other than class hours and including Saturdays, when a student is detained by the Dean of Students or any faculty member for violation of school rules. Detention takes precedence over any other activity. Students receiving four or more detentions per semester for the same rule infraction will be placed on disciplinary probation.

Disciplinary Probation: A student is placed on disciplinary probation for serious misconduct and/or violations of school rules. Probation is a specific period of time and specific requirements are imposed in order to clear the probationary status. Parents are notified in writing by the Dean of Students should their son or daughter incur probation.

Suspension: A student is suspended for very serious acts of misconduct or repetition of violations for which probation was imposed. During the period of suspension, students must surrender their student body card (ASB), may not participate in any athletic or other co-curricular activities, and must attend detention for a specific period of time. Days missed due to suspension are excused unless the suspension exceeds 15 days. Additional class time lost as a consequence of suspension is required to be made up as directed by the Dean of Students. Parents must meet with the Dean of Students when their son or daughter is suspended. Some suspensions may be served as in-school suspensions, during which students are required to report to school but do not attend classes. An isolated area will be provided in which students will work on school assignments.

Expulsion: A student may be expelled for misconduct of an exceptionally serious nature or repetition of misconduct for which detention, probation or suspension has not helped to correct the misconduct. A student who is expelled from La Salle High School may not attend school sponsored functions such as sporting events and dances.

10.5 Classroom

Students are expected to show courtesy to all faculty, staff, and other students. **Students should use proper titles in addressing faculty and staff members, such as "Brother, Sister, Miss, Mrs., and Mister."**

Students will bring all textbooks and required materials to class.

There will be a bell to end the period. The teacher, not the bell, dismisses the class.

If a student is told to leave the classroom for disciplinary reasons, he/she is to report immediately to the Main Office, be seated, and remain quiet until contacted by the Dean of Students.

Backpacks must be off the desk or table top during class and should not block aisles where they present a safety hazard.

Particular Guidelines

The following guidelines are either addition to or extension of the ones already listed above.

10.6 ASB/ID Cards:

All building doors will remain locked and passage into buildings can only be made by swiping your student ID card at the entrance of each building. Therefore, all students are required to have in their ID card on their possession while on campus. Cards are also required during the morning Covid-19 health check in at the front of school.

Admission to all school activities, unless otherwise announced, requires the presentation of a valid student body card. Loitering on or around school property after any school-night activity is prohibited. If you lose your card or damaged it, you must immediately complete a new card request form in the front office. Replacement ASB/ID Cards are \$10.

10.7 Automobiles, Parking and Registration

All vehicles must be registered with the Dean of Students. Registered vehicles should be parked, locked and left immediately upon arrival at school. Students may not return to their cars during the school day unless permission is granted by Administration and the student is accompanied by a staff member.

A speed limit of 5 miles per hour is to be observed on campus. Double parking or blocking other cars is not allowed. The front of the school is designed for dropping off and picking up students. There is no parking in this red zone area at any time. Visitors may park in the identified spaces across from the handicap parking.

Parking is not allowed anywhere but the designated asphalt parking area (i.e., no parking on the gravel road, dirt, or grass areas).

Students driving in an unsafe manner on school property or Lightning Way will face suspension of driving privileges on campus and school roads. The Dean of Students will determine the length of the suspension.

Student cars are not allowed in the parking lot if they are painted with graffiti. Students may be required to clean them, bring them home or have them picked up. Tardiness or absences incurred will be "Type 2: Unexcused."

La Salle is not liable for damage to personal property, including damage incurred to vehicles. Parking is at one's own risk.

10.8 Behavior Outside of School

A student whose behavior outside of the school jeopardizes the good name of La Salle High School may be barred from participation in school activities. Such behavior expresses an incompatibility with the mission and philosophy of the school, and/or presents a potential danger to the school community. Behavior outside of school also consists of a student's participation in social media. Consequences for such behavior are subject to a full range of disciplinary actions, including suspension or expulsion.

10.9 Cell phones, Telephone Use and Personal Technological Devices

Cell phones should not be visible and are not to be used during school hours (8 am-3 pm), including lunch and breaks. They should be kept in purses, book bags, lockers, or automobiles—not in a student's pockets. Cellular phones may be used prior to the start of school (prior to 8:00 AM) and after dismissal from school for the day. Therefore, they may NOT be on or used at any time during the school day. Students may be permitted by a staff member to use their cell phone in case of emergencies. Such calls would be made under the supervision of that staff person. Any unauthorized personal items of technology seen, heard, or turned on during the day will be confiscated and turned over to the Dean of Students. It is the responsibility of the student to contact a parent, who will need to pick up the item. Continual violations of this type may result in more severe disciplinary actions. Cameras, video cameras, and personal audio devices are not to be on the school property and are subject to the above action if used during school hours. The school is not responsible for damaged, lost or stolen items.

The office telephone is not to be used for personal calls. Parents should only ask for emergency messages to be delivered during school hours. Students will not leave class in order to make a telephone call.

10.10 Closed Campus

La Salle High School is a closed campus to foster the core principle of inclusive community. It also helps to create a safe educational setting. Once students arrive in the morning, they are to remain on campus until dismissal. Students are expected to stay within the areas around the classroom buildings and center courtyard area. *Students who drive to school*

may not return to the parking area until school is out for the day unless the Dean of Students grants permission and the student is accompanied by a staff member.

10.11 Evacuation & Lockdown Drills

Signs are posted in each classroom or school area to indicate the proper evacuation route for that particular classroom or area. Students are to follow the directions indicated on these signs and the directives of the faculty or staff. Silence is to be observed during the entire time of the drill or emergency. All windows and doors are to be closed when the building is evacuated. During a lockdown, all students and staff will remain in their secured building and classroom.

In the case of an emergency evacuation, students and staff will meet at the Columbia Fruit parking area across Goodman road. Parents will meet at the holding area of Ahtanum Youth Park until notified that students can be picked up. Please do not attempt to come to the school as emergency vehicles need easy access to the school.

Announcements of emergency evacuations and updates will be made on all major radio stations, news stations and through Power Announcement.

10.12 Guardianship

All school regulations apply to students who are emancipated or eighteen years of age as long as they are enrolled in the school. Students not living in the same residence as their parent or guardian are not allowed to attend La Salle High School.

10.13 Gum

Chewing gum is not permitted on campus. This habit detracts from proper academic speaking and often results in classroom distractions or littering. Students with gum on campus face the possibility of detention.

10.14 Lockers

Lockers are available to students at the beginning of each school year. Students may not change lockers without the permission of the Dean of Students. All unauthorized locks will be removed.

Each student is expected to keep his or her locker neat, clean and free of any controversial materials. In the interest of security, lockers should always be secured, and the locker combination should not be given to any other person. Money or items of exceptional value should never be stored in lockers.

At the end of the school year, students are personally responsible for cleaning out lockers. Students will be fined for lockers that are damaged. Any books, materials and personal effects left anywhere on campus after the last day of school will be resold or given to organizations for the needy.

10.15 Personal Property

It is the student's responsibility to keep track of his or her personal belongings and ensure they are properly stored when not in use. Books, backpacks, musical instruments, purses, etc., should not be left in halls or unattended outside. Sports bags should be stored in the designated area in Lightning Hall. Students who leave belongings in improper areas may be required to serve detention to redeem items which have been collected.

It takes the care and effort of all students, faculty, staff, and custodians to keep the school grounds clean and attractive. It is the student's responsibility to contribute to this effort by using garbage and recycling bins on campus. At times, students will be asked to

take part in the physical preparation for school-sponsored events.

Any student who damages or destroys school property is liable for repair or replacement of the damaged property and is subject to disciplinary action by the Dean of Students.

10.16 Pregnancy/Abortion Policy

Pregnancy: A primary purpose of Catholic education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and that the sanctity of family life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activity is contrary to these values. However, when a pregnancy occurs outside of marriage, the total school community seeks to offer support to the student mother and/or father, so that the pregnancy can be brought to term. The situation is to be treated in a Christian and humane manner. Students involved with a pregnancy have changed their status quo and thus some of their obligations, responsibilities and priorities.

They have accepted the responsibility of bringing a new human life into the world. The pregnant girl cares for herself as a mother-to-be and the father-to-be responds with care and support for the mother and child.

In order to insure the best interest of the student(s), parents, and La Salle community, if the mother or father-to-be is identified by whatever means, and she/he is a student at La Salle High School, the Principal or his designate must meet with the student and her/his parents and require that she/he be involved in a counseling program.

Abortion: The teaching of the Catholic Church is clear regarding the inviolable right of life to all human beings, the reverence and respect owed to each person, including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of La Salle and the values of Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for, or procure, an abortion. No one may force, pressure, or influence another into having an abortion. Given the existing network of prenatal programs and pregnancy counseling available through the Diocese of Yakima and Catholic Family and Child Services, there is no acceptable reason why any student should be coerced into having an abortion.

10.17 Searches

La Salle High School is a private school. The school reserves the right to search any area of campus and school property including all lockers and school computers. When the general good of the school community is in question and reasonable cause exists, the administration and its agents reserve the right and responsibility to conduct, and the student must submit to, a search of his/her automobile, clothes, bags, cell phone, and electronic equipment.

La Salle has a contract with Interquest Detection Canines of Montana to conduct periodic inspections of our campus. These inspections will be carried out by a nationally certified canine handler.

These units are specifically trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, and over-the-counter and prescription medications.

Student's lockers, classrooms, common areas, vehicles, desks, backpacks, and any other articles on school property are subject to inspection.

All inspections will be conducted with the scope of the law and with the knowledge of the student.

10.18 Skateboards and Bicycles

Students who choose to use skateboards, scooters, roller blades and bicycles as modes of

transportation to and from school are welcome to do so. However, these items are brought to school at the student's own risk. Skateboards are never ridden on campus and should be stowed securely in a student's locker during the school day. Any skateboard used inappropriately will be confiscated. Bicycles should be locked during the school day.

10.19 Snow/Inclement Weather Schedule and Digital Learning Days

Hazardous weather may make it necessary for La Salle to adjust its scheduled school day. School may start at 10:00 a.m. or may be closed for the day. Students of La Salle come from a very large geographic area. Our van drivers to the Lower Valley and designated weather spotters call in to a central person for us to determine if we will call a Late Start or Snow Day.

Parents and students will receive a message through PowerAnnouncement regarding schedule changes. Please be sure your preferred mode of communication (text, email, voicemail) is registered with the school. If you have not indicated your preferred modes of communication at the outset of the year, please contact the front office. Parents may also listen to radio and television announcements for La Salle High School beginning at 6:00 a.m. Updated information can also be obtained by phoning the school at (509) 225-2900 or on the school website at <http://www.lasallejakima.com>. La Salle's inclement weather policy is to announce late starts and closures only; no "on-time" announcement will be made, so in absence of a late start or closure announcement, students should assume school will begin at the regular time. Students should allow extra time to travel on days that road conditions can be expected to cause traffic delays.

When a snow day is designated, and students do not come to campus, La Salle High School will transition to a Digital Learning Day. By 10am the student's instructors will remotely facilitate the day's class assignments. Students are responsible for any assigned work and must check their PowerSchool Class Pages at home to determine coursework assigned.

10.20 Vending Machines and Snacks

The vending machines located in the Gamache Commons may be used before school, at school break, at lunchtime or after school. *They are not to be used during class time or the change of classes.* Food and drink (other than water) are not allowed in classes during class time. Outside of class time, food and drink are not to be consumed in a classroom without the permission of that teacher. Food and drink are not to be consumed in the halls or bathrooms of academic buildings at any time.

11. ATTENDANCE INFORMATION & POLICIES

11.1 Attendance and participation in class are essential to the learning process. Students are expected to attend school daily and to arrive promptly for each class. Attendance records are part of a student's permanent record, so parents must provide a written note for the student's file acknowledging any absences, late arrivals, or early departures from school. Parents decide when any non-attendance is necessary. However, La Salle reserves the right to define any parent-approved non-attendance as "excused" or "unexcused." The type of absence determined by La Salle establishes the level of obligation for teachers to provide make-up work.

Students and parents are asked to refer to the published La Salle High School calendar when planning vacations and holidays. The administration does not approve of students being taken out of school for family vacations or other non-emergency situations. In the event a student is taken out of school for reasons other than illness, the parents and the student must

assume full responsibility for this action and for the academic consequences.

In unusual circumstances, the Dean of Students will determine absence approval for personal reasons. The student needs to meet with Vice Principal for Academics to make arrangements for completion of academic work. In all cases, the Dean of Students must be notified prior to the absence from school.

In the event a student is temporarily not residing at home, parents are requested to notify the school of the name of the adult responsible for the student.

In cases of absence for medical reasons of five or more consecutive days, parents will be asked to present to the Secretary a physician's written release and/or verification attesting to the medical situation. Further, students whose absence from school is due to a contagious disease (i.e., hepatitis, mononucleosis, etc.) will be asked to present a physician's written release before returning to school.

11.2 To attend and/or participate in any school activity (drama, music, athletics, rally, dances, etc.), a student must have attended all classes that day. If an absence occurs on the last school day, the student may not participate in any co-curricular activity over the remaining week or weekend. Special circumstances in personal or family situations (including medical/dental appointments) may be given consideration. If the student is sick, a Doctor's note will be the only note accepted to excuse them and keep them eligible to play.

The Secretary handles routine matters concerning attendance. Non-routine matters (i.e., truancy, excessive tardiness, prearranged absences, etc.) will be referred to the Dean of Students.

11.3 Absences:

An Absences is defined as arriving late to 1st period by 15 minutes or more, or arriving to any subsequent class 5 or more minutes late.

The Dean of Students retains the right to assign a type to an absence:

Type 1 (excused) absences include illness (note from parent), a death in one's family or that of a close friend, direct involvement in an accident, or a necessary appointment that cannot be scheduled outside of school hours. For Type 1 absences, teachers are obligated to assist the student with make-up work or tests. In order to be classified as a Type 1 absence, a note from a parent or medical office must be presented to the main office in advance or immediately upon the student's return to school. If the student fails to turn in a note to the main office immediately upon returning to school, the absence is labeled "Type 2" regardless of the reason for the absence.

Type 2 (unexcused) absences include truancy, vacations, and any reason other than those specified as Type 1 or Type 3. For Type 2 absences, work missed in classes, including tests and presentations, may not receive credit.

Type 3 (excused) absences are due to student participation in school-related activities. They must be arranged in advance through the activity sponsor (coach, Athletic Director, retreat coordinator, etc.) or through a parent (by means of an Attendance Agreement or Prearranged Absence Form). **Students are responsible for contacting their teachers in advance of Type 3 absences and making arrangements to stay caught up in classes according to the teachers' classroom policies.** Excessive absences resulting from school-related activities will be handled on a case-by-case basis in consultation with the Dean of Students, parents, and teachers. Students may jeopardize their participation rights if they fall behind in their academic progress.

Events normally excused as Type 3 absences include:

- **School-sponsored retreats, immersions, and field trips**
- **Approved athletic or other competitive events**
- **Interviews with college representatives**
- **Activities/functions associated with a student's elected office**
- **Counseling sessions**

• Summons from administrative or attendance staff

Type 4 (excused) absences any absence that includes a doctor's note. Teachers are obligated to assist the student with make-up work or tests.

11.4 Truancy

Truancy is an absence without parent's consent and is considered a serious violation of school policy regardless of the number of class periods missed. At the first truancy, all school time missed will be made up with double time before or after school at a dean's direction; the student may also be assigned a detention. Truancies are classified as Type 2 absences, so students cannot receive credit for work missed—to include presentations, quizzes, or tests: Any missed work will be given a zero grade. If a second truancy occurs, a conference with parent(s) is required and the student will be placed on disciplinary probation for a period determined by the dean. A third truancy may likely result in a request that the student withdraw from school.

11.5 Anticipated Absences:

Whenever an absence is anticipated, the parent and student should notify the Main Office in advance by completing a *Pre-Arranged Absence Form* which is used to request work from teachers for the school time to be missed and to classify the absence. It contains the student's name, dates of and reason for the absence, and a parent's signature. The form is then presented **AT LEAST THREE DAYS PRIOR TO THE ANTICIPATED ABSENCE** to the Dean of Students, who will designate the type of absence and sign it. Anticipated absences may be Type 1, Type 2, Type 3, or Type 4 depending on the reason for the absence. The student then takes the form to teachers—at least three (3) school days prior to the absence, to allow adequate time for the teachers to prepare assignments and for students to complete any assignments that are required to be completed prior to the absence. Once all the teachers have assigned work and added any comments they might have related to the absence, the student will bring the form back to the main office. **IT IS NOT ENTERED ON THE SYSTEM UNTIL IT IS TURNED IN** (a copy will be given to the student). Please be aware that teachers have no obligation to provide help for Type 2 absences. Pre-arranged absence forms may not be completed retroactively; excusable absences may result in being unexcused if the process is not completed in advance.

The following types of absences require special consideration:

Vacations/Family Visits: Vacations/family visits during school time are discouraged. Parental cooperation is requested in not scheduling early or extended vacations at the holiday seasons/breaks. **THIS IS A TYPE 2 ABSENCE AND STUDENTS May Not RECEIVE CREDIT FOR ANY WORK MISSED-INCLUDING TESTS.**

College Visits: College visits should be kept at a minimum and should be made during normal holiday periods whenever possible. Seniors are not to make college visits on or after May 1. To be classified a Type 3 excused absence, college visits must be prearranged.

Playing Sports for Another School: If a student is interested in participating in a sport not offered by La Salle but which is available at another school, students may, in communication with the La Salle Athletic Director, apply to participate in that school's athletic program. Students who anticipate absences or early dismissals as part of such programs must bring a copy of their competition schedule to the Dean of Students and request an Attendance Agreement. Absences and early dismissals approved on this agreement are classified as Type 3 (excused, school-related) and are treated in the same manner as if the student were competing in a sports program sponsored by La Salle.

Absences which are not approved in advance following this process may be considered Type 2 (unexcused).

Early Departures: To leave school during the day, a student is to present a note signed by a parent to the Attendance Office at the beginning of the day. The note should have the student's name, grade, reason, and time for the dismissal. The expected time of return is also recommended if it can be predetermined. The student is responsible for any school work missed while absent. If a student forgets a note before the needed dismissal, she/he is still required to check out through the Attendance Office. Parental permission, either verbal or written, must be obtained before a student may be given permission to leave school. Parental permission does not determine whether an early departure is a excused absence; the Dean of Students will make that determination. If a student leaves school or fails to attend a class without checking out through the Attendance Office, it will be considered a serious violation ("ditching") and dealt with by the Dean of Students. If the parents have not authorized the absence, it will be treated as a truancy.

Medical or Special Appointments: All appointments with doctors, dentists, etc., should be made during hours that do not infringe upon school time. If circumstances should necessitate appointments during school hours, the student must follow the early dismissal procedures outlined above.

Note: Appointments other than medical or dental must be approved by the Dean of Students. Hair, tanning, driver license testing, court, and other similar appointments will not be approved during school hours.

11.6 Early Departure or School Absence Due to Athletic Participation

It is the responsibility of the head coach to provide information, after the approval of the Athletic Director, to the Attendance Office and faculty when it is necessary to release student-athletes before the end of or for an entire school day for a scheduled athletic event. A list of students requiring early dismissal for this reason must be provided in advance prior to the scheduled activity along with date(s) and requested classroom departure time(s) to those needing this information as listed above. No such early dismissals will take place that do not have the approval of the Athletic Director.

In addition to the notification and request sequence outlined above, it is the responsibility of the student-athletes to inform their teachers of the need for an early dismissal well before the date and time involved. The turning in of assignments and the making up of a test will be determined by the teacher in accordance with his or her established classroom policies. Students may be required to turn in work prior to leaving the building for classes they will miss later in the day. Students leaving class before the authorized time, without notifying teachers ahead of time, may be given a "ditching" designation by the teacher.

11.7 Make-Up Work:

The student's responsibility is to keep up with school work missed due to absences. The student is to do any make-up work or tests in the time designated by the teacher. A student or parent may contact the main office to arrange for getting assignments from the teachers. In some instances, allowing a full day before they can be picked up is necessary.

11.8 Accumulated Absences and Attendance Requirement for Credit:

Absences have a negative impact on a student's grades. **Ten (10) absences** from any one class in one semester are considered to be excessive. The consequences for ten absences, whether Type 1 or Type 2, may range from a lowering of a grade to loss of credit, depending on individual class requirements. When a student reaches seven (7) absences, the parents will be notified that the student is nearing what the school considers to be excessive absences for one semester. However, ultimately it is the student's responsibility to see that he/she does not jeopardize a grade by accumulated absences. The Vice

Principal for Academics in consultation with the Dean of Students and the teacher(s) will make the final determination.

11.9 Two-Step Procedure for Reporting an Absence

- 1) Call:** If a student is absent, the parent is to call the **Attendance Office Recorder (509-225-2920)** each day of an absence before 9:00 a.m. A call is not necessary if a student has followed a pre-planned absence requirement. When calling, please identify yourself and give the student's name, grade, and reason for the absence.
- 2) Written Excuse:** The student is to present a note to the Attendance Office upon returning and obtain an admit slip before attending any class. The note, which will become part of the student's permanent file, should indicate the student's full name, grade, date, and reason for the absence. The note must be signed and dated by a parent regardless of the age of the student. A note from a parent does not classify the absence as excused or unexcused but indicates that the parent is aware of the absence. The Dean of Students will determine the type of absence. Failure to bring a note upon return automatically classifies the absence as Type 2 (unexcused) regardless of the reason for the absence. If a note is not presented the following day or after a reminder has been issued, the student may be given detention.

Parental Notes Are Required For

- **Absences**
- **Tardiness**
- **Early departure**

Notes Need to Include

- Current date/Student's name**
- Dates and times student missed**
- Reason for absence**
- Signature of parent/guardian**

NOTE: Absence notes may be faxed to the school at (509) 225-2950.

11.10 Tardiness

Arriving tardy to class is disrespectful to the teacher and other students whose learning time has been disrupted.

- Students are to be inside their respective classrooms and in their seats by the time the bell rings for class to begin. Those who arrive late must obtain an admit slip from the office.
- Arriving late to class will be considered tardy if they are less than 15 minutes late to 1st period or less than 5 minutes late to any subsequent class
- Students who are late to a class, without a valid reason, will receive a detention for that day. After five (5) tardies in one semester, an action plan will be developed in conjunction with student, parent, and Dean of Students.
- Tardiness will be considered excused only for good reasons. A written note from parents must accompany each instance of tardiness to school. Only the Dean of Students can excuse tardiness.

11.11 Check In/Out Procedure

Any student arriving to school after the start of classes or leaving school during the normal school day must go to the office to sign in or out. Failure to do so may result in disciplinary action.

11.12 Communicable Diseases

Students with communicable diseases may be excluded from school when the disease presents a health threat to the student or others. Decisions shall be made on a case-by-case basis taking into consideration recommendations from the student's physician, parents, teachers, and school officials.

- Prior to excluding a student, the Principal shall notify the student's parents of the intended

exclusion and the reason(s). Prior notice shall not be given when the Principal has reason to believe that the student is an immediate threat to the health of the student or others; however, the Principal or his designee shall thereafter contact the parent or guardian regarding the exclusion.

- Reassessment of the student's condition may be made on a regular basis.
- The identity and the health record of the student shall be kept in a confidential manner. Students whose absence from school is due to a communicable disease may be asked to provide the school with a doctor's note certifying that they are medically able to return to school. The Principal shall inform the local health department of all reportable communicable diseases.

11.13 Appeals Process

The procedure for handling complaints and conflicts is to have the concerned parties meet. If the problem is not resolved at this level, the party shall have the right to seek a solution through higher authority, with the last appeal being to the Principal. If a problem is between a student and teacher, the two parties should meet to begin the resolution process. If the problem remains unresolved, the student is encouraged to contact the Vice Principal for Academics. The organizational order of the school is as follows:

- Principal
- Dean of Students or Vice Principal for Academics
- Directors (Athletics, Campus Ministry, ASB, etc.)
- Department Chairs
- Teacher/Coach

In the case that a parent would like to appeal a decision made by the administration they may submit a written letter to the principal and a review Panel will meet with the parents and then make a decision on the appeal.

9. DRUG AND ALCOHOL POLICIES

12.1 La Salle is a supportive partner in educating the entire La Salle High School community about drug and alcohol abuse and believes that this education process must begin in the family and at home. We realize that substance abuse remains a significant problem in our society. Therefore, we will continue with our proactive approach. We strongly support preventative education and intervention. Along with our preventative education and intervention, La Salle High School has adopted special sanctions in dealing with drug and alcohol use and abuse.

Distribution or sale of drugs, alcohol, or any legally controlled mood-altering substance on or near the campus, at school-sponsored or related activities, or at a time or place involving the school, is considered to be a very serious offense, and we will take a **no-tolerance stance**. Should a student violate this rule, the following may apply without limitation:

- Five-day suspension from school. Any class time missed is unexcused.
- Parent(s) will be contacted.
- All incidents are reported to the police.
- A Discipline Review Board will convene and recommend to the Principal possible additional or reduced sanctions, to include whether or not the student should be expelled.

Possession or use of drugs, alcohol, paraphernalia, or any legally controlled mood-altering substance on or near the campus, at school-sponsored or related activities, or at a time and place involving the school, is considered to be a serious offense, and we will take a no-tolerance stance. Should a student violate this rule, the following may apply without limitation:

- Five-day suspension from school. Any class time missed is unexcused.

- Parent(s) will be contacted. Should emergency treatment be necessary, the cost of such help will be the responsibility of the parent.
- Immediate (within 2 hours) drug and alcohol testing is mandatory at the school's specified agency. All test results will be delivered to the school's intervention specialists.
- Referral to the intervention specialist for assessment and referral.
- Mandatory drug testing for a period of time determined by the school.
- A Discipline Review Board will convene to determine further action and the additional or reduced sanctions, including the possibility of the student's referral for substance abuse assessment by an outside agency. All recommendations of this board and/or the referral agency are mandatory. Should the student be referred to any treatment program, the Dean of Students will require written verification of continued participation in said program if the student is to remain enrolled at La Salle.
- Student will be placed on disciplinary probation.
- All incidents are subject to being reported to police.
- If any professional testing, assessment and/or treatment program(s) is/are required, the parent is responsible for all fees incurred.
- Repeat offenses warrant expulsion consideration. These offenses are cumulative only throughout the student's enrollment at La Salle.

12.2 Treatment and Aftercare

In cases where the student is required to be in treatment as a condition of continued enrollment, the school reserves the right to be kept informed by the treatment agency about the student's progress. To the extent we are able, the school will assist the student with his/her educational programs during this period.

If school administrators, counselors, and/or other professionals judge that the student has successfully completed treatment, (and should they recommend that the student be re-admitted) the school may accept such a recommendation provided the student successfully maintains any prescribed aftercare program.

12.3 Suspected Possession/Use of Controlled Substances

When administrators/counselors become aware that a student *may be* using, possessing, transporting, or trafficking in controlled substances, one of the administrators/counselors will meet with the student and his/her parents to discuss the situation. It must be noted that suspected use is not an accusation of use and is not a disciplinary matter, as such. However, the school reserves the right to investigate all incidences of suspected possession and/or use.

12.4 Referral and Counseling for Substance Abuse

Faculty members, peers and others are expected to refer students to an administrator when they exhibit such signs as high absenteeism, plummeting grades, erratic mood swings and physical signs that could be attributable to alcohol/drug abuse. Provided no school policy has been violated, these referrals will be held in strict confidence.

The school is willing to work with any student involved with substance abuse as long as the student follows the policy of the school and is making reasonable progress toward wellness.

No oral or written statement made by the counseled student (and no observation or conclusion derived from such counseling) will generally be used against the counseled student in any school proceeding. Nor shall this information be shared with anyone outside the school environment unless it reveals a potential threat of harm to self or others, involves a mandated reporting situation, or is required by a court order in a legal proceeding, or unless the student involved gives prior written permission.

It is noted that the student being counseled will (in the case of possible chemical dependency) be asked by the school staff to share his/her alcohol/drug related problem with parents. Members of the administration or faculty will also be informed, as necessary for the

student's progress. This information will always be shared with the Principal and Dean of Students. If the student does not take such steps when appropriate, and it is deemed by the Principal and Dean of Students that the student's abuse of alcohol/drugs constitutes a serious health problem (or that some other serious or potential health problem exists) the designated staff person will notify the parents with or without the student's permission.

For the student to remain in school, parents will be required to take the student for professional assessment and to follow through with any recommendation for treatment. While the school does not need, or want, treatment details the school will require the results of the assessment and the recommendations for treatment. We will also require that the treating facility notify the school should the terms of the treatment recommendations change or not be completed.

12.5 Medication

When a student needs to take medication during school hours, whether prescription or over-the-counter, parents are to notify the Dean of Students in writing and the student's medication must be stored in the administration office. All such medications must be in their original container that identifies the medication or be accompanied by a copy of the prescription and dosage information. The student may carry only an *EpiPen* or an inhaler (with verification and instructions for use from a physician in writing). Students are not to have any other medication in their possession, to include aspirin, cough syrup, allergy pills, or other common over-the-counter medications. All medications are to be provided, with a note, to the Dean of Students for storage in the administration office. Parents are to identify the medication, reason for and duration of use, as well as the time(s) of day when the medication is to be taken. In the case of a prescription, parents are to identify the prescribing physician. Written notifications will be kept in the Dean of Student's office, and parents should notify the Dean of Students in writing when the student is to discontinue taking authorized medications.

The school reserves the right to restrict attendance of students who do not provide the proper documentations and/or who are taking any prescribed medication.

School personnel will not distribute over-the-counter medication to students and students are strictly forbidden from providing medication—to include over-the-counter medications—to other students.

12.6 Medication, Drugs, and the Law

The school is bound by the law and will act in compliance with the law when circumstances indicate certain actions are necessary. In some cases, even the association with those who use, possess, or traffic in drugs and/or alcohol exposes one to criminal prosecution. Whether or not one agrees with legislation in force, the school shall be obliged to inform legal authorities.

The school administration has the right and the responsibility to conduct a search of a student. A search of a student's person would be conducted by a same-sex staff member and a same-sex witness.

12.7 Food Allergy Policy

La Salle High School recognizes that life threatening food allergies are an important condition affecting many children and positively welcomes all students with food allergies. In order to minimize the incidence of life-threatening allergic reactions, La Salle will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

12.8 Family Refusal

Should the parent(s)/guardian(s) refuse the required sanctions or refuse to comply with school procedures regarding medication and/or controlled substances, the school may suspend a student indefinitely and/or move for expulsion.

13. PERSONAL APPEARANCE

13.1 La Salle High School believes that a student's appearance has an impact on attitude and behavior. Respect for oneself, one's peers, and the whole school community is evidenced by dressing appropriately for proper time and place.

It is the responsibility of parents to see that their student leaves home properly dressed and groomed for school. Students are expected to adhere to the dress code throughout the school day; they are to be clean and to exercise good hygiene in their personal grooming for themselves and the benefit of all. *The general expectation is for students to observe the standards of modesty, moderation, and good taste.*

Extraordinary attire that disrupts due order and decorum within the classroom is prohibited. Any article of clothing or accessory which features an inappropriate picture, symbol, or slogan may not be worn. For any questionable articles of clothing, students should consult with the Dean of Students at the beginning of the school day to see if they are acceptable.

13.2 The Dress Code

All clothes must fit appropriately and conceal undergarments and midriffs. Clothing should not be revealing at the neckline or anywhere else that would be considered inappropriate for a school setting. Clothing should be neither oversized or baggy nor undersized or form fitting. "Sagging and low rise" pants should not be worn to school at any time. Alterations to the dress code (knotting, pinning, cutting, tying, or resizing garments) are considered serious violations and will be dealt with accordingly. La Salle High School is a learning environment and not a place where casual or distracting appearances are acceptable.

13.3 The following items are prohibited at all times:

1. Any torn, dirty, faded, or frayed clothing. (including clothes with holes or patches, or which are not hemmed)
2. Clothing which shows midriff or any part of the student's underwear, including straps.
3. Any clothing containing words or pictures that are not La Salle.
4. Recreational pants, including basketball style shorts, , warm-ups, or sweats.
5. Clothing must be free of any suggestive messages or images that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs, or any other content inconsistent with La Salle's mission as interpreted by school administrators
6. Excessively tight-fitting pants, meaning that clothing should not be made of stretchy, spandex material that clings to the body, or excessively loose pants
7. Camouflage military fatigues.
8. Skirts and dresses made of sheer fabrics or which are tight fitting, have "revealing" slits or plunging necklines or backs.
9. Footwear: Slip-on sandals, beach sandals, flip flops, *Sanuks*, slippers or other soft-soled footwear (e.g. moccasins), military style boots, shoes with cleats, or any footwear without a back or back strap.
10. Hats, caps, hoods, bandanas, visors, headbands, or sunglasses worn inside any building at any time.
11. Excessively Large earrings and facial piercings.
12. Exposed tattoos, either permanent or temporary (includes rub-on or drawn on by pen, marker, etc.).
13. Running shorts are not permitted at any time
14. Yoga pants, leggings and tights are not permitted unless they are worn under a dress or skirt of appropriate length.
15. Any other items deemed inappropriate by the Dean of Students.

13.4 Guidelines for appropriate dress and grooming:

- 1) **Pants, shorts, and Capris:** Pants, jeans, and shorts must be in good condition, hemmed and without rips, holes, or tears. All pants must be clean and neat and must fit properly. Well maintained long pants, walking shorts, or Capris are acceptable. Shorts and skirts must be no shorter than four inches from the knee cap.
- 2) **Shirts/Blouses and Sweaters:** All shirts must have sleeves that touch the shoulders. Shirt necklines should be modest and not plunging. Necklines must come within two inches of the collarbone. **Males:** must wear a collar or La Salle wear. **Females:** t-shirts do not constitute a blouse. La Salle t-shirts may be worn, but otherwise blouses must be free from graphics.
- 3) **Skirts and Dresses:** Skirts and dresses must fit properly and be no shorter than four inches above the knee cap. Dresses must have straps that are at least 2 inches wide or be worn with a covering that has sleeves and be made of material appropriate to the school setting. Necklines should be no more two inches below the collarbone. Yoga pants, leggings and tights are not permitted unless they are worn under a dress or skirt of appropriate length.
- 4) **Footwear:** Shoes must be worn at all times. Leather dress shoes, leather sandals with a back or back strap, topsiders, canvas, or athletic shoes which are safe and in good condition may be worn. Shoes which have backs or back straps must be worn with the backs or back straps in place.
- 5) **Hair:** Hair must be clean, neatly groomed, and out of the student's eyes at all times. For the male students, hair must be cut in a conventional style. Dyed hair may be a natural color, such as black, red, brown, blond, or sun-streaked.
- 6) **Makeup and jewelry** are to be worn in moderation.

13.5 Professional Dress Days

Days designated on the school calendar as "Professional" (normally for a school assembly) require students to remain in the following dress code from the time they arrive on campus until dismissal:

All Students: Clothing of jean material or shorts will not be allowed on Professional Days.

Male students are required to wear a tucked-in dress shirt and tie as well as dress shoes (no athletic shoes). Pants should be dress pants/slacks, most commonly recognized by having internal rather than external pockets. Cargo pants and casual corduroy pants are not considered to be dress pants.

Female students are required to wear a dress, skirt and blouse, or dress pants and collared blouse. Dresses and skirts should be four inches above the knee or longer, and all shirts must have sleeves and an appropriate neckline. Shoes must have backs or back strap (no athletic shoes).

13.6 Modified Dress Days

For special occasions (e.g. Sweats Days, dances, spirit days), a modified dress code is as follows:

1. Sweats and athletic shorts are permitted so long shorts are no shorter than 4 inches from the knee cap and that there are no holes, rips, or frayed clothing.
2. T-shirts are permitted so long that they do not have any suggestive messages or images that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs, or any other content inconsistent with La Salle's mission as interpreted by school administrators. They must not have necklines more than two inches from the collarbone. They can't be made of sheer material and no midriff should be shown.
3. There are no changes to the shoes that are allowed

13.7 Outerwear

Outerwear (coats, jackets, etc.) may be worn in buildings. In all cases, students still must

adhere to dress code (must wear school appropriate shirts under sweatshirts, pictures or words must be La Salle or college name, etc.).

13.8 Violations of the Dress Code

All faculty, staff and administration will monitor student appearance. Students in violation of the dress code may face the following consequences:

- 1st offense: sent to the office, required to change, and first warning.
- 2nd offense: required to change, an email will be sent home, and student will receive a detention.
- 3rd offense: required to change, a phone call home to inform parents will be made, and student will serve one in-school suspension

Any subsequent offenses may require additional Saturday school, probation, and/or suspension.

Any class absences missed because of improper grooming and/or dress will be considered unexcused.

The administration reserves the right to make final decisions regarding student grooming and appearance. If a student is unclear on the proper interpretation or application of a dress code policy, he or she should consult the Dean of Students for clarification. A good rule of thumb regarding clothing and accessories is: ***"If you are unsure... don't wear it."***

14. HARASSMENT POLICY

14.1 La Salle High School is committed to providing a learning environment that is free from harassment in any form. Harassment of a student by another student, parent, volunteer, or employee, is prohibited. The school will treat allegations of harassment seriously and will investigate such allegations in a prompt, discreet and thorough manner. Individuals will be informed of the investigation on a need-to-know basis.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment may also be subject to disciplinary action, up to and including dismissal. Students found to have filed intentionally false charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical attributes, disability, gender, etc. Harassment will not be tolerated at any time during school or during school related activities. It includes, but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person;

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

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words (including but not limited to text messages and internet blog entries), drawings or gestures;

Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
- Submission to or rejection of such conduct by a student is used as the basis of academic or other decisions affecting the individual;
- Such conduct has the purpose or effect of unreasonable interference with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

- A student making unsolicited sexual advances and propositions to another student;
- Any sexual advances and propositions made by an adult affiliated with the school towards a student is prohibited;
- Using sexually explicit, degrading, or inappropriate words to describe an individual or an individual's body;
- Displaying sexually suggestive objects or pictures which lack scientific, literary, or artistic value;
- Telling inappropriate or sexually related jokes;
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

14.3 Cyberbullying/Sexting

Cyber bullying is defined as willful harm inflicted on another person through electronic media. Any student who sends sexually suggestive or explicit texts or a partial or fully naked picture of a minor ("sexting") or attempts to be harmful or cruel to another student or individual, in the judgment of the Principal, by sending or posting offensive material (including words, pictures, or images) using a cell phone, internet, or other electronic device, can be suspended from school, placed on disciplinary probation, or dismissed from the school. La Salle reserves the right to take action on such incidents regardless of whether they occur on school property/during a school-sponsored activity or completely outside school. Serious incidents –including sexting or threats of violence – may be turned over to law enforcement authorities for prosecution.

14.4 Responsibilities of School and Student

The responsibility of La Salle High School is to:

- Implement this policy through regular meetings with all administrators, ensuring that they understand the policy and its importance;
- Make all faculty, staff, coaches, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
- Remain watchful for conditions that create or may lead to a hostile or offensive school environment;
- Establish practices designed to create a school environment free from discrimination, harassment, intimidation, or bullying.

Students are responsible to:

- Conduct themselves in a manner which contributes to a positive school environment;
- Avoid any activity that may be considered discriminating, harassing, intimidating, or bullying;
- Immediately inform (if possible) the harasser that the offensive behavior is unwelcome;
- Report all incidents of discrimination or harassment to the Principal, Dean of Students, a faculty, or staff member with whom they feel comfortable;
- Immediately discontinue such conduct if he or she has been spoken to as one who is perceived as engaging in conduct that is discriminatory, harassing, intimidating, bullying, or unwelcome.

14.5 REPORTING

Regarding the filing of a claim of harassment and the resulting investigation process, the following procedures must be followed:

- Students are strongly encouraged to report harassment to school administration. If you feel you are the victim of harassment or have observed harassment, please report the incident using the LHS P3 App, using the downloadable form

(<https://www.lasallejakima.com/blank>), in the school office or in person to a teacher or administrator.

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a teacher, staff member, or to the Principal. If the Principal is the subject of the allegation, the student must report the harassment to the President. In the case of sexual harassment allegations, the student may raise the issue with another same-sex teacher or administrator;
- The student alleging harassment will be asked to submit a formal complaint, in writing and if preferred, may use the Harassment Complaint form found on the school website. The claim will be investigated thoroughly, involving only the necessary parties;
- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If the alleged harasser is a member of the staff or faculty, he/she will be placed on administrative leave during the course of the investigation;
- Once the facts of the case have been gathered, the administrator, in consultation with an advisor, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context and seriousness of the harassment and may include all disciplinary actions up to, and including, immediate expulsion or termination;
- If the complaint is against a non-employee or non-student (such as a parent, volunteer, or vendor) the school will take steps, within its power, to investigate and eliminate the problem.
- No persons, including complaining parties and witnesses, who exercise their right to complain under this Policy shall be subject to retaliation or the threat of retaliation in any form. Retaliation includes, but is not limited to, adverse actions directed against an individual on the basis of, or in reaction to the exercise of rights accorded by this Policy, that affect a person's advancement, scholarship, or educational performance.

15. STUDENT LIFE

15.1 La Salle High School's primary concern is the total educational growth of each student. Co-curricular activities are an integral part of student life and provide a means for social interaction and education. All clubs and organizations have moderators who work in conjunction with the ASB/Student Council to maintain a high level of student initiative.

Participation in student activities is encouraged as a way for students to participate more fully in the school community.

Clubs or activities may be initiated by student interest. Consult the Director of ASB/Activities for more information.

15.2 Visitors on Campus

Guests must be cleared by the Dean of Students' office and carry a visitor's pass while on campus. Guests coming to campus to meet with students must be approved at least one day in advance; students who would like to have guests approved can obtain the appropriate form in the office.

15.3 Dance Policies

Time: Regular dances that are held on-campus are generally from 8:00 p.m. to 11:00 p.m. Students will not be admitted one-half hour after the dance begins and will not be allowed to leave until one-half hour before the dance is scheduled to end. Exceptions must be arranged in advance. Formal dances are usually held off-campus and the time and location are announced in advanced.

Admittance: Tickets must be purchased in advance and guest passes must be approved two days prior to dance as outlined below. Only persons whose names appear on the official dance list—those who purchased tickets and their dates/guests—will be admitted to dances. A guest needs to present a valid photo ID. All students are subject to random breathalyzer tests. The school reserves the right to refuse admittance to any student or guest.

Guest Pass: Any guest must have a guest pass application approved by the Dean of Students. Guest passes are only for guests of La Salle High School students. Guest passes must be obtained from the Dean of Students or on lasalleyakima.com. Only one guest is allowed per student. La Salle students must enter with, and assume responsibility for, any individual for whom they obtain a guest pass to attend a dance. No guest passes will be issued at the door. Guest pass applications should be picked up in the high school office or online and returned at least 1 day before the dance (i.e.: if the dance is Saturday, then the application is due by 3 p.m. on Friday.)

Age Limit: No one 21 years or older or under 9th grade will be admitted. No one under 10th grade may attend Prom.

Dress Code: Students and their guests are expected to use good judgment by dressing appropriately and maintaining a respectful, neat, and clean appearance for all dances. If a specific dress code is required for a dance, it will be announced in advance.

Conduct Students must follow the directives of the chaperones and/or prefects during a dance. Students who fail to comply with these rules or other school regulations will be subject to immediate removal from the dance. Parents will be notified. There may be further disciplinary action.

Once a student is admitted to a dance, he/she may only step out for fresh air in the designated area. Students will not be permitted to go to their automobiles or to the parking lot.

Possession or use of tobacco is prohibited during the dance. Anyone who is in possession or under the influence of alcohol or drugs will be ejected immediately. Parents will be called to take that student home.

All students are to refrain from dances that cause harm or are overly suggestive, such as grinding. Determination of appropriateness will be left to the discretion of the chaperones and/or prefects. All dancing must be face-to-face with space. Students will be told that if they continue inappropriate dancing, they will be asked to leave the dance and parents will be notified.

Any student who is disrespectful or uncooperative with a chaperone/staff will be removed from the dance.

16. ATHLETIC DEPARTMENT POLICIES

16.1 La Salle High School is an educational institution designed and established for the purpose of teaching, instructing, and guiding young people according to the precepts of the Roman Catholic Church. This philosophy is an integral part of our athletic programs.

Sports programs at La Salle High School are based on dedication, perseverance, and recognition of achievement. La Salle is a member in good standing of the 1A SCAC West (South Central Athletic Conference) League and the Washington Interscholastic Activities Association (WIAA).

As such, all members of the La Salle community - students, parents, faculty, staff, and friends - are required to abide by all rules, guidelines, and directives related to interscholastic competition and good sportsmanship.

16.2 Team Membership

Anyone cut from a team is eligible to try out for another team, if the coach of the second

team is agreeable. Any student who quits a team after the final cuts have been made will be ineligible for any other active teams for the remainder of that season.

16.3 Athletic Eligibility

Eligibility to participate in school athletics conforms to the academic eligibility for co-curricular activities as determined by school policies above (see the "Academic Ineligibility" section).

16.4 Transportation to Athletic Contests

Parents are asked to assist with transportation to off campus practices and to away games. Parent drivers must complete the insurance waiver form and submit a copy of a valid driver's license. An athlete may return from non-home events with their parents or legal guardians if they have requested, in writing, permission from the head coach. Consent is at the head coach's discretion. Parents and guardians must identify themselves to the coach prior to departing with the player.

16.5 Athletic Summer Policies

All summer activities (including leagues, tournaments, clinics, and sports camps) will be optional for all student athletes. Non-participation in any of the activities shall not hinder any opportunity of athletes in participation during the regular school year.

16.6 Hazing/Bullying

Hazing and bullying laws of the State of Washington will be enforced at La Salle. Student-athletes will not engage in activities which are forbidden by the hazing laws cited above. In addition to being illegal, they violate the most basic rule at La Salle: respect for self and respect for others. This kind of disrespectful behavior will result in very serious consequences at school, quite possibly expulsion, in no way will hazing activities be condoned or tolerated at La Salle.

Teams and members of teams are forbidden to engage in conduct, rituals, or any other practices that demean any student either as a way of belonging to a team or as player-enforced discipline of other players. These degradations are absolutely forbidden! Violators will be suspended or removed from the team and face possible suspension or dismissal from La Salle.

16.7 Sportsmanship Code

La Salle High School subscribes to the WIAA Code of Ethics and Sportsmanship with certain additions:

Students should set a good example in the matter of sportsmanship. Cheers should be of a positive nature and directed only at our athletes. At no time should remarks or cheers be directed at an opponent, opposing coach, or an official.

Players and spectators should not model their sportsmanship on the standards set by many colleges and professional players or the spectators at such events. To this end, they should:

- Remember that a student spectator represents the school in the same manner as does the participating athlete;
- Recognize that the good name of the school is the primary concern;
- Appreciate an exhibition of fine play or good sportsmanship by any player or team;
- Allow all cheers to emanate from the school's cheerleaders;
- Accept the decision of the officials;
- Refrain from abusive remarks and language;
- Refrain from going onto the court or field at any time, particularly at the end of a contest;
- Be considerate of the injured player(s) on both teams;

- Respect the opponent's campus;
- Never belittle an opponent;
- Never direct abusive remarks at individual players during a contest;
- Never "boo" a "call" or situation.

Likewise, remember the following rules:

- Noisemakers or musical instruments of any kind not associated with an organized and moderated pep band are prohibited;
- Respective Athletic Directors (home or away contests) must approve all signs prior to their being posted;
- Students are bound by all rules and regulations of other schools when our teams are competing at a site other than La Salle home venues;
- Refrain from yelling or distractive shouting during free throws. Students and fans are required to respect and follow directives of any La Salle faculty/staff member at games.

16.8 Early Releases

All early releases from school for participation in athletic events are pre-determined by the Dean of Students and Athletic Director and will be published by the school. No one other than school administration can set or change the scheduled release time. Minimizing missed class time is essential.

17. PARENT SERVICE/FUNDRAISING HOURS

17.1 Here at La Salle, as with all other Catholic schools, families are required to participate in school fundraising events, as well as volunteer at fundraisers and other school related activities. As families participate in fundraisers and volunteer their time and talent, two things are accomplished: Families get to know one another, which builds a sense of school community and school pride, and monies are raised to help bridge the gap between what each family is charged for tuition, and what the **true** cost is to educate each student. La Salle High School of Yakima encourages parents/guardians to participate in the life of the school to enhance the experience of their student(s) and to foster community spirit. Fundraising/volunteer requirements are as follows:

- 1) Each family is expected to contribute a minimum of 30 hours of service per school year.
- 2) Volunteer hours served must include time spent working directly on fundraising activities, (i.e. Suds and Sliders, Wreath Sales, St. Patrick's Day Gala, Golf Tournament, Concessions, Gate/Ticket Sales, etc.) **Families will NOT be allowed to earn all parent volunteer hours by transporting student athletes to athletic events.**
- 3) **Most volunteer opportunities will be available for sign-up on SignUp.com or through the main office 225-2900.**
- 4) Contributions of goods approved by the school administration may be accepted for service hour credits upon approval.
- 5) For those parents/guardians who choose not to/or are unable to volunteer the required number of hours, a charge of \$30 per hour for every hour not worked will be charged at the end of the school year. Any billed service hours, which are unpaid, are subject to a \$25 late charge every month until paid.

17.2 Wreath Sale Fundraiser:

Each family is required to sell a minimum, ***regardless of other activities***, of eighteen (18) wreaths. *

17.3 St. Patrick's Day Gala:

Each family is required to sell a minimum, ***regardless of other activities***, of

\$360 in raffle tickets. *

****If the fundraising dollar amount is not satisfied, the remaining dollars will be billed for.***

Opportunities for volunteer service hours include, but are not limited to:

Event	Timeline
Suds and Sliders	August-September
Wreath Sale	October-November
St. Patrick's Day Gala	Fall-March
Concessions	August-February
Gate/Ticket Sales	August-February
Golf Tournament	January-May
Volunteer Driving	Year-long
Athletics Boosters	Year-long
Arts and Academics Booster	Year-long
Follies	January-April

Each family will have the opportunity to "sign up" for fundraising activities, committee membership, and volunteer activities that are of interest to them. Activity and Fundraiser Chairpersons will contact families to schedule volunteer shifts and/or inform volunteers of committee meeting dates/times. By offering both time and talent to La Salle, parents and guardians demonstrate the importance of service and benevolence to their children, and the entire school community benefits

18. FINANCIAL POLICY

18.1 Tuition

Tuition..... \$11,130

Tuition is payable according to the 2020-2021 Tuition and Fees Contract. Payments are due on the first of the month. Payments are considered to be late as of the 10th.

18.2 Enrollment Fee

Includes Registration Fee, Technology Fee/Insurance, ASB Fees

Due separately and payable with submission of this contract

Grades 9, 10 & 11\$500

Grade 12 (includes graduation fee) \$550

Returned Check Fee \$ 35

Monthly Late Payment Fee \$ 25 (applied after the 11th of the month the payment is due)

18.3 Tuition Assistance

Each year, parents are notified in the parent mailings regarding this program. Applications for tuition assistance must be submitted according to the identified date. The Christian Brothers Tuition Assistance Program is intended to help qualified students attend La Salle High School who would not otherwise be able to do so because of limited financial resources.

Tuition assistance is given in the form of tuition reduction grants. All fees and other charges are due and payable in full. The amount of each grant is based upon the

demonstrated financial need of the student's family in relation to all applicants. Grants must be applied for annually. **A student may be denied another grant or may lose the grant if he or she fails to maintain a satisfactory grade point average ((2.0), has any F grades** or if his or her disciplinary record is unsatisfactory, or if the family is no longer in similar financial need.

18.4 Financial Conditions

A student is subject to suspension or dismissal at any time if his/her financial account is delinquent or if any payments are deferred without the approval of the Finance Office.

A student may be barred from school, school activities and from taking final semester examinations if his/her financial account is not current. The student may receive INC (incomplete) marks on his/her report card if these examinations are not taken. Transcripts will be held until his/her financial obligations are met.

Seniors will not receive a diploma or transcripts until their financial account and all other obligations are cleared (parent hours and mandatory fundraising activities—Wreath Sales and St. Patrick's Raffle).

Parents whose accounts experience more than one returned check will be required to make all future payments by cash, money order, or cashier's check.

Delinquent tuition accounts will be forwarded to a collection agency.

18.5 Insurance

La Salle High School participates in the Christian Brothers Student Accident Plan. Students are covered by this insurance at all school sponsored and supervised activities subject to specific exclusions and limitations. A student's family insurance is considered the primary carrier and La Salle's insurance as secondary. Contact the Administration Office for specifics regarding coverage and exclusions. In case of injury, the office should be contacted immediately, and the proper accident application forms filed with the proper authorities. Application must be made within 60 days of the accident. Cost of this insurance program is incorporated into the tuition.

18.6 Withdrawal /Adjustment of Tuition

Students are accepted at La Salle High School with the understanding that they will remain for the entire semester unless suspended or dismissed. The school's operating budget is based upon projected enrollment, and the school's financial obligations do not change when students withdraw. The tuition adjustment policy is based upon the principle that a student who does not complete the semester nonetheless bears a share of the financial obligations incurred by the school on behalf of all its students.

A percentage of the semester tuition is charged for each week that the student was enrolled from the beginning of the semester through the week in which enrollment was terminated, according to the following schedule.

Week of Enrollment (Percentage of Tuition Charged)

One (20%)	Two (35%)	Three (50%)	Four (70%)	Five (90%)	Six (100%)
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The date of termination will be the Friday of the week during which the Registrar receives written notification from the parents or guardians that the student is terminating his/her enrollment.

No adjustment will be made because of late registration, absence from class, leaves of absence for any portion of a year, classes taken at other educational institutions, or the suspension or dismissal of a student or other official action of the school.

Fees and other **charges** are non-refundable. Tuition only is refundable according to the above schedule.

Requests for any kind of refund must be made in writing by the parent or guardian and any refund allowable will be mailed to the parent or guardian at the address indicated on

the written request. The **2020-2021 Tuition and Fees Contract** and **Parent Service Hours Contract** can be obtained from the Administration Office. Tuition for International Students is non-refundable.

18.7 Custodial Rights

__It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Registrar. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

18.8 Buckley Amendment

__La Salle High School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the Registrar. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

19. BOARDS, ADMINISTRATION & STAFF

19.1 Executive Leadership Team

President..... Mr. Tim McGree
Principal..... Mr. Ted Kanelopoulos
Finance Manager Mrs. Robin Soptich
Development Mrs. Debbie Moorer

Administrative Team

Dean of Students Mr. Felix Hernandez
Director of Campus Ministry..... Mr. Kevin Jam
Director of Christian Service Mrs. Olivia Hart
Director of Student Activities. Mrs. Emily Heaverlo
Director of Athletics Mr. Don Erickson
Director of Admissions Mrs. Rebecca Garza
Director of Alumni Mrs. Emily Heaverlo

19.2 BOARD OF TRUSTEES

La Salle's Board of Trustees was empowered in 1996. It is a board of limited jurisdiction responsible directly to a separate legal entity in California known as the Lasallian Education Corporation. The following members comprise the Board of Trustees of La Salle High School:

Chair: Mr. Terry Abeyta, Vice Chair: Mrs. Christine Cote, Mr. Dennis Colleran, , Brother Kevin Michael Slate, FSC, Mr. John Riel, Mrs. Patricia Myers, Mr. Leslie Roy, Mrs. Denise Jones, Ms. Alma Benitez , Mr. Ed Kershaw, Ms. Bertha Ortega, Mr. Bill Dolson and Mr. Leslie Eglin

Board Secretary-Treasurer..... Mrs. Lupe Paniagua.

19.3 LA SALLE FOUNDATION

The La Salle Foundation was established in July of 1997 to attract funds and provide for professional management and distribution of contributions to La Salle High School. The Foundation manages the Endowment, and raises funds through capital efforts, special events, grant writing, alumni & annual giving, and estate planning through wills and bequests. Members of the La Salle Foundation Board of Directors include:
Co-Chair; Mr. Eric Desmarais, Co-Chair; Mr. Mike McGree, Mr. Jay Carroll, Mrs. Jean Jones, Mr. Graham Gamache, Mr. Bud Hollingbery, Mr. Jake Jundt, Mr. Tim McGree, Mr. Dan Fortier, Mr. Jim Boutillier, Mrs. Val Perry, Mr. Michael Richardson and Mr. Dan Sullivan.
Corporate Secretary..... Mrs. Lupe Paniagua

19.4 PARENT ASSOCIATION

The La Salle High School Parent Association promotes the goals and ideals of La Salle through a variety of social, recruiting, student support and fundraising events. Parent Chairs work directly with La Salle staff who are responsible for the administration of the related programs. Chairs are essential for promoting parent involvement in the life of the school and assisting the school in the running of programs essential for the well-being of the La Salle student body.

Athletic Booster Contact Person Mr.
Salvador Cobar, Jr.
Arts and Academics Booster
ChairTBD

19.5 FACULTY

Teacher	Academic	Other Assignments
Mrs. Marianne Ball	Visual/Perform. Arts Department Chair, Band, Orchestra, English Dept. Chair	Arts and Academics Booster Liaison, Follies, Senior Class Co-Moderator, Golf Coach

Mr. Matthias Baudinet	Social Studies, Religious Studies, World Language	
Mr. Andy Carroll	English Department,	College Counseling, Student Support
Mr. Matthew Cooley	Social Studies Department	
Mrs. Olivia Hart	Lightning Prep Occupational	Director of Christian Service
Mrs. Emily Heaverlo	PE/Health	Director of Student Activities Director of Alumni
Mrs. Hanna Fischer		School Counselor
Mr. John Forsyth	Science Department Chair	Vocation Day Coordinator Junior Co-Moderator
Mr. Felix Hernandez	Math Department Chair	Dean of Students
Mrs. Jamina Campbell	Visual Arts	Art and Advanced Art
Mr. Kevin Jam	Religious Studies Dept. Chair	Director of Campus Ministry, Vocations Coordinator, Senior Class Co- Moderator Football and Track Coach
Mrs. Mary Judd	English Department	
Mr. Ted Kanelopoulos	Interim Director of Academics	Principal
Ms. Katie Korbuszewski	Religious Studies	
Mr. Cody Lamb	Social Studies, PE & Health Department	College Counseling Football Coach
Mrs. Anna Le-Henn	Mathematics, Computer Science	Tennis Coach
Ms. Eileen Maiocco	World Languages Department	
Mr. Ray Pritchard	Performing Arts	
Dr. Elise Tulloss	Science Department	Hatchery and Bee Programs Creek Keepers

Mr. Mike Vavricka	Academic Guidance	Football and Track Coach Red Comet Coordinator
Mrs. Gloria White	World Languages Department	Madrina Program Coordinator

OFFICE STAFF

Attendance/Receptionist/Registrar/Assistant

.....Mrs. Leda Saenz
Assist. to the President/Dir. of Human
Resources Mrs. Lupe Paniagua
Finance

.....Mrs. Molly Lamb
Finance/FACTS/Grants

..... Mrs. Lupe Paniagua

MAINTENANCE AND TRANSPORTATION

Buildings and Grounds Dir..Mr. Jorge Silva
Custodian.....Mr. Antonio Villa

19.6 HEAD ATHLETIC COACHES

La Salle Lightning 1A South Central Athletic Conference (SCAC) West

Fall Sports

Girls Soccer
Girls Volleyball
Football
Cheer
Cross Country

Ms. Roxcie Dills
Mrs. Erin Hansen
Mr. Cody Lamb
Mrs. April May
Mr. Matthias Baudinet

Winter Sports

Boys Basketball

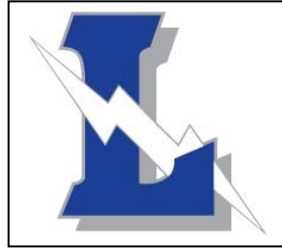
Mr. Josh Caffrey

Girls Basketball

Mrs. Alyssa Goins

Spring Sports

Baseball	TBD
Golf	TBD
Softball	Mrs. Emily Heaverlo
Tennis	Ms. Anna Le-Henn
Track	Ms. Olivia Newman
Boys Soccer.....	TBD



19.7 STUDENT LIFE

Student Life Council

President: Maile Lancaster

Vice President: Eva Saenz

Treasurer: Reese Vetsch

Spirit Coordinators:

- Gillian Martin
- Grace Liscano

Lasallian Ambassadors

- Yajaira Valentinéz
- Lily Sigler

Tech Executives:

- Laura McKinney

Service Coordinators:

- Brooke Silvernail
- Emilie Munguia
- Jared Ball

Campus Ministry:

- Teryn May
- Brittany Berger

Ms. Emily Heaverlo (Director of ASB)

Mr. Kevin Jam (Director of Campus Ministry)

Mrs. Olivia Hart (Director of Christian Service)

20. Covid-19 Addendum



STUDENT-PARENT HANDBOOK

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“Everything has suddenly changed. What we previously took for granted seems to be uncertain: the way we relate with others at work, how we manage our emotions, study, recreation, prayer, even the possibility of attending Mass...”

-Pope Francis *Strong in the Face of Tribulation: A Sure Support in Time of Trial*

Introduction

La Salle High School takes the health and safety of our students and employees very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, we all must remain vigilant in mitigating the outbreak. In order to be safe and maintain operations, we have developed this COVID-19 Safe Reopening Plan to be implemented throughout La Salle’s campus.

This plan is in accordance with Washington Office of Superintendent of Public Instruction and guidance provided by the Yakima Health District and the Center for Disease Control. This plan is subject to change based on further information provided by these organizations and other public officials. La Salle High School may also amend this plan based on operational needs.

At this time classroom instruction is scheduled to resume on campus for the fall semester on August 20th. La Salle High School is prepared to transition fully to remote learning if needed and is prepared to offer remote learning to sick or quarantined students as needed. The academic year will end on June 4th and include a minimum of 180 school days.

I. Health and Safety Training

All students, faculty, staff and coaches at La Salle High School will receive instruction on Covid-19 and how it could be transmitted. Required training will assist all personnel on how to effectively monitor classroom and extra-curricular environments for the purposes promoting safe learning.

Additionally, our parent/guardian community will receive regular communications on our healthy and safety procedures to prevent Covid-19 exposure and will be notified in the event of possible transmission. Parents and guardians will be asked to play an active role in the health screening process prior to their student arriving to campus.

II. Health Screening

- Teachers and staff arrive by 7:30 and complete health screening.
- Students may arrive to school starting at 7:00am.
- Student screenings and check-ins will occur in the front of school at two health screening stations managed by school personnel.
- Students arriving for Zero Period weights class will be checked-in through the health-screening process by the Weights instructor.
- Students arriving for Zero Period Honors Biology will be checked-in through the health screening process by the Biology instructor.
- Students using school-provided van transportation will be checked-in at their pick-up location through the health screening process before entering van.
- Health screening directions will be given to parents in advance to encourage their participation in this process and to assist us with identifying sick students.
- Upon arriving onto campus students will stop for a health screening and will be asked the following questions:
 - Have you had any of the following symptoms in the past 72 hours?
 - A cough
 - Shortness of breath or difficulty breathing
 - A fever of 100.4°F or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Nausea/vomiting/diarrhea
 - Congestion/running nose – not related to seasonal allergies
 - Unusual fatigue
 - Does anyone in your household have any of the above symptoms?
 - Has your student been in close contact with anyone with suspected or confirmed COVID-19?
 - Has your student had any medication to reduce a fever before coming to school?
- If they answer no to all of the questions, their temperature will be taken with an infrared thermometer. As long as their temperature is below 100.4 they will be allowed to enter the building.
- If they answer yes to any of the questions, they will need to call home to be picked up. We will record any students who are denied entry.

III. Protective Measures

La Salle High School has instituted the following protective measures.

A. General Safety Policies and Rules

- All COVID-19 safety requirements will be posted throughout campus.
- Students must avoid physical contact with others and direct other individuals to increase personal space to at least six (6) feet, where possible.
- All students, staff and visitors will be **required** to wear a face mask or face shield while on campus. Free face masks will be available in every building.
- As per CDC recommendations, all individuals must always wear a face covering. A face covering is a cloth, bandana, or other type of material that covers a person's nose and mouth and must meet CDC criteria for "cloth face coverings" including:
 - Fit snugly but comfortably against the side of the face;
 - Be secured with ties or ear loops;
 - Allow for breathing without restriction; and
 - Be able to be laundered and machine-dried without damage or change to shape.
- There will be no all-school assemblies or liturgies until it has been determined it is safe again to gather in large groups.
- Athletics practice and competition will resume according to WIAA, SCAC and Yakima Health District guidance.

B. Facilities

- Classroom desks and tables will be arranged to ensure students are a minimum of six feet away from each other.
- Teachers will be encouraged to use outdoor spaces for instruction as weather permits. Outdoor wi-fi access has been significantly expanded around the campus.
- Drinking fountain access will be limited to touchless bottle water dispensers.
- Doors will be propped open when possible to allow for the touchless entry and exit of students.
- In high traffic areas student movement will be directed using signage
- Restroom occupancy will be limited to two students at a time.

- With an estimated student enrollment of 230 students in the fall, we have more than adequate indoor facilities to safely instruct students using 6 feet distancing rules.
- Campus facilities include approximately:
 - Thirteen 840 sq. foot classrooms in Roy and Lightning Halls
 - Four 830 sq. foot classrooms in the portable classrooms
 - Four 1,525 sq. foot classrooms in the Science Center
 - Chapel space at 1,200 sq. feet
 - Commons space at 5,853 sq. feet
 - Gym/Locker Room space at 22,985 sq. feet.
 - Weight Room space at 1,200 sq. feet
 - Ample additional outside space available for instruction.

C. Campus Visitors

- The number of visitors to the campus will be limited to only those necessary for the proper function of school.
- All visitors must be recorded and logged. These logs will be retained for at least 4 weeks.

IV. Cleaning and Disinfecting

La Salle High School has hired additional staffing in order to implement a strict disinfecting protocol which includes regular cleaning and disinfection.

- Classroom tables, desks and other high-touch surfaces will be cleaned frequently throughout the day. Students will be instructed to wipe down surfaces at the end of each class period.
- Soap and running water will be available in or near all learning spaces for frequent handwashing. Staff and students will be encouraged to wash their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- Hand sanitizer dispensers will be located in the entry hallways of every building. Frequently touched items (i.e., door pulls and toilet seats) will be disinfected frequently.
- Our daily cleaning regimen of facilities and vans is consistent with DOH guidance and the Infection Control Handbook 2010.

V. Exposure Situations

Individual Exhibiting Illness

If an individual feels sick, they will be encouraged to stay home or leave campus. If a student or staff member develops signs of Covid-19 while at school, they will be isolated and sent home as soon as possible.

Individual Exhibiting COVID-19 Symptoms

If an individual exhibits COVID-19 symptoms, the individual must remain at home until they are symptom free for 72 hours (3 full days) without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). La Salle will similarly require a student that reports with symptoms to return home until they are symptom free for 72 hours (3 full days). To the extent practical, all individuals are required to obtain a doctor's note clearing them to return to work.

Individual Tests Positive for COVID-19

An individual that tests positive for COVID-19 will be directed to self-quarantine away from school and continue with remote learning. The Yakima Health District will be notified.

Student Has Close Contact with a Tested Positive COVID-19 Individual

- A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:
 - o At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND
 - o At least 10 days have passed since signs first showed up. OR
 - o It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19.
 - o If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.

VII. Remote Learning

Any student who is quarantined as a result of testing positive for Covid-19, or as a result of being in contact with someone with Covid-19 or if for any reason they or their parents feel it is unsafe to be at school, will be expected to continue learning remotely. Students must make immediate contact with their instructors upon an absence to develop a plan for continued study. Class recordings, Zoom, Class Pages and other educational strategies will be used. Students will be expected to keep up to date with assignments and projects. If a student is too ill to complete remote assignments, parents are asked to call the front office to report their student being absent and have the student bring a doctor's note when they return to school.

VII. General Questions

Given the fast-developing nature of the COVID-19 outbreak, La Salle High School may modify this plan on a case by case basis. If you have any questions concerning this plan, please contact Ted Kanelopoulos at tedk@lasalleyakima.org.

Remote Learning Days Guide

In the event that La Salle High School will need to transition to an extended period of remote learning the policies and procedures in this guide will become effective.

The Schedule

We will run a modified weekly schedule. Online learning is, by nature, more independent and self-paced. We tried to balance the need for predictability and structure with the need for flexibility... and some grace. In the schedule below, you will find we will transition to a block schedule daily, alternating between odd block days and even block days. That will mean students will have four classes on one day and three and Advising on the next. This schedule, with a reduced number of classes per day, should make independent learning more manageable for our students. We will begin and end this time with a seven-period regular day. The day's schedule is posted on the school calendar.

Odd Block Schedule			
(1,3,5,7)			
<i>First Bell @ 7:55AM 90-minute class periods</i>			
Period	Begin	End	Total
0	6:45	7:45	60
1	8:00	9:30	90
Break	9:30	9:40	10
3	9:45	11:15	90
Lunch	11:15	11:45	30
5	11:50	1:20	90
Break	1:20	1:25	5
7	1:30	3:00	90

Even Block Schedule			
(2,4,6)			
<i>First Bell @ 8:55AM 90-minute class periods; 30-minute Advising</i>			
Period	Begin	End	Total
2	9:00	10:30	90
Break	10:30	10:40	10
Advising	10:45	11:15	30
Lunch	11:15	11:45	30
4	11:50	1:20	90
Break	1:20	1:25	10
6	1:30	3:00	90

Each teacher will structure class time based on the needs of the students and the curriculum. While each class may not be actively engaged in a live session for the ninety minutes of class time, it is our expectation that students will be available and working remotely during this structured time each day, for each of their classes. Office hours are available for students to get additional support or ask clarifying questions. Teachers may decide to offer sign-ups for office hours slots and/or run small-group tutorials.

Instruction & Learning

There will be a variety of teaching and learning methods, including lecture via video conference, videos to watch, group/shared work on their Class Pages, class discussions via the Class Pages Discussion Boards, independent work, projects, video &/or audio recordings for you to

create, reading, notes, homework, etc.. Teachers will post an update on Class Pages with an outline of what students should be working on each week. Assignments, categories, directions, points per assignments and due dates will all be posted on each of their class pages as has been the normally done. The Announcement feature in Class Pages will be used to communicate class announcements. Teacher communications will also be sent to students' lasalleyakima.org emails. You can expect and plan for a minimum of two assignments per week in each class. AP, Honors and concurrent enrollment college courses may assign additional work.

Assignments

Students can anticipate 3-4 hours of class work per week for any non-AP classes, including time for reading/watching/listening, engaging with peers via discussion boards and docs, attending class virtually via zoom, assignments/learning tasks, etc. Advanced Placement, Honors and concurrent enrollment college courses may assign additional work or practice tests as needed. You can expect at least two assignments due each week for each class. Though we typically discourage reducing the learning experience to grades in a gradebook, in our shift to online learning, grades will be an essential way for us to track and communicate student progress.

Support Services

Academic Guidance Teachers, eighth period intervention teachers, College Counselors, and Advisors are working M-F and will be available to meet with students/parents via phone or videoconference during regular school day hours. Our school counselor will be available on Mondays and Tuesdays and by appointment. Students and parents can reach out directly to our counselor or the academic guidance staff to make an appointment. Expect a message from our school counselor with more detailed information about how to reach her and some tools for support. If you would like to reach the counselor to consult or make an appointment you may do so via email: hfischer@lasalleyakima.org.

Advising has been scheduled once a week on Even days. During this period of Advising the course preference survey will take place, a grade-check will occur, course selection will begin and PSAT and SAT prep will be occurring. It is essential that students are virtually present to their Advisors on the Advising days. For each Advising you will be given a Zoom login and will be required to join your Advising class during the time indicated. Sometimes you will meet with your Advisor as a class and at other times you will be by grade level with a school Administrator.

Student Expectations

There is an expectation that students are participating **with authentic effort** in our remote digital learning. A student will not be penalized for circumstances beyond his/her control. However, a student who simply chooses not to participate with authentic effort in our digital learning is subject to consequence. Failure to regularly attend class online meetings and to complete class assignments could result in the revoking of tuition assistance and dismissal from La Salle High School. We have asked teachers to notify parents if it becomes evident to them that a student is not participating as best as they are able. All we ask for right now is a best effort! Please notify the school if your student will be absent from their classes.

Grading

In a digital learning environment a number of assessment and grading policies will be changed to accommodate for this new mode of learning. End of course assessments (known as final exams in the traditional in-person mode) will be modified and overall course grading will likely be adjusted. Any changes from those posted in the Parent-Student Handbook 2020-2021 will be communicated by the school administration.

Online Etiquette

How you show up online matters, both for your own learning and for your peers' learning. Below are a few DOs and DON'Ts for Zoom meetings:

DO show up ready to learn. Dress code still applies. No pajamas, swimsuits, etc.

DO make sure the background visible in your video is appropriate for a school setting. Ideally, your background is a blank wall or something really boring.

DO be early to the meeting. It's important to be online and in the Zoom room before it begins so you don't miss any content or disrupt the class. If you have to step out, let your teacher know ahead of time.

DO mute your microphone when you are not speaking (it cuts down on background noise). If you hear echoes on Zoom, try plugging in your earbuds.

DO close out messaging apps and notifications before you enter the meeting.

DO use chat to ask relevant questions. DON'T use chat for side conversations.

DON'T walk and Zoom (or drive and Zoom). Stay stationary when you are posting to a discussion board...

Do think before you post to your Class Page Discussion Board. Complete the reading or preparation work before you write.

Do remember posting in an academic environment is not the same as casual texting.

Do post your response early to give your classmates more time to reply. Check back later to see what comments have been added.

Do explain your opinion and use examples to help others understand your points.

Do post something that furthers the discussion and shows depth of thought. The best part of a discussion board is that you get lots of think time before you post. Use it.

Do reply to several of your classmates' posts, adding examples or asking questions.

Do remember that it is harder to tell when something is a joke online. Use humor sparingly.

Don't agree with everything you read. It makes for a really boring conversation. Politely disagree when you have a difference of opinion.

Don't reply to the same people each time. Try to bring in other voices.

Don't get personal. Focus your criticism on ideas/arguments, not on your classmates.

Don't bring the outside in. No inside jokes, references to people who aren't in the conversation, or comments you wouldn't say face-to-face

Daily & Weekly Tasks for Students

1. First and foremost, take care of yourself. It is normal to have a range of emotions when our plans and routines change unexpectedly, including loss, anger, frustration, fear, etc.. Talk about how you are feeling, stay connected with friends over virtual platforms, rest, exercise, and stick to a routine each day. It will help.

2. On a practical note: Check your school email **twice** per day and reply within 24 hours.

a. School email (lasalleyakima.org) is the primary communication platform between you and your teachers/counselor(s)

3. Check your Class Pages in Unified Classroom **each period** during the time your class is in session for updates, learning guides, notes, videos, assignments, etc.

a. Class Pages is the primary communication platform between you and the content of your classes

4. Schedule your work-time for each class period and evening. We recommend you use your iPad planner or a planner App to organize your academic day.

5. Arrange for a peer in each class with whom you can check in about questions, share notes, exchange ideas.

6. Reach out to Ms. Fischer, our school counselor, if you are feeling overwhelmed, lost, alone.

Here's What Parents Need to Know and Do

1. On a human note: First and foremost, keep nurturing the well-being of your child. It is normal for adolescents to experience a range of emotions when their routine is interrupted and their plans changed, including loss, disappointment, frustration, fear, etc.. Be present to your child allowing them the space and support they need to process and navigate this new experience.

2. On a practical note: Ensure that your child has access to the appropriate technology and access to a location from which to work that is conducive to both independent work and video conference.

3. Be aware that some students will struggle with the independent nature of digital learning. Please pay close attention to how they are engaging this new mode of learning and contact your child's teacher if your child is in need of extra support as they make this transition.

3. Utilize the parent portal in PowerSchool's Unified Classroom to help your child track assignments/assessments and the school website to monitor your child's remote attendance. Contact Mr. Lamb at clamb@lasalleyakima.org if you are having problems with accessing your parent portal.

4. Have your child check their Class Pages in the Unified Classroom and school email **daily** to facilitate regular communication with his/her teachers and to attend office hours or set up appointments, as needed. All students have a lasalleyakima.org email assigned to them. This will be the primary mode of teacher to student communication.

5. Notify the Ms. Leda Saenz, Registrar, at 225-2900 or lsaenz@lasalleyakima.org if your child is ill and will not be able to attend classes remotely. If your child is ill s/he should rest and not be attending classes.

- a. Provide an estimated timeline for absence, if known.
- b. Contact your child's teachers if the absence exceeds two days.

6. Help your child reach out directly to teachers when there is a concern or question regarding content in a specific class. Parents, please reach out to teachers directly if you have a concern about your child's progress in their class.

7. Please reach out to our school counselor if you have general questions or concerns about your child's well-being and/or the transition to online learning.

Twenty Questions (Our Answers to Anticipated FAQs)

1. What are the technical requirements? Students need to have consistent access to the Internet and an Internet enabled computer, laptop, tablet or phone. Students will need access to the Unified Classroom platform for course materials and Zoom for video conferencing with teachers/counselors. Zoom has been uploaded to student iPads and can be found in Meraki. Specific courses may have additional requirements.

2. What do I do if I need technical assistance? Please reach out to the IT department at mvavricka@lasalleyakima.org . If you are having a problem with your iPad, we will try to troubleshoot remotely. It may be necessary to come to campus to change out a non-functioning iPad. If your video is freezing on Zoom, try stopping video and just using audio to see if that helps.

3. How do I attend a class virtually? There are a few different ways your teacher may ask you to attend a class virtually, depending on the course and the agenda on any given day. You will either attend synchronously (in real time, at the same time) or asynchronously (independently, but within a given timeframe). One common method is to video conference into the class by means of a platform such as Zoom. Depending on the plan for the day your teacher may also ask that you be present through group work on a shared document.

4. How is attendance recorded? Attendance will be taken daily for remote learners and will become part of your overall attendance record. Attendance will include both your physical

presence at your iPad or computer (likely during a Zoom lesson) when required and how actively you are keeping up with the work.

5. What if I am sick? If you are unwell, please rest. Parents should communicate to the school as normal that you will not be attending virtually, and students should communicate to their teacher.

7. What methods will be used to teach remotely? Methods vary by course and teacher but may include lecture, videos, slide presentations, discussion boards, live discussion, small group work, etc..

8. Where should I be when I Zoom into class? You may conference into class from anywhere; however, we suggest finding a quiet location with a desk/table and adequate lighting. Please note that if your virtual presence is distracting to the classroom environment because of background noise or visual activity you may be asked to mute your video and/or audio.

9. Will class meet at a specific time? Yes, you will need to attend during the specific time the class is in session to be considered present for class. See the alternating even/odd block schedule above or check the school calendar.

10. How will assessments work? Assessments will vary by course and teacher and may include online assessments through your Class Page assessment feature, oral assessments through video conference, projects, papers, etc..

11. How do I interact with my teacher? Email your teacher if you have specific questions and/or to make an appointment for Office Hours. Since you won't see your teacher in person it is very important for you to be in communication via email and your Class Page. Your teacher posts assignments and feedback in Class Pages, so be sure to check it daily.

12. Will I still be expected to interact with classmates if I am learning from home? Yes. There will be discussion/projects/etc. that require you to engage with your classmates via video conferencing, shared documents, discussion boards, etc..

13. If I am working from home does that mean I am working at my own pace? No. The course continues to have deadlines and it is our expectation that students will meet those deadlines. A teacher's instructional policies outlined in their course description are in effect, regardless of whether the student is attending in person or virtually.

14. Can I record the class if I am attending virtually? Students may request advanced permission from the teacher, and if granted, may record the class for their own educational use. Recorded classes may not be posted online or distributed in any manner. Teachers will record many of their online sessions. If you were absent for class request a copy of the session.

15. What can I do to minimize distractions online? Most of us struggle to keep from getting distracted online - there are a variety of Apps you can use to help block distractions. Check out some of these:

- a. <http://selfcontrolapp.com/>
- b. <https://freedom.to/>
- c. Stay Focused
- d. <https://heyfocus.com/>
- e. <https://getcoldturkey.com/>

16. I am having a hard time staying on track during class &/or keeping up with my work, what should I do? Communicate. Please let your teacher(s), Advisor, or Admin know what is happening. We can help you identify what is getting in the way and give you some ideas and tools to help.

17. I am feeling sad, angry or unmotivated because of all this change. What should I do? Contact our school counselor Ms. Fischer (hfischer@lasalleyakima.org).