



## **DE LA SALLE HIGH SCHOOL**

*Educating in the Lasallian tradition of the Christian Brothers since 1965*

# **STUDENT-PARENT HANDBOOK 2017-2018**

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## INTRODUCTION

The registration of a student at De La Salle High School is deemed to be an agreement on his part, and on the part of his parents, to comply fully with all policies, rules, and regulations of the school. (Note: The use of the term “parent” or “parents” throughout this document is meant to include all legal guardian(s).)

Violations of the spirit, intent, or letter of the philosophy and rules will be considered just cause for administrative action. The administration of De 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 school policies, the administration reserves the right to terminate the student’s enrollment. De La Salle High School reserves the right to make revisions in this document when deemed necessary by the school administration. Observance of any such change is expected by all as soon as the change is made known to the student body. 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 authority, and the duly appointed authorities of the school. Under no circumstances may a parent excuse a student from observance of the rules and policies of De La Salle High School if the parent expects the student to remain in good standing with the school.

De La Salle High School does not discriminate on the basis of race, color, national origin, ancestry, religion, or sexual orientation in the administration of its admissions or educational policies, its financial assistance programs, or any other school programs.

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## OUR LASALLIAN HERITAGE

### **HISTORICAL BACKGROUND**

Saint John Baptist de La Salle (1651-1719) opened his first school in Reims, his birthplace in northeastern France, in 1679. He was convinced that, without Christian schools, some poor children would be lost both to the Church and to civil society. His initial efforts led him to organize the teachers whose services he had secured into a religious community called the Brothers of the Christian Schools, commonly referred to today in the United States as the De La Salle Christian Brothers. De La Salle inspired these teachers with the following principle: “You are under the obligation to instruct the poor. You should therefore have a great tenderness towards them and supply their spiritual needs to the best of your ability, looking upon these children as members of Jesus Christ and as his much loved ones” (*Meditation for the Feast of St. Nicholas*). Over a period of thirty years, he opened schools in several French cities and towns and worked with numerous teachers and students from various socio-economic levels. By the time of his death, he had founded different types of educational institutions: primary schools, teacher training centers, boarding schools, and homes for delinquents.

Alert to the needs of his times, De La Salle was an innovator in the development of teacher training programs and in curricular and pedagogical practices. Teachers ranked with servants in seventeenth-century France. De La Salle, however, recognized that teachers stand in a providential and grace-filled relationship to children. Because of the special dignity of this calling, he provided teachers with extensive pedagogical preparation and on-going supervision. In consultation with his teachers, De La Salle designed a curriculum and wrote practical and effective textbooks infused with gospel values. De La Salle was one of the early Catholic proponents of universal education. Although De La Salle’s schools were primarily for the poor, they attracted children from families of differing economic backgrounds. However, he tolerated nothing of the social segregation that was the practice of the day. He prescribed uniform management procedures for the classroom instruction of students from different social and academic levels.

De La Salle regarded a school as a community of believers working cooperatively to achieve a shared vision. De La Salle envisioned teachers as ministers of grace who exercise their vocation daily by instructing young people in the principles of the gospel as well as in the various academic and vocational subjects. His teachers thus helped the young to commit themselves to the teachings of the gospel, to

develop loyalty to the Catholic Church, and to prepare themselves for productive citizenship.

De La Salle's educational ideas are embodied in several major works: *Rule of the Brothers of the Christian Schools*, *Meditations for the Time of Retreat*, and *The Conduct of Schools*, as well as in the textbooks he wrote for students. His contributions to Catholic education led Pope Pius XII in 1950 to proclaim him the "Patron of Teachers."

Today, the De La Salle Christian Brothers continue to serve as the heart, memory, and guarantors of the Lasallian heritage. They share the mission inaugurated by their Founder with an ever-widening circle of Lasallian colleagues who are indispensable partners in extending and accomplishing De La Salle's vision. The 42nd General Chapter of the Institute of the Brothers of the Christian Schools in 1993 gave contemporary expression to the purpose of Lasallian education by describing its mission as "To give a human and Christian education to the young, especially in schools, with the service of the poor as a priority, in order to evangelize and catechize, to promote peace and justice, accomplished together as a shared mission."

Today, almost one million students in more than 80 countries throughout the world receive their education in over 900 Lasallian schools served by 5,000 Brothers and 80,000 Lasallian colleagues. These schools differ greatly in terms of clientele, curriculum, and methodology as well as in social and economic conditions. They are unified, however, in their Lasallian character and heritage.

Three characteristics form the core of today's Lasallian school: (1) teaching viewed as a ministry of grace; (2) association, that is, the achievement of the school's goals through the collaborative efforts of teachers sharing the same vision and values of the gospel; and (3) the effective management of the schools so as to achieve the intellectual, cultural, religious, and vocational formation of the students through a curriculum suited to their needs and based on Christian values. These characteristics provide the framework for the De La Salle High School statements of Mission, Philosophy, Goals, and Objectives that follow.

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# **SPONSORSHIP, GOVERNANCE, AND ADMINISTRATION OF DE LA SALLE HIGH SCHOOL**

## **SPONSORSHIP**

De La Salle High School is sponsored by the District of San Francisco New Orleans of the Institute of the Brothers of the Christian Schools (De La Salle Christian Brothers). This geographical sector of the Institute is headquartered at Mont La Salle, Napa, California. The District of San Francisco New Orleans is the sponsoring religious body for a variety of ministries that include middle schools, secondary schools, a college, and an afterschool learning center spanning the states of Washington, Oregon, California, Arizona, New Mexico, Colorado, Texas, and Louisiana. As sponsor, the Brothers act as the religious, canonical overseer of each their Roman Catholic ministries.

## **GOVERNANCE**

The Lasallian Education Corporation (LEC) is the means through which The District of San Francisco New Orleans provides for the governance of De La Salle High School. The LEC is the sole member of the school corporation. The LEC has created the Board of Trustees of De La Salle High School with limited jurisdiction that is empowered to carry out clearly defined governing responsibilities. The Board of Trustees is responsible for recommending the appointment of the school's President/Chief Executive Officer to the LEC. Upon confirmation of the recommendation, the President serves as the sole employee of the Board of Trustees and is accountable to it and, by extension, to the LEC.

## **ADMINISTRATION**

De La Salle High School is served by a President/CEO. The President offers a school-wide vision and an enabling structure to accomplish the mission of our school. Most importantly, the President, as authorized by the Board of Trustees, will own accountability and authority for all matters associated with the success of De La Salle, its faculty, staff, and students.

The President works in collaboration with and provides direction for the Vice Presidents who serve as division leaders. The Vice Presidents (for Academic Life, Campus Life, Athletics, Advancement, Finance, and Mission) and Senior

Staff for Office of the President constitute the President's Cabinet. Vice Presidents have *final authority* within their areas of responsibility.

The President regularly convenes the Vice Presidents and the Senior Staff for Office of the President as a Cabinet to exchange information, coordinate efforts, and discuss mission effectiveness and specific planning initiatives. The Cabinet is the President's primary consultative body. As such it has a significant, if not final, role in the President's decision-making process.

In cases of a disagreement by a parent or student with a decision by a Vice President, the questioning party must demonstrate how the Vice President violated policy and/or procedure.

The protocol is as follows:

1. A one-page letter must be submitted to the Office of President via U.S. Mail or it must be hand delivered within five (5) business days of the disagreement. *An email will not be accepted.*
2. The President and/or his Senior Staff will investigate and make a determination as to whether policy or procedure was violated. The decision will be communicated in writing by the Senior Staff member or by the President.
3. The decision is final.

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## PHILOSOPHY OF DE LA SALLE HIGH SCHOOL

The Mission of De La Salle High School is supported by the following beliefs that form the school's philosophy:

**We believe that an effective Lasallian educational program promotes excellence, faith, and genuine learning in mind, body, and spirit.** Effective education in our tradition must be characterized by commitment to high, positive expectations, deep caring, and attentiveness to the needs, goals, and abilities of all students.

**We believe that a De La Salle education should be student-centered and challenge our young people to become active, inquiring, critical, and open-minded thinkers who are also life-long learners.** A Lasallian education seeks to develop a commitment to Christian values, an active citizenship, an understanding of the role of self-discipline in the growth of the human person, a recognition of diversity, and a desire to serve others, especially the poor and marginalized.

**We believe that religious education promotes the full development of the human person.** De La Salle High School shares in and is directed by the teaching mission of the Roman Catholic Church. The school provides many opportunities for religious instruction, Christian service-learning, liturgical celebrations, cultivation of a prayerful relationship with God, a reflective spiritual life, and the building of a grace-filled community.

**We believe that teaching is a ministry of grace and a professional activity that requires thorough preparation and ongoing renewal.** De La Salle teachers are called to play a special part in God's providential plan for young people. They are called to grow in holiness, to exercise their teaching ministry with faith and zeal, and to model a vision of life that makes Jesus alive and present. Lasallian educators reflect a belief that teaching is an art and a skill that call for competence, understanding, creativity, and passion. Lasallian teachers value professional development and continually look for ways to make learning more effective for the young people entrusted to their care.

**We believe that a De La Salle education is most effective when teachers, staff, families, and friends share their gifts generously as members of the school community.** This community works together in mutual charity so that a spirit of generosity, patience, humor, and humility may grow among them. They work in an interdependent manner so that the Lasallian convictions and values they share may be used in the most effective manner for the good of the young. This partnership becomes a source and model for sharing with the Diocese of Oakland, Brothers of the Christian Schools, lay partners in other Lasallian works, and the wider community.

**We believe that an educational experience that is true to the Lasallian tradition will assist students in discovering their dignity, uniqueness, and common identity as sons and daughters of God and brothers and sisters to one another.** This education will also help them realize the importance of community based on the development of relationships with others. The programs at De La Salle, therefore, help students appreciate their absolute value as persons, their distinctive individuality, and their call to manifest God's presence in the world.

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## **MISSION OF DE LA SALLE HIGH SCHOOL**

De La Salle High School is a Roman Catholic educational community where students are loved, instructed, and guided according to the traditions of the Brothers of the Christian Schools and the charism of Saint John Baptist de La Salle, Founder of the Brothers and Patron of Teachers.

De La Salle High School provides a Catholic, Lasallian education rooted in a liberal arts tradition that prepares young people for life and college. The school seeks to educate students spiritually, academically, physically, and socially through the promotion of a vital faith life, sponsorship of strong academic programs, a wide range of student activities, and the witness of a concerned and dedicated administration, faculty, and staff.

De La Salle High School recognizes and promotes the respect for and the dignity of each student by providing an environment that is moral, caring, and joyful. Within such a setting, the school seeks to challenge its students to serve others, especially the poor and the marginalized, and to deepen a sense of responsibility for humanity's future.

De La Salle High School seeks to serve and embrace students with varied academic needs and diverse social, cultural, and economic backgrounds, and does so in partnership with families and all those who are committed to living the Lasallian heritage.

## **INTEGRAL STUDENT OUTCOMES**

### **A De La Salle graduate is a Man of Faith**

- Who prays and integrates Gospel values
- Serves others, especially the poor and the marginalized
- And appreciates our Catholic, Lasallian tradition.

### **A De La Salle graduate is a Man of Integrity**

- Who respects himself and others
- Embraces social and personal responsibility
- And nurtures a healthy lifestyle.

### **A De La Salle graduate is a Man of Scholarship**

- Who thinks creatively, critically, independently, and collaboratively
- Strives for academic excellence
- And pursues life-long learning.

## **ACCREDITATION**

De La Salle High School maintains dual accreditation by the Western Catholic Educational Association (WCEA) and the Western Association of Schools and Colleges (WASC). The current term of accreditation for De La Salle High School concludes in June 2022.

Between now and June 2022, De La Salle High School will continue to engage in an ongoing evaluation of all programming using new accreditation protocol, "Ensuring Educational Excellence (E3)," developed by WCEA. This WCEA accreditation protocol gives De La Salle High School the opportunity to evaluate the depth of our Catholic identity and Lasallian character. It also promotes a substantive, mission-driven, data-driven means to assess the efficacy and vitality of all school programs using multiple sources of evidence.

Under the E3 protocol, all students are expected to complete the annual E3 Student Survey. All current parents are strongly encouraged to complete the annual E3 Parent Survey. Additionally, some students and parents may be asked to participate in accreditation focus groups or other activities as part of the school's ongoing efforts to reflect and improve in all areas.

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## ACADEMIC LIFE

### GRADUATION REQUIREMENTS

De La Salle High School offers subjects that comply with the minimum requirements for admission to the University of California. The school also offers a wide variety of electives that go beyond these minimum requirements. Five (5) semester credits may be earned for the equivalent of each semester course and ten (10) credits for a year-long course. Students must take a minimum of sixty (60) units per year, even if they have previously earned credits.

The total minimum credits required for graduation from De La Salle are 240 semester credits within the following course of studies:

### CORE CURRICULUM

<b>Religious Studies</b>	4 years	40 credits
<b>English</b>	4 years	40 credits
<b>Mathematics</b>	3 years	30 credits
<b>Social Studies</b>	3 years	30 credits
<b>Physical Education</b>	2 years	20 credits
<b>*Science</b> (Biology + electives)	2.5 years	25 credits
*(Note: 30 credits recommended)		
<b>World Languages</b>	2 years	20 credits
<b>Visual and Performing Arts</b>	1 year	10 credits
<b>REQUIRED SUBJECTS:</b>		<b><u>215 credits</u></b>
<b>ACADEMIC ELECTIVES:</b>		<b><u>25 credits</u></b>
<b>TOTAL GRADUATION REQUIREMENTS:</b>		<b><u>240 credits</u></b>

### ACADEMIC REGULATIONS AND PROCEDURES

1. Students will take all of the courses listed in the core curriculum, plus their choice of electives. A student must take all required courses during the academic year. Summer school classes are primarily for remediation. Please note that course work taken at any site other than the De La Salle campus must receive prior written approval from the Vice President for Academic Life. Only approved course work will appear on a student's transcript.
2. Transfer students must take all of the courses listed from the time of their entrance and may be required to make up certain courses (those not

indicated on their transcript of record from the previous school) in summer school.

3. No student will graduate, be promoted, or be allowed to continue at De La Salle if he has received an F grade in any subject. The course(s) in which a semester F was earned must be repeated in an approved summer or night school, including approved online options, with a passing grade of D or better. Continuation at De La Salle is subject to the approval of the Vice President for Academic Life. Students may not apply extra credits previously earned to satisfy the replacement value for an F grade.

- a. No F grade will be removed from the student's transcript.

**Note:** Four-year colleges will not accept D grades in core courses (English, Mathematics, Science, Social Studies, and World Languages). These grades may also be made up in summer school. Should a student wish to repeat a course in order to meet prerequisites for the next level and/or to meet college entrance requirements, he must repeat the course in summer school. If a student is unsure about whether a D grade should be made up in summer school, he should check with College Counselors.

4. A grade earned in a repeated course that was not failed (i.e., where the original grade was a "D") is posted on the transcript and is used for pre-requisite consideration. The new grade is not included in calculation of the cumulative GPA.

**Note:** Colleges and universities typically consider the new grade received for the repeated course in admissions and placement reviews.

5. An F grade earned in a subject not obtainable in summer school may be made up by special work during the summer with the approval of the instructor and the Vice President for Academic Life.
6. In Mathematics, World Languages, and some Science courses, an F grade earned for the first five credits of a ten-credit course may be later changed to a D grade if the grade for the remaining five credits is a C grade or better and the student passes a comprehensive examination. A formal written request for such a change is to be made by the student to the Vice President for Academic Life no later than ten (10) days after second semester grades have been officially stored.
7. Enrollment in a year-long (10-credit) course is a commitment on the part of the student to complete the course. Only in extraordinary situations, such as failing the first semester and thereby not being prepared to move into the second semester, will students be allowed to withdraw from a year-long course.
8. Ordinarily off-campus courses are not factored into a student's GPA. In special circumstances, however, due to De La Salle scheduling constraints

on course availability, an off-campus course that is approved for a particular student will be factored into that student's GPA.

9. A student-athlete at DLS who wishes to compete on a collegiate athletic level should visit [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net) for eligibility rules and regulations.
10. Effective July 1, 2017, in rare cases when a student takes Jazz Band and Marching/Concert Band during both Zero (0) and Seventh (7<sup>th</sup>) Periods for three years, the student can petition to the Registrar with VAPA and HPER approval to be exempt from five (5) HPER credits.

## **ACADEMIC INFORMATION SPECIFIC TO SENIORS**

1. A Senior receiving a first semester grade of F in a subject other than Mathematics, World Languages and some science courses will be obligated to make up that F grade by repeating the course through night school or any other accredited school, (including approved online options), during the second semester. Evidence of having passed the course must be presented to DLSHS before a graduation diploma will be issued.
2. A Senior who has one semester F grade at the end of the second semester will not be given a diploma until the student makes up the course (or its equivalent) in summer school or night school, (including approved online options). The student will be permitted to take part in the graduation ceremonies but will not receive a diploma until DLSHS receives verification that the F grade has been remedied.
3. A Senior who has two semester F grades at the end of the second semester may not be permitted to participate in any of the graduation ceremonies, including Grad Night. The diploma will be withheld until such time as the student makes up the two courses (or their equivalents) in summer school or night school. The student will be given a diploma only after verification that the F grade(s) have been remedied.
4. If a Senior has more than two semester F grades at the end of the second semester, the student may not be permitted to participate in any of the graduation ceremonies, including Grad Night. In addition, the student may not be issued a diploma from DLSHS and may have to complete necessary course work at another school. Any such instances will be reviewed on a case-by-case basis and take into account unusual or extenuating circumstances.

## **CHRISTIAN SERVICE LEARNING**

De La Salle is committed to providing meaningful service opportunities to students that not only address pertinent needs in the community but also provide tangible

learning experiences for youth. The Coordinator of Christian Service Learning works with teachers, moderators, coaches, and parents to ensure that service is upheld as part of the school's culture in all areas of campus life.

## **COURSE REQUEST CHANGES**

1. *Students may request a change in schedule only during the first week of a 5-credit or 10-credit course.* Students may not enroll in an academic class after the first week has passed. Approval of requests is dependent upon: (1) space availability in the class requested; (2) suitability of the reason for the request and consistency with requirements as stated in the course catalog; and (3) parental approval. Student preference for a particular teacher will not be considered.
2. Should a teacher initiate a class change due to academic difficulties after the first week of the semester, a student will be withdrawn from the course with no academic liability up to the midpoint in the quarter. The only options he has for credit at that time are Inside Work Experience (IWE) or Teacher's Assistant (TA).
3. A student who has been withdrawn from a course after progress reports are issued, four weeks into a grading period, will receive a grade of F for that course and must make up the credits in order to graduate.

## **ACADEMIC PROBATION POLICY**

1. Students who do not earn a 2.00 GPA at the end of any semester will be placed on academic probation for the following semester. The Academic Review Board meets after each semester to review all students on academic probation and renders recommendations on academic probation or dismissal.
2. Students placed on academic probation will be enrolled in a 7<sup>th</sup> period study hall for the following semester.
3. As stated in the tuition contract, students who do not earn at least a 2.00 GPA may forfeit their financial aid award.

## **ACADEMIC EXPULSION**

1. For Freshmen, expulsion may be incurred if a student's GPA is below 2.00 for the first two semesters. Expulsion may be incurred if any student's GPA is below 2.00 for three cumulative semesters. Any Freshman, Sophomore, or Junior who receives three (3) semester failures for the academic year will be removed from the school no matter what courses the failures are in. Appeals due to unusual or extenuating circumstances may be made to the Vice President for Academic Life.

## **CO-CURRICULAR ELIGIBILITY**

1. Co-curricular eligibility is determined at the end of each quarter based on minimum GPA requirements of 2.00.
2. The first time a student falls below a GPA of 2.00 at the end of a quarter, he is placed on warning status, but is still eligible to participate in co-curricular activities. There is only one such warning quarter allowed for the duration of a student's enrollment at De La Salle.
3. If the student's grades fall below a 2.00 GPA for any subsequent quarter, the student automatically becomes ineligible, beginning the Monday after grades have been published, to participate in co-curricular activities for the subsequent quarter.
4. An ineligible student can only regain eligibility to participate in co-curricular activities by achieving a GPA of at least 2.00 in any subsequent quarter. Once the student achieves a 2.00 or better GPA, the student is removed from athletic ineligibility and becomes eligible for participation in co-curricular activities for the following quarter.

GRADING SYSTEM		GRADE POINT SCALE	
GRADE	PERCENTAGE	MARK	GRADE POINT
A	≥ 93.5	A	4.0
A-	≥ 89.5 < 93.5	A-	3.7
B+	≥ 86.5 < 89.5	B+	3.3
B	≥ 83.5 < 86.5	B	3.0
B-	≥ 79.5 < 83.5	B-	2.7
C+	≥ 76.5 < 79.5	C+	2.3
C	≥ 73.5 < 76.5	C	2.0
C-	≥ 69.5 < 73.5	C-	1.7
D+	≥ 66.5 < 69.5	D+	1.3
D	≥ 63.5 < 66.5	D	1.0
D-	≥ 59.5 < 63.5	D-	0.7
F	< 59.5 Failing	F	0.0
P	Passing		
NC	No Credit		
INC	Incomplete		

- Families have access to student grades via PowerSchool throughout the year. Grades in PowerSchool are updated regularly.
- The cumulative GPA is calculated by dividing the total number of grade points earned during a student’s high school career by the total number of courses taken at DLS and is posted on the transcript. Class rank is not calculated.
- Quarter grades are progress grades for one marking period and do not appear on the transcript.
- “Pass/Fail” grades are given only for non-academic courses.
- Incomplete grades must be made up within two weeks from the time grades are officially stored. Incomplete grades that are not made up within that timeframe become a grade of F. Exceptions are made in extraordinary circumstances.

## **GRADE PETITIONS**

Parents and students who question a grade the student has earned in an academic class must first discuss this matter with the teacher. If the parent and student are still dissatisfied with the grade after a discussion with the teacher, they may file a petition with the Vice President for Academic Life for a grade change.

In cases where a grade is petitioned, the following procedure will be followed:

1. The student requests a conference with the Vice President for Academic Life to discuss the situation and to present the reasons for the petition *in writing* at this conference.
2. Should the Vice President for Academic Life determine that the student's situation merits further consideration, the Vice President for Academic Life will consult with the teacher.
3. Should it become necessary, the final step in the process involves a conference including the teacher, the student, the parents, and the Vice President for Academic Life to discuss the matter.
4. All final grade determinations are confirmed by the Vice President for Academic Life after a final consultation with the teacher.
5. Grade petitions must be initiated no later than ten (10) days after grades are officially stored.

## **ACADEMIC HONESTY**

De La Salle High School expects students to be honest in their academic work. Academic dishonesty is viewed as a serious ethical issue and a violation of the principles of justice and personal responsibility inherent in the school's ideals.

Should a student violate this policy, there will be consequences in all cases. The teacher will confer with the student; the teacher will inform the Vice President for Academic Life of the violation; and the parent will be contacted. Repeat offenses and behaviors not included in the following list will be assessed on an individual basis by the administration and personnel involved. Cheating, of any kind, may result in the loss of credit and/or academic honors. Students may be suspended from classes as a result of cheating. This will depend on the facts of a situation. Whether class suspension occurs or not, students will be required to participate in up to forty (40) hours of service to the school community as a result of the violation of the Academic Honesty policy. The community service requirement may not be completed in less than ten (10) school days from the time a ruling on the cheating incident has been made. Beginning on the eleventh (11<sup>th</sup>) calendar day following the beginning of the community service, a student may

complete the remaining hours according to the needs of the school, the availability of prefects, and the schedule of the student. Until the completion of the community service hours and a review meeting with the Vice President for Academic Life occurs, the student is prohibited from participation in co-curricular activities. A second offense brings serious consideration to a decision to expel the student.

The following academic consequences are considered if a student violates this policy:

1. **Homework:** The student may receive a grade of zero (0) for the assignment. Other than assignments that are determined to be “cooperative assignments,” this includes a student who copies another student’s homework, or a student who allows others to copy his work.
2. **Cheating on a Quiz or Examination:** The student may receive a grade of zero (0) for the quiz or examination.
3. **Unauthorized Viewing of an Examination:** The student may be dropped from the course with a grade of F.
4. **Plagiarism:** “The use of quotations within a paper is a way of representing the continuity of research within a field and introducing the ideas of others by referring directly to their works. By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgment whenever one is indebted to another for either words or an idea....Failure to give credit is plagiarism” (Cf. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Sections 5.1 and 5.2). The student may receive a grade of zero (0) on any assignment that is plagiarized.

## **TRANSCRIPTS, COMMUNICATION, AND PHOTOGRAPHS**

De La Salle High School defines its “transcript” as including all earned grades at DLS, grades reported by other schools (if applicable).

Transcripts will be released when the Registrar’s Office receives a written or electronic (via Naviance) request from the student and/or his parents. *Transcript Request Forms* are available in the Registrar’s Office. Students need to plan ahead when requesting transcripts to allow sufficient time for the Registrar to prepare transcripts. All Juniors and Seniors must request transcripts through Naviance.

Because our transcript is an official document issued by De La Salle High School, the name that appears on a transcript must identically match that of the student’s

birth certificate. Any change to the above will only occur if De La Salle High School has been provided with a copy of the legal (e.g. court issued) name change.

Only official transcripts from other institutions will be accepted to add a grade to the DLS transcript.

All school communications about students and/or their school, civic, or home life will be held in confidence and for the information of proper members of the administration, staff, and school-based organizations. This information will not be released to any outside individual or institution unless there is a written request to do so from parents or by court order. Regardless of a student's age, De La Salle High School reserves the right to share all academic information with the student's parents while he is enrolled.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their son, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

De La Salle will prepare and publish a directory listing the names, addresses, and telephone numbers of all De La Salle students. Families who do not wish to have their home information published must indicate so in our online Information Updates & Agreements process in late July/early August.

Photographs, movies and videos (images and audio) of students, interviews with students, and text written by students may appear in school publications, in print or in digital form, and may be used on the school's website, other websites, and other media outlets. All such items may be edited, used, and reused by the school or by anyone authorized by the school. All such items shall be the property of the school, solely and completely, and all such uses shall be without compensation to any student or parent. Parents who do not wish their son's photograph, video images, interview, or texts to be placed in public media must notify the President's Office by the first day of class in August.

De La Salle contracts with a photography vendor for a variety of services including Senior portraits. As per contract, only these portraits may appear in the school's annual yearbook.

## HONOR ROLL

Students whose semester grade point average is 3.5 or better qualify for the Honor Roll, which is published in January and September.

<i>Highest Honors</i>	<i>3.75 and above grade point average</i>
<i>High Honors</i>	<i>3.5 to 3.74 grade point average</i>

## THE VALEDICTORIAN AND SALUTATORIAN AWARDS

*The Valedictorian's Award* is presented to the Senior who delivers the Valedictory Address. This individual is chosen from those Seniors who have throughout their high school career distinguished themselves by genuine academic achievements as well as by participation in co-curricular activities of both school and community.

The criteria for selecting candidates who may audition for Valedictorian include the following:

1. The candidate must have been enrolled at De La Salle since the beginning of the third quarter of his Sophomore year.
2. The candidate for Valedictorian must have a distinguished academic record with a minimum cumulative GPA of 3.75 at the end of the seventh (7<sup>th</sup>) semester. The academic record of the Salutatorian may be less stringent.
3. The candidate must have a wide range of co-curricular activities and be an active member of his class.
4. The candidate must have a good record of deportment attested to by the Dean of Students.
5. **Note:** Those candidates who accept the invitation to audition are asked to write a *Letter of Intent to Audition*, submit a *résumé* of their co-curricular activities both at De La Salle and in the wider community, and prepare a five-minute "mini-valedictory" address, which they will deliver before the Graduation Committee. After the auditions and supporting documents have been evaluated and all criteria have been met, the Graduation Director forwards the Committee's recommendation to the Vice President for Academic Life for approval.

*The Salutatorian's Award* is presented to the Senior who delivers the Salutatorian's Welcome at graduation. The Senior Class President may request the opportunity to audition for the Salutatorian speech. While this honor may be given to the Senior Class President, the Graduation Committee is free to recommend another candidate for the Vice President for Academic Life's consideration.

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## **STUDENT SUPPORT SERVICES**

The Student Support Services Department provides students and parents the availability of professional counselors. Counseling sessions are offered to students and parents to assist with any academic, social, emotional, relationship, or family matter. Counselors can assist students and parents with clarifying problems, defining alternative choices in situations, and providing information that may affect the situation. Counselors **do not** make decisions for either students or parents nor are they responsible for changing class schedules or making decisions on disciplinary matters. Counselors act as supportive advocates for students and parents and are available to help with any situation presented to them.

### **SCHOOL COUNSELOR ASSIGNMENTS**

Each student is assigned a counselor alphabetically according to his last name. However, each student is free to see any counselor of his choice. Should a student wish to change counselors, he should discuss the change with the counselor of his choice.

### **APPOINTMENTS**

Appointments can be requested by using forms available in the Attendance Office, phoning the counselor, or just dropping by the counselor's office. Counselors' offices are located on the second floor of the Student Services Building. Counselors offer assistance with college planning, family relationships, academic difficulties, personal development, career decisions, peer relationships, course planning, relationship difficulties, emotional troubles, substance use and abuse, grief, and bereavement. In addition, counselors can help arrange referrals for chemical dependency, family counseling, personal counseling, educational diagnosis and remediation, and tutoring. Students can request individual appointments with the College Counselors as needed.

### **COLLEGE COUNSELORS**

The Co-Directors of College Counseling are committed to providing comprehensive information, guidance, and support for students and their families in the college exploration, selection, and admission process. Our College Counselors are experienced, well-trained, and student-centered. They provide a robust and comprehensive college counseling program, appropriate to each grade

level, including individual counseling, small group meetings, classroom workshops, and large group presentations. Students will be introduced to and gain full access to Naviance, an internet tool for college admissions, beginning in the sophomore year. Comprehensive information is provided on DLS College Counseling website and Schoology. Each student is assigned a college counselor alphabetically according to his last name. The College Center is located on the second floor of the Student Services Building and includes print material, a lending library, and student computer stations. Students can find information about scholarships, summer college programs, local job opportunities, and volunteer possibilities posted in and around the College Center.

In addition, the College Center coordinates college and university representative visits from nearly 150 colleges every year. These visits are available to Juniors and Seniors (Sophomores by request) throughout the school day primarily in the fall semester. The visit list is updated daily in Naviance. Students must sign up in Naviance 24 hours in advance and receive permission from their teacher to attend.

### **ADDITIONAL COUNSELING PROGRAMS**

In addition to the general counseling services listed above, the Student Services Department also offers the following programs:

- ***Orientation Program for Parent Support (OPPS)***, an annual small group discussion program for parents of Freshmen in the fall.
- Student and Parent ***College Information Nights***.
- ***College Financial Aid Workshops*** for students and parents.
- Administration of the Preliminary Scholastic Assessment Testing (PSAT) for Juniors and the Pre-ACT for Sophomores, including interpretation of results.
- Specially arranged non-standard administration of the SAT and ACT for documented, qualified students.
- College Advisory class for Seniors during 7<sup>th</sup> period (mandatory) in the fall and winter to assist students through all of the steps involved in organizing and completing college applications (UC, CSU, Common App & Out of State) and supplemental material (letters of rec, essays, interviews, portfolios).
- College Advisory for Juniors during 7<sup>th</sup> period for four sessions (optional) in the later spring term to get a head start on developing a college list, researching colleges, and understanding the college application process.

## **CONFIDENTIAL/ANONYMOUS GROUPS**

From time to time, the Guidance and Counseling Department may sponsor confidential/anonymous discussion groups for students addressing a variety of personal or inter-personal issues. These groups may meet during and outside class time. The groups are led by De La Salle faculty/staff or outside parties representing organizations that sponsor such groups. Because of the confidential/anonymous nature of the groups, membership is not disclosed to parents. At the current time, De La Salle High School offers an Al-A-Teen Meeting as a confidential/anonymous group.

Parents who wish their sons not to participate in a specific group or any group must notify the President in writing of this no later than the first day of classes in August.

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## **STUDENT AND PARENT RESPONSIBILITIES**

Parents are the primary educators of their children and have the responsibility for the development of the discipline necessary to achieve intelligent, self-directed behavior. Regardless of age, all students at De La Salle are required to comply with all rules and regulations found in this handbook. The school expects its students to reside with parent(s) while enrolled.

### **FINANCES**

De La Salle High School reserves the right to prevent students from attending classes up to two weeks before semester examinations if tuition accounts are unpaid. Additionally, except as required by law, the school will not release a transcript or report card, official or unofficial, or grant a diploma to students unless all financial obligations have been met by the student or the parents including the following items by the end of the school year: (1) full payment of all tuition and fees; (2) return of all materials, books, periodicals, and audio-visual equipment borrowed from the Library and any materials rented from the Bookstore; and (3) return of or payment for all borrowed athletic equipment issued for interscholastic sports.

If a student is expelled for either disciplinary or academic reasons or has withdrawn for athletic participation reasons, his parents may be held responsible for all tuition and fees owed for the school year and the return of all borrowed or rented school-owned items, equipment, and materials.

De La Salle High School participates in the Christian Brothers Student Accident Plan. The Plan is an “Excess” Plan over other valid medical coverage. Students are covered by this insurance at all school-sponsored and supervised activity.

### **ATTENDANCE**

Students are expected to attend all classes. Prompt and regular attendance at school is essential for academic success.

#### **Attendance Requirements for Participation in Athletic and Co-curricular Activities**

In order to be eligible to participate in interscholastic athletic practices/contests or co-curricular activities on school days, a student must attend a minimum of

two-thirds of the school day in class or participating in school-sponsored activities. Two-thirds is measured in relation to the number of instructional minutes in a school day and does not include time given for break and lunch.

### **Absence**

When a student is absent from school, his parent or another person designated by the parent on the student’s Emergency Card must notify the Attendance Office of this fact before 9:00 a.m. on **each** day of an absence.

The Attendance Office telephone number is (925) 288-8222. The Attendance Office is open and staffed from 7:30 a.m. to 3:30 p.m. on school days. (You may leave messages on the Attendance Office voicemail 24 hours a day.)

Please leave a message stating your son’s name, grade, and the reason for his absence. Due to the volume of messages that can be received in the Attendance Office on some days, please leave a message. If a reply is necessary, you will be contacted as soon as possible.

### **The school makes the final determination regarding all absences and tardies.**

### **Excused Absence**

Requests for permission to miss part or all of a school day for any other cause that may be defined under the term “anticipated personal reasons” must be submitted in writing, using the Absence Permission Form, five (5) school days before a decision is needed. *Each of the student’s teachers must acknowledge the absence and sign the “Absence Permission Form” in order for it to be excused without further consideration.* The “Absence Permission Form” can be obtained in the Attendance Office.

The school strongly discourages vacations that extend beyond school holiday and vacation periods. The Deans will neither necessarily nor easily approve requests for such absence and are under no obligation to do so—especially during the time allocated for final examinations. Parents must consider the effect such vacation plans have on the student’s ability to resume studies and on the added burdens placed on teachers.

## **Tardy**

Students are expected to be in their seats when the bell rings. Similarly, students are to be on time for all scheduled school events.

1. All “unexcused” tardies will result in detention.
2. Students returning from appointments should report to the Attendance Office for an Admit Slip.

## **Unexcused Absence**

Unexcused absences from class, announcement periods, or assigned activities are considered a serious breach of conduct. Accordingly, the Deans will issue sanctions for such behavior. Sanctions may range from detention to expulsion for repeated violations. Credit may be withheld from class work or tests missed during the period of an unexcused absence. When work is allowed to be made up, it is the responsibility of the student to attend to the matter according to instructions given by the teachers.

Unexcused absences are considered “cuts,” and a teacher may refuse to provide assignments or accept make-up work for such absences.

## **Excessive Absences and Tardies**

The school reserves the right to deny credit for any class in which a student has a combined absent/tardy sum of ten (10) or more for a class per semester.

## **College/University Visits**

Any student planning to visit colleges/universities must use the *Absence Permission Form* as explained in the section “Excused Absence.” Students must follow all procedures and requirements for such visits as defined by the Deans and the College Counselor. Regarding on-campus college representative visits, please see our “College Counselors” section for further attendance and registration information.

## **Early Dismissal from School Due to Athletic Participation**

When there is need to dismiss student-athletes early from school due to school/league/section/CIF scheduling of athletic events, this information is typically provided first by the coaches to the Vice President for Athletics or the Associate Athletic Director. This information is then conveyed to the faculty by the athletic administrators. Student-athletes are typically informed through their coaches and/or the athletic administrators. Student-athletes should always, out of courtesy, confirm with their teachers in a timely fashion the need for the early

dismissal.

It is the responsibility of each student-athlete to inform his teachers of the need for early dismissal well before the date and time involved and to ask for any homework or make-up assignments.

### **Early Dismissal for Doctor, Dentist, Funeral, and Court Appointments**

*Appointments should be made after regular school hours.* If a parent/guardian wishes a student to be excused during school, (e.g., for medical, dental, funeral, or court appointments), the student *must bring a note* from the parent to the Attendance Office by 8:10 a.m. The note must include the student's name and grade, the reason for leaving campus, and the date and time the student will leave and return. *On returning to school, the student must first report to the Attendance Office and present a note/document from the agency before going to class or any other school day activity, including break, lunch, practice, or rehearsal.*

### **STUDENT HEALTH**

Students whose absence from school is due to a contagious disease (e.g., hepatitis, mononucleosis, etc.) may be asked to provide the school with a physician's note certifying their well-being.

If a student is using medication prescribed by a physician for a specific reason, the Deans of Students should be alerted to this fact in advance.

### **CONCUSSION MANAGEMENT POLICY**

A concussion is a unique type of injury as it has both a significant effect on one's cognitive performance and a recovery timeline that is unpredictable and significantly influenced by presence of cognitive stressors. As more and more research is conducted and the injury is understood in greater detail, the school is seeing a trend in the medical community with regard to concussion treatment, specifically modifications to cognitive (academic) stressors. One of the initial treatments is a reduction in academic activity, whether in the form of school attendance, homework limitations, and/or testing restrictions. Unfortunately, since there is no predictable course/timeline for recovery, there is not a consistent treatment that the school is seeing from physicians.

In order to maintain continuity in our care for students with concussions and to ensure that they are returning to learn in a progression/manner that is appropriate, individualized, and conducive to recovery, De La Salle has established a concussion management policy to help facilitate this process.

Any student with a concussion (regardless of whether or not it is sustained during a De La Salle activity) must be referred to one of the two individuals on campus: the Assistant Athletic Trainer and/or the Learning Center Coordinator. Once the student meets with one of the aforementioned individuals, his teachers will be notified of the injury and apprised of any specific accommodations that need to be made. Our teachers will be requiring that the student speak with at least one of those individuals as they have been designated as the school's concussion management resources personnel. More importantly, the school wants to ensure that the student has an identified person on campus that they can go to for help in their recovery process.

Please note: Our teachers are instructed to make accommodations for students with diagnosed concussions (whether or not the student has a note from a medical professional) ONLY if they have been contacted by the Assistant Athletic Trainer or the Learning Center Coordinator. This step is to help maintain our policy to ensure that the appropriate steps are implemented for a student's successful recovery and return to learning.

### **Steps following Sustaining a Concussion:**

1. Once a concussion is diagnosed or suspected, the parents should notify either the Assistant Athletic Trainer or the Learning Center Coordinator by phone or email. One of them will notify the student's teachers. Teachers will only be notified if the student has a note from his physician or has been seen by one of the school's athletic trainers.
2. Upon returning to school, the student will check in daily with one of the aforementioned individuals who will monitor symptoms and progress toward recovery.
3. De La Salle encourages every concussed student to meet with the Learning Center Coordinator to help with the return-to-learn process.
4. Any significant changes made by the doctor throughout the course of treatment need to be communicated (with a note from the physician) to the Learning Center Coordinator.
5. Upon being cleared by the physician, the student MUST meet with the Assistant Athletic Trainer or the Learning Center Coordinator so that teachers can be notified, by them, of your student's full recovery.

## **HOMEWORK DURING ILLNESS**

If a student is going to be absent for a week or more, his parents/guardians must notify the Director of Academic Services so that homework assignments can be requested from the teachers.

If a student is going to be absent for only a few days, assignments can be requested directly from the teachers by voicemail or email.

## **ILLNESS DURING SCHOOL**

A student who is too ill to remain in class/school is to report to the Attendance Office and a call will be made to the parents to pick up the student. Under no circumstances should an ill student simply leave campus without authorization from the Attendance Office.

## **FIELD TRIPS**

The school sponsors various off-campus field trips for its students. These trips are organized and supervised by school personnel and are designated as school-sanctioned field trips. De La Salle High School assumes no liability or responsibility for non-sanctioned field trips and disassociates itself entirely from any involvement and encouragement in these activities. *De La Salle High School assumes no liability or responsibility for injuries or accidents that occur on the way to or from school-sanctioned field trips in cases where transportation is not provided by the high school.* It is the responsibility of parents to check with the Vice President for Campus Life and/or the Vice President for Academic Life if there is any question about a field trip or group activity.

No agent external to the school and no member of the student body is authorized to act as a travel company's representative on campus for trips, domestic or foreign, no matter whether they are described as educational, recreational, or social. Persons acting in such capacity for travel companies will be considered as violating the school's "No Solicitation" rule and will be held liable to the full extent possible under the law. If such persons are members of the student body, they may be expelled.

## **GROOMING AND APPEARANCE POLICY**

Appropriate, clean attire is expected at De La Salle High School. Sloppy, exaggerated styles and attire are unacceptable. Such attire also reflects a poor image of the school to the local community. Dressing in an appropriate and neat manner signals to self and others that school is a place where a seriousness of purpose can be found.

Students need to recognize different requirements for dress as different occasions demand. School is not unlike the work or professional world where a certain dress requirement may be expected in representing one's profession and in performing one's tasks.

Therefore, De La Salle High School, true to its Lasallian tradition, sets forth the following Grooming and Appearance Policy, which is in effect throughout the entire school day, including break and lunch:

1. **Shirts:** All shirts must have a collar and sleeves. Any collared shirt is acceptable. T-shirts, tank tops, sweatshirts (with no collared shirt underneath), turtlenecks, and sleeveless shirts are not permitted. Undershirts and T-shirts may not hang lower than the outer, collared shirt or jacket. (Members of athletic teams are permitted to wear their game jerseys on certain days designated by their coaches and with the approval of the Dean of Students.)
2. **Pants:** Casual pants or dress slacks are permitted. Shorts are also permitted, provided they do not extend below the knee. All pants and shorts must have a belt loop, and students must wear a belt. Gym attire, sweat pants, denim or jean pants, and jogging pants are not acceptable.
3. **Socks and Footwear:** Socks and shoes, tennis shoes, or sandals are to be worn at all times. Flip flops are not acceptable footwear. All footwear must have a back strap.
4. **Hair:** Hair must be neat and clean in appearance. The length must not extend beyond the bottom of the collar nor fall below the eyebrows. Exaggerated styles (e.g. tails, color, or excessive use of gels or spray) are not permitted. Students must maintain natural hair color. The final decision on acceptable hairstyle rests with the Deans.
5. **Facial Hair:** Students must be clean-shaven. Sideburns may not extend below the bottom of the ear. A neat, trimmed mustache is acceptable with approval from the deans.
6. **Hats:** Hats may be worn outside. Hats, or any other headwear (headbands, scarves, or hoods), should be removed from one's head once inside any building.
7. **Jewelry:** One earring per ear is acceptable. All other body piercing, such as eyebrows, tongues, etc., are not acceptable.

**8. The following are prohibited at all times:**

- a. Pants that are excessively baggy and/or show any part of a student's underwear;
- b. Exposed tattoo(s);
- c. Any clothing that is torn, "stressed," dirty, or written on; and
- d. Any clothing that contains objectionable words or symbols, such as those conveying vulgar, violent, satanic, sexually suggestive or racially discriminatory messages, or that advertise drugs or alcohol.

Any student whose dress is inconsistent with these guidelines will be referred to the Deans and may not be allowed to attend class. If students miss class time because of improper dress, their parents will be notified and the absence will be considered unexcused.

**The Deans make final decisions regarding student grooming and appearance.**

**POLICY ON POSSESSION, TRANSFER, OR BEING UNDER THE INFLUENCE OF ANY CONTROLLED SUBSTANCE, INCLUDING ALCOHOL AND PERFORMANCE-ENHANCING DRUGS**

Using, "being under the influence of," possessing, trading, selling, giving away, or offering to trade, sell, or give away alcoholic beverages, controlled substances, paraphernalia associated with controlled substances, performance-enhancing drugs, or other hazardous substances on campus, near the campus, at any school-sponsored activity, or at a time or place directly involving De La Salle High School will not be tolerated. Possession includes, but is not limited to, one's person or personal property, automobiles, or school property, including lockers.

The foregoing carries the following consequences:

1. A student detained under the influence of alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances will not be released except into the custody of his parent(s) or guardian(s), or other authorized adult(s). If this custodial release is not possible because of the unavailability of such adult(s), the student may be released into the custody of civil authorities. In no case will a student be released on his own.
  - a. The offense may bring immediate suspension. The student will not be re-admitted until there has been a drug education meeting with the Deans, the student's parents, and the student. The student may also be placed on a probationary contract for the remainder of his enrollment

at De La Salle High School. The probation contract may include mandatory drug counseling, assessment, and/or random drug testing at the discretion of De La Salle. The probationary contract will also include all rules and regulations to maintain good order as found in the *Student-Parent Handbook*. Failure to meet the guidelines set forth in the probationary contract may result in the student's immediate expulsion.

2. The trading, selling, giving away, or offering to trade, sell, or give away alcohol, controlled substances, performance-enhancing drugs or other hazardous substances may result in expulsion from school.

The school may require students or student guests on school premises or at school-sponsored events to submit to a breathalyzer test for the purpose of detecting the use of alcohol. The school may require such testing at any time, with or without advance notice, on a random basis, on an across-the-board basis, or on the basis of reasonable suspicion. The school may remove from school premises or school-sponsored events any student or student guest who tests positive for the use of alcohol or who refuses or fails to submit to such testing when required to do so by the school. The school may also discipline, up to and including expulsion, any student who tests positive for the use of alcohol or who refuses or fails to submit to such testing when required to do so by the school.

Safety dogs may be used to detect the presence of alcohol or other illegal drugs or substances on school premises or at school-sponsored events. The school may employ such dogs at any time, with or without advanced notice, on a random basis, on an across-the-board basis, or on the basis of reasonable suspicion. The school has the right to remove from school premises or school-sponsored events any student or student guest who is found to possess illegal drugs. The school also may discipline, up to and including expulsion, any student who is found to possess illegal drugs or who refuses or fails to cooperate with any reasonable search for illegal drugs.

## **GUIDELINES FOR GOOD ORDER**

1. Students are to follow the directives of the faculty and staff at all times. Student behavior in the classroom must contribute to and not hinder the learning process. If a student is told to leave the classroom for disciplinary reasons, he must report immediately to the Attendance Office and remain there until he meets with one of the Deans.
2. The school reserves the right to search students, their lockers, cars, and their possessions on campus, and/or at school events without prior notice.

3. De La Salle is a closed campus. In order to leave campus during the day, written permission, or by telephone in the case of an immediate emergency, is needed from the student's parents. No student from another campus or an unauthorized adult may be on the property without clearance from the Deans.
4. Occasions of gathering as a student body demand proper respect and courtesy, especially toward guests and neighbors. Students should distinguish between assemblies, rallies, liturgical events, and the like, in determining the appropriate behavior for each.
5. Students are to respect the property of the school and other students. This respect includes the proper use of and care for all equipment. Students are also expected to report malfunctioning or defective equipment. Theft and vandalism, including malicious pranks of any kind, are contrary to De La Salle's philosophy and will not be tolerated. It is the moral responsibility of each student to report thefts or any vandalism should such incidents be witnessed. The parents of students who are guilty of theft and/or vandalism will be held financially responsible for the restitution of property and the repair of damage.
6. Students are not to loiter in the student parking lot and should not visit that area during the school day. If some urgent matter causes a student to have to visit his car, he must receive prior approval from one of the Deans. Normally, a student should only go to his car to leave campus at the end of the day or with prior approval.
7. Students are not permitted to eat or drink in classrooms, offices, library, theater, or the gymnasium. Exceptions must be cleared through the Deans.
8. The use of gum is not allowed on campus.

The following infractions of good order are examples of actions considered to be serious and will be dealt with accordingly:

- Truancy;
- Disobedience, insubordination, or rudeness to a member of the administration, faculty, or staff;
- Language or behavior that is seriously immoral, profane, vulgar, obscene, scandalous, outrageous or disruptive;
- Theft or vandalism;
- Gambling;
- Dishonesty of any kind, including cheating and plagiarism;
- Possession of indecent books, pictures, and objects;
- Any form of sexting;

- Fighting, injury, threatening comments, or harm to persons or serious threat of same;
- Possessing, using, or threatening to use any weapon including all types of knives;
- Harassment, including, but not limited to, verbal, physical, visual, sexual, ethnic, racial, religious, physical disability, or sexual orientation;
- Hazing (see our “Hazing” policy in the Handbook);
- Violation of the “Policy on Possession, Transfer, or Being under the Influence of Any Controlled Substance, including Alcohol and Performance-Enhancing Drugs”;
- Alteration of school records or any communication between home and school;
- Gang association on or off campus;
- Conduct at school or off campus that would reflect adversely on De La Salle High School and be detrimental to the reputation of the school and/or the Catholic Church.

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## SANCTIONS

The following disciplinary sanctions may be invoked by the school:

### **VERBAL WARNING**

A teacher will discuss the problem behavior with the student in the classroom or in private.

### **COUNSEL AND RELEASE**

The Dean of Students will discuss the problem behavior with the student, and the precipitating cause will be recorded in the student's disciplinary record.

### **DETENTION**

A period of time is assigned to a student for the purpose of disciplining for minor infractions of the rules and regulations. Failure to make the necessary arrangements will not excuse the student from serving the detention. Students who miss an assigned detention without clearance from the Deans will be given two additional days of detention. Failure to serve these additional days when they are assigned will result in suspension. Saturday detention, which takes the form of doing chores at the school while under supervision, is reserved for those chronic or serious offenders of school rules who have been given long-term sanctions. Work, athletics, and club activities may not take precedence over an assigned school day or Saturday detention.

### **PROBATION**

A student is placed on probation for relatively serious misconduct, or misconduct after warning, when such behavior does not require more drastic, immediate action. Both the student and his parents will be made aware of the probation and the reason(s) for it.

There are two forms of probation as follows:

1. **Non-Participation Probation:** An initial parent conference is required. This probation prohibits students from participating in and attending any co-curricular activities such as interscholastic sports functions, drama, student council, clubs, or any other elected or appointed office activity. This prohibition also applies to events sponsored jointly with Carondelet

High School. If a student is involved in a sports or student leadership program, further disciplinary action may be taken by the faculty moderator or coach. A student will not be allowed to run for office or try out for any athletic team during Non-Participation Probation.

2. **Participation Probation:** Following the period of Non-Participation Probation, the student will then be placed on Participation Probation, during which time he is encouraged to participate in school activities while his behavior is closely monitored.

## **SUSPENSION**

A student will be suspended from the school for a serious violation of the attendance or disciplinary rules of De La Salle High School. During the period of suspension, the student may not participate or attend any co-curricular activity, whether on or off campus, that is associated with De La Salle High School. Parents are to make an appointment with the Dean of Students to discuss the matter before the student can be readmitted to the school. A statement outlining the offense and the action taken will be placed in the student's disciplinary record. At the Dean's discretion the student may be allowed to make up missed work.

## **EXPULSION**

A student will be expelled from De La Salle High School for misconduct requiring immediate dismissal or for continuing misconduct that has led to one or more suspensions or probations.

### **Procedures regarding Expulsion**

1. A meeting will be arranged with the student, his parents, and the appropriate Dean to consider relevant issues.
2. The Dean will make a recommendation to the President.
3. The Dean will notify the parents of the President's decision.
4. Parents have the right to appeal the President's decision. Such an appeal must be made to the President, in writing, and must include new and compelling information to justify the appeal. The written appeal must be hand delivered to the President's Office within five (5) business days of notification from the Dean.
5. The President will inform the parents in writing within 48 hours of the decision.

**Note:** The President is the final recourse in all expulsion situations.

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## **STUDENT LIFE**

De La Salle High School has as its concern the total educational growth of each student entrusted to its care. Co-curricular activities are an integral part of student life as a means of social interaction and education. Thus, participation in co-curricular activities and Campus Ministry are strongly encouraged.

### **STUDENT LEADERSHIP**

De La Salle High School Student Leadership represents students in all areas of student life. Consisting of Student Class Councils and the Lasallian Student Leadership class, these groups coordinate school-wide activities and social events, build school spirit, and support fundraisers for community organizations. Guided by faculty moderators, these student efforts engage the student body and provide the opportunity for all students to become involved in both the De La Salle and wider communities.

**Student Class Councils** are made up of elected student officers and volunteer representatives from each class and work closely with their faculty moderator to plan events. Lasallian Student Leadership is an academic seventh (7<sup>th</sup>) period class, composed of all elected class council officers and other interested students who have successfully completed an application process.

### **CLUBS AND ORGANIZATIONS**

De La Salle offers a number of clubs and organizations to encourage student involvement and creativity. All clubs and organizations have faculty moderators who work in conjunction with Student Leadership to maintain a high level of student initiative. Additional clubs may form each year as student interest dictates.

The following is a partial list of clubs and organizations at De La Salle:

Broadcast Club	Music Program ( <i>Concert &amp;</i>
California Scholarship	<i>Jazz Bands, Marching Band,</i>
Federation (CSF)	<i>&amp; Orchestra</i> )
Chess Club	National Honor Society
Spectrum Arts Studio (SAS)	Peer Helpers
Diversity Clubs	Robotics Club
Healing Spaces	SCORE (Student Coalition on
Japanese Language Club	Respectful Education)
Jefferson Awards	Ski and Snowboarding Club
Men's Choral	Theater Arts (Company)
Model United Nations	Trapshooting Club

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## CAMPUS MINISTRY

The Campus Ministry program at De La Salle is the specialized and focused means by which students, faculty, staff, and parents establish and develop programs in faith formation based on the Christian heritage, Catholic identity, and Lasallian character of the school. The program is responsible for the building of a faith community and gives expression to its identity in every aspect of school life.

### LITURGICAL LIFE

Campus Ministry provides a variety of liturgical experiences for the school community in both large and small group settings. Eucharistic celebrations and prayer services that reflect the cycle of the liturgical calendar are planned and carried out throughout the year. A number of class and family liturgies are also sponsored in conjunction with the Class Moderators, Class Councils, and the Parent Association. Campus Ministry also sponsors or supports specific sports liturgies. A school-wide Reconciliation Service is held during Lent.

### RETREAT PROGRAMS

Retreat experiences are key opportunities for students to develop responsibility for their Christian lives.

*De La Salle promotes and encourages retreats in various forms for all its students.* Time is made available during school days for some retreat experiences. All school staff, administrators, teachers, and coaches support students on retreat by making the proper allowances that will enable students to be free for retreat. All appropriate considerations will be extended to students desiring a retreat experience. For assignments missed due to participation in retreat activities, the student is given an additional day for each retreat day to make up the assignment. Students are still responsible for long-term projects and tests assigned within a reasonable amount of time before the retreat, and should be negotiated for completion in a timely fashion with the instructor.

A one-day community building retreat on campus is required of all Freshmen.

Sophomores utilize their Sophomore Immersion Program (SIP) experience as a form of retreat. This program is a graduation requirement for all and engages students for one day not only to serve our brothers and sisters in need, but also to walk in the shoes of the poor. It involves direct service, reflection, and prayer. SIP retreats take place in the Tenderloin District of San Francisco and is co-sponsored by Campus Ministry and the Saint Anthony's Foundation Justice Education Department.

Juniors have the option of attending a one-day experience at an off-campus retreat facility. The retreat focuses on the journey to becoming a Man of Faith.

The Senior retreat brings the entire De La Salle experience into focus with Kairos. This is an optional four-day, three-night experience where students are challenged to examine the difference that their De La Salle experience has made in their lives and impacted their relationships with themselves, others, and God.

Two weekends are set aside each year for parents and sons to make a retreat. All retreats are staffed by the Campus Ministry team as well as faculty and staff from the school.

## **VENAVER**

Spanish for "Come and See," VENAVER is a special immersion program for Juniors and Seniors who meet the qualifications and application procedures for this specialized program. VENAVER engages students in a five-day, four-night experience in service, simplicity, community, and prayer. Students join in the life and work of particular communities. VENAVER takes place in the fall and spring with sites in the Salinas Valley and in San Diego, CA.

## **Lasallian Youth**

All students are welcome to be a part of this group that seeks to study and live out the principles important to the identity of a Lasallian school.

Activities of service include not only preparing Campus Ministry events for the campus community but also networking with other Lasallian schools in various service projects. A week-long summer service conference is sponsored by the District of San Francisco New Orleans for all Lasallian schools in the District as well as service projects in our local community.

### **CHARITY DRIVES**

Campus Ministry sponsors a number of on-campus charity drives throughout the year to benefit Lasallian mission schools as well as other pressing needs within the community.

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## **SPORTS**

### **ATHLETIC FACILITIES**

Athletic facilities may be used only under the supervision of authorized De La Salle faculty/staff/coaches during designated hours.

### **INTERSCHOLASTIC SPORTS**

De La Salle High School is a member in good standing of the East Bay Athletic League (EBAL) and the North Coast Section (NCS) of the California Interscholastic Federation (CIF). As such, all members of the De La Salle community (e.g. students, parents, alumni, faculty, staff, and coaches) are required to abide by all rules, guidelines, and directives as they are related to interscholastic competition and good sportsmanship.

Should a student-athlete transfer from De La Salle to another school, the North Coast Section of the CIF requires certain forms to be completed prior to eligibility at the new school. Immediate eligibility may be hampered because of poor academic performance or disciplinary issues while a student at De La Salle.

“Eligibility” should never be assumed at a new school. A student’s athletic eligibility is determined by a number of factors within the school and by the CIF. A transfer student should clear his eligibility through the Vice President for Athletics prior to competing in any school-related athletic contest. We would recommend visiting the North Coast Section website, [www.cifnco.org](http://www.cifnco.org), to review all documents associated with eligibility information and forms. To assist you, the NCS has created a Parent Handbook. Areas of concern are “pre-enrollment contact” and reasons for the change in school.

Here is a list of interscholastic and club sports currently available:

**FALL SPORTS**

Varsity Cross Country  
JV Cross Country  
Frosh/Soph Cross Country  
Varsity Football  
JV Football  
Freshman Football  
Varsity Water Polo  
JV Water Polo  
Frosh/Soph Water Polo

**WINTER SPORTS**

Varsity Basketball  
JV Basketball  
Freshman Basketball (2 teams)  
Varsity Soccer  
JV Soccer  
Freshman Soccer  
Varsity Wrestling  
JV Wrestling

**SPRING SPORTS**

Badminton  
Varsity Baseball  
JV Baseball  
Freshman Baseball (2 teams)  
Varsity Golf  
JV Golf  
Varsity Swimming & Diving  
JV Swimming & Diving  
Varsity Lacrosse  
JV Lacrosse  
Frosh/Soph Lacrosse  
Varsity Tennis  
JV Tennis  
Varsity Track and Field  
JV Track and Field  
Varsity Volleyball  
JV Volleyball  
Frosh/Soph Volleyball

**CLUB SPORTS**

Varsity Trapshooting (Winter/Spring)  
JV Trapshooting (Winter/Spring)  
Varsity Rugby (Winter/Spring)  
JV Rugby (Winter/Spring)  
Frosh/Soph Rugby (Winter/Spring)  
Ice Hockey (Winter)

**SPORTSMANSHIP CODE**

**Students and parents** should set a good example in the matter of sportsmanship. Cheers should be of a positive nature and only directed towards our athletes. At no point should negative cheers be directed at an

opponent, opposing coach, or an official. Players and spectators should model their sportsmanship to a high standard.

To this end they should:

1. Remember that a student or parent spectator represents the school in the same manner as does the participating athlete.
2. Recognize that the good name of the school is the primary concern.
3. Appreciate an exhibition of fine play or good sportsmanship by any player or team.
4. Accept the decision of the officials.
5. Recognize that abusive remarks and language are unacceptable.
6. Be considerate of any injured player on either team.
7. Respect the opponent's campus.
8. Never belittle an opponent.
9. Never direct abusive remarks at individual players or officials during a contest.
10. Never "boo" a penalty.
11. Refrain from using noisemakers or musical instruments of any kind not associated with an organized and moderated pep band.
12. Receive prior approval by the Vice President for Athletics to post any sign, whether at a home or away contest. Signs for home games may only be posted in designated areas. Signs to be used at away games must be approved by the home team's Athletic Director.
13. Students are bound by all rules and regulations of other schools when teams compete at a site other than De La Salle.
14. All East Bay Athletic League school rules and regulations concerning competition and deportment are in effect for **all** games (league and practice; home or away).
15. Students and fans are required to respect and follow the directives of any De La Salle faculty, staff, or coach at games.

## **TRYOUTS**

All students will be given the opportunity to try out for any athletic sport. The student-athlete is responsible for obtaining any and all information regarding tryouts; information will be posted in the locker room, at an announced pre-season information meeting, and on the school website.

All students who want to participate must have the following: a signed physical and athletic permission form and any other materials the coach deems necessary. A student-athlete may tryout for two sports in the same season if he receives approval from the Vice President for Athletics and the coaches. Multi-sport student-athletes will always be given the opportunity to tryout for the next season's sport, but they first must honor their current team's commitment. Any student-athlete who chooses to quit a sport must receive approval from the Vice President for Athletics before trying out or joining another team during the school year.

While the school is committed to providing everyone a fair chance to participate, unfortunately, not everyone who tries out can be selected. The decision of the coach, in conjunction with the Vice President for Athletics, is final. Parents are encouraged to help their son(s) understand that not everyone will be selected for teams due to limits on roster members.

## **INTRAMURALS**

Intramurals are conducted at lunchtime, several times per week. There are two divisions: Frosh and Upper Division. Teams in both divisions will compete in 3-on-3 basketball, flag football (frosh only), quad hockey, and indoor soccer. All students are encouraged to participate; however, athletes playing a sport cannot participate in the same intramural sport (e.g. basketball players are not allowed to play intramural basketball, but they are welcome to compete with their classmates in other intramural events).

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## **OTHER INFORMATION**

### **FIRE AND EVACUATION DRILLS**

At the first sound of the emergency alarm, students will calmly and quietly leave the building according to the designated exit plan. Students will remain with their teachers and listen for further instructions.

Students may not leave campus during any emergency except as directed by the school administration and according to the information provided their parents on the emergency form.

### **HAZING**

Hazing occurs when an act is committed against a student or a student is coerced into committing an act (e.g. verbally, physically and/or electronically) that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, including, but not limited to, informal groups of friends, club, athletic team, grade level, activity or organization. Hazing is not tolerated.

### **LOCKERS**

Each student is issued a school locker in which to store clothing and school-related items. It is the student's responsibility to preserve the security of that locker and also to respect the security of others. Students also have the right to expect that others will respect their belongings anywhere on campus.

To facilitate good order in this regard, the following are reminders:

- No student should give his locker combination to anyone. The school does not accept responsibility for loss, theft, or damage. Lockers and combinations are given to each student at the beginning of the academic year.
- Students using the gymnasium locker room are to purchase a combination lock from the Bookstore for use on gym lockers. Other

- kinds of locks are not permitted and will be removed.
- Students are expected to report any and all locker theft, damage, or vandalism to the Vice President for Athletics or the Dean of Students.

## **MESSAGES AND DELIVERIES**

To avoid interruptions in instructional activity, we will not deliver messages to students in classrooms except in cases of *extreme emergency*. Refer to our “Guidelines for Student Use of Devices on Campus” for when students can use devices during break and lunch.

## **NEIGHBORHOOD**

De La Salle High School will impose disciplinary sanctions on students whose conduct in the neighborhood is unlawful or disturbing. Loitering, smoking, littering, and trespassing are some of the concerns for which action will be taken.

## **PARKING, VEHICLES, BICYCLES, AND SKATEBOARDS**

1. Any student driving a car or motorbike to school is required to register the vehicle with the Dean’s Office, regardless of whether or not the student is issued an on-campus parking permit. Should a student be issued a permit, the student is then required to park in the designated and assigned areas in the De La Salle student parking lot. Because of limited parking spaces, Freshmen and Sophomores will not have on-campus parking privileges. Parking privileges are limited to Seniors and Juniors. Students parking on campus without a parking permit or students not parking in their assigned parking spaces will be towed at their own expense.
2. Bicycles are to be parked in the designated bicycle area. *De La Salle students may not park their vehicles on the Carondelet campus, in the faculty parking lot, anywhere in the rear of the campus near the athletic fields and pool, or in the neighborhood.*
3. Carelessness or recklessness in driving, excessive speed, lack of car registration with the Deans of Students, and improper parking are matters for disciplinary action.
4. De La Salle High School is not responsible for any theft of or damage to cars in the parking lot.

5. Many of the streets adjacent and close to the De La Salle and Carondelet campuses are zoned for resident permit parking only on school days between 9:00 a.m. - 3:00 p.m. Students and visitors to the De La Salle campus should follow all posted restrictions. Fines will be imposed by the municipality for parking violations.
6. Shadelands Business Park, in consultation with the City of Walnut Creek, has given permission for students to park on the STREET in this area. Parking other than on the street is not allowed at any time.
7. Skateboards or scooters may not be ridden on campus at any time. This includes on the driveways, parking lots, and sidewalks.

## **RINGS**

De La Salle currently contracts with Jostens for a variety of services, including special celebratory accomplishments or acknowledgments of our students and the creation of the Junior class ring used for the Junior Mass of Unity. Since this particular annual event is closely coordinated with Jostens, only rings purchased from them are distributed at the ceremony.

## **SUNDAY CAMPUS ACCESS**

Access to the De La Salle campus on Sundays is prohibited unless there is a scheduled school event.

## **TEXTBOOKS**

Textbooks are provided to students by the school through a rental system. Any damage to rented books while they are in the care of a student is the responsibility of the student, and charges for replacement or repair of the damaged book(s) will be billed to the signer of the tuition contract.

## **TOBACCO**

The use of tobacco (smoking and chew) is hazardous to one's health and is forbidden on campus, near the campus, and at all school-sponsored activities for all students at all times. Detention is the normal consequence for violation of this policy. Repeated offenses may warrant other disciplinary sanctions, parent conferences, and counseling.

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# USE OF ELECTRONIC DEVICES, COMPUTER SERVICES, INTERNET ACCESS, AND RESOURCES (ACCEPTABLE USE POLICY)

## ELECTRONIC DEVICES

De La Salle High School believes in the use of technology to engage, expand, and supplement student learning across the curriculum. We seek to make learning more accessible and relevant, to ignite our student's natural desire to learn, and to prepare them for college and a rapidly changing world where the information landscape is networked, digital, and overwhelmingly abundant.

We continue to develop policies and procedures for the proper and effective use of educational technology devices on campus. Possibilities within and beyond classrooms will be discussed. Students and parents will be invited to weigh in on these matters.

De La Salle High School operates within a "Bring Your Own Laptop/Device" (BYOL/BYOD) Environment. The extent of device use will vary according to the nature of the course. Students are encouraged and will sometimes be directed to use devices for academic work in their classes. **Incoming Freshmen, Sophomores, and Juniors are required to use a laptop each day for academic use. Seniors are strongly encouraged to use a device; students taking courses at Carondelet must have a device.** Seniors may use one of several types of devices, such as a laptop, netbook, tablet, or smartphone. **Chromebooks are not supported nor recommended.**

De La Salle High School recognizes that not all students have the resources to acquire devices. If such is the case, students and parents should bring this matter to the attention of the Director of Technology Services. De La Salle may be able to assist students with a loaner device for academic work.

As a BYOL/BYOD school, De La Salle maintains a robust wireless network for student use. Students are encouraged to pair their devices with the school network to access the full range of tools and resources they may need to complete academic work.

This section sets forth the policy of De La Salle and Carondelet High Schools (DLS/CHS) for acceptable use of the computer resources made available by DLS/CHS.

DLS/CHS provide computing and network resources for the use of students and others. Students are encouraged to use the computers, software packages, and outside-the-school network software for educational or school-related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through DLS/CHS computer services are and remain the property of DLS/CHS. DLS/CHS may terminate the access to and use of such computer resources at any time at their sole discretion. All users are expected to conduct their online activities in an ethical and legal fashion.

DLS/CHS reserve the right to use employee or student electronic productions to support the curriculum and for demonstration purposes without remuneration to employees or to student authors or their parents/guardians.

DLS/CHS do not have control of the information on the Internet. Sites accessible via the Internet may contain information or material that is controversial, illegal, defamatory, inaccurate, and unsuitable for minors, or potentially offensive to some people. While it is the intent of DLS/CHS to make Internet access available to further certain educational goals, users will have the ability to access other information or materials, as well. A user accesses the Internet at his/her own risk and is responsible for his/her actions and activity in using the Internet.

DLS/CHS make no warranties with respect to Internet service, and specifically assumes no responsibilities for:

1. The content of advice, information, or material received by a user from a source outside DLS/CHS, or any damages, obligations, costs, or charges incurred as a result of seeing or accepting such advice, information, or material;
2. Any cost, liability, or damage caused by manner of use of the Internet;
3. Any consequence of service interruptions or charges, even if these disruptions arise from circumstances under the control of DLS/CHS;
4. Privacy of electronic mail.

Use of the DLS/CHS telecommunications system and network, as well as access to the Internet, is a privilege offered each academic year, and inappropriate use will result in revocation, denial, or suspension of that privilege by the administration.

Definition of inappropriate use is at the discretion of the administration and shall include, but not be limited to, the following:

1. Using the network for any illegal or unethical activity, including but not limited to the following:
  - a. Violation of copyright restrictions;
  - b. Transmission of threatening, harassing, pornographic, or obscene material;
  - c. Transmission of material protected by trade secret.
2. Using the network for personal, financial, or commercial gain, product advertisement, political lobbying; or for the sending of unsolicited junk mail or chain letters, or for the use of chat lines in other than a supervised classroom setting;
3. Contributing to the degradation or disruption of equipment or system performance, including, but not limited to, the following:
  - a. The uploading, downloading, creation, propagation, and/or use of computer viruses;
  - b. Willful destruction of computer hardware or software;

- c. Unauthorized attempts to exceed or modify the parameters of the system;
4. Vandalism, including, but not limited to, the following:
  - a. Any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet;
  - b. Any attempt to breach security codes and/or passwords;
5. Using finite resources wastefully;
6. Gaining unauthorized access to resources or entities;
7. Invading or violating the privacy of individuals, including, but not limited to the following:
  - a. The unauthorized transmission of names, residence or e-mail addresses, or telephone numbers;
  - b. Deleting, examining, copying, or modifying files and/or data belonging to another user;
8. Using an account owned by another user;
9. Posting anonymous or forged messages, documents, images, cartoons, or other transmissions;
10. Using the network to defame, offend, harass, threaten, or disrespect any person or persons. The display or transmission of messages, images, cartoons, or other transmissions or use of computer messages that are sexually explicit constitute harassment and is prohibited by DLS/CHS;
11. Using the network in a manner that is offensive to the mission of DLS/CHS, including the use of language that is sexist, racist, or homophobic;
12. Using the network in a manner that is disruptive to the educational environment of DLS/CHS;
13. Using the network in such a manner as to bring into disrepute the good name of DLS/CHS.
14. Masquerading, spoofing, or pretending to be someone else that includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.

## **GUIDELINES FOR STUDENT USE OF DEVICES ON CAMPUS (ADOPTED OCT. 2015)**

### **Throughout the school day during instructional time**

Students are to use devices (laptop computers, tablets, and mobile phones, etc.) during instructional time only under the direction and supervision of their teachers. Such use may occur in classrooms, the Library, and outside areas where classes or groups have been assigned by a teacher or moderator.

### **Throughout the school day and while on morning break and at lunch**

Laptop computers, tablets, and mobile phones may be used in the following designated areas while on morning break and at lunch: the Hofmann Student Center and the Library. If a student wishes to use a mobile phone to make a call, answer a call, send a text, or respond to a text, he may only do so in the Hofmann Student Center.

Device use is not permitted in the Quad, the Court, the STREAM Innovation Center Court and in the corridors outside classroom wings (100, 200, 300, 400, 500 areas) or any other outside area throughout the school day.

This use of devices during morning break and at lunch may be for the purposes of learning, entertainment, and communication. Earbuds or headphones must be used when the audio function of a device is active.

### **During passing time**

**NO** uses of devices may occur during passing time between periods. This includes mobile phones for calling and texting.

### **Before and after school**

Devices may be used in accord with the school's Acceptable Use Policy. The rules below concerning the photo and video functions apply, as do the requirement for earbuds or headphones.

## **Other**

At all times and places, use of devices must be in accord with the school's Acceptable Use Policy.

At no time may the photo or video functions of any device be used except under the direction and/or supervision of a teacher.

At no time may the photo or video functions of any device be used without the knowledge and permission of those who are subjects of the recording.

At no time may the photo or video functions of any device be used in the locker room or any restroom on campus.

Devices may be confiscated by administrators, faculty, and staff when used at prohibited times and in prohibited places. Confiscated items will be held by the Office of the Dean. Return of devices will be at the discretion of the Office of the Dean according to the facts and frequency of offenses.

Users have no right to privacy while accessing the school's network. The school monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files for the purposes of (1) retrieving school information and records; (2) engaging in routine computer maintenance and housekeeping; or (3) carrying out internal investigations. For school-provided devices, the school's right to access, review, copy, store, or delete any electronic communications or files includes any items stored on such devices, such as files, e-mails, cookies, and Internet history. The school further reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The school will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the school's network.

It is expressly forbidden to make any attempt to defeat any security system in operation on the network through hacking, cracking, or similar activities. It is also forbidden to reconfigure any school-provided device without the express authorization of the network administrator responsible for supporting that device. No computer attached to the network may be used for any illegal activities, including attempts to penetrate the security of other networks. Should the school become suspicious of any user's activities, the user's account may be disabled until a thorough investigation is completed. Any user who knowingly or negligently attempts to defeat security may be subject to disciplinary action including but not limited to loss of network access.

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## HARASSMENT POLICY

De La Salle High School is committed to providing a learning environment that is free from unlawful harassment in any form, including on the basis of any of the following categories: sex, gender, pregnancy, national origin, race, creed, color, age (40 and over), physical or mental disability, sexual orientation, or any other characteristic prohibited by law. This policy applies to unlawful harassment by employees, coaches, students, volunteers, or other third parties while on campus, or communicating about school matters.

Harassment includes verbal, visual, and physical conduct on the basis of any of the protected categories listed above and that are severe or pervasive enough to create a school environment that a reasonable person would consider intimidating, hostile, or abusive. Harassing conduct can occur in-person, by telephone, mail, voice or electronic mail, or by social media communications (e.g., Facebook, Twitter, Snapchat, Instagram, and any other social media platform), and during school or in connection to school-related activities. Harassing conduct can take many forms and includes, but is not limited to derogatory comments, epithets, slurs, jokes, pictures, cartoons, or posters.

Prohibited harassment includes, but is not limited to, the following behavior:

1. **Unwanted sexual advances or propositions;** e.g., requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
  - b. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of

creating an intimidating, hostile, or offensive educational environment.

2. **Verbal Conduct;** e.g., sexually oriented noises, remarks, comments, jokes, slurs, epithets, or statements about a person's sexuality or sexual experience.
3. **Physical Conduct;** e.g., unwanted or inappropriate physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
4. **Visual Conduct;** e.g., posters, calendars, books, magazines, screen savers, cartoons, pictures, drawings, sexually oriented gestures, or other materials.
5. **Retaliation** for having reported or threatened to report harassment.
6. **Cyberbullying** is defined as willful and repeated harm inflicted on another person through electronic media (e.g., Facebook, Twitter, Snapchat, Instagram, Periscope, and the like). Any student who sends a partial or fully naked picture of a minor or attempts to be harmful or cruel to another student or individual, in the judgment of the Dean, by sending or posting offensive material (including words, pictures, or images) using a cell phone, the Internet or other electronic device, can be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents, including sexting, or threats of violence, may be turned over to law enforcement authorities for investigation.

It is the responsibility of De La Salle High School to:

1. Implement the school's harassment policy through regular meetings with all administrators, ensuring that they understand this policy and its importance;
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement;
3. Remain watchful for conditions that create or may lead to a hostile or offensive school environment; and
4. Establish practices designed to create a school environment consistent with this policy.

It is the responsibility of the student to:

1. Conduct himself in a manner that contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Consider immediately informing anyone discriminating against, intimidating, or harassing him/her that the behavior is offensive and unwelcome;
4. Report all incidents of discrimination, intimidation, or harassment to the Dean of Students; and
5. Discontinue conduct that is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome immediately upon being informed.

### **COMPLAINT FILING AND INVESTIGATION PROCEDURES**

De La Salle High School will treat allegations of unlawful harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

The following procedures will be followed for filing and investigating an unlawful harassment claim:

1. The student may first choose to tell the individual causing the unlawful 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 the Dean of Students, or to a teacher who will report it to the Dean of Students. If the teacher is unavailable or is the subject of the allegation, the matter should be reported to the President. If the President is unavailable or is the subject of the allegation, the matter should be reported to the Chair of the Board of Trustees. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another same-sex administrator if he/she prefers to do so. The student can raise concerns and make reports without fear of reprisal or retaliation.

2. The claim, whether written or verbal, will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained to the extent possible.
3. 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 appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the President will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination/expulsion.
5. 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.

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

In November of 2003, the Brothers of the Christian Schools of the District of San Francisco approved Administrative Policies and Procedures for Sexual Misconduct as it relates to Brothers. These policies and procedures are available, upon request, from the Dean of Students.

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## ADMINISTRATION

**Mark DeMarco '78**

*President/Chief Executive Officer*

**Heather Alumbaugh, Ph.D.**

*Vice President for Academic Life*

**Lynne Jones, CPA**

*Vice President for Finance*

**Mark Chiarucci**

*Vice President for Advancement*

**Jack Dyer**

*Vice President for Campus Life*

**Leo Lopo'94**

*Vice President for Athletics*

**TBD**

*Vice President of Mission*

**Joe Aliotti**

*Senior Staff for the Office of the President*

*Dean of Students*

For a complete list of Faculty & Staff go to:

<http://www.dlshs.org/about-us/school-directory>