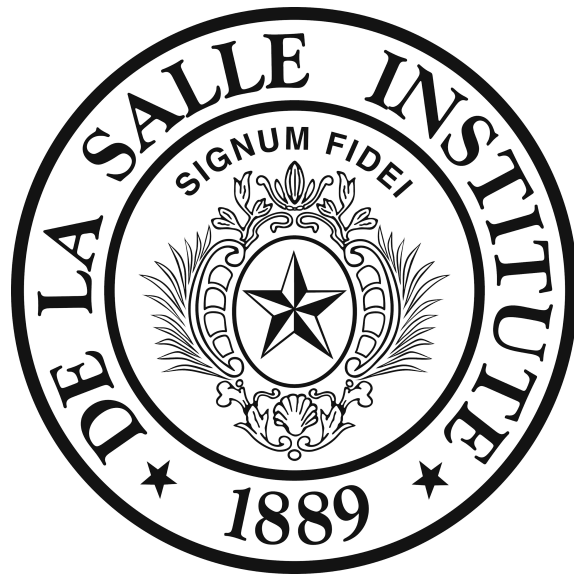


# STUDENT HANDBOOK

## 2023 - 2024



3434 S. Michigan  
Chicago, IL 60616  
312-842-7355  
Fax: 312-842-5640  
Website: [www.dls.org](http://www.dls.org)

This handbook belongs to:

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parents and students must electronically sign the acknowledgment page located on Mydls.com**



DE LA SALLE  
INSTITUTE

August 2023

**Message from the School Administration:**

Welcome to the 2023 – 2024 school year at De La Salle Institute. Students, we are honored and excited to work with you and to witness your continued academic, spiritual, physical, and emotional growth. Parents, we are eager to strengthen the partnerships we formed when you first enrolled your child at De La Salle.

De La Salle sets high expectations for its students. Academics, attendance, cooperation, and respect are the foundation of a successful student.

We encourage our student body to thank their parents and/or guardians for providing them with guidance and financial support in order to participate at De La Salle.

We want to personally thank the parents, guardians and sponsors for making education a top priority in your household.

Sincerely,

Anne Marie Tirpak  
President

Thomas Schergen '97  
Principal

**PLEASE NOTE :**

If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *Blackbaud* and *School Messenger*.



## DISCLAIMERS

De La Salle Institute reserves the right to use and/or copyright and/or publish in any medium, student names, photographs and any other school-related information for advertising and/or promotion of De La Salle Institute and its partners. Students, parents/guardians have no right to inspect or approve the advertising. All photographs and advertising are the sole property of De La Salle Institute.

### ***Hybrid Learning/Remote Learning:***

Each student grants permission to De La Salle Institute to be on camera, filmed, and shared for educational purposes throughout the school year. Students and parents waive the right to approve any of these works now, and in the future. Student(s) or parent(s) that have a concern with the media release information listed above should email Mr. Paul Dirschl at [dirschlp@dls.org](mailto:dirschlp@dls.org) prior to the start of the school year.

### ***Adhering to COVID Protocols / Acknowledgement of Parental Responsibility:***

In response to the novel coronavirus pandemic (“COVID-19”), **De La Salle Institute** closed beginning in March of 2020 to limit the spread of COVID-19. Our State and local public health departments have indicated it is safe to continue in-person instruction for the 2023-2024 school year provided measures are in place to limit the spread of COVID-19. To this end, for the 2023- 2024 school year, **De La Salle Institute** continues to implement its plan to limit or reduce the spread of COVID-19 by attending school and school activities in accordance with the guidance issued by our State and local departments of public health.

However, it is imperative that you understand that even with this plan in place, **De La Salle Institute** cannot guarantee that your student will not contract COVID-19 as there are no known measures at this time to completely eliminate the possibility of infection. As a result, attending school and/or participating in any school activities exposes your child and/or your child(ren) to risk of contracting COVID-19. **De La Salle Institute** has developed an online learning option for students who do not wish to take any such risk.

### PARENT/STUDENT AGREEMENT TO ADHERE TO COVID PROTOCOLS

I/we acknowledge and agree that:

1. I am aware of and have been offered the school’s online learning option;
2. I will read and agree to follow the school’s COVID19 procedures and will review them with my child(ren);
3. I will notify the De La Salle school nurse if my/our child(ren) or anyone living in my home has contracted COVID19 and I will self-quarantine my child(ren) if I determine he/she has been exposed to COVID19;
4. Each day before school and before any school activity, I will make certain my child is not ill, not displaying any COVID-19 symptoms, will check his/her temperature to ensure he/she does not have a fever of 100.4 or higher and I will not send my child(ren) to school or to any school activity if he/she/they are not feeling well, display any COVID-19 symptoms, or have a fever of 100.4 or higher;
5. I will notify the principal if my child(ren) has/have any medical condition that make him/her/them more vulnerable to contracting COVID-19 and will work with the treating medical provider and our school nurse to determine what accommodations, if any, to the school’s COVID19 procedures may be provided to reduce the threat of harm to my child(ren);

6. School staff have the discretion to determine whether a student is ill by asking him/her how he/she is feeling and taking his/her body temperature, or potentially contagious, and whether it is in the best interests of the student, other students and school staff, to mandate that your child(ren) be picked up from school at the time of that determination and that you will immediately pick your child(ren) up from school upon receiving such notice;
7. If I keep my child(ren) home because he/she/they are not feeling well, displays symptoms of COVID19, has been exposed to someone with COVID-19 or my child is sent home because he/she is displaying COVID-19 symptoms, he/she may return to school and school activities after being released by my treating medical provider or in accordance with the then prevailing guidance of our State and local health department.
8. I/we will notify the De La Salle school nurse if my/our child(ren) or anyone in our household travels to or has traveled to a state or country experiencing widespread or ongoing community spread of COVID19 and will self-quarantine for 14-days.

#### ACKNOWLEDGEMENT OF AND ASSUMPTION OF RISK

I acknowledge that sending my child(ren) to school for in-person instruction and/or to participate in school activities involves certain risks due to the COVID pandemic may pose a threat to the safety of my child(ren). I expressly acknowledge that due to the contagious nature of COVID-19, my child(ren) may be exposed to and/or contract COVID-19 by attending school, and/or by participating in school activities, and that, if infected, the risks include personal injury, illness, permanent disability, and death despite the school's implementation of and adherence to its COVID procedures as there are no known processes to eliminate all risk of spread or infection. I hereby assume all risks of my child(ren) attending school, and/or participating in school activities and take responsibility for all such risks and any injury or damage that I and/or my minor child(ren) may suffer as a result of attending school and/or participating in school activities. I acknowledge that, despite the aforementioned risks, I will review the school's COVID protocols with my child(ren) and adhere to all school COVID protocols stated herein and that may change from time to time.

#### WAIVER OF LIABILITY

To the fullest extent permitted by law, I further agree on behalf of myself and my child(ren) and my heirs, executors, agents, successors and assigns, hereby agree to waive, relinquish, release, defend, indemnify, hold harmless and covenant not to sue **De La Salle Institute**, and the Catholic Bishop of Chicago, an Illinois corporation sole, and their employees, volunteers, agents, representatives, insurers, attorneys, successors and assigns ("Indemnitees") from and against any and all claims, charges, demands, suits, and causes of action, whether known or unknown, past, present or future, including, but not limited to, any and all costs, expenses, and attorneys' fees, by reason of any injury, illness or death, and damage or loss to person or property, or any other harm to myself or to any person or property, whether caused by negligence or for any other reason arising out of, in connection with, or in any manner related to attendance at school or participation in school activities, including but not limited to any claims of negligent exposure.

# AN INTRODUCTION TO DE LA SALLE

## MISSION STATEMENT

De La Salle Institute is an independent Catholic secondary school rooted in the tradition of Christian education begun by St. John Baptist de La Salle. Founded in 1889, its mission has been, and is, to foster a desire for excellence in education. Young people from a variety of ethnic and economic backgrounds are given the opportunity to fully develop their abilities so they may be active, contributing members of our complex, changing society.

**St. John Baptist de La Salle,**  
Pray for us!  
**Our Lady of Lourdes,**  
Pray for us!  
*Live Jesus in our hearts. Forever!*

## HISTORY

The Brothers of the Christian Schools, known as the Christian Brothers, are members of one of the largest and most widely diffused societies in the Church. The order was founded by St. John Baptist de La Salle in 1680 for the purpose of providing a Christian education for youth. John Baptist de La Salle, a young priest of Rheims, became interested in the education of boys, especially children of the working class, early in his priesthood and he resolved to do something to help them. In April 1679, with the aid of two teachers, he opened in Rheims a free school for boys and six months later started another of the same kind in a neighboring parish.

Most of the educational practices we take for granted today originated in France by De La Salle. He was among the earliest teachers to encourage education of the poor and the first to conceive the idea that a teacher could instruct a number of students simultaneously in a group. He created the first program for the training of teachers and proposed the idea of practice teaching, originated the concept of grades and fostered knowledge based on reason and judgment rather than on memory.

De La Salle died in 1719, and a few years later, in 1725, his Institute was approved by the Church. John Baptist de La Salle was canonized as a saint by Pope Leo XIII in May 1900. Worldwide there are now 8,775 Brothers working in more than 1,300 communities. In the Chicago area, one of eight provinces in the United States, there are 100 Brothers working in 16 apostolates. For more than 300 years, the Brothers have conducted elementary, secondary, college, and university institutions of learning.

De La Salle Institute began its service to the City of Chicago in 1889 at 35<sup>th</sup> and Wabash under the direction of Brother Adjutor of Mary. A member of the Brothers of the Christian Schools (the Christian Brothers), a Roman Catholic religious congregation devoted to the education of youth, the founder of the Institute, Brother Adjutor found the inspiration for his mission in the work of the man for whom he would name his school, St. John Baptist De La Salle. The cornerstone for De La Salle Institute was laid in 1889.

When De La Salle Institute actually opened its doors in 1890 there were 100 students. In the intervening years, more than 15,000 students have been educated at De La Salle and, although much has changed at the school in response to changing times, the Institute remains remarkably true to the mission of Brother Adjutor and the teachings of its namesake, St. John Baptist De La Salle.

In 1929, a gym and library were added east of the original building to respond to a growing curriculum. With increasing enrollment after World War II, De La Salle added the Technical Building, now John Walter Clarke Hall, on Michigan Avenue, the Ryan Athletic Field, and an addition to the Brother's Residence in the years 1954 to 1957. In 1962, Dan Ryan Hall was constructed to provide additional classrooms, a second gym, modern science labs, and a new cafeteria.

From 1996-2000, through a \$9 million dollar capital campaign, De La Salle renovated existing space to create the Walter and Gertrude Nawara Learning & Media Center, the Signum Fidei Chapel, additional computer resource centers, the Conrad N. Hilton Student Commons, improved fine arts facilities and an alumni pavilion and also added the 52,000 square foot Parmer Activity Center. The present facility now serves over 900 students.

In 2002, De La Salle became one of two co-institutional schools in the nation when it established its Lourdes Hall Campus for young women. Based on recent stakeholder survey results, however, the single-sex educational environment is no longer the reason that parents choose De La Salle Institute for their children. “Our transformation to a co-educational curriculum is a historic achievement for our school,” De La Salle president Fr. Paul Novak, OSM, said. “We have long been at the forefront of educational innovation, whether it was becoming a co-institutional school in 2002, or becoming the first school in Chicago to implement a one-to-one Tablet PC program and curriculum for our students in 2006. “We are very excited about the multitude of benefits that becoming a co-educational high school will bring to the De La Salle and Chicagoland communities, whose facilities can now serve over 1100 young people.”

Although the role of De La Salle in the spiritual and temporal lives of thousands of its graduates can never be fully measured, it is a recognized fact that some of the most successful leaders in business, the professions, government, and the Church have acknowledged that a most important part of their training came while they were students of the Christian Brothers at De La Salle.

The religious faculty of Christian Brothers are joined in their youth ministry by dedicated lay teachers. The men and women of the lay faculty share the vision of St. John Baptist de La Salle and the ideals of Christian education with the Christian Brothers, and together they form a partnership in the education of youth. Alumni of the Brothers schools have traditionally shared a common bond of unity and pride throughout the years.

## **PHILOSOPHY**

The faculty of De La Salle believes the value and dignity of each student require that we provide opportunities for students to develop themselves to the best of their abilities. The spiritual, intellectual, social, and physical development of each student is the primary purpose of all the educational processes of De La Salle Institute. Through the curriculum and outside resources, the faculty creates an atmosphere that encourages the capacity for right judgment, provides an introduction to the cultural heritage of American society, promotes a sense of Christian values, develops an appreciation of the aesthetic, and strives to prepare the students for professional and non-professional work in the world.

The Board of Directors is responsible for the administration of the staff of De La Salle Institute and ensures the school works with students of varying racial and ethnic backgrounds in order to develop the same skills and attitudes originally fostered by St. John Baptist de La Salle. The school can point to the first director, Brother Adjutor (Patrick Goslin), for its Lasallian educational foundation through which the school and its faculty provide the environment to foster the development of professional and academic skills which assist the students in becoming successful young men and women who would, in turn, contribute their talents to the community.

Accordingly, the programs at De La Salle Institute are shaped by a dedication to the Christian life and values. In cooperation with the students and their families, the faculty strives to achieve the development of Christian, educated, and cultured men and women. Through this cooperation, the students work toward the following goals:

1. To become Christians who live the Gospel message of Jesus;
2. To become educated men and women who possess academic, professional, and job-related skills which enable them to think critically, assume leadership, and attain responsible use of inalienable freedom;



3. To become cultured men and women who appreciate the fine arts;
4. To become patriotic citizens who are prepared to live in and appreciate a diverse, integrated society outside of school life;
5. To become men and women who are emotionally prepared to deal with the complexity of life in our changing society.

The students are able to become persons who seek lives based on Christian values and reflect these values in their attitudes, actions, and words. They develop themselves through the daily practice of religion and through formal instruction in Roman Catholic faith and morals, through a curriculum that concerns itself with addressing their needs and recognizing their abilities, and through participation in school activities that can enrich their lives. Through its policies and regulations, De La Salle Institute provides the discipline necessary to accomplish these goals. The faculty is committed to working with each student so that he/she can become a Christian, who will contribute positively to our society. De La Salle Institute exists to cultivate in our students the ideals in this philosophy.

#### ACCREDITATION

Cognia (formerly AdvancED)  
Recognized By the United States  
Department of Education as an  
Exemplary Private School

#### AFFILIATIONS

National Catholic Education Association  
Lasallian Schools of the Midwest  
Illinois High School Association  
Chicago Catholic League  
Girls Catholic Athletic Association

#### BOARD OF DIRECTORS

##### Board Chair

Mr. Steven W. Burrows '91

##### Board Vice Chair

Mr. Jeffery J. Bryk '89

##### Ex Officio

Ms. Anne Marie Tirpak

##### Board Members

Dr. Diane L. Brown  
Dr. Laura L. Franklin  
Mr. Joseph F. Khazen '89  
Mr. Mark A. Tomassini '88

Ms. Laura I. Carillo  
Mr. Erik M. Holding '90  
Mr. Joseph D. Parente '84  
Mr. Alan V. Weyland

Mr. Matthew J. Couture  
Ms. Hilary Hudson Hosek  
Mr. Michael J. Passarelli '90



##### **Lasallian Inclusivity Statement:**

It is our Lasallian belief that every student regardless of race, gender, or sexual orientation is a person full of value, potential, and worth. Our Lasallian community values all its students and their families as members of a greater extended spiritual family. In truth, each student is viewed as a gift that has been entrusted to our communal care to cherish, value, and educate. Thank you for entrusting your young person to our Lasallian mission of education, and the promotion of equity, dignity, and inclusion.

**WHO'S WHO AT DE LA SALLE**

President.....	Ms. Anne Marie Tirpak
Principal.....	Mr. Thomas Schergen
Vice President of Enrollment Management .....	Ms. Carlene Klaas
Vice President of Finance.....	Mr. John Robinson
Vice President of Campus Ministry.....	Ms. Emily Vogel
Vice President of Operations & External Affairs.....	Mr. Lawrence Blakley
Assistant Principal for Curriculum and Academics.....	Mrs. Krishna Millsapp
Assistant Principal for Learning Technologies & Instruction...	Mr. Paul Dirschl
Dean of Applied Sciences.....	Mr. Dale Burke
Dean of Language Arts.....	Mrs. Carrie Contreras
Dean of Social Sciences.....	Mr. John Brogan
Dean of Students.....	Mr. John Callinan
Director of Advanced Learning Programs.....	Mrs. Bethany Costello-Stebelton
Director of Student Services.....	Mr. Dan VanDyke
Director of Learning Services.....	Ms. Nicole Merz
Director of Computer Services.....	Br. Christopher Oddo, FSC
Director of Facilities.....	Mr. Gino Bruno
Director of Transportation.....	Mr. Anthony Dugo
Executive Assistant to the President.....	Mrs. Barbara Herring
Registrar/Administrative Assistant.....	Mrs. Kaitlin Barnotes
Business Office Manager Accounts Payable.....	Mrs. Mariann Ronzio
Business Office Associate Accounts Receivable.....	Mrs. Maria Pati Moreno
Receptionist.....	Mrs. Kathy Mauna
Athletic Director .....	Mr. Tom White
Assistant Athletic Director .....	Mr. Michael Boehm
Assistant Athletic Director .....	Ms. Anna Marassa
Athletics Administrative Assistant.....	Ms. Francesca Castagna
School Nurse.....	Mrs. Tracy Boehm, RN
Athletic Trainer .....	Mr. Mike Galvan
Director of Development.....	Ms. Iris Gist Cochran
Development Coordinator.....	Mr. Maurice Snell
Special Events Manager.....	Mrs. Lindsey Naughton
Assistant Director of Admissions .....	Mr. Gerardo Ramirez
Assistant Director of Admissions .....	Mrs. Chyla Wilson - Lewis
Assistant Director of Admissions and Coordinator of Finacial Aid	Mrs. Kyla Casey - Jackson
Dean's Office Admin Assistant.....	Ms. Michelle Goga
Coordinator of Student Activities.....	Mrs. Tracy Aldaz

**Administrative Offices**

High School Office ..... 312-842-7355  
Fax: 312-842-5640 (Administration)      Fax: 312-842-4142 (Advancement)

**Website**..... [www.dls.org](http://www.dls.org)  
**Facebook**.....[www.facebook.com/delasalleinstitute](http://www.facebook.com/delasalleinstitute)  
**Twitter**.....[www.twitter.com/dlsmeteors](http://www.twitter.com/dlsmeteors)

**PLEASE NOTE:**

If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *Schoology* and *School Messenger*.

## **GENERAL INFORMATION**

### **THE SCHOOL OFFICE**

The school office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. The office is closed on school holidays. Except for reporting absences, routine calls should be made after 9:00 a.m. Ordinarily, interviews with administrators and school personnel require an appointment.

### **CONTACTING TEACHERS**

Teachers are in classes during the school day and will not be available to answer telephone calls. However, each teacher has voicemail and email accounts and will respond to messages within 24 hours, during regular school hours. Teacher email addresses can be found on the De La Salle website or you can send a message directly through Blackbaud.

### **CHANGE OF ADDRESS/PHONE NUMBER**

If you are moving or changing your phone number, please report any such changes to the Registrar in the Administration Office as soon as possible.

### **EMERGENCY CLOSING OF SCHOOL**

In the event that the school must close, updated information can be located on radio stations WGN and WBBM, local TV stations 2, 5, 7, 9, and 32, or you may call the school, at (312) 842-7355 Ext. 225 for the latest recording. Personalized notification of the school's open or closed status may be had by logging onto: [emergencyclosings.com](http://emergencyclosings.com). The following information is needed for e-mail registration and a status inquiry: Facility Name: De La Salle Institute. Facility Location: Chicago. Facility Phone: 312 842-7355.

### **SCHOOL MESSENGER**

For important updates to the school schedule, parents will receive a phone call, email, and text message through School Messenger.

### **E-DAY**

In the event that school is closed due to weather or unforeseen circumstances, De La Salle High School will implement an E-Day. An E-Learning day will allow our students to continue the learning process outside of the classroom when school is closed.

### **Student Instruction for E-Day**

- Students are responsible to check all of their Schoology class pages by 9:00 am.
- All students should follow the Schoology instructions for completing assignments for the E-Day.
- If needed, students can email their teachers for any questions/clarification.
- Students are responsible for completing their homework and are expected to be prepared for the next school day. Missing or incomplete homework assignments will be graded and handled at the discretion of the instructor.
- Any student who doesn't have internet access at home should inform all of his/her teachers at the beginning of the school year.
- If a student is unable to complete his/her E-Day homework due to unforeseen circumstances it is the student's/family's responsibility to notify the school through a phone call or note the following day.
- E-Day procedure and protocol will be reviewed with students during their advisory period at the beginning of the school year. Also, teachers will remind/ review the E-Day protocol with students throughout the academic school year.

### **ADMISSIONS**

De La Salle Institute admits qualified students without regard to race, color, religion, nationality, or ethnic origin. Students are admitted by the Principal. Inquiries concerning admission should be directed to the Dean of Enrollment Management, Assistant Directors of Admissions, or the Registrar.

### **METEOR SHOP**

Uniforms and supplies are to be purchased on designated days at the beginning of the school year. During the year, the Meteor Shop will be open before school and during lunch for purchasing supplies.

### **CONRAD N. HILTON STUDENT COMMONS**

Hot breakfast is available for purchase every morning before school. During the school day, students are required to report to the Commons for their assigned lunch periods. They may either purchase lunches in the cafeteria line, or they may bring their lunch. Food deliveries from outside establishments are not allowed.

Students are required to remain in the Commons during their lunch periods until they are dismissed by a faculty member. Students are not permitted to take food or beverages outside of the Commons. **Failure to adhere to this policy will result in detention.**

Common courtesy, good manners, and appropriate behavior are expected at all times. This includes students cleaning up after themselves once they finish eating. Student parties/celebrations of any kind are not allowed in the Commons during breakfast, lunch, or at any other time.

### **END-OF-THE-DAY DISMISSAL**

Students are to leave the building upon dismissal at 2:45 p.m. every day unless they are meeting with a teacher or counselor, working in the Media Center, or participating in a school-sponsored activity. All others must leave the building by 3:00 p.m. Congregating and/or loitering outside the school building is prohibited.

Students participating in activities must report to their assigned areas as soon as possible after dismissal. Students who wish to use the Media Center may do so until it closes at 3:30 p.m. However, the Media Center is only available for those students who wish to study or do homework in a quiet environment. All Media Center rules enforced during the school day also apply after school.

### **PERSONAL BELONGINGS**

The school assumes no responsibility for personal belongings such as books, clothing, electronic devices, etc. Students should see that proper identification is placed on all personal belongings and that all personal belongings are kept safely in lockers provided for student use.

### **STUDENT LOCKERS**

Every student is assigned a locker in the school corridors to keep his/her personal belongings. **The school assumes no responsibility for the safeguarding of articles left in lockers.** Each student will be sold a lock and a key for his/her locker. For security purposes, there are no duplicate keys. Locker keys are not to be kept on school lanyards. If a student loses his/her key, he/she will be required to purchase a new lock and key set. If a student forgets or has lost his/her locker key, he/she must report to the Dean's Office before 8:00 a.m. If a student loses his/her locker key during the day, he/she should report that to the Dean's Office immediately. A key left at home for a second time will be considered lost and a new purchase is required. All students taking Physical Education or using the athletic facilities must purchase a De La Salle combination lock for use in the Locker Room.

Only locks purchased from De La Salle can be used on corridor lockers and gym lockers. De La Salle reserves the right to remove any other locks. Students are not allowed to use other students' lockers or to allow others to use their lockers. De La Salle considers that if one student gives his/her locker key to another student, he/she is giving that student permission to use and keep all the items in his/her locker.

**The lockers are the property of the school. The Principal or his/her designated agent may inspect the locker at any time. Posting of any material in the interior or the exterior of the locker is prohibited unless advance permission is received from the Dean.**

### **LEGAL SEARCH**

De La Salle Institute is private property; therefore, the administration of De La Salle Institute reserves the right to search students, their lockers, and property, including any vehicle parked on De La Salle school grounds or in school lots. The search will be made in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed, or that the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply or the school will require that he/she withdraw from school.

## **MEDIA CENTER GUIDELINES**

The media center is open daily from 7:00 a.m. to 3:00 p.m. unless otherwise stated in the daily bulletin. Students may use the media center before school, after school, or during study hall. The media center is for students to check out materials and use them for research and study. Every student is expected to follow all policies and procedures set by the student handbook and the media specialist.

### **Materials:**

1. The media center provides various materials for research purposes and to further the studying or casual reading done by the students. Many materials may be checked out by the student for a period of two weeks. A De La Salle ID card must be shown to check out any materials, and the student must sign the card with his/her name and ID number. The check-out period is two weeks. After this period, an extended use fee of \$0.15 per day will be charged with a maximum of \$3.00.
2. All reference materials, newspapers, and magazines must be used in the media center only.
3. There will be a copier and printer available for the student at \$0.10 per copy. Color print jobs are available for \$1.00, and color copies for .25.
4. Students must return all media materials to the circulation desk for proper shelving.

### **Behavior in the Media Center**

1. Students may use the media center as a study place during all open hours except when special activities are planned. Throughout the year, special research classes are planned, and the entire media center may be reserved for these classes.
2. When students are present in the media center, they must behave in a manner consistent with an environment conducive to studying; refrain from conversations and any disturbing behavior.
3. When students wish to use the media center during school hours, they must have a pass from their teacher. If a student does not follow the policies and procedures, they will be asked to leave with discipline relating to the behavior.

## **STUDENT RECORDS**

All student records are the property of De La Salle Institute. De La Salle Institute respects the Family Educational Rights and Privacy Act (FERPA) regarding the confidentiality of student records.

## **MEDICAL RECORDS**

State law requires that every incoming freshman or new transfer student have a completed medical record on file in the school's office before the student can attend classes. The medical record/file must include a recent physical examination by a qualified physician. It must also include the dates on which the student received the required immunizations. Finally, the physician must indicate whether the student can participate in the school's physical education program and its extra-curricular sports program. The school office provides the medical form to every incoming freshman and transfer student who is accepted for admission into De La Salle.

The medical record/form is kept in the student's file until the student graduates, and then in fulfillment of the law, it is kept on file for seven years. After seven years, it is destroyed. For a student who transfers from De La Salle to another school, a copy of the medical record is given to the student when he/she receives a transfer.

## **STUDENT ACCIDENT INSURANCE**

The parent first applies to their own insurance plan for payment of medical costs. The parent must then pick up the insurance form from the Business Office. The parent has the responsibility to complete and mail the form to the insurance company and follow the instructions for reimbursement. The coverage provided in this program pays insured expenses as the result of an accident that is not payable by other valid and collectible insurance plans. Benefits are the usual and customary charges for expenses incurred within 52 weeks of the covered injury.

Coverage includes these times: during school hours when school is in session; traveling directly to and from a student's residence (with a time limit of one hour); when participating in or attending (including travel to and from) any school-sponsored activity, including athletic programs. The claim procedure to

secure these benefits under this program is first to submit the claim to the insurance company of the parent or guardian. Those who have no insurance or who have collected from the insurance company should submit a claim to the Business Office as soon as possible. Treatment must commence within 60 days of the injury and be submitted within 90 days of treatment. The secondary coverage insurance includes all students at De La Salle and is included in the tuition. Full and complete details of the program are on file in the Business Office.

### **PREGNANCY POLICY**

The Administration and Student Services personnel of De La Salle Institute will make every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment. Each case will be evaluated on an individual basis to determine a suitable course of action that satisfies the best interests of the school as well as the needs of the individual. The school encourages pregnant students to participate in one of the many alternate programs offered in the Chicago-land area by reputable agencies such as Catholic Charities. De La Salle will do everything within its power to cooperate with the student who enrolls in such a program. The educational program alternatives must be compatible with the program offered at De La Salle so that the student will be able to return to De La Salle with minimum difficulty.

### **TRANSFER FROM DE LA SALLE**

If parents decide to transfer their child from De La Salle to another school, they must come in person to the Principal's Office to begin the withdrawal process. Generally, students who transfer from De La Salle are not readmitted unless there are exceptional circumstances. As a matter of school policy, De La Salle does not allow individual faculty to write letters of recommendation in support of a current student's application to another high school.

### **WORK PERMITS**

Students wishing to obtain a Work Permit should apply through the Student Services Office.

### **MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/)**

1. Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, De La Salle Institute shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar must immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.
2. Written documentation of the report to local law enforcement should be maintained in the missing child's record.
3. Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.
4. De La Salle Institute will notify in writing the parent/guardian enrolling a child for the first time in De La Salle Institute that within thirty (30) calendar days, he/she must provide a government-issued copy of the child's birth certificate.
5. If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age along with an affidavit explaining the inability to produce a copy of the birth certificate may be submitted.
6. Should the person enrolling the child in De La Salle Institute fail to comply with the above procedures, De La Salle Institute will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless he/she complies within ten (10) calendar days, the case shall be referred to the local law enforcement authority for investigation.
7. If compliance is not obtained within ten (10) calendar days, De La Salle Institute will refer the matter to the local law enforcement agency.

8. De La Salle will immediately report to the local law enforcement authority any affidavit which appears inaccurate or suspicious in form or content received regarding the registration of the child.
9. Within fourteen (14) days, De La Salle Institute will request a certified copy of the school records of a transfer student from the student's previous school.
10. De La Salle Institute will forward a copy of a transferring student's record to the new school within ten (10) days of the school's request unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

**Hybrid Learning/Remote Learning:**

Each student grants permission to De La Salle Institute to be on camera, filmed, and shared for educational purposes throughout the school year. Students and parents waive the right to approve any of these works now, and in the future. Student(s) or parent(s) that have a concern with the media release information listed above should email Mr. Paul Dirschl at [dirschlp@dls.org](mailto:dirschlp@dls.org) prior to the start of the school year.

**CURRICULUM AND ACADEMIC POLICY**

The curriculum of De La Salle Institute is designed to provide the student with a comprehensive education rooted firmly in the traditions of the Catholic faith. The sequence of courses is designed to develop the student spiritually, academically, artistically, and physically.

Since De La Salle is a comprehensive high school, the curriculum is structured to provide a thorough education, while meeting the individual needs of the student. To provide such an education, De La Salle offers a wide range of programs leading to the diploma. The De La Salle curriculum includes an Honors Program, a College Preparatory Program, and a LaSalle College Prep Program. A full description of the curriculum may be found in the Curriculum Guide published annually.

**HONORS PROGRAM**

Honors Program students will be required to take six classes each year and a minimum of five Honors Classes as specified in the Curriculum Guide. To graduate with an Honors diploma, the student must also maintain a cumulative GPA of 3.50 or above and successfully complete the Independent Honors Research Project (SS259).

**COLLEGE PREPARATORY PROGRAM**

De La Salle offers a program to prepare students for college work. The courses and sequences listed in the Curriculum Guide are designed to provide the student with sufficient background for a college education.

**LASALLE COLLEGE PREP PROGRAM**

The College Prep Program is designed to provide students with the opportunity to study college preparatory courses at a less rigorous pace. It is designed to prepare the student for entrance into college, junior college, professional school, and/or the workplace.

**GUIDELINES FOR TAKING EXTRA COURSES**

A student may take extra courses upon the approval of his/her guidance counselor and the assistant principal, in addition to any required Division approval. This approval will be based on the student's ability to handle an extra class, as demonstrated in his/her previous academic performance. Placement in the course depends on availability during the student's free period.

**REQUIREMENTS FOR GRADUATION**

Currently, the following 25 credits are required to graduate from De La Salle:

- 7.0 credits      Division of Social Sciences (Dean: Mr. John Brogan)
  - to be distributed in the following way:
    - 3.5 credits in Theology (4 years of Theology)

3.0 credits in Social Studies (Includes World & US History, Civics Education, IL & US Constitution Exam and American Government)

0.5 credit in Consumer Education

7.0 credits Division of Language Arts (Dean: Ms. Carrie Contreras)

-to be distributed in the following way:

4.0 credits in English

2.0 credits in World Language

0.5 credit in Fine Arts

0.5 credit Intro to DLS Academics (IDA)

7.0 credits Division of Applied Sciences (Dean: Mr. Dale Burke)

-to be distributed in the following way:

3.0 credits in Mathematics

2.5 credits in Science

1.5 credits in Physical Education

4.0 credits Elective Courses

-included, but not limited to: math, science, drawing, applied technology

Drama, music, art, accounting, law, language, history or De La Salle

ONLINE courses

Transfer students to De La Salle are subject to the requirements remaining after audit of accepted transfer credits by the Assistant Principal. If a student transfers from a public school to De La Salle, the requirement for religion is waived for the time spent in public school.

### **PARTICIPATION IN GRADUATION**

In order to participate in the graduation exercises, a student has to have met all the requirements listed above, and must be current in tuition and fees. Students deficient in any credits, failing any senior courses, whether required or elective, or has outstanding financial obligations to the school will not be allowed to participate in the graduation exercises.

### **PROMOTION**

A student's promotion from year to year is based upon the satisfactory completion of all courses in which he/she is enrolled in the academic year.

	College Prep / LCP	Honors
Sophomore Year	6.5 credits	7.0 credits
Junior Year	13 credits	14 credits
Senior Year	19 credits	20.5 credits

### **GRADUATION**

In order to graduate, a student should minimally have 25 credits (Honors, 27 credits) including all required subjects and passing grades in all senior classes. A student deficient in credits and/or failing any classes for the semester must make up those classes in De La Salle's Summer School. **This includes non-required extra subjects that the student may take.** The student must attend summer school the year he/she fails in order to return to De La Salle the following year. A student deficient in any credit may not return or be admitted to De La Salle.

A senior who is deficient in credit will be required to make up those credits using an online program. In order to participate in the graduation ceremonies, a student must have all requirements completed. Enrollment in a night school course at the time of graduation does not ensure participation in the ceremony. The final transcript from the night school must be on file with the Assistant Principal in order to participate in graduation.



## GRADES

The grades issued on the report card have the following meanings:

**A —(90 - 100%)** This is the highest achievement in the subject being rated.

**B —(80 - 89%)** This grade indicates the performance of above-average quality.

**C —(70 - 79%)** This grade indicates accomplishment with an average grasp of the subject.

**D —(60 - 69%)** This grade indicates a deficiency in the mastery of knowledge and skills of the course.

**F —(below 59%)** This grade indicates that the student has not fulfilled the minimum requirements of the course. A student with a grade of “F” receives no credit for the course.

**I —Incomplete** is not a grade. It is used only in the case of a student who has not met the minimum requirements of the course due to circumstances beyond his/her control. An incomplete automatically becomes a failure unless the work is completed during the following two (2) weeks of school or unless the time is extended by the Assistant Principal.

**WP or WF — (Withdrew Passing or Withdrew Failing)** This grade is issued to a student who has dropped a class and has maintained a passing average (WP) or a failing average (WF). Neither grade generates credit and such a grade cannot count in Grade Point Average (GPA) or toward graduation. Application for a WP or WF grade must be made before the end of the seventh week of the semester. The schedule change fee applies in this case. Required subjects and required electives that are dropped must be made up in summer school. Withdrawal dates are listed on the calendar.

The school is on a quarterly grade report system. Therefore, the final grade is a weighted average of the first and second quarter grades and the semester exam of each semester. The two quarter grades are worth a total of 80% of the grade and the semester exams are worth 20% of the grade.

**Two successive F grades in either the two quarters or the last quarter and the semester exam will result in a semester failure.**

## PROGRESS REPORTS WITH MyDLS & MID-QUARTER REPORTS

Parents and students will be given login information to view student progress for each class through MyDLS (dls.myschoolapp.com). Parents and students will be able to check their grades daily.

At approximately the midpoint in the grading period, students will receive progress reports, which will be available on MyDLS for parents to review. Parents should make every effort to contact the teacher and follow his/her suggestions for the student's improvement. The dates of these notices are also on the calendar.

## GRADE POINT AVERAGE

The grade point average (GPA) that appears on the report card is the average grade of the student for the entire time he/she has been in high school, based on cumulative semester average grades.

## MINIMUM G.P.A. REQUIREMENT

Beginning with the **Class of 2022 and every incoming freshman class thereafter**, all students must earn a minimum 2.0 Grade Point Average during any school year in order to maintain their enrollment status at De La Salle Institute. Throughout the school year, the Chairperson of the Academic Advisory Committee will be notified at any mid-quarter and quarter end about students whose academic performance is below average. At that time, each student and a parent/guardian will be required to attend a hearing with the Academic Advisory Committee. Following the hearing, the student will be placed on Academic Probation with certain terms that must be met over a specified period of time. This information will be shared with the Assistant Principal and the student's counselor.

The Chairperson will monitor the student's progress for the remainder of the school year. Additional meetings with the student and parent/guardian may be held as necessary. If the student's academic performance improves satisfactorily, the Academic Probation will be removed. However, if the student's academic performance has not improved to a minimum of a 2.0 G.P.A. during a specified period of time, the student may not be allowed to return to De La Salle.

Academic Probation is an internal school procedure, and, as such, it does not become part of a student's permanent record. Instead, it is designed as another means to promote academic success for all De La Salle students.

### **CLASS RANK**

The class rank tells how the student has done in comparison with all the other students in that grade. Students are ranked on the basis of their semester grades.

### **HONOR ROLL**

Honor Roll is based on letter grades, not grade point average. "A" Honor Roll - Four "A's" and the remainder of grades "B". "B" Honor Roll- "B" average and no grade lower than "C".

### **FAILURES**

A student who receives a grade of "F" for the semester is required to make up that semester's work in De La Salle's Summer School during the following summer.

In some courses, second-semester work is so closely dependent upon the material mastered during the first semester that success in the second semester indicates a mastery of the material from the first semester. Hence, a student who attains at least a "C" in the second semester in a foreign language, science, accounting, mathematics, engineering, or computer science, after having failed the course for the first semester can have the failure removed and a "D" given for each semester.

### **SCHEDULE CHANGES**

Students will receive their schedules in mid-July. Any requests for schedule changes must be made by August 16, 2023. Course drops must be made by September 8, 2023. There is a \$50.00 processing charge for course drops and schedule changes. Level changes must occur by September 9, 2023. There is no charge associated with a level change. No changes will be made after these dates.

### **TRANSCRIPTS**

A transcript is the official record of a student's grades, standardized test scores, and grade point average. This official record is kept for sixty (60) years after the student graduates, transfers, or permanently withdraws from school. These records are destroyed after the sixty-year period.

The student or parent/guardian (if the student has not reached legal age) may request copies of the student's permanent record any time before the destruction of his/her record. These requests must be made in writing to the school registrar and be accompanied by the transcript fee of \$5.00 per copy (no charge for a current student). No transcripts will be sent unless all financial obligations to the school have been met.

### **TRANSFER STUDENTS**

The following policies regarding credits will be used when evaluating the status of transfer students.

1. If a student transfers from a public school, the requirement for religion is waived for the time he/she attended the public school.
2. If the student transfers from a Catholic high school that offers only one-half credit of religion per year, the one full credit requirement is waived for the time he/she attended the other Catholic school.
3. A student must have passed physical education each year that he/she took it at the previous school. If a school did not require P.E. in a given year, De La Salle waives the requirement for that year.
4. Electives not offered at De La Salle are counted as electives toward graduation if the student's previous school so counted them.
5. All other requirements for graduation from De La Salle must be taken and passed.
6. All transfer students, having fulfilled all academic requirements for admittance to De La Salle, will be admitted on Transfer Student Probation.
7. All transfer students and their parents are required to read and be familiar with the Student Handbook in the area of Conduct and Discipline.

## ACADEMIC INTEGRITY

### Academic Honesty

De La Salle Institute is committed to providing an atmosphere that fosters a desire for excellence in education. With these core ideas in mind, the De La Salle Honor Code was created to pursue the mission of building a strong character rooted in honest and authentic academic work. The success of this commitment is a binding effort among our staff and students that will be hindered by academic dishonesty.

### Honor Code

De La Salle Institute is a Catholic secondary school rooted in the tradition of Christian Education begun by St. John Baptist de La Salle. Founded in 1889, its mission has been and will always be to foster a desire for excellence in education, while maintaining the ideals of faith, community, and service. In order to uphold these Lasallian standards, all members of the De La Salle community are expected to exemplify the De La Salle Honor Code.

Commitment to the De La Salle Community and to Myself

I PROMISE TO:

- Honor the living presence of God in our community and world;
- Treat my school, my teachers, my fellow students, and myself with respect;
- Engage in a quality education together as students, staff and faculty;
- Uphold the highest principles of honesty and integrity in all of my academic work by never lying, cheating, or stealing.

### Violations

Academic dishonesty occurs when students obtain or help others obtain and receive credit for work that is not their own. Students are required to conduct themselves to the positive character, ethics and moral standards within the Honor Code listed above. Plagiarism occurs when students copy information from another source without proper documentation.

### Procedure

Early on in the semester teachers defines authentic work and their expectations of academic honesty to the class. In addition, teachers will discuss different strategies for avoiding plagiarism and continue to reinforce these strategies throughout the school year.

### Consequences

**First offense:** The student receives a zero on the assignment and will be issued a detention. A referral is sent to the student counselor and the parents are notified of the incident.

**Second offense:** The student receives a zero on the assignment and will be issued a detention. A referral is sent to the student counselor and the parents are notified of the incident. Students who receive a second offense will have to attend an academic integrity seminar in which a review of academic integrity and avoiding plagiarism will occur. Parents will be notified and encouraged to attend the academic integrity seminar.

**Third offense:** The student will receive a zero on the assignment and a referral of the third offense is documented by the student counselor and will be referred to the Academic Honesty Board. The Board will review each case on an individual basis and make appropriate recommendations.

\*\*\* Any students committing academic dishonesty can be withheld from leadership positions within the school. Furthermore, students holding leadership positions within the school can be removed, suspended, or put on probation.\*\*\*

### SCHOLASTIC INELIGIBILITY

Students who have two or more failures when grades are posted at the end of the first and/or third quarter **are ineligible to participate in any extra-curricular activities or sports.** Ineligibility includes practices, games, or club meetings and activities. Students may apply to the Assistant Principal for reinstatement ten school days after grades are posted.

Students who have two or more failures when grades are posted at the end of the **first and/or second semester are ineligible to participate in any extra-curricular activities or sports.** Ineligibility includes practices, games, or club meetings and activities, and continues until grades are made up in De La Salle Summer School.

## STUDENT ACTIVITIES

Student activities are divided into co-curricular and extra-curricular. These are further developed into religious, cultural, athletic, and non-athletic activities. Students are encouraged to participate in extra-curricular activities, not only because such participation will develop intellectual, athletic and artistic talents, but also because the effort to excel and compete as an individual or as a member of a team builds personal pride and gives the student the opportunity to test his/her abilities and talents in genuinely challenging situations. Students involved in activities generally take a more positive and serious attitude toward school.

### CO-CURRICULAR

Co-curricular activities are engaged in during the school day. Some of them occasionally overflow to the after-school hours. The following are co-curricular activities:

Occasional Masses and Retreats	Peer Mediators	Library Service Club
Eucharistic & Peer Ministers	De La Salle Band	Drama/Thespian Troupe
Ambassadors Club & Office Aides	City of De La Salle	Yearbook/Newspaper

### EXTRA-CURRICULAR

Extra-curricular activities are engaged in outside of school hours. Several hundred students remain after school to participate in one or more of the following activities:

### INTERSCHOLASTIC ATHLETICS

Baseball, basketball, bowling, cheerleading, competitive dance, cross country, football, golf, ice hockey, indoor track, lacrosse, outdoor track, soccer, softball, swimming, tennis, volleyball, water polo, wrestling.

All athletic events and teams are subject to the rules and regulations of the Illinois High School Association (IHSA).

### NON-ATHLETIC

3D printing, ambassadors club, art club, book club, boxing club, chemistry club, chess team, chorus, creative writing club, culinary arts club, drama, drone club, environmental club, fashion club, fitness/meditation club, French Club, French National Honor Society, gaming and gadgets club, Girls Who Code, investment club, Lasallian Youth, Mandarin club, math club, Mock Trial, Model United Nations, National Honor Society, peer ministry, R.E.A.C.H. club, robotics, Spanish club, Spanish National Honor Society.

### CITY OF DE LA SALLE

- *Mr. Sean Miller, Co-Moderator*
- *Ms. Bettina Glaesser, Co-Moderator*

The City of De La Salle is the principle means of voicing student opinion. It also sponsors all major social student activities.

The main objectives of the City of De La Salle are:

1. To promote channels for student participation in the decision-making process.
2. To coordinate student activities.
3. To promote and develop school spirit, high morale, and pride in the school among the students.
4. To promote openness in student-faculty-administration relationships.
5. To develop student leadership.
6. To encourage the participation of all students in some student activity, either through active participation or as a spectator.
7. To help the students attain their maximum educational growth.



## **TRANSPORTATION PROGRAM**

De La Salle offers three (3) bus routes. School bus routes are designed and arranged being mindful of safety, logistics, efficiency and the convenience of the majority of riders for the new school year. If requests for bus service to an area is low, bus service will not be assigned to that area.

At the end of the school year, students or parents are responsible for completing a Bus Sign up form on the DLS website which notifies the Transportation Department who is intending to use the bus for the upcoming school year and aids us in the overall arrangement of school bus routes. Each year a Bus Sign up form must be completed if one wishes to be included on the morning or afternoon school bus route. Bus Sign up forms are not required to be completed in order to use the evening Special Activity Bus Routes.

School bus rides are paid by either a bus ticket or cash (\$5.00), which are handed to the bus driver for each ride. Bus tickets (\$100.00 for a booklet of 20) are purchased at the Meteor Shop. The Meteor Shop is open every day before the start of classes and during all lunch periods.

A Special Activity Bus is available for students who are participating in school sponsored extracurricular activities. The cost of the bus ride is the same as the morning and afternoon bus rides - \$5.00 cash or a bus ticket. The bus boards on 35<sup>th</sup> Street outside the Activity Center after 5:45 pm and leaves promptly at 6:00 p.m. except in special circumstances in which the departure time may change, which the school will announce to students via club moderators, coaches or the public announcement system. The Special Activity Bus follows two bus routes (Gold & Blue).

De La Salle reserves the right to modify stops, pick up times and policies throughout the school year if needed to improve service. The Transportation program is extended as a courtesy to students and parents and is not an obligation of the school. For more information regarding routes, policies, etc., of the School Bus program, please visit the DLS website, Transportation page, found under the Student Life tab.

## **DE LA SALLE PARENT ASSOCIATION**

The Parent Association of De La Salle advances and supports the mission, goals and objectives of the Institute. The organization stimulates interest among parents concerning student life and development, acts as an advisory body to the administration of the school and provides service to the school through participation in and presence at major school activities and events.

## **PARENT ASSURANCE PROGRAM**

The **mandatory** \$60 fee (\$80 for families with two or more students) to the Parents Association enables that family to participate in the Parent Assurance Program. Each family will designate on the enrollment contract the name of the father, mother or legal guardian covered by this program and their relationship to the student. The student is subsequently covered if the designated person dies and the family has completed and returned to De La Salle the following items: signed enrollment contract, tuition deposit, and the first monthly or semi-annual payment. The designated person will not be considered part of the Parent Assurance program until such obligations are met. Upon the death of the designee, the student's tuition for the remaining years at De La Salle will be paid by the Parents Club. When death of the designee occurs during a current school year, the credit will be prorated on the quarterly basis.

Note: The Parent Assurance Program does not pay for class fees, extra classes, yearbook, books, or the tuition deposit and registration fee.

## **DE LA SALLE INSTITUTE ALUMNI ASSOCIATION**

The De La Salle Institute Alumni Association was incorporated in 1895. Throughout De La Salle's history, the Alumni Association has remained an important presence. From their attendance at annual events such as the Reunion Banquet, "D-Final", and Endowment Golf Classic, to supporting the school

through time, treasure and talent, DLS Alumni have created and maintained the Association's history. We are proud and excited to continue such a strong tradition.

Today, the Alumni Association boasts over 15,000 members. Many of these members still live right here in the Chicago-land area. It has been the mission of this association to provide service to members and De La Salle Institute through the development, initiation, sponsorship, and support of activities, programs, and services.

### **THE TOLTON CENTER**

The Tolton Center's mission addresses the educational needs of the people of Chicago through GED and literacy programs. De La Salle Institute acts as the parent educational corporation for the adult career education centers located on a number of sites throughout Chicago.

### **CAMPUS MINISTRY**

The Office of Campus Ministry is established to affect the student's growth in the areas of spiritual, liturgical, social, and communal development. The role of the Campus Ministry Office is primarily a pastoral one, designed to assist the students in this growth process by offering the following:

1. facilitates the prayer life of the school
2. provide opportunities for the celebration of the Sacraments (Penance, Eucharist, Anointing of the Sick);
3. a link among the school and the local parish, and the Archdiocese;
4. visitation to hospitalized and infirmed students;
5. spiritual direction when it is needed;
6. assistance to students in dealing with adolescent difficulties and pressures;
7. assistance in the continuing development of the school's social conscientiousness by sensitizing parents, faculty, and students to the relevant issues of our time;
8. assistance in the celebration of special school events such as the junior ring ceremony, memorial services, induction of school leaders, and other team/organization activities;
9. days of spiritual reflection for each class geared toward their self-understanding;
10. a support system to parents and families of students.

### **RETREAT PROGRAM**

Freshmen and Sophomores make a one-day retreat. Juniors are required to make a two-day closed retreat at La Salle Manor in Plano, Illinois. **This is a graduation requirement.** Seniors may have the option of making a retreat at Plano with their classmates. De La Salle believes that these retreats are important in the religious education of our students and therefore requires them as part of our program.

### **COMMUNITY COOPERATION**

Upon the student's acceptance at De La Salle Institute, parents and students agree to uphold all school policies and procedures. Students' cooperation with the policies in place will ensure a safe learning environment for all. The Handbook is provided on the Tablet PC and will be located on Blackbaud, for all students, and parents/guardians.

### **PARENT/SCHOOL RELATIONSHIP**

The well-rounded education of any student is dependent upon a strong partnership between parents/guardians and the school. Just as the parents/guardians have the right to withdraw a student from the school, the school reserves the right to require the withdrawal of any student whose parents/guardians are uncooperative with school policies and procedures.

### **SCHOOL DAY**

- Students are expected to be in their classes and ready to start their school day **by 8:00**

**am.** Students arriving after this time will be tardy.

- Each school day begins with an all-school prayer and the Pledge of Allegiance. All students must stand during this time as a sign of respect for the school community.

### **ATTENDANCE - ABSENCES - TRUANCY**

Consistent and punctual attendance is essential to the academic success of each student. Per the Illinois School Code, regular school attendance is mandatory for students, and the school must keep accurate attendance records.

The daily attendance procedures, as outlined below, will be strictly followed. Each family is expected to adhere to them as outlined below. Not following these procedures subject the student to receiving detention, being marked truant, or being placed on an attendance contract.

### **PROCEDURE FOR ABSENCE**

#### **REPORTING ABSENCE**

- **Parents or guardians must report student absence by calling the Dean's Office (312-842-7355) or by email ([attendance@dls.org](mailto:attendance@dls.org)) before 9:00 a.m.**
- The note should state the reason for absence, along with the student's name and I.D. number should be included.
- **Failure to submit a note/email or a phone call will result in the student being considered truant.**
- **After 10 unexcused absences, the parent/guardian must provide a doctor's note for each absence thereafter. Students will not be allowed to make up work without this documentation.**

#### **ABSENTEE NOTES**

- Upon return to school, students must submit a note signed by the parent or guardian. **Notes must contain the student's full name, ID Number, Date(s) of absence, a specific and fully stated reason for the absence, parent/guardian signature, and daytime phone number where the parent/guardian can be reached.**
- Notification of advance absences must be submitted to the Dean's Office by either a note or email ([attendance@dls.org](mailto:attendance@dls.org)) one day before the absence.

***NOTE: Students absent more than 4 class periods in the school day may not attend practice, club activities, or school functions in the afternoon or evening on the day of absence. Students violating this policy will receive a detention for each period missed.***

### **TARDINESS**

- Students are expected to be in their classrooms ready to begin their day by **8:00 am**. Students **arriving after 8:00 am must visit the Dean's Office for a late slip.**
- A phone call, note, or email from a parent/guardian does not excuse a tardy. Tardy may only be excused if students provide a doctor's note on an official letterhead, an appointment card, or a bill from a mechanic.
- A detention will be issued for each unexcused tardy. **Unexcused tardies exceeding 5 per semester will automatically result in detention.**

### **EXCESSIVE TARDINESS**

- Parents will be notified upon their student's **5<sup>th</sup>** unexcused tardy.
- Parents will be required to meet with the Dean of Students after the student's **10<sup>th</sup>** unexcused tardy.
- Students receiving **15 tardies** over the school year may be dropped from their first-period class. Any credit loss must be made up in Summer School, and a grade of "WF" will be noted on their transcript.



- Excessive tardiness may also result in a Discipline Board hearing.

### **COLLEGE VISITS**

Each senior is allowed **two days** during the school year to visit colleges and/or attend college fairs. College visits will not be counted as absences on the student's attendance record, as long as they are within the 2-day period. When planning a college visit, the following procedures must be followed.

#### **Procedure:**

- Students must obtain, and complete, a College Visit Form from Student Services **three days** before a college visit.
- A phone call or email from a parent/guardian must be submitted to the Dean's office the day of the visit notifying that office of the student's absence

### **VACATIONS - HOLIDAY PERIODS**

When possible, parents are to avoid scheduling family trips or vacations that would take their child out of school for one or more days. Parents are to notify the Dean of Students, in writing, in advance of these absences. Students who are absent for semester exams must attend on the assignment makeup dates, failure to do so will result in grades of "F" for each exammissed.

### **EARLY DISMISSAL**

If a student becomes ill during school, he/she is to report to the Dean's Office to see the School Nurse. If necessary, the Nurse will call the parents to arrange for someone to pick up the student. **Students who are ill or injured will not be allowed to leave school on their own under any circumstances.**

If an early dismissal is necessary, the parent must email [attendance@dls.org](mailto:attendance@dls.org) **the day before the early dismissal will occur**. The email must include a phone number, where a parent can be reached during the day, so that the early dismissal can be verified. **If the request cannot be verified with a parent, the student will not be given an early dismissal.** Phone calls requesting early dismissals will not be accepted unless it is an emergency situation and the parent must come into the Dean's Office to pick up the student to sign him/her out.

**\*Grow Days: students will not be excused for early dismissals unless it is a documented emergency and the parent/guardian has contacted the Dean's Office.**

### **MEDICAL GUIDELINES FOR STUDENT ABSENCE**

- If a student is suspected of having a contagious disease, the student will be sent home. Students who have been absent due to disease must have a doctor's note indicating that the student is "free of contagious disease". The note must be presented to the School Nurse prior to the first class of the day that they return to school.
- Students should not call parents to be released from school. If a student is ill, the student should obtain a pass to go to the Nurse's office. The School Nurse will notify a parent/guardian if there is a need for the student to be released from school due to illness.
- Students who drive themselves to school may not leave and drive themselves home if they are sick. Parents/guardians will need to pick them up.
- The Nurse will not dispense any medication to a student without written permission from a parent/guardian/doctor. The permission form is available in the Nurse's office.
- As required by the Illinois School Code, all incoming freshmen must have current physical exam and immunization records, as well as dental records on file prior to the first day of school.
- All rising seniors are required by state law to have a meningitis vaccine booster prior to the first day of senior year.
- A Diabetes Care Plan must be on file with the School Nurse if a student has diabetes and requires assistance with condition management while at school.
- An Asthma Action Plan must be on file with the School Nurse if a student has asthma and requires the use of an inhaler while in school.
- Procedures for communicable disease:

- o **Pink eye:** Exclude from school until 24 hours after the start of medication.
- o **Strep:** Exclude from school until 24 hours after the start of antibiotics.
- o **Meningitis:** Excluded from school until physician's permission to return is received (must be from physician's office with stamp).
- **Fever:** No child with a temperature of 100 degrees or higher should be sent to school. The students should be fever-free for 24 hours without the use of fever-reducing medicine before returning to school.
- **Sore throat:** If your child complains of sore throat and has no other symptoms, he/she may come to school. If white spots can be seen in the back of the throat, or if there is a fever present, keep him/her at home and contact your doctor.
- **Severe cough/cold symptoms:** Severe cough may be symptomatic of bronchitis or flu. Hence, children with a severe cough should not attend school. However, once the cough improves and the child is feeling better, he/she should return to school.
- **Stomachache, vomiting, diarrhea:** Consult your doctor if your child has a stomachache persistent enough to limit his/her activity. If vomiting occurs, keep your child home. If your child vomits while at school, he/she will be sent home.

If a child sustains a concussion outside of De La Salle athletics, please inform the School Nurse and the student's counselor.

**\*\*\*Exclude means that school will not permit attendance\*\*\***

### TRUANCY

Truancy is defined as being absent from school at any time without the permission of school authorities. Students who are truant will receive **eight (8) detentions for each infraction**, and a detention for each class missed. Anytime a student is absent, he/she will be considered truant unless the student and parents verify the student's whereabouts through the proper school procedures for absence. **Upon the second truancy, the student will go before the Discipline Board.**

### EXCESSIVE ABSENCE

After **ten (10) absences**, unless it is medically related, students may be denied make-up work. If a student is out for medical reasons, documentation from a healthcare provider must be submitted prior to the student's return. If excessive absences result in academic failure, the student will be placed on Academic Probation through the Principal's Office. Additionally, the student and his/her parents/guardians will be required to meet with the Dean and Director of Student Services. **Absences are recorded on school documents such as grade reports and the official student transcripts. Poor attendance may negatively impact a student's grades; participation in school activities; and applications for college, scholarships, and employment.**

### TARDINESS

A morning tardy will be issued when a student has arrived late to their first class schedule. **Students should complete all business before class begins. Students must be in their assigned seats/areas before the 1<sup>st</sup> bell rings or the student is considered tardy.** When a student arrives late in the morning, he/she is to report immediately to the Dean's Office for a tardy slip. This type of tardiness will be recorded on the report card and permanent record and will result in a detention. If a student enters the building after the first period has ended, a detention will be given for every period the student is late. Students' morning tardiness will only be excused with a written mechanics bill to verify "car trouble" or police accident report. A note, phone call, or email from a parent/guardian does **NOT** excuse a tardy. An excused tardy will be at the discretion of the Dean's Office.

Class tardies indicate that a student has arrived late to any class period during the school day. This tardiness will result in a detention. Any student who is more than 15 minutes late for any class of the day is considered to be cutting class and will receive two (2) detentions for this kind of tardiness.

### DRESS CODE

As representatives of De La Salle, students must adhere to the dress code. Any Dress Code violation will result in detention and parental notification. If a student is sent home because of a dress code violation,

they will receive a detention for each class missed. **The Dean of Students and the Schools Administration reserves the right to determine the appropriateness of dress and hair color/cut and to interpret or amend the dress code as necessary.**

**Students should arrive and leave school in dress code attire.** Students must wear uniform pants or skirts properly; they must be up around the waist and not down the hips. **Students will not be allowed to wear two pairs of slacks simultaneously.**

All polos, sweaters, or pullovers are available from the DLS Bookstore.

#### **STUDENT IDs:**

- Students must wear their current school-issued photo ID around the neck on a school-issued lanyard. IDs must be visible at all times.
- Failure to present a current ID upon request will merit one detention.
- ID cards left at home, lost, misplaced, or damaged are to be immediately replaced at the student's expense. **Students who do not have an ID card may purchase a Temporary ID for \$1.00, which is good for one day only and must be returned. The price for a new permanent ID card is \$5.00**

#### **CLOTHING/SHOES**

##### **SHIRTS/POLOS**

- Casual dress code (**August 21- October 13, 2023**, and will resume **March 11, 2024**) -. Students may wear the official DLS polo during the casual dress code.
- Formal dress code (**October 17, 2023, to March 8, 2024**) -Students must wear a solid blue or white button-down Oxford shirt during this time.
- Shirts and uniform polos must be neat, clean, and tucked into pants. Shirts that are ripped, frayed, permanently stained, or torn are not to be worn.
- Short sleeve shirts worn under a uniform shirt or polo must be the same color as the outer shirt or white.
- Long sleeve shirts are not to be worn under short sleeve uniform shirts.

##### **OUTERWEAR**

- Only designated De La Salle sweaters, pullovers, mock zips, full-zip athletic jackets, and vests are allowed.
- Polo collar or shirt collar and tie must be visible at all times.
- Students are not allowed to wear long or short sleeve t-shirts over uniform Oxford shirts.
- Hooded sweaters and sweatshirts are only to be worn on designated dress-down days.

##### **TIES**

- Students must purchase a De La Salle tie through the Meteor Shop and worn with an Oxford shirt.

##### **PANTS/BELTS**

- Uniform pants must be beige, black, or navy and worn at the waist with a belt.
- Belts must be solid black or brown leather with a standard buckle.
- Students are not allowed to wear yoga pants, leggings, jeggings, or pants resembling jeans.
- Pants may not be torn, frayed, have elastic at the bottom, or pockets at or below the thigh.

##### **SKIRTS**

- Students can wear standard uniform-type, A-line, or pleated solid navy or beige skirts without slits.
- All skirts must fit, completely zip, and be worn properly, not rolled up at the waist.
- Skirts that are damaged, made of spandex, or denim are not allowed.

**\*\* Please note: Students cannot wear skirts shorter than 2 inches above the knee and can NOT be rolled to shorter lengths. Students who violate this policy will receive a verbal warning and, if not corrected, will receive a detention. Students who repeatedly violate this policy will be required to meet with the Dean of Students and their parents and will be required to wear pants for the remainder of the school year.**

## **SHOES**

- All students must wear black or brown leather Sperry Top-Sider Boat shoes or black or brown leather dress shoes.
- Canvas boat shoes, gym shoes, or shoes resembling gym shoes will not be allowed.
- In the case of ankle, toe, or foot injury, where a student cannot wear regular shoes, a doctor's note will be required before a student is permitted to wear alternate footwear.

## **SOCKS**

- Plain white, navy, gray, or black socks must be visible and worn at all times.
- Students may wear knee socks that do not pass the knee, solid tights with no patterns, or standard stockings of the same colors instead of socks.
- Socks with images or designs are only to be worn if they are De La Salle Meteor socks.

## **COATS/JACKETS/HATS**

- Coats and jackets, DLS or otherwise, are not to be brought into the classroom or worn during the school day.
- Hats are never to be worn in the school building or at any inside-school function. Hats will be confiscated if worn in the building.

## **HAIR**

Hair must be appropriate for school or a professional environment and not be a distraction to the academic community. Hair must be worn so that the student's eyes and face are not covered.

- Primary hair color must be a naturally occurring hair color. Colors such as pink, green, purple, or red are prohibited.
- Two-toned hairstyles where half the head is one color and the other half is another (i.e., half blonde and half black) are also not allowed.
- Students who come to school with inappropriate hairstyles (such as letters, symbols, or designs dyed or colored or shaved into hair) and/or coloring will be immediately suspended until the problem is corrected.
- Students are prohibited from shaving lines into their eyebrows, and sideburns shouldn't extend past the earlobes.
- Facial hair is NOT allowed under any circumstances. Students wearing masks must be clean-shaven.
- The Dean may ask students of Students to get a haircut if their hair is too long, unkempt, or does not coincide with the De La Salle handbook. If students refuse to comply, they will be sent home until they comply with the De La Salle dress code. The Administration reserves the right to determine whether a hairstyle is acceptable.
- Headbands may be worn but must be official DLS headbands or in school colors.
- Scarves, bandannas, bonnets, dew rags, hats, or hoods are prohibited.
- Hairbrushes are to be used inside the restroom only.

## **JEWELRY**

- Chains, medals, and medallions are only allowed if worn under the uniform shirt/polo.
- Wrist bracelets are not permitted unless issued by the school. Ankle bracelets are never allowed.
- Students may wear rings, bracelets, and necklaces.
- Gauges, nose rings, tongue piercings, or body piercings are NOT permitted.

## **EARRINGS**

- Young men are not permitted to wear earrings and nose rings or any other body piercings including straw, thread, post, and tongue piercings in the school building, on the school grounds, or at school functions in or outside the school building. Bandages are not to be worn to cover up piercings.
- Young ladies are only permitted to wear a maximum of two earrings (studs or small hoops no larger than ½” in diameter) in each ear. Gauges are not allowed. Straw, thread, posts, or band-aids are not to be worn in place of facial piercing jewelry. No other visible body piercings are allowed including tongue piercings and nose piercings. The use of band-aids or bandages to cover piercings is not acceptable. Inappropriate symbols or designations are not allowed.

### **MAKEUP/FINGERNAILS**

- Students are permitted to wear facial makeup and nail polish in moderation. Inappropriate symbols or designations are not allowed.

### **BOOKBAGS**

- Students can only carry their required bag for their Tablet PC during the school day.
- Bookbags, purses large enough to carry books, portfolios, or carrying cases of any kind are not to be brought into the class.
- Purses shall be small in size.

### **DRESS-DOWN POLICY**

On announced “Dress-Down Days” students must adhere to the following dress code standards:

- Ripped, baggy, or jeggings/skinny jeans, yoga pants, leggings/tights, sandals, flip-flops, or boots are prohibited.
- Students are allowed to wear ‘Crocs’ or gym shoes on Dress Down Days only.
- All shirts must have sleeves.
- Sweatpants may be either DLS or other black, navy, grey, or white sweatpants.
- **Shorts are not allowed.**
- T-Shirts or sweatshirts need to be official De La Salle wear.
- ALL other dress code rules are in effect (not hats, no facial hair, etc.)
- Those not participating in “Dress Down Days” must follow the regular dress code.

### **FRIDAY SPIRIT DAYS**

On Fridays during the school year, students can wear a **De La Salle** t-shirt or sweatshirt in place of the regular uniform top. All other regular dress code rules apply.

*If students pay \$1.00 on Friday’s they are permitted to participate in a DLS Dress down day.*

*Students dressed inappropriately for Dress Down or Spirit Days will receive a detention and the potential loss of ALL remaining Dress Down Days/Spirit Days for that individual student. Repeated violators may be suspended.*

### **MISCELLANEOUS ITEMS**

- Students are not allowed to bring personal sports equipment, (i.e., basketballs, rollerblades, skates, skateboards, soccer balls, etc.) to school at any time.
- Chains attached to keys and wallets will not be permitted. Chains will be confiscated.
- Laser pointers are not permitted in school or at school functions. Laser pointers will be confiscated.
- ***Students may carry a DLS-issued water bottle in classes. Bottle-fill stations are located in Harrison Hall, Parmer Activity Center, and outside the Hilton Commons.***
- **Water bottles such as Stanley, Yeti, or other opaque containers are prohibited.**

### **STUDENT CONDUCT**

De La Salle students are expected to be courteous and respectful at all times. Mutual respect is expected among students, teachers, and parents. De La Salle does not condone any student being involved in hazing, initiation rites, or harassment of any kind. Immediate disciplinary action may be taken.

At all times, whether in school, on social media, in public, at social events, athletic contests, or on public transportation, good manners and courtesy should be the mark of the De La Salle student. A student's conduct reflects not only on one's self and one's family, but also on many other people associated with De La Salle. Serious breaches of this policy are cause for dismissal. For these reasons, De La Salle students are expected to observe the following rules of conduct.

### **BEHAVIOR**

Courtesy to all faculty members, staff members, and visitors is expected at all times. Faculty and staff members are to be addressed as "Brother", "Father", "Sister", "Mr.", "Mrs.", "Miss", or "Ms.". Pushing, shoving, running, bullying, unbecoming language, shouting, and throwing of objects in any circumstances in or around the school or on buses will not be tolerated.

Student approval at assemblies should never be shown by whistling or shouting. Booing at assemblies or athletic events is not allowed since it shows bad taste and reflects negatively on the student body.

Students are not allowed to post signs, or distribute pamphlets or flyers on the premises without approval from the Assistant Principal.

Dancing and/or behaviors that imitate sexual behavior such as juking, grinding, popping, etc. are inappropriate and not allowed at any De La Salle function. Students who engage in this type of inappropriate dancing and/or behavior will be removed from the dance and/or function and sent home. In addition, students may also be subject to additional disciplinary action. De La Salle and moderators of school functions reserve the right to define inappropriate dancing and/or behavior.

### **ANTI-BULLYING POLICY**

As a private, Catholic high school operating in the Archdiocese of Chicago, De La Salle Institute has adopted the following policy.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual) including communications made in writing or electronically,
- occurring on campus or off campus during non-school time,
- directed toward another student or students, that has or can be reasonably predicted to:
  - place the student or students in an unreasonable fear of harm to the student or students' person or property
  - cause a substantially detrimental effect on the student or students' physical or mental health;
  - interfere substantially with the student or students' academic performance;
  - interfere substantially with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

**Bullying** can take many forms, including violence, harassment, threats, intimidation, stalking, cyber stalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

**Cyber bullying** can include all of the above as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

**Bullying acts or conduct described above can include the following:**

- **Physical** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats whether in person or through any form of electronic communication and the Internet;
- **Emotional** which includes, but is not limited to, intimidation, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing and peer pressure;
- **Sexual** which includes, but is no limited to many of the emotional acts or conduct described above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse

involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school sponsored or school-sanctioned events or activities;
- through the transmission of information from a school or home computer network, or similar electronic school or home equipment.

Bullying by a student or students may result in suspension and/or expulsion.

### **GANGS**

De La Salle's stance relative to gang activity and involvement is in full cooperation with city and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden. Gang graffiti or symbols in text books, electronic devices, notebooks, lockers, or on clothing will result in serious and immediate disciplinary action.

### **SUBSTANCE POSSESSION AND USE**

The primary function and main responsibility of the school is the education and welfare of the student body. Therefore, in the best interest of the students and school environment, the school, acting in loco parentis, must act responsibly in responding to any questionable behavior or possession of alcohol, narcotics, drug paraphernalia or controlled steroids, narcotics, chemicals, or other non-prescribed drugs or drug-related paraphernalia at De La Salle Institute or at any school activity and which will be subject to discipline and possible expulsion from school.

Students under the influence of drugs or alcohol at a school function will be detained until their parents come to school. **When a student is not expelled, an alcohol/drug treatment program or counseling and alcohol/drug testing will be required.**

### **VAPING**

A student found to be using or in possession of any vaping/juuling device while on campus or off campus at a school-sponsored function will have their device confiscated, and be immediately suspended from school pending further disciplinary action. Additionally, students may be placed on Social Probation.

### **WEAPONS**

Students are not to possess or handle weapons. A "weapon" is defined as any object which is designed to cause bodily harm. Storage of a weapon in a student's locker is considered possession of a weapon. Suspension, probation, or expulsion will result.

### **GAMBLING**

Card playing, coin pitching, participation in athletic contest pools, and gambling of any kind are not permitted in the school or on school grounds.

### **VANDALISM**

Any student involved in defacing or damaging school property will be expected to make restitution and is subject to suspension and expulsion.

### **SMOKING**

Smoking inside of the school building or outside the campus is considered a serious offense and will result in detention. Possession of cigarettes in one's hand, even though not lit, is considered as an intent to smoke and thus a violation of school regulations and will result in detention. Matches, lighters, and cigarettes are not allowed to be on one's person or in one's locker at any time during the school day. This rule applies to the possession and/or use of chewing tobacco as well.

### **TRANSPORTATION**

Students who ride the school bus are expected to behave properly. The bus driver reserves the right to bring the bus back to school if students are out of order. Should this happen, parents will be called to come to school and pick up the students responsible. The Dean of Students may cancel the school bus for reasons of misconduct or may exclude particular students from the bus program. Students who misbehave on the bus are subject to suspension and expulsion. Students who are reported by the CTA,

RTA, or METRA as misbehaving on public transportation are subject to detention, suspension, or expulsion.

### **STUDENT PARKING**

**Students are not allowed to park in either De La Salle Staff Lot during the school day.** Street parking is limited. Students who drive to school should arrive early enough to find parking and be in school on time. At no time should students park in the lot adjacent to the school property. Violators will be issued detentions and may have their vehicles towed. The school assumes no responsibility for parked vehicles or personal property left in vehicles during the school day.

### **FIRE DRILLS**

During a fire drill the following rules are to be observed:

- a) Students should follow the teacher, move quickly and never run;
- b) Keep one hand on the railing when descending stairways;
- c) Remain silent, to hear necessary announcements;
- d) Return to classes in silence and good order.

### **PHONE CALLS/DELIVERIES**

Telephones are available for student usage before school, after school, and during lunch periods. Students' phones should be turned off and in their locker during class time. As such, students are not allowed to receive phone calls, messages, or deliveries of any kind during the school day. Parents should refrain from calling or texting their students during academic hours. If it is an emergency, parents should call the Dean's office and the message will be delivered to the student.

### **STUDY HALLS**

Study halls are to be treated as any other academic period. Students may use study hall only for quiet study, doing homework assignments, and reading class work or other material related to class work. Students are to be on time for study hall every day. Students are to arrive on time, may not leave the room without the teacher's permission, and are not allowed to roam the halls during study periods. Daily attendance at study hall is mandatory, even if it is the student's last period of the day. The dress code and all other school rules apply to study hall.

### **STUDENTS VISITING OTHER SCHOOLS**

De La Salle students are encouraged to attend regularly scheduled activities at other schools, such as athletic contests, math tournaments, band concerts, etc. Students may visit other schools if they are in the company of their parents or legal guardian, or an official representative of that school, such as a teacher or a coach. If De La Salle receives a complaint, from an individual, school, or another establishment, the student(s) is subject to disciplinary action such as detention, suspension, or expulsion.

### **RESTRICTED AREAS /OUT OF BOUNDS**

De La Salle is a closed campus. Once students are on school grounds, they are not permitted to leave the school premises until dismissal at the end of the school day. Students are prohibited from trespassing on personal property neighboring the campus. Failure to comply is a major disciplinary offense.

During class time, a student will be considered "out of bounds" and subject to disciplinary action if he/she is found to be in any area of the school without an official Hall Pass from staff. After classes, students who congregate in any area of the school without supervision are considered to be "out of bounds".

### **UNACCEPTABLE USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA**

The recording of videos, taking pictures, or posting on social network sites on school grounds before, after, and during the school day is prohibited. Harassment and hazing via social network sites that is not limited to but includes sexting, inappropriate photographs, and inappropriate texts, will also result in immediate disciplinary action. This includes sending or publicizing sexually explicit photographs or messages via cell phone or social network.



## **ELECTRONIC DEVICES**

- Electronic devices, such as cellular phones, headphones, earbuds, digital cameras, and SMART watches, are not to be used or carried **ANYTIME** during the school day.
- All devices must be turned off and put away from view before entering the school building and secured in the student's locker. **The school does not assume responsibility for any electronic device lost during the school day.**

If a student is found to violate this policy, the electronic devices will be confiscated and will not be returned until a fine is paid according to the following schedule:

- **1st Offense -parent/guardian notification** will be sent home and must be signed and returned the next day to the Dean's Office
- **2nd Offense - \$20 fine + parent/guardian notification** will be sent home and must be signed and returned the next day to the Dean's Office.
- **3rd Offense - \$40 fine + parent/guardian** must retrieve the electronic device.
- **After the 3rd offense - \$60 fine+ parent/guardian** must retrieve the electronic device, and students will be required to hand their electronic device into the Dean's Office before the 1<sup>st</sup> period of the day.

## **HEADPHONES**

Headphones and airpods/ earbuds are not allowed during the school day, and should not be visible in the hallway or classroom. They must remain in your locker at all times. Headphone/airpods are only allowed in the classroom IF the teacher notifies the students that they are allowed to use headphones for academic instruction or other academic reasons.

## **TABLET PC PROGRAM ACCEPTABLE USE POLICY**

De La Salle Institute recognizes that computers are used to support learning and to enhance instruction. It is a general policy that all computers are to be used in a responsible, efficient, ethical, and legal manner. Also, the Tablet PC and the Internet are to be used exclusively for academic and learning purposes at school and at home. When using the Network, the Tablet PC, or any computing device, the Tablet PC Program Acceptable Use Policy and the rules in the De La Salle Handbook apply.

## **TABLET PC PROGRAM AND STUDENT SCHOOL PROCEDURES**

1. The Tablet PC is to be kept in the approved carrying case at all times.
2. Students are expected to use the Table PC for academic purposes at school and at home. The Tablet PC is not a device for gaming, entertainment, or MP3 playing.
3. Students are expected to produce their academic work using the Tablet PC at school and at home.
4. Each morning before leaving home, make sure the Tablet PC is charged, and you have the Stylus, the AC Adapter, the carrying case, books, a notebook, and your book bag.
5. Before school: turn-on the Tablet, collect print jobs from the Media Center, and visit the Technology Resource Center if needed.
6. Playing games, Instant Messaging, personal spaces on the Internet, e-mail, and other general distractions are blocked with our school's firewall, and thus prohibited.
7. Attempting to bypass the firewall to access blocked websites is prohibited.
8. Breakfast at the Commons: use Tablet PC in designated section only; no eating or drinking in the designated section.
9. Using a Tablet PC in washrooms is not permitted.
10. P.E. classes: lock Tablet PC in hallway locker; never in the athletic lockers.
11. Athletics, Boys & Girls: lock Tablet PC in hallway locker.
12. Clubs: do not leave your Tablet PC unattended; lock it in the hallway locker if not in use.
13. Develop a battery recharging routine. Use the AC Adapter to recharge the battery for one or two periods to last you the day. Lock the AC Adapter in the hallway locker when not in use.

## **UNACCEPTABLE USES**

De La Salle Institute declares unacceptable and unethical behavior as just-cause for taking disciplinary action, revoking privileges to access the network, and/or initiating action for any of the following activities:

1. Lending his/her Tablet PC or equipment to another student;
2. Leaving the Tablet PC unattended;
3. Altering security settings to gain unauthorized access;
4. Damaging or disrupting the performance of another student's Tablet PC;
5. Unauthorized Internet surfing or using proxy sites or other devices to bypass the school's firewall to access blocked websites;
6. Playing games with Tablet PC at school or at home;
7. Theft of data, equipment, or intellectual property;
8. Uploading, creating, or disseminating computer viruses or malicious software;
9. Using the Network or Tablet PC for illegal, inappropriate, or obscene purposes or in support of such activities;
10. Using De La Salle Institute computer resources for commercial, financial gain, or fraud;
11. Possessing any data which might be considered a violation of these policies in paper, on a CD-Rom, on a disk (flash drive), or any other form;
12. Accessing or attempting to access any network device or software other than those provided for student use;
13. Using a computer other than the one issued by De La Salle;
14. Sharing his/her password with anyone. If a password has been compromised or lost, immediately notify the Network Administrator, teacher, or school administrator;
15. Should a student come across an unsecured wireless Internet signal at school or home, under no circumstances should there be unauthorized use of that wireless Internet connection;
16. Providing knowledge, support, or assistance to users regarding activities that violate the Acceptable Use Policy.

The Tablet PC, Network, and other computing equipment used in the classroom are for academic purposes as directed by teachers; any activities beyond this scope are prohibited.

## **CONSEQUENCES OF TABLET PC VIOLATIONS**

Consequences of violations may not occur in the listed order and are not limited to:

1. Detention;
2. Suspend or revoke Network access;
3. Suspension of computer access;
4. Revoke computer access;
5. School suspension: in-school or out-of-school;
6. Referral to the Discipline Board; and/or legal action and prosecution by local, state, or federal authorities.

De La Salle has the right to restrict or terminate network access at any time for any reason. De La Salle further has the right to monitor computers and Network activity in any form it sees fit to maintain the integrity of the Network and the Tablet PC Program. De La Salle may modify this policy at any time.

## **CONSEQUENCES FOR DISCIPLINARY VIOLATIONS**

### **DETENTION**

- Detention is held on Mondays, Tuesdays, and Thursdays beginning at 3:00 p.m.
- Saturday detentions will be assigned at the discretion of the Dean of Students.
- Students assigned to detention must report on time on the day the detention is given. Students who are late will receive an additional detention.
- Students who cut detention will receive additional detention for each one skipped.

- Students will only be excused from detention with the advance, expressed permission of the Dean of Students. The only valid excuse for assigned detention is a doctor's appointment verified by an official doctor's note.

**MINOR INFRACTIONS** - A student will be assigned **one detention for every minor infraction**.

**Minor Infractions:** Minor infractions are commonly handled by classroom teachers. Minor infractions may include but are not limited to -

- Dress Code Violations
- Tardiness - class, and school
- Minor Classroom/hallway misconduct
- Inappropriate language, gestures, and actions
- Unauthorized use of electronic devices
- Cheating or plagiarism (first infraction; multiple infractions may result in referral to the Discipline Board)
- Food and drink outside of the lunchroom
- Other infractions, as determined by the Dean of Students

**Major Infractions:** Major infractions require the intervention of a school administrator. A student may be assigned two or more detentions for any major infraction. Major infractions may include but are not limited to -

- Cutting Class/Truancy/Extreme Tardiness
- Dismissal from class by a teacher
- Harassment, bullying, cyber-bullying, hazing, and retaliation
- Gross disruptive behavior
- Insubordination
- Vaping
- Vandalism
- Theft/ Possession of another student's or school property
- Defacing school policies
- Cheating/Plagiarism - multiple instances
- Fighting
- Forgery
- Leaving school grounds without permission
- Other infractions, as determined by the Dean of Students

**DETENTION NOTIFICATIONS:**

- Parents/Guardians and students will be notified via Blackbaud. It is the responsibility of the student to know when they must serve detention.
- Students may only serve one detention at a time. If a student receives more than one detention on the same day, they must serve one day for each detention received (two detentions issued on the same day will result in two consecutive days in detention).
- All detentions must be served before the end of the school year. Students must make arrangements with the Dean of Students if they must serve multiple detentions.
- Students may be required to serve Saturday detention and will be required to work on projects determined by the Dean of Students.

*Parents and students consent to this school policy by the student's enrollment at De La Salle.*

**PROBATION**

A student may be placed on probation by the Dean of Students for accumulated major and minor infractions of school rules and regulations. Any student who accumulates ten (10) detentions may be placed on Dean's Probation. If an appreciable improvement in behavior does not occur, additional disciplinary measures will be taken which may include a Discipline Board hearing.

## **SOCIAL PROBATION**

If a student and their families are consistently non-compliant with the student code of conduct, a social probation contract will be enforced. Students will lose their privileged to participate in any school-sponsored activities or events, including athletic practices, clubs, sporting events, and dances.

## **SUSPENSION**

If a student's misconduct is considered serious enough, he/she will be suspended from school by the Dean of Students for a period of time until his/her parents come to school for a conference with the Dean or with the Discipline Board. During the suspension, the student may not attend class, receive academic credit for work that is missed, make-up tests or quizzes, or participate in extra-curricular activities. In addition, each day of suspension represents a day of unexcused absence.

Suspension or in-school suspension may be imposed on a student for a variety of reasons, but all of them deal with a very serious breach of school regulations. While the examples given here are not an all-inclusive list, they are reasons for the suspension of a student. A student may be suspended immediately for cutting detention, for being involved in a fight, or for being involved in the use of alcohol or drugs. A student may be suspended for any major offense, such as insubordination, theft, possession of another student's or school property, violation of dress code, vandalism or forgery, and violation of the electronic devices policy on school grounds.

Suspension or in-school suspension may be imposed on a student for varying lengths of time, depending upon the offenses involved. There is no set standard of days; each offense is dealt with as a separate incident.

An example of a cause for suspension is a fight between two students. The students are usually sent home to prevent further confrontations between them. Another example of suspension is a case where a student is suspended after appearing before the Board of Discipline. This is to allow the Principal time to review the recommendation of the Board and to make his/her final decision. In very serious cases, a student may also be suspended prior to his/her conference before the Board of Discipline.

Students who are suspended are not to participate in any school activities whatsoever. They may not practice for or participate in athletic contests. They may not attend school functions such as club meetings, school dances, or athletic contests.

Students and parents will be notified by the Dean of Students of all terms regarding the nature of the suspension.

## **DISCIPLINE BOARD**

If a student is continually uncooperative or if the student commits an offense liable to expulsion, he/she will be brought to the Discipline Board for a conference. After the hearing, the Board will make a recommendation to the Principal for either strict probation or immediate expulsion. The Board will consist of three (3) faculty members, appointed by the Principal, who will review the case and make recommendations to the Principal.

The Board will hear the student's side of an issue as well as anything his/her parents wish to say on the topic. The Board will recommend expulsion, reinstatement, or strict probation in the case. Strict probation is the most serious sanction of the school before expulsion. The specific terms are established by the Principal. If a student violates the terms of his/her strict probation it could result in immediate expulsion. Failure of a student and one of his/her parents to appear for a scheduled Discipline Board conference could result in the automatic dismissal of the student. The Principal makes the final decision in these cases.

## **EXPULSION**

Expulsion is the last resort against a serious offense. Offenses warranting expulsion include theft; possession of another student's or school property; possession, sale, or use of drugs or alcohol; any instrument which may be considered to be a weapon; tampering with protective fire equipment; continual

discipline problems; and very serious breaches of conduct which reflect unfavorably on De La Salle or threaten the good order and well being of the school community. The above mentioned behaviors are not all inclusive; they are simply examples of actions that may warrant expulsion.

The Principal reserves the right to expel a student immediately and without a Discipline Board hearing when warranted by the seriousness of the offense. Students who have been expelled are not allowed to attend any school sponsored events, activities, or ceremonies. In addition, they are not allowed to be present on school grounds. De La Salle has no obligation to render any regular school services to a student who has been expelled.

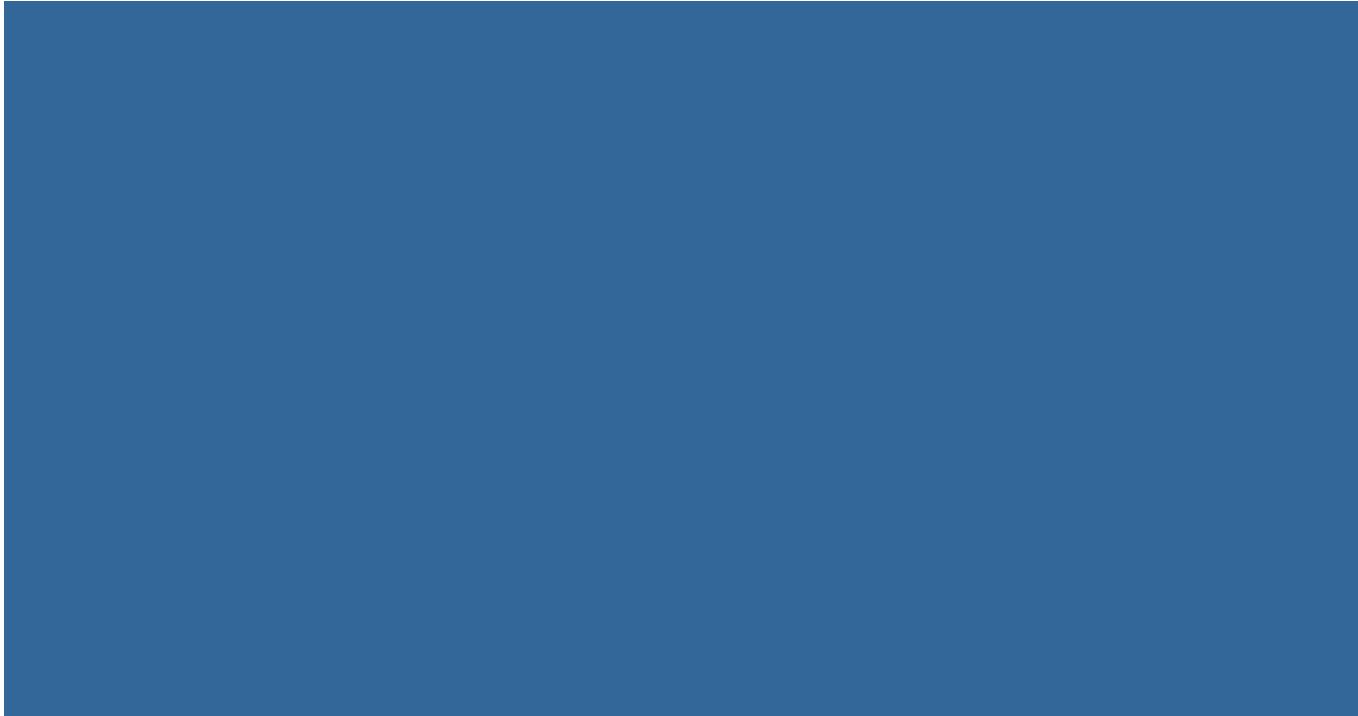
**DE LA SALLE INSTITUTE**  
**Class & Bell Schedule**  
**2023-2024 School Year**

Schedule	Regular	Gold Wednesday Dismissal 12:40 pm	Blue Wednesday Dismissal 2:00 pm	Late Start	Full Remote Learning
Warning Bell	7:55 am	7:55 am	7:55 am	8:55 am	N/A
Period 1	8:00 – 8:45	8:00 – 8:35	8:00 – 8:35	9:00-9:35	9:00 – 9:35
Period 2	8:50 – 9:35	8:40 – 9:10	8:40 – 9:10	9:40-10:20	9:40-10:15
Meteor Grow Check-In	9:40 – 9:50	N/A	N/A	N/A	N/A
Period 3	9:55–10:40	9:15–9:45	9:15–9:45	10:25-11:05	10:20–10:55
Period 4	10:45-11:3 0	<u>7<sup>th</sup> Period</u> 9:50 – 10:20	<u>7<sup>th</sup> Period</u> 9:50 – 10:20	11:10-11:50	11:00-11:35
Period 5	11:35-12:2 0	<u>8<sup>th</sup> Period</u> 10:25-10:55	<u>8<sup>th</sup> Period</u> 10:25-10:55	11:55-12:35	11:40-12:15
Period 6	12:25-1:10	<u>4<sup>th</sup> Period</u> 11:00 – 11:30	<u>4<sup>th</sup> Period</u> 11:00 – 11:30	12:40-1:20	12:20-12:55
Period 7	1:15-2:00	<u>5<sup>th</sup> Period</u> 11:35-12:05	<u>5<sup>th</sup> Period</u> 11:35-12:05	1:25-2:05	1:00-1:35
Period 8	2:05-2:50	<u>6<sup>th</sup> Period</u> 12:10-12:40	<u>6<sup>th</sup> Period</u> 12:10-12:40	2:10-2:50	1:40-2:15
Meteor Grow		Dismiss	12:45-2:00		

*Note: On Wednesdays, in order to accommodate lunch, students will follow this Schedule: Periods 1, 2, 3, 7, 8, 4, 5, 6*

**PLEASE NOTE :**

If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *Schoology* and *School Messenger*.



**PLEASE NOTE:**

- If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *MyDLS* and *School Messenger*.
- Calendar updates will be located on *MyDLS* and the school website. Other notifications will be made via *School Messenger*.



[www.dls.org](http://www.dls.org)

(Revised & Printed, August 2023)

