

# LA SALLE

CATHOLIC COLLEGE PREPARATORY

## 2016-2017 HANDBOOK



**Investing in college-bound students since 1966.  
Believing in students every day.**

11999 Fuller Road, Milwaukie, Oregon 97222  
503.659.4155 [www.lsprep.org](http://www.lsprep.org)

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# **Introduction and Notice of Expectations**

This Handbook has been developed to provide guidance and procedures for commonly asked questions concerning a student's academic and behavioral expectations while enrolled at La Salle Catholic College Preparatory (La Salle).

The contents of this Handbook are to guide the parents and students as to the expectations for attendance at La Salle. The registration of the student is with the understanding on his/her part, and on the part of his/her parents, of the expectation to comply fully with all policies, rules, and regulations of La Salle including those outlined in this Handbook. This Handbook is not a contract or a commitment to a particular result in a particular circumstance. La Salle reserves the discretion to consider each situation on a case-by-case basis. The use of the terms "parent" or "parent(s)" throughout this document is meant to include a single parent, as well as legal guardians. Regardless of age, all students at La Salle are required to comply with all rules and regulations found in this Handbook. La Salle generally expects its students to reside with parent(s) while enrolled.

Students are enrolled at La Salle on the basis of a yearly evaluation and acceptance. La Salle reserves the right to dismiss students at any time during or between academic years, for infractions of regulations whether on or off campus, unsatisfactory academic or disciplinary standing, or other reasons that affect the welfare of the individual student, the student community, or La Salle's reputation.

The Administration of La Salle reserves the right to refuse registration or re-registration when it is the opinion of the La Salle's Administration that parents do not support La Salle policies, and such action thereby terminates the student's enrollment. Should a parent(s) display an uncooperative or disruptive attitude regarding a school decision, it may become necessary for the student to be dismissed on grounds relating to the actions of the parents. La Salle reserves the right to make revisions in this Handbook when and if deemed necessary by the La Salle's Administration. Observance of any change is expected of all upon notice to the La Salle school community.

## **Notice of Non-Discrimination**

La Salle admits students without regard to race, color, disability, sex, sexual orientation, national or ethnic origin or any other status protected by applicable law to all the rights, privileges, programs and activities generally accorded or made available to students at the school. La Salle does not discriminate on the basis of race, color, disability, sex, sexual orientation, or national, or ethnic origin, or any other status protected by applicable law, in the administration of its educational, athletic, scholarship assistance, admissions programs or any other school administered programs.

While La Salle does not discriminate against students with special needs, decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to meet the student's needs.



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Handbook

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Office Hours: 7:30 a.m. – 4:00 p.m.  
Faculty Hours: 7:30 a.m. – 3:30 p.m.  
Regular School Hours: 8:00 a.m. - 2:55 p.m.  
School calendar available at [lsprep.org](http://lsprep.org).

Accredited by: Northwest Accreditation Commission / AdvancED

Affiliated with: National Education Council of Christian Brothers  
District of San Francisco New Orleans, St. Mary's College of California  
National Honor Society  
National Catholic Education Association  
Oregon School Activities Association  
Northwest Oregon Conference



# **Chapter 1: Mission and Philosophy**

## **1.1 Our Lasallian Heritage**

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

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

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

Today the De La Salle Christian Brothers continue to serve as the heart, memory, and guarantors of the Lasallian heritage. They share the mission inaugurated by their Founder with an ever-widening circle of Lasallian colleagues who are indispensable partners in extending and accomplishing De La Salle’s vision. The 42nd General Chapter of the Institute of the Brothers of the Christian Schools in 1993 gave contemporary expression to the purpose of Lasallian education by describing its mission as “To give a human and Christian education to the young, especially in

schools, with the service of the poor as a priority, in order to evangelize and catechize, to promote peace and justice, accomplished together as a shared mission.” Today, almost one million students in more than 84 countries throughout the world receive their education in over 900 Lasallian schools served by 5,000 Brothers and 80,000 colleagues. These schools differ greatly in terms of clientele, curriculum, and methodology as well as in social and economic conditions. They are unified, however, in their Lasallian character and heritage.

## **1.2 Mission Statement**

Inspired by St. John Baptist de La Salle, La Salle Catholic College Preparatory develops students of faith, service and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle community inspires students to find their voice as global citizens, to put their faith into action and to lead exceptional lives of integrity, honoring the God-given dignity of all.

## **1.3 Brothers of the Christian Schools**

La Salle Prep, founded in 1966, is one of approximately 1,600 educational institutions sponsored by the Christian Brothers in over 84 countries. St. John Baptist de La Salle founded the Brothers in Rheims, France, in 1680. The Brothers comprise the largest order of men in the Catholic Church devoted exclusively to the universal education of young students. “The purpose of [the Brothers] is to provide a human and Christian education to the young, especially the poor, according to the ministry which the Church has entrusted to it.”

As a private, Catholic, co-educational high school, La Salle Prep is a member of the District of San Francisco New Orleans and is approved by the State of Oregon Department of Education. All courses offered meet or exceed their standards. The school is fully accredited by AdvancED and is a member of the National Catholic Education Association.

## **1.4 La Salle Prep Philosophy**

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

La Salle Prep educates students spiritually, academically and socially through the promotion of a vital faith life, commitment to academic excellence and a wide

range of activities. These goals are accomplished through the collaboration of involved students, supportive parents and dedicated faculty and staff members. Based on the belief in the intrinsic value and dignity of each student, the school provides an atmosphere that is moral, caring and joyful. Within such a setting, the school seeks to challenge students to serve others, especially the poor and disadvantaged, and to deepen students' sense of responsibility for the greater community and future generations.

## **1.5 Core Values**

At Lasallian schools, we:

1. *Value the individual.* Needs of the individual are primary.
2. *Push your limits.* An atmosphere of freedom encourages each student to take responsibility for his or her own growth and to take an active part in the life of the school, especially with regard to religious instruction. No student is coerced but is expected to follow one's own conscience.
3. *Accept everyone.* The school is a united community where diversity is respected, where no one is left out, and everyone finds a place. Individuals within the school community recognize and accept one another's talents and limitations.
4. *Respect all persons.* The school works diligently to address all forms of prejudice and to respect the dignity of all persons.
5. *Respond to the poor and overcome injustice.* The school demonstrates sensitivity toward the poor and those suffering from injustices, especially through the service and outreach programs. Students are encouraged to assist those who have been historically rejected by society.
6. *Prepare for life.* Through Lasallian education, students prepare not only for college and employment, but also prepare for life.

## **1.6 Expected School-Wide Learning Results (ESLRs) for All La Salle Prep Graduates**

1. Academically Competent Individuals who:
  - Complete a rigorous academic program in the liberal arts tradition that prepares students for higher education.
  - Demonstrate the ability to think critically, act creatively, integrate gospel values, analyze and solve problems in a number of disciplines.
  - Utilize effective written, oral, technological and collaborative communication skills.
  - Demonstrate the ability to synthesize information from diverse sources and use that information to evaluate issues of contemporary life.
2. Moral Spiritual Individuals who:
  - Honor the presence of God in themselves and others.
  - Understand the message of Jesus Christ in the tradition of the Catholic Church.
  - Possess the skills to grow ethically and morally as mature individuals.
  - Develop a sense of community which includes an understanding and respect for the dignity and diversity of others in our increasingly interdependent world.

3. Responsible Socially Aware Persons who:
  - Put faith into action by responding to the needs of others, especially the poor and marginalized, through Christian service.
  - Connect learning in the classroom with the need for social justice and responsible citizenship.
4. Well-Rounded Life-Long Learners who:
  - Assume the academic responsibility for their learning.
  - Understand the value of a healthy lifestyle that will enable them to become well integrated individuals.

### **1.7 Faculty/Staff Directory**

Please visit <http://www.lsprep.org/page.cfm?p=656> for a Faculty/Staff Directory.

### **1.8 La Salle Prep School Leadership**

#### **1.8.1 Board of Trustees**

La Salle Prep's Board of Trustees was empowered on July 1, 1993. It is a board of limited jurisdiction responsible directly to a separate legal entity in California and Oregon known as the Lasallian Education Corporation. The Board of Trustees information is updated on our website here: <http://www.lsprep.org/trustees>

#### **1.8.2 Educational Foundation Board**

The La Salle Catholic College Preparatory Educational Foundation exists to ensure the financial stability and permanence of the mission of La Salle Prep to provide a human and Christian education to the young, especially the poor, in the Portland area. The Foundation's Board of Directors information is updated on our website here: <http://www.lsprep.org/leadership>

#### **1.8.3 Alumni Association**

The La Salle Alumni Association is committed to facilitating the building of meaningful lifelong relationships between alumni and the school. The Alumni Association shares the school's mission and commitment to the education of the young, especially the poor. The Alumni Association works to provide resources and opportunities to strengthen the stability and growth of La Salle Prep and its extended community. Alumni interested in joining the Alumni Association Board of Directors should contact the Alumni Director at 503.353.1443 or [alumni@lsprep.org](mailto:alumni@lsprep.org). The Alumni Association Board information is updated on our website here: <http://www.lsprep.org/leadership>

## **Chapter 2: Admissions**

## **2.1 Admissions Philosophy**

Admission to La Salle Prep is based on the following criteria, confirming readiness for a college preparatory curriculum: academic transcript, attendance record, recent standardized testing results and current teacher recommendations. La Salle Prep administers the High School Placement Test annually in December to all applicants. The Placement Test is one of the admission requirements and aids in determining readiness for college preparatory curriculum and in placing students in the appropriate scholastic programs. Although La Salle Prep is financed primarily through tuition, families requesting financial assistance are encouraged to apply as financial aid is available through scholarships and grants.

Registration at La Salle is deemed to be an agreement on the part of both student and parent(s) to cooperate with and support fully all the policies, rules and regulations of the school. The La Salle Prep administration reserves the right to refuse admission or re-registration for any reason not prohibited by law. Where it is evident the student or parents do not support school policies, the administration reserves the right to suspend or dismiss the student from La Salle Prep.

## **2.2 Financial Aid and Merit Scholarships**

La Salle Prep administers a financial aid program that provides tuition assistance to deserving families in our community that may not otherwise be able to afford a La Salle Prep education. Families requesting financial aid are required to complete a financial aid application on an annual basis. The deadline for applying for financial aid occurs in mid-January with funds being dispersed in March for the following school year. Please contact the Business Office for more information regarding La Salle Prep's financial aid program.

Merit-based scholarships are available for incoming ninth grade applicants only. Please contact the Office of Admissions for more information.

## **2.3 Tuition and Fees Policies**

Current tuition and fees information may be found on the La Salle Prep website. Please go to <http://www.lsprep.org/page.cfm?p=1200> for more information.

Tuition payments must remain current whether the payments are made annually, by semester, or monthly. La Salle Prep reserves the right to withhold any and all services for nonpayment of account, including, but not limited to, the following:

- Student accounts not current at the end of a semester may result in the student being denied enrollment for the following semester until the account is brought current.
- Senior students whose accounts are not current will be denied participation in all senior events and graduation activities.

### **2.3.1 Tuition Payment Plans**

Parents may choose from one of the following tuition payment plan options:

- Plan A (One payment): One annual payment; due in full on or before August 1<sup>st</sup>.
- Plan B (Two payments): Two semiannual payments; due August 1<sup>st</sup> and December 1<sup>st</sup>.
- Plan C (Monthly payments): Twelve equal monthly payments made by Electronic Funds Transfer (EFT) will be deducted on the 20<sup>th</sup> of each month, beginning in July. Subject to a \$150 finance charge.
- Plan D (Hybrid payment plan): Four equal quarterly payments and twelve equal monthly payments made by Electronic Funds Transfer (EFT). Quarterly payments are due on August 1<sup>st</sup>, November 1<sup>st</sup>, February 1<sup>st</sup>, and March 1<sup>st</sup>. Monthly EFT payments will be deducted on the 20<sup>th</sup> of each month, beginning in July. Subject to a \$150 finance charge.

### **2.3.2 Tuition Refund Policy**

Students are accepted with the understanding that they will remain enrolled at La Salle Prep for the entire academic year. The school makes financial obligations to its faculty and staff based on this understanding and early withdrawals do not relieve the school of these important obligations. Therefore, it is understood by the parents and the school that tuition will be refunded based on the following schedule:

- Fees are non-refundable.
- 100% of the semester tuition is considered non-refundable and due in full after six weeks of attendance in a given semester.
- 50% of the semester tuition will be due after four weeks of attendance in a given semester.
- Semester tuition is defined as one half of the full year tuition rate as published in each student's tuition contract.
- If a student is withdrawn from school for reasons beyond the control of the student or parents/guardian, the family may apply for relief by written request to the president.



## **Chapter 3: Academics**

### **3.1 Class Scheduling**

In late winter/early spring, the counseling staff and the Office of Academic Services offer instruction and assistance in course selection, called Forecasting. The counseling staff and Vice Principal for Academic Services assist all students in scheduling to be certain that college preparatory curriculum requirements are fulfilled.

Adding or dropping a class must be approved by a parent and the Vice Principal for Academic Services within the first two weeks of the first semester and within one week at the beginning of the second semester. At the end of these time periods, no other changes will occur except for those recommended by teachers, approved by the Vice Principal for Academic Services and accompanied by written parental consent submitted to the Vice Principal for Academic Services.

#### **3.1.1 Schedule Change Policy**

If a student wants to request a course change, she/he must submit the *Schedule Change Request Form* to the Vice Principal of Academic Services before the conclusion of the first week of the semester. Forms are available with Counselors, the Registrar, and the Vice Principal of Academic Services. To ensure that any change being considered occurs in the best interest of the student, all parties involved need be communicated with prior to any such change taking place. Specifically, students should have discussions with their parent(s), counselor and all teachers involved. As an indication of this communication, signatures of these stakeholders are required on the *Schedule Change Request Form*.

*For SENIORS, It is imperative that any proposed schedule change be communicated with colleges that student has been admitted to, or is considering attending after graduation.*

Any changes to a student's schedule must be due to compelling circumstances. An example of a compelling circumstance would be a medical issue that would necessitate a change to a student's schedule in the interest of his/her personal health and well-being. In this example, documentation from the student's physician would be required prior to adjusting a student's schedule.

A change of mind, lack of motivation, failure to obtain outside tutorial support, unsatisfactory academic performance, wanting an easier 2<sup>nd</sup> semester schedule, request for a different faculty member, and or requests for a different class period are not compelling circumstances. Additionally, simply dropping an academic class because a student would rather be a Teacher Aide (TA) position is not an option. TA positions are limited due to our ability to support students in this role.

If La Salle has made a mistake on a student's schedule (e.g. a student was enrolled in the wrong level class or is missing a required graduation class), the necessary correction will be made. It should be known that we may not be able to accommodate all schedule change requests, even if the Schedule Change Request

Form is completed. Class size or section conflicts may prevent the student from changing classes.

Furthermore, if at the time of Forecasting, a student receives approval for a particular course, but subsequently drops in performance or fails to fulfill course prerequisites, the student may be placed in an alternative course based upon availability.

Please know that both scheduling of academic courses and the creation of student class schedules are determined based upon student requests. La Salle prides itself on being a college preparatory institution. In order to provide a rigorous, stimulating and enriching environment, we require that students remain committed and persistent in their pursuit of academic excellence.

### **3.2 Academic Accommodations**

At La Salle Prep, we believe that students learn best when they have appropriate opportunities for success. We adhere to a college preparatory curriculum and code of conduct for our students. Informal accommodations are provided for students at the discretion of and by request to a classroom teacher. Such accommodations do not require approval of the La Salle Student Development Team, which is comprised of a counselor, administrator, reading specialist, classroom teacher, college counselor and learning specialist/instructional coach. A student may qualify for more structured accommodations to his/her educational experience in order to help him/her have an equal opportunity to succeed. These accommodations would be summarized in the student's formal Individual Accommodation Plan. Please contact the Vice Principal for Academic Services for more information.

#### **3.2.1 Signum Fidei Pathway**

La Salle Prep enrolls a limited number of students with learning differences into a special pathway. Enrollment in this program occurs through our regular La Salle admissions process and calendar. Students enrolled in the Signum Fidei Pathway normally meet the following conditions:

- The student has a current, documented and diagnosed learning difference.
- The nature of the student's learning difference is not behavioral nor emotional.
- The student would benefit from an Individualized Service Plan and ongoing collaboration with a Case Manager for support.
- The student would benefit from an individualized curriculum with responsive instruction and smaller class sizes to meet Oregon high school diploma standards.
- The student and his/her family desire a faith-based education.

### **3.3 Academic Standards**

In assessing the quality of a student's academic efforts, La Salle's faculty considers various aspects of the student's work, including quality, timeliness of assignments,

performance on assessments, class projects and participation. Letter grades are assigned to communicate the level of student's academic achievement. Grades are communications about a student's academic achievement and generally are not intended to communicate a student's effort, conduct, ability, or potential. While diligent study and effort are expected from each student, it is the quality of the student's performances on assessments that determines the grades the student achieves.

Attendance is seen as a necessary component to student success and students are expected to make every effort to attend class. A student's absence from class, for any reason, very likely impacts their academic performance in a negative manner. Likewise, parents are expected to avoid scheduling appointments, family vacations, college visits, etc., during school time. When students are absent from class for any reason, they are expected to take the initiative to meet with their teachers to arrange to make up missed work.

The maximum number of absences (excused or unexcused) permitted in any semester is 12. Any student whose absences exceed 12 during a semester will be in danger of losing credit in the class. The decision is made by the Vice Principal for Academic Services in consultation with the Vice Principal for Student Life, the appropriate counselor and the teacher(s). La Salle reserves the right to determine an absence as "excused" or "unexcused" regardless of written or verbal parental approval.

### **3.4 Grading Standards**

Each teacher establishes a grading policy for each individual class and is expected to fully explain this policy, both verbally and in writing, to students at the start of each semester. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. If a student or parent wishes to see or review a teacher's grading policy for a particular class, they should contact the teacher directly.

All teachers take the following general guidelines into account when determining their individual grading policies. It is understood that individual grading policies may differ in their specific application of these guidelines.

La Salle factors plus and minus grades into the overall grade point average (GPA). Plus and minus grades will factor in the following way:

All grades for teacher assistants will be either Pass or No Pass.

Percentage	Grading Scale		
	Letter Grade	Grade Points	Honor Points
93-100	A	4.00	4.50
90-92	A-	3.67	4.17
87-89	B+	3.33	3.83
83-86	B	3.00	3.50

80-82	B-	2.67	3.17
77-79	C+	2.33	2.83
73-76	C	2.00	2.50
70-72	C-	1.67	2.17
67-69	D+	1.33	1.83
63-66	D	1.00	1.00
60-62	D-	0.67	0.67
0-59	F	0.00	0.00

A = Outstanding Achievement: Consistent performance at a very high level on homework, papers, projects, quizzes and tests. Exhibits mastery of course material to such a degree that the student can apply it to a variety of situations. Makes exemplary contributions to class discussion and class projects.

B = Very Good Achievement: Performance on homework, papers, projects, quizzes and tests indicates solid understanding, even mastery in some cases, of course material. Makes serious and positive contributions to class discussions and class projects.

C = Satisfactory Achievement: Performance on homework, papers, projects, quizzes and tests indicates basic understanding of course material. Class participation generally meets acceptable standards. Understanding and application of subject matter is sufficient for promotion to the next level of study (i.e. mathematics, world language).

D = Minimum Achievement: Performance on homework, papers, projects, quizzes and tests indicates minimal understanding of course material. A large measure of student work is unacceptable or missing. Evidence of poor study habits. Participation in class often falls below acceptable standards.

F = Unacceptable Achievement: Students receiving this grade accomplish less than the essentials. Performance on assignments, quizzes and tests is consistently substandard, indicating failure to achieve minimal understanding of course material. Assignments and projects are often turned in late or not at all. No credit is earned.

- INC = Incomplete Student has done passing work but has been unable, because of illness or other unavoidable causes, to complete the work required for the course. An Incomplete (INC) must be made up within two weeks of the end of the semester for which it was issued or the grade defaults to a failing grade. An Incomplete becomes a failing grade if the work and tests are not completed within the prescribed time unless special arrangements are made with the Vice Principal of Academic Services and the teacher involved.

Additional letter marks:

- CR, Credit- Student has met minimum requirements. 2.0 GPA points awarded

- NC, No Credit- Student has not met the requirements. No GPA points awarded
- W, Withdrawal – Student is unable to complete the course for reasons related to health or other circumstances determined by the Vice Principal for Academics.

### **Drop Withdrawal Policy**

After the first grading period of the semester, a grade of W (Withdrawal) will be placed on the transcript when a student withdraws from a class. No credit is earned for withdrawal grades.

### **3.5 Credit / No Credit**

La Salle Prep shall permit an alternative grading system (Credit/No Credit) for medical/health-related circumstances, academic-related circumstances or service courses as follows:

- "CR" (Credit) The student's achievement demonstrates satisfactory progress in the mastery of knowledge and skills presented in the course.
- "NC" (No Credit) The student has not shown satisfactory progress in the mastery of knowledge and skills presented in the course.
- The "CR" or "NC" marks will not count in the student's high school grade point average.
- Once the option has been approved by the Vice Principal for Academic Services, the alternative marks will be used achievement reports. There will be no changes from Credit/No Credit to grades for that semester.

### **3.6 Medical/Health-Related Circumstances**

For medical/health-related circumstances, students may petition, with parental approval, that the Vice Principal for Academic Services allows the student to take a course for Credit/No Credit as follows:

- At the time of the precipitating medical/health-related event, the student was earning a passing grade in the designated course.
- The student or parent shall provide the school with documentation from a health professional of the medical/health related condition which interferes with the student's ability to achieve maximum success in a designated course.

### **3.7 Academic-Related Circumstances**

For academic-related circumstances, students may petition, with parental approval, that the Vice Principal for Academic Services allows the student to take a course for Credit/No Credit as follows:

- Extenuating placement or scheduling issues require the student to remain in the course past the add/drop deadline.
- It is determined, in consultation with the teacher, that a grade of F or D does not reflect the level of student progress in mastering the material. Normally,

this option is only considered for courses not meeting core graduation requirements.

- International students with English language proficiency that is not adequate to demonstrate sufficient progress or mastery at the same level as a native speaker.

### **3.8 Semester Grade Changes**

Semester grades are recorded in the student's permanent record. Any potential change of a semester grade must occur within three weeks after the end of the semester. Grade changes must be verified in writing on the official school "Grade Change Form" by the teacher involved and then approved by the Vice Principal for Academic Services. After teacher verification sheets are returned to the Registrar's Office, any grade change must be submitted on the school's "Grade Change Form" to the Vice Principal for Academic Services for approval. The Vice Principal for Academic Services will then notify the school registrar of the approved change. Final semester grades cannot be deleted from a transcript.

### **3.9 Transfer Grades**

With prior approval from the Academic Office, grades for courses not taken at La Salle will be included on the La Salle transcript and calculated into the GPA. Approved courses may be taken for credit recovery, advancement and/or enrichment. All non-La Salle classes that are added to the La Salle transcript will be converted to La Salle's grading and GPA standards. Please refer to La Salle's regular and honors grade scales. All grades earned at La Salle, including any "F" grades, will remain on the transcript and calculate into the GPA.

A transfer student's grades will be entered on the La Salle Prep transcript as determined by the Vice Principal for Academic Services and the Registrar.

### **3.10 Promotion to Next Grade Requirements**

A student earning a grade below a "C-" in a class for the second semester may be required to repeat the course if additional mastery is required for success at the next level (i.e. world language, mathematics).

In courses considered for admission into Oregon University System (OUS) schools, students must earn a "C-" or higher. These requirements include: four years of English, three years of social studies, two years of science, two years of world language and three years of mathematics. Please contact an OUS school for specific college entrance requirements.

### **3.11 Promotion and Graduation**

All semester "F" and/or "I" (Incomplete) grades must be made up either through attendance at a recognized summer session before re-admittance in the fall or by repeating the course at La Salle. In both cases, permission by the Vice Principal for

Academic Services is necessary. La Salle Prep reserves the right to dismiss any student receiving two or more “F” semester grades.

### **3.12 Grading Cycle**

In each academic year, there are two grades that count on the final transcript and in the final GPA. These are the semester one (S1) and semester two (S2) grades. In each of these 18-week semesters, there are three 6-week grading periods: P1, P2, P3, P4, P5 and P6 representing each progress grade reporting period.

### **3.13 Online Access to Grades for Parents and Students**

La Salle uses PowerSchool, a web-based school information program, as a major means of communication among the school, teacher, student, and family. Through PowerSchool, students and parents can access grades and attendance, grade history, teacher comments, the school bulletin and parents can sign up for email notifications. As a general rule, teachers update the students’ current term grades every two weeks. At the end of the term, access to PowerSchool is closed to allow teachers to calculate and submit final grades. Students and parents can access PowerSchool through La Salle’s website at [www.lsprep.org](http://www.lsprep.org) or by going directly to PowerSchool at <http://lsprep.powerschool.com>. Access is made through an individual password, specific to each student and parent or guardian; these are distributed at the beginning of the school year. Password inquiries may be made to the Office of the Registrar.

### **3.14 Parent/Teacher Discussion**

In the event of academic difficulty, the student or parents should confer with the teacher and counselor. If problems persist, contact the Vice Principal for Academic Services.

### **3.15 Schoology**

La Salle utilizes the Schoology learning management system for all of our academic courses. Schoology is an Internet-based virtual school environment that allows for streamlined communication between students, teachers, and other school personnel. Teachers, staff, and coaches can provide content on Schoology including assignment dropboxes and classroom social networking. Students receive alerts, including text messages, notifying them of upcoming assignments, tests, and school events. Students refer to Schoology for assignments, handouts and in-school communication.

### **3.16 Counseling Department**

#### **3.16.1 Mission and Philosophy**

The Guidance and Counseling Program at La Salle Prep seeks to positively impact the lives of our students by partnering with parents, community, faculty and staff. Our program offers comprehensive planning and guidance services addressing student academic and career goals, as well as personal, spiritual and social needs. We work to give students the opportunities to acquire the educational and social competencies



necessary for their growth toward lifelong success and effective, responsible citizenship for a diverse and changing world.

### **3.16.2 Counseling Services**

There are five guidance counselors who are trained to respond to the needs of individual students. Each guidance counselor also brings an area of expertise to their work and these are listed below. Students may choose to work with any counselor, but they are officially assigned to a counselor by last name.

### **3.16.3 Student Development Team and Student Support**

The Student Development Team is committed to offering supportive and intentional resources so that students of diverse backgrounds and with diverse learning styles and abilities can succeed. The team consists of counselors, teachers, instructional coach, literacy specialist, learning specialist, Vice Principals and the Principal. The team works closely with students and their families to create a plan of support and monitor progress as a means of fostering academic success and personal growth. The Student Development Team coordinates support services for identified students who could benefit from academic interventions and support.

### **3.16.4 Four Year Guidance Curriculum**

To ensure that all students experience the same high quality curriculum and instruction, La Salle Prep counselors follow a four year guidance curriculum. This curriculum, delivered via one on one counseling check-ins and in-class presentations, identifies grade appropriate outcomes related to students' academic, personal, and spiritual development.

## **3.17 Academic Probation**

Students will be placed on academic probation if they earn a GPA of below 1.8 in a single grading period. Students who earn an "F" grade may have their co-curricular eligibility suspended pending the student demonstrating improved academic performance in the class in which the "F" was earned. The school may dismiss a student with a record of repeated academic probation. Students placed on Academic Probation or Academic Ineligibility will be assigned a specific after-school study plan by their respective counselor. Regularly, this includes attendance at Study Lab for 45 minutes after school. If a student does not honor these terms of their probationary or ineligibility study plan, the student will be liable for dismissal from La Salle. The goal of academic probation is to provide additional structure to support students meeting these expectations.

## **3.18 Academic Improvement Contract**

Regardless of GPA, a student may be placed on academic probation via an Academic Improvement Contract whenever the school administration judges it to be the proper course of action for a student's development. A student may be placed on an Academic Improvement Contract if he/she earns less than a 1.8 GPA or earns two

or more grades below a C- during any semester grading period or two consecutive six-week progress grading periods.

A student on Academic Improvement Contract:

- Is eligible to participate in any co-curricular activities beginning at 3:30, after the study hall unless he/she has less than a 1.0 GPA in any six-week grading period or less than a 1.8 GPA from the previous semester.
- Must attend a staffing with parent(s), counselor, and the Vice Principal of Academic Services to define a plan of assistance and expectations.
- Is required to complete a weekly progress report to aid the family in their communication with teachers about the student's progress.

Students with a record of academic probation may be asked at any time to leave La Salle if improvement is not satisfactory.

### **3.19 Seniors on Academic Probation**

Seniors failing one or more classes may be placed on academic probation which may include being on a Senior Contract/Graduation Plan. Seniors on academic probation may be denied senior privileges including Senior Holiday, attending off campus trips and or participation in Commencement.

### **3.20 Academic Dismissal**

If a student has earned two or more grades below a C- at the end of any term during the school year, the student may be dismissed from La Salle Prep with the opportunity to appeal in writing before the end of the current semester. If a student successfully appeals the academic dismissal, then he/she will remain on academic probation into the following semester. If at the end of the following semester, said student has two or more grades below a C- then he/she may then be dismissed from La Salle Prep without the opportunity to appeal.

### **3.21 Academic Appeals**

A student dismissed from La Salle for academic reasons may appeal to the Principal of La Salle Prep within a reasonable time frame. All appeals should be in writing. The Principal will meet with the student and parents to consider the appeal. The Principal's decision regarding the outcome of academic appeals is final.

### **3.22 Academic Integrity**

La Salle's Academic Integrity Policy is a product of cooperation between faculty and students working toward a common goal. The purpose of this policy is to foster integrity in producing authentic and original work and to enumerate fair guidelines for consequences when there is a violation. It is the right and responsibility of each faculty member and student to promote fairness in the community and to incorporate and reinforce values of honesty, integrity and trust inside and outside of the classroom. La Salle expects students to be positive contributors to a healthy and moral environment and to reflect honesty in producing authentic and individual

academic work. Academic integrity and honesty is viewed as an ethical issue and promotes the principles of justice and personal responsibility as expressed in the “Lasallian Educational Outcomes,” the “Expected School-Wide Learning Results” (ESLR’s) and other sections of this handbook.

**Violations of Academic Integrity include:** cheating, plagiarism and theft of academic materials.

**“Cheating”** means giving or receiving an unfair, dishonest or deceitful advantage over others in school work. This includes, but is not limited to using unauthorized notes, materials, and/or resources of any type (e.g. smartphones, iPads, cell phones, digital handheld devices, calculators, the inappropriate help of another student, looking at another paper, cheat/crib sheets, translation services) on any assessment, exam, quiz, paper, major project, or class assignment. Providing access to another student to such resources is cheating. Allowing another student to copy from one’s own exam, paper, and/or homework is considered cheating, as is using an outside source such as Cliff Notes or Sparknotes in place of completing a reading assignment. Disclosure of information about tests or quizzes with students who have not yet completed the assignment or assessment or sharing materials with students who have not yet completed the assignment, assessment, or class is also cheating.

**“Plagiarism”** means presenting as one’s own, the works, the opinions, the ideas, the arrangement of materials, or the thought pattern of someone else (including on the Internet) without proper acknowledgement. This includes, but is not limited to, the following:

- Having a parent or another person write an essay or do a project which is then submitted as one’s own work;
- Failing to use proper documentation and works cited (bibliography) or fabricating a bibliography;
- Directly quoting a source without citation;
- Summarizing or paraphrasing another’s ideas or work without proper citation;
- Copying and pasting from the Internet without citation;
- All or part of a major paper or project has been lifted off of the Internet website or “paper mill.”

**“Collaboration”** is an important skill and involves two or more students working together on an assignment. Collaboration is allowed and encouraged in certain circumstances. Any collaboration outside of these circumstances is treated as plagiarism. Collaboration is permitted only if ALL of the following criteria are met:

- The teacher has given clear and explicit permission to do so, either in writing or verbally. Students should never assume they have permission to collaborate.

- Both collaborators disclose, or make known in writing on their assignments, their collaboration.
- Final written work submitted for credit demonstrates one's own understanding.
  - Examples of "theft of academic materials" include:
    - Stealing a copy of an examination for personal benefit and/or distribution;
    - Using information from a stolen copy of an examination for personal benefit;
    - Stealing another student's original and authentic work and turning it in as your own.

If there is a potential violation of the Academic Integrity Policy the following protocol will occur;

- The teacher will notify the Vice Principal of Academic Services that a potential academic integrity violation has occurred.
- The teacher and or Vice Principal of Academic Services will investigate and discuss the matter with the student or students involved.
- The teacher will inform the student's parent or guardian of a violation and its applied consequences.
- The Vice Principal of Academic Services will meet with the student and make an internal record of the incident for future reference.
- Students will be required to complete any major assignments or assessments in which a violation occurred to demonstrate mastery towards meeting graduation requirements.
- Once a determination has been made that a violation occurred;
- The teacher in consultation with the Vice Principal of Academic Services will determine the consequence related to the course in question. This includes the student receiving a failing grade (F) on the assignment or assessment in question and may also result in a failing grade for the course.
- In addition for more serious or repeated violations of the Academic Integrity policy the Vice Principal for Academic Services may assign the following consequences.

- Being placed on academic/behavior probation
- Suspension and/or dismissal from school
- Loss of Academic Honors
- Disqualification from membership in NHS, or any related school service organization and or club,
- Suspension or removal from an elected student office,
- Disqualification of eligibility from consideration for Salutatorian and Valedictorian.

### **3.23 Transcript Request**

A transcript is a copy of a student's permanent school record and is used for college admissions, scholarship applications, high school transfers, employment and foreign study applications. Transcript requests by La Salle seniors are handled through the College Counseling Center. Official transcript requests by all other students are handled through the Registrar's Office by submitting a request form.

### **3.24 Academic Honors**

The Honor Roll is published at the end of each semester. First Honors requires a GPA of 3.75 and above. Second Honors requires a GPA of 3.25-3.74.

#### **3.24.1 Academic Special Recognition**

La Salle recognizes outstanding student achievement at the annual Awards Assembly, Senior Presentation and Graduation. Awards of Merit are presented to students who excel in specific areas of the curricula. An Award of Excellence is presented to the graduating senior who has maintained the highest level of academic achievement over four years.

Special recognition is given to students who earn a 4.0 GPA. Additional graduation honors include the De La Salle Award, Citizenship Award, Dorothy Day Humanitarian Award, Alumni Association Award, Michael Gloden Award, Zach Davidson Big Brother/Big Sister Award and Beau Richardson Art Scholarship. The Amy Zach Inspirational Award may also be given.

#### **3.24.2 Valedictorian and Salutatorian**

The Vice Principal for Academic Services, in consultation with the Academic Council, decides on the valedictorian and salutatorian. Consideration is given to: cumulative GPA after seven semesters, overall course load, overall grades earned and other contributing factors. The valedictorian is invited to speak at Commencement and the salutatorian is invited to speak at Baccalaureate.

### **3.25 On-Campus College Admission Presentations**

Juniors and seniors will be allowed to miss class for college presentations. Students must obtain prior permission and a signature from the teacher of the class they will

be missing.

### **3.26 Honors/AP Courses**

Any student desiring additional challenges is encouraged to take advantage of La Salle's opportunities for honors credit. The Vice Principal for Academic Services and the department chair will make the final determination regarding student placement in honors/AP courses. The level of student readiness and current class size will be given consideration. These courses involve intensive in-depth study and a variety of assignments designed to challenge the exceptional student. All AP courses at La Salle are considered honors-level and use the Honors/AP grading scale. La Salle Prep reserves the right not to offer a given elective or honors course in a year in which there is insufficient student enrollment.

### **3.27 Advanced College Credit (ACC)**

As a service to La Salle students, Clackamas Community College will grant college credit for approved classes. The ACC program is a cooperative educational effort between high schools and colleges to offer college-level courses for credit in high schools. The courses are taught by qualified teachers and result in the student earning "dual credit," i.e. high school and college credit. In order to earn the college credit, students are required to register with Clackamas Community College each year they are enrolled in the equivalent La Salle course and pay a small per credit fee to Clackamas Community College. All Oregon State University system colleges and some private colleges accept the dual credits when properly transferred on the cooperating college's official transcript. Colleges and universities outside of Oregon may also accept dual credits. Please visit Clackamas Community College's Advanced College Credit website at <http://depts.clackamas.edu/acc> for more information.

### **3.28 Graduation Requirements Checklist**

Requirements for graduation from La Salle are updated on our website here:  
<http://www.lsprep.org/page.cfm?p=373>

All courses offered at La Salle are updated on our website here:  
<http://www.lsprep.org/page.cfm?p=369>

### **3.29 Academic Requirements for Graduation**

#### **Credit Requirements**

To earn a diploma from La Salle Prep, students must:

- Earn a minimum of 24 credits
- Meet all subject requirements below
- Take a minimum of six academic courses each semester
- Make up any failed course, required or elective

#### **Subject Requirements**

- Religious Studies (4 credits) Students take religious studies every semester they are

in attendance at La Salle Prep.

- Physical Education/Health (2 credits) Students are required to take Health I during their freshman year and Health II during their sophomore year. Students may choose from elective offerings to fulfill the 0.5 PE required by the end of the 10th grade.
- English (4 credits) Students must complete English I, English II (or Honors), English III (or Honors), English IV (or AP).
- Mathematics (3 credits) Students must complete three years of mathematics at the Algebra 1 level or higher at La Salle Prep. Students who enter La Salle's math program as 9th graders at an advanced level are still required to complete three years of mathematics to meet the graduation requirement. Advancement is by departmental recommendation only and generally requires a final grade of "C" or better.
- Social Studies (3 credits) Students are required to complete World History, US History (or AP US History), US Government (or AP US Government) and Economics.
- Science (3 credits) Students are required to complete Physics in 9<sup>th</sup> grade, Biology in 10<sup>th</sup>, and Chemistry in 11<sup>th</sup>. Students will have the option of AP classes.
- World Language (2 credits) Students must complete two years of different levels of the same world language at La Salle Prep. Students who enter La Salle as 9th graders at an advanced level of world language must still complete two years of different levels of the same world language at La Salle. Advancement is by departmental recommendation only and generally requires a final grade of "C" or better.
- Fine Arts (1 credit) Students are required to complete at least one year in the Fine Arts. Fine Arts include the dramatic, visual and performing arts (vocal and instrumental).
- Speech/Communications (0.5 credit) Students are required to complete a speech requirement.
- Service Learning is integrated into the curriculum of each grade level. Students must meet the service learning requirement each year to successfully move forward.

### **3.30 Courses Taken Prior to 9th Grade**

La Salle does not grant high school credit for courses taken prior to 9th grade unless the course was taken as high school credit and is documented on an official accredited high school transcript.

### **3.31 Courses Taken Outside of La Salle Prep During a Student's Enrollment at La Salle**

Students must receive approval from the Vice Principal for Academic Services prior to enrollment in off-campus studies to have these courses reflected on their transcript. La Salle does not grant credit for work done outside of a classroom setting (music lessons, athletics, etc.).

### **3.32 Transfer Students**

Students transferring to La Salle must take all required courses at La Salle unless comparable courses have been successfully completed at the high school level prior to transfer. Religious Studies is an exception: transfer students are not required to make up religious studies courses missed while they were students at another high school. A transcript review is part of the transfer admission process.

With prior approval from the Academic Office, grades for courses not taken at La Salle will be included on the La Salle transcript and calculated into the GPA. Approved courses may be taken for credit recovery, advancement and/or enrichment. All non-La Salle classes that are added to the La Salle transcript will be converted to La Salle's grading and GPA standards. Please refer to La Salle's regular and honors grade scales. All grades earned at La Salle, including any "F" grades, will remain on the transcript and calculate into the GPA. A transfer student's grades will be entered on the La Salle Prep transcript as determined by the Vice Principal for Academic Services and the Registrar.

### **3.33 National Honor Society (NHS)**

In the fall and spring of each school year, juniors and seniors with a GPA of 3.75 and higher will be invited to join La Salle's NHS chapter. A service requirement of 15 hours, in addition to what is required of all La Salle students, is necessary for all NHS invitees. Only five hours of this service can come from school-sponsored trips, events, or outdoor school. Transfer students need to attend La Salle for one full school year prior to consideration.



## **Chapter 4: Student Life**

#### 4.1 Anti-Harassment

La Salle is committed to providing an educational environment that is free from all forms of discrimination, harassment, intimidation, and bullying, including cyber bullying. Students, staff and parents are expected to conduct themselves in a manner which contributes to a positive school environment and that demonstrates respect for one another and which supports the faith formation mission component of the school, as well as supports the formation of those beliefs with students. Any activity or behavior that may be considered discriminatory, intimidating, bullying or harassing should be avoided.

Harassment is **unwanted** nonverbal, verbal, written, graphic, or physical behavior directed at an individual or group on the basis of race, color, sex, or any other status protected by applicable nondiscrimination law, or **unwelcome** behavior of a sexual nature. It is illegal when:

- The behavior is **unwanted** and /or **unwelcome**.
- The behavior causes harm or is severe in nature.
- The behavior is repeated, pervasive or persistent.

Harassment may be based on but is not limited to the protected class status of a person. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability. Bullying is a form of youth violence; aggressive behavior that is intentional and involves an imbalance of power or strength. Although definitions of bullying can vary, it usually includes: attack or intimidation with the intention to cause fear, distress, or harm that is either:

- Physical (hitting or punching)
- Verbal (name calling, teasing)
- Psychological (rumors, social exclusion, relational aggression).

Harassment, intimidation, or bullying is defined as an act that:

- Substantially interferes with a students' educational benefits, opportunities or performance.
- Takes place on or off school property, or at school events.
- Has the effect of :
  - Physically harming a student or damaging a student's property.
  - Knowingly placing a student in reasonable fear of physical harm or damage to the student's property.
  - Creating a hostile educational environment, including interfering with the psychological well-being of a student.

Examples of inappropriate student interactions would be:

- Bullying and harassment including physical, verbal, nonverbal, and/or relational.
- Intimidation including physical, verbal, nonverbal, and relational.

- Hazing including initiation rituals.
- Sexual behaviors including using sexual language, inappropriate touching and/or sexting.
- Cyber bullying including the use of any electronic device to discriminate, harass, intimidate, and/or bully.

Cyber bullying is the use of technology to harass, humiliate, or threaten someone. Sexting is sending, receiving, or being in possession of sexually explicit or sexually suggestive images or video via a cell phone or computer.

Students or adults found to be in violation of the Anti-Harassment Policy are subject to disciplinary actions up to and including dismissal from the school (see Behavior Policies of this handbook). Students or adults who retaliate are subject to disciplinary actions.

#### **4.1.1 Procedure for Reporting Bullying or Harassment**

Students who witness or are being bullied or harassed are encouraged, but not required, to first tell the offender to stop the behavior and that it is offensive to them. If the offender persists, the incident must be reported immediately to a staff member, such as a teacher, counselor, administrator or coach. Once an incident is reported, the following procedure is to be followed:

- Staff member takes a report from the student.
- Staff member completes a written report and submit to the Vice Principal for Student Life.
- The Vice Principal for Student Life conducts an investigation and determines the course of action warranted with the goal that the improper behavior cease.

Students or adults who intentionally make a false accusation are subject to disciplinary actions up to and including dismissal from La Salle.

Students who feel their complaint or concern has not been handled properly or that they have been subjected to retaliation for making a complaint should notify the Principal. Any student may appeal the outcome of an anti-harassment investigation or sanction to the Principal.

## **4.2 Technology Use**

### **4.2.1 Technology Integration**

Technology is an important component of La Salle's academic life. Students learn critical thinking skills, collaboration, effective communication, resource evaluation, when to use technology for research, and which resources to use for specific outcomes, including easy and concise ways to produce professional projects. Classes are taught by integrating specific technology benchmarks from introductory to mastery levels as necessary to meet Oregon state guidelines and to prepare students

for higher education and beyond. Students are expected to adhere to our Acceptable Use Policy at all times. During instructional time, students are expected to keep their mobile devices in “Academic Mode” meaning that no unauthorized chat, instant messaging, gaming or social networking is allowed during instructional time. Violation of this policy will result in temporary or permanent suspension of mobile device privileges or other disciplinary actions.

#### **4.2.2 Online Behavior**

Safety and ethical behavior of students is paramount to La Salle Prep. Student safety online is a concern of the school body at large, and teachers, counselors. Parents and community members can bring concerns to school administration regarding online material involving La Salle students. Online content that is visible to school administration and contrary to the mission and core values of the school may be reported to parents. Behavior that is deemed dangerous to the student or endangering other students in the school may require a parent meeting and possible student discipline consequences. Students’ online profiles and communication are expected to maintain school core values at all times.

The Administration reserves the right to impose discipline for off-campus conduct and content that has a detrimental impact on La Salle’s program or reputation or creates a hostile environment or substantially disrupts the educational process.

#### **4.2.3 La Salle Prep Mobile Learning Initiative**

After careful research and planning, the Mobile Learning Program launched in fall 2014, requires all students to bring an iPad to school. La Salle is dedicated to developing students' digital citizenship and investing in teachers' professional development as we transform La Salle's learning environment to address the dynamic digital 21st century classroom. As La Salle Prep engages in the digital learning frontier, we are committed to aligning student outcomes with Lasallian values. Our Mobile Learning Program is transforming La Salle's learning environment to ensure our graduates are successful in college and careers in the 21st century.

The Mobile Learning Program at La Salle provides tools and resources for a 21st century education, empowering students to maximize their potential in preparation for college and the workplace. Technology in the hands of students enables them to become the architects of their education and assists teachers to become the facilitators of the learning process. Utilizing iPads provides an opportunity to enhance each student’s overall learning experience by providing access to learn anytime, anywhere – in or out of the classroom. This 1:1 personalized learning also promotes responsible use in today’s current technological era. Please visit our website for a full description of our Mobile Learning Initiative here:

<http://www.lsprep.org/page.cfm?p=1145>

#### 4.2.4 iPad & Mobile Learning Device Acceptable Use Policy

Following this acceptable use policy ensures the full benefits of La Salle's academic accessibility will be realized for all students. This policy also aligns with the mission of La Salle to provide a transformative educational experience; one that works to help students realize their potential and gifts in serving others while leading them to live lives of integrity and respect for all others. <http://support.apple.com/manuals/#ipad>

#### Recommended iPad Devices

La Salle recommends that families purchase the newest iPad so that it remains a viable tool for students throughout their La Salle experience.

- The iPad 2 is currently sufficient for students' use with limitations. This is likely to change in the near future with the introduction of newer resources available to students.
- The first generation iPad, known as the iPad 1, is not an acceptable choice.
- The iPad Mini is a viable, less expensive alternative to the larger-sized iPad. It has all the functionality of the larger iPad in a smaller, thinner package.

#### Memory Size

- La Salle recommends a storage size of 64 GB and requires at least a storage size of 32GB. Digital textbooks, which could be up to 2GB each, can quickly take up storage leaving less room for apps and student data required for classes.
- Students will need to monitor available space and make sure there is room enough for required textbooks, apps, and student-created files.

#### WiFi and 3G/4G options

- iPads equipped with WiFi alone will suffice. The school provides sufficient bandwidth to enable all devices to access online sources.
- For iPads equipped with 3G/4G capabilities, student must have the cellular network capabilities turned off while on school grounds.

#### Protection and Care

***La Salle is not responsible for damaged or stolen iPads.*** La Salle highly recommends that families purchase the AppleCare+ iPad protection plan which is available through the Mac Store at the Clackamas Town Center Location. For information on AppleCare as it pertains to iPads please visit the Apple website at <http://www.apple.com/support/products/ipad.html>

- If the iPad is lost, stolen, or damaged, notify a teacher or appropriate staff member immediately. iPads that are believed to be lost or stolen can be tracked through the *Find iPad App*, which the student is required to download. La Salle is not responsible for student iPads that are lost, stolen or damaged.

### **Accessories**

- Required accessories
  - iPad cover to protect against accidental damage
- Optional accessories
  - Protective film to cover display and protect against scratching
  - External keyboard
  - Stylus
  - Headphones

### **Student Responsibilities**

#### **IPad Registration**

Students are required to register their iPad's serial number with La Salle's web-based mobile device management system. Information on registering devices will be given out during student orientation.

Students are to bring their iPads to school daily.

- Students are to fully charge their iPad each night to ensure sufficient battery power to last throughout the school day.
- Students are required to have all apps and textbooks required by their teachers for each of their classes. A list of apps and textbooks for each class will be made available at the beginning of the school year and will be posted on teachers' websites.
- Students are to install new updates as they become available to keep the device's software and applications up-to-date.
- Students are encouraged to back up information to a personal iCloud account or home computer
- Students' iPads are subject to inspection at the discretion of a teacher or staff member.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.
- It is the student's responsibility to keep his or her iPad safe at all times. **La Salle is not responsible for damaged or stolen iPads.**

#### **Prohibited Use of Mobile Learning Devices and iPads**

- Any action that violates existing school policy or public law
- Creating, sending, accessing, uploading, downloading, maintaining or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit material
- Cyberbullying/harassment: i.e. disturbing content that attempts to be harmful or cruel to another individual through offensive electronic communication

- Establishment of personal websites or participation in blogs or social networking sites containing material or connections to material contrary to the teaching, mission, and philosophy of La Salle
- Use of social networks not authorized by the teacher for academic use
- Sites selling term papers, book reports, and other forms of student work
- Texting or messaging during instructional time
- Spamming: sending mass or inappropriate emails
- Gaining or attempting to gain access to other students' or staff members' accounts, files, and/or data
- Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity
- Bypassing the La Salle web filter through a web proxy
- Playing internet/computer games that are not for education purposes while in class
- Publishing identifiable photographs or video of students, faculty, staff or administration without appropriate or prior written consent
- Student sharing of their passwords, addresses, or other personal information on the Internet without the authorization of a parent or school representative
- Copying internet materials or reproducing materials without the permission of the author or other right-holder and any other action that violates copyright, unless allowed by educational fair use
- Illegal installation or transmission of copyrighted materials
- Plagiarizing academic materials, or otherwise violation of La Salle's academic integrity policy
- Using or possessing hacking software
- Unauthorized access to classroom equipment, like the Apple TVs, which allow syncing with the iPad
- Use of La Salle's name, logo or identity in a way that negatively impacts La Salle's reputation

### **Consequences for Violation of the Acceptable Use Policy**

- iPads and mobile learning devices are subject to the same acceptable use guidelines as all other electronic devices.
- Individual teachers may impose additional policies for their individual classes.
- Violation of any of these policies could result in disciplinary sanctions, including confiscation of device, restriction of network access, loss of co-curricular eligibility, suspension from school honor and service organizations, and suspension or expulsion from school. It is important to know that La Salle's code of conduct extends year round, to off campus activity as well as beyond the school day. The expectation is that community members will contribute to a stable and productive computing environment using good and ethical judgment at all times.

The Acceptable Use Policy is posted on our website here:

[http://www.lsprep.org/uploaded/Academics/STEM/La Salle iPad Acceptable Use Policy.pdf](http://www.lsprep.org/uploaded/Academics/STEM/La_Salle_iPad_Acceptable_Use_Policy.pdf)

#### **4.2.5 Textbooks / ebooks / ibooks**

Students are required to purchase any etexts / ibooks and/or textbooks and materials needed for their individual classes and have these materials at the first class meeting. All required classroom texts and workbooks are published and kept up to date on our website.

#### **4.2.6 Library/Computer Lab/Internet Use**

The La Salle Prep library and computer lab are dedicated to helping each student become an independent learner and develop attitudes and skills conducive to life-long learning. The goal of the computer lab and library is to promote critical thinking skills and information literacy. In addition, the library encourages reading for pleasure and knowledge.

The library and computer labs are open Monday through Thursday from 7:30 a.m. to 5:00 p.m. and Friday from 7:30 a.m. to 3 p.m. The computer lab is open to all students every weekday from 7:30 a.m. to 3:30 p.m. The librarian, technology coordinator and staff are on hand to help and supervise students. Access to the Internet is for educational purposes, including classroom activities and research.

Access to the Internet requires that both students and parents read and agree to the "Acceptable Use Policy". Violation of the "Acceptable Use Policy" may result in the loss of computer access, and/or other disciplinary action, including loss of computer activities associated with classroom work. Illegal downloading on school computers or other electronic media will result in a loss of privilege of using computers and/or Internet access on campus and/or other disciplinary action.

#### **4.2.7 Email Policy**

Each student is assigned a Google Apps for Education account which includes school-sponsored email (example: jdoe@lshigh.org). This email account is to be used with the Google Apps program for document sharing notification and productivity. This email account is to be used for school-related communication ONLY such as: contacting teachers regarding assignments, communicating with classroom partners or club members, registering for Naviance (college counseling), contacting athletic coaches, etc. These email accounts are not to be used for personal communication and students should not send or read email at inappropriate times, such as during class instruction. Students should not send inappropriate messaging such as: (but not limited to): harassing or offensive messages, spam, emails containing a virus or malicious content, promoting cheating or sharing homework or test answers. Do not use the account of another person. Failure to comply with this policy may include disciplinary action up to and including dismissal.



All student emails will pass through Resource One, Inc. message security system. Rules/filters are set up to monitor student emails for profanity, harassment, and other inappropriate content. Student emails that are identified as inappropriate will be blocked from delivery, and instead will be sent to the school administration for investigation and possible disciplinary action.

#### **4.2.8 Databases and Passwords**

To access the databases available to La Salle students, go to the La Salle website at [www.lsprep.org](http://www.lsprep.org) and click on the link to the library page or go directly to <https://sites.google.com/a/lshigh.org/library>. If you have a question about a password or about accessing a database, please see the Librarian.

### **4.3 Attendance**

#### **4.3.1 Attendance Philosophy**

La Salle Prep is dedicated to excellence in education based on rigorous academic standards and quality educational experiences. La Salle recognizes that time spent in the classroom is irreplaceable, and while students are encouraged to take advantage of off-campus learning, they must do so in a responsible manner that minimizes the academic impact of their absence. Students are accountable to make up missed work and make arrangements with teachers regarding these opportunities. La Salle also believes that off-campus learning opportunities are a privilege, and are available to those students in good academic standing that are demonstrating good decision-making in balancing their absences with their academic expectations. Students are expected to be on time for school each day, to attend school daily and to be prompt in arriving for classes. Attendance records become part of a student's permanent record. Routine matters concerning attendance are handled by the Attendance Office. Non-routine matters (truancy, excessive tardiness, etc.) will be referred to the Vice Principal for Student Life.

#### **4.3.2 Attendance Office Procedures for Absences**

- The parent(s) must call the Attendance Office (503.353.1434) before 8 a.m.
- Upon returning to school, the student must present a signed and dated note from the parent(s) stating the date(s) absent and the reason for the absence.
- This note is to be presented to the Attendance Office prior to the first class period and will become part of the student's permanent file.
- Students who leave early from school for an illness are not permitted to return to school to participate in afterschool activities including athletic practices, competitions, drama rehearsals and performances.
- Students must be at school by 11:00 a.m. in order to be eligible to participate in afterschool activities including athletic practices, competitions, drama rehearsals and performances.

- Unless there is a family emergency, students may not be requested to leave class by parents without prior written notice having been submitted to the Main Office. Last minute phone calls are not acceptable notice.

#### **4.3.3 Planned Absences**

- All planned absences of two or more days (school sponsored activities or non-school sponsored activities) require students to completely fill out the “Pre-arranged Absence Form” available in the main office or online. The form must be completed and turned into the main office at least two days before leaving. Failure to complete this process may result in the absence and school work missed being unexcused.
- Students and parents should refer to the published “La Salle Events Calendar” on the [Isprep.org](http://Isprep.org) website regarding matters of vacations and days off from school. The Administration does not approve of students being taken out of school for family vacations or other non-emergency situations. In unusual circumstances, absence approval for personal reasons will be jointly determined by the Vice Principal for Academic Services and the Vice Principal for Student Life. In all cases, the school must be notified prior to the absence from school (see Unexcused Absences, No. 1).
- In the event a student is taken out of school for reasons other than illness, the parents and the student must assume full responsibility for this action and for any academic consequences. Neither the school nor the teachers will assume responsibility for special assignments, tests, etc. to make up for what is missed in class during this type of absence. There are some instructional activities that may not be made up by an alternate assignment. Class discussions and teacher instruction are very difficult to replicate outside of the classroom experience. As such, absences may have a negative academic consequence for students. Also note that teachers cannot be expected to provide students with upcoming work in advance of pre-planned absences.

**4.3.4 Excused Absences:** The following are reasons a student could be excused from school:

- Student illness
- Illness in family
- Dental or medical appointments that cannot be scheduled outside the school day
- Marriages or funerals
- School-sponsored activities including athletics, field trips, immersions and retreats. Students are responsible for tests and assignments missed during absences.

**4.3.5 Unexcused Absences:** The following are reasons a student may not be excused from school:

- Failure to notify school of an absence
- A family vacation
- Leaving school without permission
- Skipping
- Oversleeping and missing class
- Being on school grounds but not in class without the permission of a teacher
- Missing school to finish homework/assignments/projects/activities for another class
- Completing out of school service hour requirements during the school day
- Staying up late the previous night
- Returning home late from a school sponsored event the previous night
- Attending athletic events as a fan without prior school approval

A student having an unexcused absence on any day a quiz or test is given or homework is due may receive a zero or reduced credit for that work at the teacher's discretion. If a student has an unexcused absence from class, that student will be assigned a Campus Beautification.

Any athlete who comes in to school late on the morning after an athletic competition will be subject to the same policies and consequences (detention) as faces any student upon arriving to school late. Please refer to Detention Section in the La Salle Parent/Student Handbook for this school year. The exception to this is if, for some unplanned reason, there is a delay and the school bus gets back to the school after midnight, then while the team is still traveling, the coach needs to immediately communicate with the Director of Athletics for approval of a possible late start for team members. If the request for a late start for team members is approved, an expected arrival time of no later than 9:40 a.m. the next school day will be communicated to the team members before they leave the bus.

**4.3.6 Attendance Office Procedures for Tardiness**

- Students are to be inside their respective classrooms when the bell rings for class to begin.
- Those who arrive late for the first class in the morning or are late for classes during the day must obtain an admit slip from the Attendance Office.
- Tardies will be considered excused only for reasons deemed acceptable by the school and must be accompanied by a written note from parents. Only the Attendance Office can excuse tardies.
- Detention will be assigned beginning with the third tardy to school. Parents will be contacted excessive tardies occur during one semester.
- Once a student is on campus, any tardy to class that is not excused by a teacher note will result in a detention.
- Students who are late five or more times in a semester will be considered

serious discipline problems and will be subject to further disciplinary policies that may include detention, an attendance contract, campus beautification, suspension and/or dismissal from La Salle.

#### **4.3.7 Medical or Special Appointments/Extended Illness**

All appointments with doctors, dentists, etc., should be made during hours which do not infringe upon school time. This includes school liturgies. If circumstances necessitate appointments during school hours, the student must present a note to the Attendance Office before school in which the parent(s) states the appointment time and requests dismissal from school for the appointment. Upon returning to school, the student will provide the Attendance Office with a note from the parent(s). The student is responsible for any school work missed while absent.

In cases of absence for medical reasons of five or more consecutive days, parents will be asked to present to the Attendance Officer a physician's written verification attesting to the medical situation. The school may also ask for a signed release of information to contact the physician in order to better understand the medical needs of the student. Further, students whose absence from school is due to a contagious disease will be asked to present a physician's written release certifying that they are medically able to return to school before they are allowed to return to school (see Communicable Diseases).

#### **4.3.8 School-Sponsored Events and Activities**

Before a student misses class time for a school-sponsored event lasting two days or more, students must fill out the Pre-arranged Absence Form as well as confirm with the Vice Principal for Student Life and the Vice Principal for Academic Services that the student does not have any attendance issues and that the student's grades are not in jeopardy. This form can be found in the main office or online and must be taken to each teacher and stated administrator for a signature confirming that the student can miss the allotted amount of class time. Teachers can list homework to be made up and/or assignments, test, quizzes or projects that could be affected and/or concerns about a student missing class.

If permission is denied by any number of teachers or administrators, the student can appeal to the Vice Principal for Student Life who will have the final say in the matter. Removing students for a family vacation can affect eligibility for school-sponsored trips in the future.

The following guidelines are considered in excusing off-campus, school sponsored trips lasting two or more days:

- Students must be in good academic standing and have a C- or above in all classes and have their absence approved by all teachers.
- If a student falls below a C- in any class, his/her participation in the school-sponsored activity will be jeopardized. This includes trips for which plane or train tickets have been purchased.

- Students have communicated with teachers three days ahead of time and have arranged for missing work and lessons.
- Students and parents understand that students may require a tutor (at the family's expense) to make up for the time missed.
- Students have shown good decision making in balancing their absences and this trip is reasonable in light of classes already missed that year (determined by teachers signing off on the approval form).
- If a student does not follow arrangements regarding missed classes there may be academic consequences.
- Off-campus learning is a privilege and secondary to classroom learning. Students must keep their academic interest foremost in mind when exploring trips requiring extended absences.
- The school reserves the right to give final approval or denial for a school-sponsored activity.

Excessive absences resulting from school-sponsored activities will be handled on a case-by-case basis in consultation with parents and teachers. Students may jeopardize their participation rights if they fall behind in their academic progress.

**Absences considered excused by the school include:**

- Retreats
- Field trips and approved athletic events
- On-campus interviews with college representatives (up to five)
- Activities/functions associated with in-school activities
- Counseling sessions
- Summons from administrative or attendance staff

La Salle reserves the right to define any absence as "excused" or "unexcused" regardless of written or verbal parental approval.

**4.3.9 Assemblies/Liturgies**

Attendance at school assemblies and liturgies is mandatory. Failure to attend a school assembly or liturgy will be treated as an unexcused absence with disciplinary consequences as determined by the school administration. Parents are strongly discouraged from excusing student absences or from scheduling medical or dental appointments during these times.

**4.3.10 Attendance Requirements for After-School Activities**

To attend and/or participate in any after-school activity (drama, music, athletics, etc.) a student must have attended classes for at least half of the school day. This is not only a La Salle Prep policy, but also an OSAA policy. The deadline is 11:05 a.m. Students who arrive after 11:05 a.m. are ineligible to practice or compete until the following day. Exceptions would be pre-arranged absences, dental or doctor appointments, school-initiated absences or pre-approval from the Director of Athletics, a Vice-Principal or the Principal.

#### **4.3.11 Attendance Requirements for Credit**

Any student whose absences exceed 12 during a semester will be in danger of losing credit in the class. The decision will be made by the Vice Principal for Academic Services in consultation with the Vice Principal for Student Life, appropriate counselor and teacher(s). After an excessive number of absences, students and parents may be required to sign an acknowledgement and the student may be placed on an attendance contract. After the twelfth absence a parent meeting may be called.

#### **4.3.12 Attendance Appeals Process**

Special dispensation may be allowed for students whose absences are the result of significant hardship or illness. Students requesting such dispensation must provide documentation of the absence from a medical professional and a signed statement from a parent. In non-medical cases, the signed parent statement is sufficient. These students are invited to document such circumstances to the Vice Principal for Academic Services. The Vice Principal for Academic Services in consultation with the Vice Principal for Student Life will then determine the appropriate credit and enrollment status.

#### **4.3.13 Outdoor School Permission**

Generally a student may serve as an Outdoor School counselor only once during an academic year. Students wishing to participate must go through the pre-arranged absence process and receive permission and make-up work from all teachers. Any student applying to serve as an outdoor school counselor denied permission by a teacher or counselor can appeal this decision to the Vice Principal for Student Life. The Vice Principal will take into account any serious extenuating circumstances presented by the student in writing and will also solicit information from any teacher or counselor denying permission. If a student wishes to serve as a counselor a second time in an academic year he or she may only do so through permission from the administration and teachers. Prior absences and participation in other school-sponsored trips will be a consideration in approving such a request. Behavior concerns or disciplinary consequences may affect a student's ability to participate in Outdoor School.

#### **4.3.14 Snow/Inclement Weather Schedule**

Hazardous weather may cause La Salle to adjust its scheduled school day. In such circumstances, one of the following alternatives may be put into effect:

1. La Salle may have a "late opening" starting at 10 a.m.
2. La Salle may be closed.

Parents and students are advised to listen to radio and television announcements for La Salle Prep beginning at 6 a.m. School closure information will be posted on [www.pdxinfo.net](http://www.pdxinfo.net) and [www.lsprep.org](http://www.lsprep.org). Parents may also check [oregonlive.com](http://oregonlive.com). Additionally, parents and students can sign up for e-mail alerts by registering at [www.FlashAlert.net](http://www.FlashAlert.net).

#### **4.3.15 School Notification Requirements**

In the event a student is temporarily not residing at home, parents must notify the school of the name and contact information of the adult responsible for the student. Students must live under the supervision of a parent or adult guardian to become and/or remain a student at La Salle Prep.

#### **4.4 Dress Code/Personal Appearance**

La Salle's personal appearance and dress code guidelines reflect the following goals:

- To maintain an academic environment conducive to rigorous academic pursuits.
- To show respect for self and others.
- To minimize distractions from the learning environment.
- To prepare students for life by encouraging personal responsibility and appropriateness in dress and appearance.
- To help students understand that certain clothing may be appropriate in one context but not in another.
- To allow for consistent application of guidelines by faculty, staff and administration.
- To reflect the school's Catholic and Lasallian mission.

##### **4.4.1 General Appearance**

- Students are to present themselves at school in a manner that is modest clean and appropriate for our Catholic school environment.
- Clothing must be in good condition and free of rips, holes or ragged edges (should students need financial help to purchase clothes free of rips and holes the school may assist them).
- Clothing must be free of any suggestive messages or images that promote sex, drugs, alcohol, tobacco products, violence, racism, discriminatory language, gangs or any other content inconsistent with La Salle Prep's mission as interpreted by school administrators.
- Clothing should be well-tailored and fit well but should not be form fitting, meaning that clothing should not be made of stretchy, spandex material that clings to the body.
- The dress code is in effect on all school days, including exam days until a student leaves campus. A student will not be permitted to take final exams if they are not in proper dress code.
- The dress code is also in effect when students are representing La Salle at any school-sponsored event on or off campus.

##### **4.4.2 Personal Appearance: Hair**

- Hair must be clean, neat and must not interfere with eyesight.
- Hair must be of a natural color and may not have streaks of unnatural color.

- Moustaches and beards may be worn if neat and trimmed.
- Shaved designs and Mohawks are not allowed.

#### **4.4.3 Personal Appearance: Accessories**

- Hats, ski/athletic headbands, head-coverings, hoods, sunglasses, heavy chains, sharp pointed or studded jewelry or belts, wallet chains and belts with chains, may not be worn in the school building or courtyards during school hours, nor should they be carried between classes.
- Fashion hair bands and bandanas are acceptable.
- Visible tattooing and body piercing are not permitted. Facial piercing is not allowed except for the ears.

#### **4.4.4 Dress Code: Shirts**

- All shirts must have sleeves that fully cover the shoulders.
- When sitting or standing; the shirt must meet or cover the top of the pants/shorts/skirt at all times.
- Undergarments must not be visible.
- Shirt necklines should be modest and not plunging. Necklines must come within two inches of the collarbone.
- Shirts may not be sheer, mesh, off the shoulder or see-through unless a sleeved top with an appropriate neckline is worn underneath.

#### **4.4.5 Dress Code: Dresses**

- Dresses must have sleeves or be covered by a sweater at all times. Halter dresses and strapless dresses are not permitted, unless a sweater is worn.
- Dress hemlines should be modest and must come to two inches from the top of the knee
- Dresses must have necklines within two inches of the collarbone.

#### **4.4.6 Dress Code: Pants/Shorts/Skirts**

- Pants, jeans, shorts and skirts must be in good condition, hemmed and without rips, holes or tears.
- Shorts may be knee-length khaki, cargo, denim, Bermuda, walking.
- Short running shorts are not permitted.
- Longer, knee length basketball shorts are NOT permitted.
- Yoga pants, leggings and tights are not permitted unless they are worn under a dress or skirt of appropriate length.
- Approved pants must have pockets and a zipper in the front.
- Sweatpants, tights, yoga pants or athletic pants of any kind are not permitted. This includes team-issued sweatpants. Sweatpants can be worn during PE class only.
- Skirts and shorts must come within two inches of the top of the knee and may not be spandex or stretchy material.



- Camouflage designs are permitted, however, military fatigues or paramilitary clothing is not permitted.
- Pajama pants are not allowed.
- Pants and shorts must not sag and underwear must not be visible.

#### **4.4.7 Dress Code: Shoes**

- Shoes must be worn at school; footwear that covers the entire foot will be worn in lab classes.
- Slippers are not allowed.

#### **4.4.8 Dress Code: Outer Garments**

- Outer garments such as coats, jackets, sweaters, sweatshirts, fleeces, etc., must have an approved shirt underneath.

#### **4.4.9 Dress Code: Other**

- Students who represent the school for a school related activity may be required to meet additional dress and grooming standards.
- PE and weight training clothing may not be worn outside of the athletic area.

#### **4.4.10 Liturgy Dress/Dress-Up Days**

Days of all-school liturgies or other special occasions are designated as dress-up days. A more formal dress on these days is expected of students out of respect for the special purpose of the day. The special occasions include the Heroic Vow Assembly, Grandparents Day and other days as designated.

##### **Liturgical/Formal Dress for Men:**

- Button up collared dress style shirt, tucked in with a tie, is allowed.
- Polos and Hawaiian flannels are excluded.
- If a sweater is worn a collared shirt and tie must be worn underneath.
- Dress, corduroy or khaki pants are allowed.
- Shoes that cover the entire foot are allowed.
- Denim and shorts are not permitted.

##### **Liturgical Formal Dress for Women:**

- Collared shirts or polo shirts are allowed.
- Uncollared shirts or dresses with appropriate neckline covered by a blazer, jacket or cardigan are allowed.
- Skirts or sleeved dresses that come within two inches of the top of the knee or below are allowed.
- Dress pants or slacks are allowed.
- Denim and shorts are not permitted.
- Denim jackets are permitted.

#### **4.4.11 Dress Code for Dances/Other School Activities**

Students are expected to wear neat, clean, modest and appropriate clothing to school events, including athletic events, dances and other activities. Shoes are mandatory at all times, they may not be checked in at dances.

##### **Informal Dance Dress for Women:**

- Tank tops are permitted but must have appropriate necklines that do not show cleavage and no spaghetti straps.
- Skirts and shorts must be 2" from top of knee or longer or have an article of clothing underneath that meets this requirement.
- Pants must have pockets and a zipper. Tights or leggings may not be worn without shorts or a skirt over top.

##### **Informal Dance Dress for Men:**

- Tank tops are permitted.
- Shorts must be appropriate length.
- Hats are allowed.

##### **Formal Dance Dress for Women:**

- Semi-formal and formal length outfits and skirts must be modest and appropriate.
- The top may not be excessively low-cut in the front or back, may not show cleavage, a bare midriff or sides.
- Strapless and spaghetti strap tops are permitted.

##### **Formal Dance Dress for Men:**

- Collared shirt with tie and slacks, suits or tuxedos.
- Flip flops, athletic shoes and hats are not permitted.

#### **4.4.12 Consequences for Dress Code Violations**

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

- 1st offense: sent to the office/required to change/warning.
- 2nd offense: required to change/email home/ detention.
- 3rd offense: required to change/phone call home/ campus beautification.

Subsequent dress code concerns will result in a parent meeting and a dress code contract.

- On Liturgy Dress days students who are out of dress code may be sent to the main office and be required to call home for appropriate clothing before returning to class.
- Students out of dress code will be denied entrance to dances, athletic and other school events until they are appropriately attired.
- Continued violations of the dress code will be considered a serious matter and further disciplinary action may be taken.

The above criteria are clearly stated, but no policy can encompass all possible variations of personal appearance. La Salle expects students to use good judgment. The administration reserves the right to interpret the above policy and to amend or expand the policy as new fashion arises in order to maintain personal appearance appropriate for a Catholic college preparatory school.

## **4.5 Student Behavior Policies**

### **Philosophy of Formation**

The behavior expectations of the school are intended to create a safe and respectful environment conducive to academic and personal success. The expectations of members of our community stem from our core educational values as a Catholic, Lasallian school.

The goals of La Salle's student behavior policies and its administration of discipline are to provide concrete and practical support for the mission of La Salle Prep. In doing so, the school administers formation in a way that respects the dignity of each person and is essentially educational rather than punitive in nature. La Salle actively partners with parents with regard to student growth and formation.

### **Major Behavioral Infractions**

The following is a nonexhaustive list of infractions which are considered serious. Violation of these rules may result in detention, campus beautification, probation, suspension and/or expulsion.

#### **4.5.1 Academic Dishonesty/Plagiarism**

Cheating and plagiarism are forms of dishonesty that erode the integrity of the academic program as well as an individual's character. Please refer to the school's "Academic Honesty" policy as well as teachers' policies as outlined on course syllabi.

#### **4.5.2 Alcohol, Tobacco and Drugs**

The school considers the possession, use, abuse, transfer, or sale of alcohol, legally-controlled substances, illegal drugs, other intoxicants or any drug paraphernalia on campus, at school functions, or at a time and place involving La Salle, a serious offense. Students who possess, provide, deal, or sell drug, alcohol or any drug-related paraphernalia, at any time, in any location during the school year or outside the school year may be expelled. Please refer to the school's "Substance Abuse Policy" for more details.

#### **4.5.3 Criminal and Gang Activities**

Gang membership and/or other criminal activity will not be tolerated, whether inside or outside school. Groups and/or gangs which, in the judgment of the administration, are detrimental to the atmosphere of the school will not be tolerated. Individuals or

groups that promote attitudes or ideals contrary to the mission and values of La Salle Prep will not be tolerated. La Salle will cooperate with appropriate authorities in their investigation of criminal activities not associated with the school. If a student is under investigation outside of school, La Salle reserves the right to enforce disciplinary consequences including suspension and dismissal regardless of the outcome of the outside investigation.

#### **4.5.4 Dishonesty Other Than Academic**

Forgery or falsification of school or other documents, lying to staff or administrators, or otherwise representing oneself dishonestly may result in disciplinary action up to and including dismissal from the school.

#### **4.5.5 Disruptive Behavior / Non-Compliance**

Disruption to the educational process will not be tolerated. Defiance, disobedience, insubordination, rudeness, disrespectful behavior and/or failure to cooperate with school personnel are serious matters and may result in disciplinary action up to and including dismissal from the school.

#### **4.5.6 Electronic Communication**

A violation of the Acceptable Use Policy through the use of electronic media is prohibited.

#### **4.5.7 Fighting**

Physical abuse and disruptive behavior shows a serious lack of consideration for the welfare and safety of others and is a serious offense.

#### **4.5.8 Theft**

Stealing, regardless of the monetary value, is not tolerated. Theft undermines the trust that is essential in an educational community.

#### **4.5.9 Vandalism**

The destruction or damage of school property or of the property of others is not tolerated. Graffiti on school property is considered vandalism. Repair, replacement or restitution will be expected. If the damage was willful, other disciplinary action will be taken.

#### **4.5.10 Weapons and Dangerous Objects**

Possession of a weapon on school grounds or at school-sponsored activities is a serious offense that will result in a recommendation for immediate expulsion and possible prosecution. A student may not possess or use any object which might disrupt normal activity and/or injure others or cause damage to property. This means any item that could reasonably be considered a weapon, such as firecrackers, smoke bombs, water balloons, squirt guns, pellet guns or any other object that could potentially disrupt the learning environment of the school or cause annoyance or

alarm. This rule also includes any object that in appearance simulates a lethal weapon.

#### **4.5.11 Vulgarity and Obscenity**

Obscene or vulgar language, writing, pictures, signs or gestures are prohibited. Conduct at school or elsewhere which would reflect adversely on La Salle and be detrimental to the reputation, safety and welfare of the school or Catholic Church is prohibited.

### **4.6 Disciplinary Sanctions**

The following disciplinary sanctions may result from student behavior:

#### **4.6.1 Detention**

Detention is held during lunch in a classroom chaperoned by a teacher or staff member. Detention must be served promptly after assignment or the detention obligation will double and/or result in the assignment of campus beautification. Detention obligations take precedence over extra-curricular activities (sports, clubs, work, etc.) In the case of hardship, it is the student's responsibility to arrange an alternative time to serve detention with the Vice Principal for Student Life. Students are assigned detentions for excessive tardiness, unexcused absences and other minor violations of school rules.

#### **4.6.2 Campus Beautification**

Campus beautification is held on late start Wednesdays from 8:00-9:00 a.m. Students are assigned campus beautification for infractions such as unexcused absence from class, not attending assigned detentions, leaving campus without permission, and other more serious infractions listed in "Student Behavior Policies."

#### **4.6.3 Probation and Behavior Contract**

Written notification is sent to parents if the student has been placed on probation as the result of a serious infraction of school regulations or incidents of misconduct. If a student is placed on probation a parent meeting will be scheduled to discuss the concerns and to sign a behavior contract. If a repetition occurs, the student may be suspended or dismissed.

#### **4.6.4 Suspension**

A student will be suspended from classes for any misconduct on or off campus that La Salle Prep deems to be serious. Suspension may be in-school or out-of-school depending on the situation. Parents receive notification of the suspension and must confer with the Vice Principal for Student Life before the student returns to class. Although absences resulting from suspension generally are excused, the administration reserves the right to determine a suspension absence unexcused. Any off-campus suspension is reported to the college counseling office and may be reported to colleges during the application process. If other serious infractions occur

during the school year, the student's conduct is reviewed by the administration and may result in dismissal.

#### **4.6.5 Dismissal**

Dismissal is removal from school and must be authorized by the Principal. Dismissal results from misconduct the school deems to be of such a serious nature that it calls for immediate removal of the student without suspension, or by repetition of conduct leading to one or more suspensions. Parents receive notification of the dismissal.

#### **4.6.6 Appeals Process**

If a student is dismissed from La Salle following a Dismissal Hearing, the student and parents may appeal the dismissal decision to the Principal of La Salle Prep within a reasonable time frame. The Principal will meet with the student and parents to consider the appeal. The Principal's decision in disciplinary matters is final.

#### **4.6.7 College Notification of Serious Student Misconduct**

To ensure integrity in the college application process, the College Counseling Office will notify an enrolled student's prospective colleges of student misconduct in the following circumstances:

- The student engaged in academic or behavioral misconduct that resulted in probation, out- of-school suspension, removal or dismissal from La Salle.
- The student has been convicted or has a case pending against them for a misdemeanor, felony or other crime.

### **4.7 Student Health Issues**

La Salle is committed to the continued good health and safety of its students. In response to this commitment, La Salle works with students, families and outside licensed health care professionals when it becomes evident that there are physical, emotional or mental health issues that need to be addressed. This assistance may involve counseling from school staff, off-site referrals or off-site counseling.

#### **4.7.1 Substance Abuse Policy**

La Salle Prep educates its students and families on alcohol and drug abuse awareness. Substance abuse, especially alcohol abuse, is a significant societal problem and the school strongly supports preventative education that must begin at home.

The school is not a treatment center. Rather, the school is a cooperating agent, working with treatment centers whether they be outpatient or residential in nature. When students become harmfully involved with chemical substances, La Salle aspires to provide reasonable assistance. This assistance takes the form of evaluation, referral and counseling.

Any student-athlete who uses illegal substances (alcohol, cigarettes, tobacco, marijuana or any other illegal drug) will be removed from the team for the remainder

of the season. They will also lose the opportunity to letter in that sport. Exceptions to this rule are made only in consultation with the principal. With approval from the head coach and the Director of Athletics, the student may be given the opportunity to rejoin the team the following school year, with the assurance that the behaviors will not occur again.

#### **4.7.2 Responding to a Substance Abuse Violation**

Should a student violate La Salle's Substance Abuse Policy, the Vice Principal for Student Life generally takes the following steps:

1. Contact parents/guardians.
2. Suspend student from school during the investigation.
3. Conduct an investigation and determine any support for the student and/or disciplinary action that may range from counseling to dismissal.
4. If necessary, conduct a dismissal hearing with Vice Principal for Student Life, parents, counselor and student.
5. Recommendations for further action are referred to the Principal up to and including dismissal.

Additionally, the Vice Principal for Student Life and Counseling Department may require a chemical assessment of the student and refer him/her to an appropriate program.

Students who commit a substance abuse violation may be suspended or dismissed from athletics, Student Council or other after school activities.

The student and parents may be required to participate in any follow-up treatment recommended by La Salle and/or a professional treatment center. When recommended, the treatment generally begins within two weeks of the assessment. The family also may be required to agree to random urine analysis of the student for the remainder of the student's time at La Salle. If a student fails a urine analysis during this period of time, the failure is considered a substance abuse violation and the student is subject to the disciplinary procedures outlined above. Failure to cooperate with the school in these issues may result in dismissal.

#### **4.7.3 Treatment Referrals**

A student may be referred for treatment evaluation if one or more of these factors exist:

- The student admits to using illegal substances while attending school.
- The student's illegal substance use adversely affects his/her behavior while at school.
- The student's involvement with illegal substances is harmful to other students.
- The counselor receives referrals and completes a pre-assessment that indicates the student is harmfully involved with illegal substances.

After the initial interview, the counselor typically will make one of the following recommendations:

- Alcohol and/or drug education classes at an outside agency.
- Referral to an outside agency for further evaluation. At this point, the parents and student may be required to sign a release form allowing an illegal substance assessment and allowing the outside treatment center to confer with the school regarding its findings. The student and parents may be required to follow the recommendations of the assessment as a requirement for continued school attendance. This treatment generally must begin within two weeks of the assessment.
- No action necessary at this time.

#### **4.7.4 Health Issues: Mental/Physical/Emotional**

If it appears that a student is suffering or hurting physically and/or emotionally to the point of not being able to be productive and/or a student shows signs of mental instability which could lead to harmful behavior, La Salle Prep may require the student seek an immediate assessment from a licensed mental or physical health care professional. La Salle may ask that families follow the recommendations of the health care professional to assist the student in becoming as healthy as possible. La Salle may also require that a Safety Plan is created in collaboration with the student, parents and health care providers. If this plan is not followed, the student may not be able to continue at La Salle.

#### **4.7.5 Illness During School**

Students who become ill during the school day must report to the main office. If the student must go home, the office will inform the parent and release the student. Students will be subject to disciplinary action if they do not check-out properly.

#### **4.7.6 Communicable Illnesses or Diseases**

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

Prior to excluding a student, the Principal or his designee shall notify the student's parents/guardians of the intended exclusion and the reason(s). Prior notice shall not be given when the Principal or his designee has reason to believe that the student is an immediate threat to the health of others. However, the Principal or his designee shall thereafter contact the parent(s) regarding the exclusion. Reassessment of the student's condition may be made on a regular basis. The identity and the health record of the student shall be kept confidential. Students whose absence from school is due to a communicable illness or disease may be asked to provide the school with a



doctor's note certifying that they are medically able to return to school. The Principal shall inform the local health department of all reportable communicable diseases.

#### **4.7.7 Medications for Students**

La Salle desires to minimize the amount of medication or controlled substances stored at school for prescribed use by students. It is recognized, however, that some students, due to their disability, allergy, health impairment, or other temporary condition, may require some form of medication during school hours.

Designated school staff may administer or assist students in taking medication, only upon:

- Providing a written signed permission form from the parent (forms available in the main office.)
- All medications to be taken at school must be in a prescription bottle showing the prescription number, the student's name, the name of the medication, the dosage and frequency to be given.
- Non-prescription medications must be in original container/packaging and non-alcohol based.
- Medications should be brought to school by a responsible adult and left at the office.
- Medication not used by the end of the school year (including bee sting kits) must be picked up by an adult on or before the last day of the school year, or it will be destroyed.

The administration of aspirin or other over-the-counter medicines by school personnel will only be handled with the completion of written parental permission form (available in the main office.) All requests for the school to administer injectable medication to a student shall be made by a parent in writing (authorization form available in the main office.) Requests will be accompanied with the physician's order.

#### **4.7.8 Self-Medication**

Self-medication of prescriptions and nonprescription medication is not allowed except in cases where a student must carry such medication on his/her person for immediate access and the necessary permission form and written instructions have been submitted as required (forms available in the main office.) In the case of prescription medication, permission from the physician is also required. Such permission may be indicated on the prescription label. All requests for self-medication must be approved by the Vice Principal for Student Life.

Students who have permission to self-medicate may only have in their possession the amount of medication needed for that school day. Sharing or borrowing medication with another student is strictly prohibited. This includes over the counter medication. Permission to self-medicate may be revoked if the student violates school policy.

Additionally, students may be subject to discipline, up to and including expulsion, as appropriate for violations of regulations regarding medications.

## **4.8 Parking**

### **4.8.1 Parking Policies and Driving Regulations**

- Parking on campus at La Salle is a privilege and may be revoked if a student does not follow school policies.
- The school is not responsible for vandalism, accidents, or theft in the parking lot. Students park at their own risk.
- A parking permit is required for students to park on campus during regular school hours from 7:30 a.m. until 3:00 p.m.

### **4.8.2 Permits**

- Juniors and seniors with a valid driver's license are eligible to receive a school-issued parking permit, allowing them to park in any unmarked, designated parking space on campus. Freshmen and sophomores may not park on campus during school hours from 7:30 a.m. until 3:00 p.m. at any point during the school year. Street parking is available to all students and guests and is not regulated by La Salle.
- La Salle will issue a limited number of student parking permits to students via a registration process that will occur in June of the preceding school year. The registration process will be operated as follows:
  - Applications for parking permits will be available mid-May and must be submitted to the main office by the due date.
  - Students applying for parking permits must be registered for the upcoming school year and be in good behavioral and financial standing with the school.
  - In the event La Salle receives more parking permit applications than permits available, students will be issued permits in the following order:
    - Seniors with siblings registered for enrollment at La Salle
    - Junior with siblings registered for enrollment at La Salle
    - Senior students
    - Junior students
- A lottery will be held in the appropriate order segment as necessary. Students not selected in the lottery will be placed on a waiting list.
- Students will be notified by June 30th if their application for a parking pass has been approved. Students will pick up their parking pass on Orientation Day before the first day of classes.
- Only one parking permit will be issued per family.
- Parking permits are non-transferable.
- Students may register no more than two vehicles under a single parking permit; all vehicles must be registered in the name of the student or family.

- A La Salle parking permit does not guarantee a daily available parking spot. If the parking lot fills, students may need to park off campus.

#### **4.8.3 Policies and Regulations**

- Juniors and seniors will be issued parking permits and must display their pass clearly on the rear view mirror with the permit number clearly visible at all times while on campus.
- Sophomores and other students without permits will not be permitted to park on campus during school hours. Street parking is available to all students and guests and is not regulated by La Salle.
- All cars must be parked in a properly marked space, locked and left immediately upon arrival at school.
- Students may not return to their cars during the school day without permission of the main office staff.
- A speed limit of five miles per hour must be observed at all times on campus.
- The north parking lot is reserved primarily for faculty, staff, guests, volunteers and visitors. There are a limited number of designated student spots. These spots will be assigned and monitored through the Vice Principal for Student Life office.
- Double parking, blocking other cars, blocking fire lanes, blocking garbage or recycling containers, or parking in any area posted as “No Parking” is not permitted.
- Students may not park in the following specially designated parking spaces: “Visitors,” “Reserved,” or “Handicapped” without the proper permits or approval for those spaces.
- La Salle reserves the right to request a search of vehicles on campus and to confiscate any personal property that violates the Student Code of Conduct.
- Students who violate La Salle’s parking policies or who park on campus without a permit will be subject to the following consequences:
  - 1st Offense - \$10 fine and detention
  - 2nd Offense - \$20 fine and Campus Beautification
  - 3rd Offense - \$30 fine and loss of parking privileges or future parking privileges for the school year
- Any car parked on campus that impairs public safety or is without a proper permit may be towed at the owner’s expense with or without prior notice.

#### **4.9 Bus Rules and Policies**

The following rules apply any time students ride in a bus or other school-supplied transportation. Under all circumstances, students are expected to be respectful and courteous to the driver, pedestrians, motorists, students and other passengers.

##### **4.9.1 Bus Policies**

- Students are transported under the authority of the driver, and shall take direction from the driver in all safety matters.

- Students must remain seated while the bus is moving.
- Fighting, wrestling, or boisterous activity is prohibited.
- Animals, firearms, weapons, hazardous materials, and any items not allowed on school grounds are prohibited.
- Students must not extend hands, arms, head, or any other body part through bus windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Food wrappers, beverage containers and any trash must not be left on the bus.
- Headphones are required when listening to music.
- The emergency door is to be used ONLY in case of emergency or as directed by the driver.

#### **4.10 General Policies**

##### **4.10.1 Campus Visitors**

Students interested in enrolling formally at La Salle may visit during a regular school day. However, arrangements for such visits must be made by the parents of the prospective student and La Salle's Director of Admissions. Arrangements should be made at least three days in advance. Students who have not made prior arrangements as stated above will not be allowed to remain on campus.

La Salle discourages visits on school days from friends of La Salle students, whether friends are from the Portland area or from out of town. Requests for such visits must be presented to the Vice Principal for Student Life in advance.

La Salle alumni and siblings of our students are permitted to visit at lunch time. Friends from other schools and non-La Salle students may not visit during lunch, but can be on campus after the school day concludes.

##### **4.10.2 Cell Phones and Other Electronic Devices**

To protect the learning environment, students are expected to abide by the following guidelines for cell phone use at school:

- The academic hallways and classrooms shall be free of cell phone use. The gym and auditorium are considered classrooms during the school day.
- Cell phones should be inconspicuous (not seen nor heard) during the school day in all academic hallways and classrooms.
- Students may use cell phones in the school building before or after school.
- Additionally, during the school day, cell phone use is limited to the cafeteria and the courtyards of the school during passing periods, break and at lunch only.
- If a cell phone is confiscated from a student the phone may be picked up at the end of the school day in the main office.

- If a phone is confiscated for a second time a parent will need to pick the phone up from La Salle.
- If there is a third cell phone violation a student may lose cell phone privileges on campus.
- When a cell phone or other electronic device is confiscated it may be searched if there is reasonable cause for concern. Students are expected to cooperate with a request to unlock devices or share passwords with school officials.

#### **4.10.3 Change of Address or Phone**

Please notify La Salle's Attendance Office at 503.353.1434 immediately if there is a change in address or home and/or work phone numbers. These changes are vital for maintaining accuracy on school records and emergency forms.

#### **4.10.4 Closed Campus**

La Salle maintains the policy of a closed campus. Students are not permitted to leave the school grounds during the school day for any purpose without the written permission of the Attendance Officer or the Vice Principal for Student Life. If students leave campus without permission the consequences could range from Campus Beautification to suspension.

#### **4.10.5 Dances**

Dances are for La Salle students and their approved guests only. Guests are expected to observe the same dance regulations as La Salle students. Typically, dance hours are 8-11 p.m. Students are required to present their student identification for admission; guest passes may be obtained from the Director of Community. Students will not be re-admitted to the dance once they have chosen to leave.

Students are expected to be respectful of each other on the dance floor and responsive to prompts from chaperones. Excessive public displays of affection are not appropriate at school, including after school activities such as dances. Students are expected to display maturity. Excessive contact, inappropriate touching, groping, or sexual simulations will be cause for dismissal from the dance and may result in additional student sanctions.

#### **4.10.6 Fax Machine**

The school's fax machine is not available for personal parent or student use. Student papers, homework or information needed for projects or student research should not be faxed to the school. If any of the above items are received, they will not be released to students.

#### **4.10.7 Food and Drink**

Food and drink are not allowed in computer labs or the library. The cafeteria and cafeteria courtyard are provided as places for students to eat and drink during the lunch period. In accordance with Oregon law, food brought from home must be

consumed only by the student who brought the food.

#### **4.10.8 Junior-Senior Prom**

Every year during spring semester, La Salle Prep holds its Junior-Senior Prom, which is sponsored by the junior class. This is a formal dance for La Salle's juniors and seniors and their dates. A La Salle sophomore invited by a junior or senior may only attend the prom with written consent from both parents. Ninth graders are not allowed to attend the prom. Guests who are not La Salle students must be no younger than a junior in high school and no older than 20 years old. Guests must have a signed and approved guest pass to attend.

#### **4.10.9 Library Books and Fees**

Students/families are financially responsible for library materials taken from the school library. Families will be invoiced for the full replacement cost for materials not returned. Outstanding library debts may result in other penalties, such as access to PowerSchool blocked.

#### **4.10.10 Littering**

A clean and safe environment is the shared responsibility of all. Respect for self, others, and the school environment dictates that students dispose of trash in the appropriate trash or recycling containers.

#### **4.10.11 Lockers/Personal Belongings/Cars**

Lockers are the property of the school. Students are assigned a locker for the storage of materials. This locker is not to be shared with anyone, nor may a student change lockers without the permission of the Vice Principal for Student Life. The school is not responsible for any loss, theft, or damage to books or other personal property. Only school-authorized locks may be used in the PE areas. The school administration reserves the right to search and inspect any student's locker, automobile, backpacks and/or personal belongings at any time. This includes personal cell phones, iPads and other electronic devices.

- Students are responsible for the condition of their lockers and for removing items at the end of the year.
- Students who damage lockers or fail to remove items at the end of the year may be subject to a fine.
- Students should not have any expectation of privacy as it relates to their locker.

#### **4.10.12 PE Locker Regulations**

Students using lockers in the school locker rooms must use a school-issued lock. Locks may be purchased in the main office for \$5. Students must lock all items in the locker room to ensure the safety of all possessions. Locks not issued by the school are prohibited and may be removed by school personnel. Students should not have any expectation of privacy as it relates to their PE locker.

#### **4.10.13 Permission to Use Student Photos and Videos**

By enrolling at La Salle Prep, students and parents give permission for La Salle to periodically take photographs and video of students and their work on campus or when participating in school- sponsored activities for use on the official school website, in school publications, and in promotional materials for the school. La Salle reserves the right to use any and all photos and videos. If you would like to opt out of having photos or videos of your child used for promotional reasons, please contact the Vice Principal for Student Life.

#### **4.10.14 Public Displays of Affection**

Out of respect for self and others, public displays of affection are inappropriate at school and school-sponsored activities.

#### **4.10.15 Signs, Posters and Other Printed Materials**

All manner of written communication must be truthful and sensitive to the personal integrity and reputation of all. Communications may not interfere with the rights of others or be inconsistent with the school's mission. Only that material which is written by students currently enrolled in school and which has been approved by a school administrator may be distributed or posted on campus.

#### **4.10.16 School-Sponsored Overnight Trips**

School-sponsored trips are those which occur when school is in session, are chaperoned by faculty, administrators and/or staff and where travel is arranged through the school.

These include, but are not restricted to: Harvard Model Congress, Moab, Lasallian Youth, Model UN, immersion programs, classroom field trips, and athletic teams or other school organizations traveling as a group, including during school vacations.

- School policies and rules are in effect at all times.
- Any misbehavior that the school deems serious (including, but not limited to, the use of alcohol/drugs) will be grounds for being sent home immediately at the expense of the family.
- Students wishing to use a swimming pool or participate in another activity during their trip that could lead to injury must have permission from a chaperone and must be supervised by an adult during the entire activity period.
- Students who indulge in serious misbehavior will not be allowed to participate in other school-sponsored trips for a period of one calendar year, and after that will be required to petition for permission to go on overnight trips. Other school disciplinary sanctions will still apply (see Student Behavior).
- Only those extracurricular trips that meet the terms above are considered school-sponsored.

#### **4.10.17 Trips Not Sponsored By La Salle**

La Salle students participate in a wide variety of programs to increase their knowledge of cultural differences and international issues. Trips that occur during Christmas vacation, Spring Break, or over the summer, where travel is arranged through travel agencies and/or other outside agencies, and where students are not always in the presence of the chaperones, are not school-sponsored.

#### **4.10.18 Skateboards, Scooters and Skates**

Skateboards, scooters and skates may not be ridden or worn on campus. Students may carry them to school and store them in lockers during the day. Students who violate this policy may have these items confiscated and/or be subject to disciplinary sanctions.

#### **4.10.19 Telephone Messages/Telephone Use**

Telephone messages will not be delivered to a student while at school unless it is a family emergency (i.e., serious accident, death in the family, etc.). Parents are asked to cooperate in this regard. The school phone system is not for general student access; a phone is available in the main office for student use.

#### **4.10.20 Witness/ Victim Interviews with Police**

As a general rule, interviewing of students by law enforcement should take place at the law enforcement agency or the student's home. However, there are limited circumstances when an interview by law enforcement officials may be conducted at school (for example: school-initiated investigations, child abuse investigations and/or serious crime situations).

If a witness-victim interview occurs at the school, the following should be observed:

- The Principal or Vice Principal makes a reasonable effort to notify the parent of the interview before the interview occurs provided that such notification, in the opinion of the law enforcement official(s), will not hinder the investigation.
- When prior notice is made to the parent, any expression of objection to the interview made by the parent is conveyed to the law enforcement official(s) by the Principal or Vice Principal. The Principal or designee may not, by law, prevent the interview and so notifies the parent.
- The Principal or Vice Principal must be present if the parent is not present unless the student specifically requests otherwise. The student cannot be forced to talk with law enforcement officials against his/her will.
- The student may not be compelled to remain through an interview or in any way restrained for the sole purpose of a law enforcement official's interview.

### **4.11 Faith, Service and Community**

La Salle Prep's primary goal is the total educational growth of each student. Faith, service and community activities are an integral part of student life and provide a means for social interaction and extra-curricular education. The Student Life Program



empowers students to develop leadership skills, take pride and ownership of their school, and sponsor programs that meet their needs. This program also makes manifest the Lasallian core principles, helping students to know, articulate and live the mission. Participation in the Student Life Program is encouraged as a way for students to participate more fully in the school community.

#### **4.11.1 Student Life Team**

The Student Life Program is overseen and facilitated by a team of faculty advisors who collaborate to ensure that all students have an opportunity to participate and engage fully in activities. The Vice Principal for Student Life oversees the team of the three Directors: faith, service, and community.

#### **4.11.2 Faith**

Responding to the essential religious mission of the school, our faith programs foster Christian community by providing opportunities for students, teachers, staff, and administrators to strengthen and share their faith. The program embraces the following segments: liturgies, prayers services, religious observance and retreats.

Through these activities, our faith program seeks to help everyone at La Salle nurture their God-given talents and use them generously in the service of others. In so doing, individuals created in the image and likeness of God are molded into a Christian community of love and support.

##### **Liturgies and Prayers**

The entire school begins each day with prayer and gathers as a school community of faith at least once a month for prayer and Eucharistic celebrations. These faith celebrations are planned by staff and students and strive to meet the needs of our Catholic, Christian community. Everyone is welcome to attend these celebrations of prayer, faith, and community.

##### **Retreats**

The spiritual experience of retreats is key to the faith program. All students make one-day retreats during their 9th and 10th grade years. Faculty members and upper class students lead the students in reflections on and discussions about topics ranging from faith development, to life changes, to family relationships. Juniors are strongly encouraged to participate in weekend Journey retreats. These weekend experiences of faith and discovery are facilitated by faculty, staff and student volunteers. Seniors are invited to participate in a year-end graduation retreat. A spiritual day of renewal is provided for faculty and staff several times each year.

#### **4.11.3 Service**

In addition to the service work completed through the Service Learning curriculum, the Student Life Program sponsors multiple extracurricular, Portland-based service opportunities. Students wishing to engage in local community service after school can

do so through group experiences provided by the Student Life Team or through accessing resources available in the Student Life Center.

### **Fundraising and Drives**

Throughout the year, the Student Life Program sponsors several fundraisers for local, national and international agencies. The span of our school fundraising has included Lasallian sister schools in Montana and Kenya, Mercy Corps, and an orphanage in Uganda. Additionally each year La Salle students support local families through our Christmas Drive, Polar Plunge and food drives.

### **Service Learning**

La Salle's Service Learning Program is a key aspect of Lasallian education, providing students with service learning opportunities integrated into the curriculum at all levels. Through these opportunities, students use their education in a way that benefits the community. With the guidance of their teachers, students also benefit from reflecting on their service experience and the needs of our local community. La Salle aims to graduate students who are civic-minded and active in areas of social justice.

### **Immersion**

While sites may change each year, several immersion opportunities are offered to students. These immersions allow students to serve a community in need and engage in an education about the structural inequities in our society. These immersions vary from local weekend immersions to week-long experiences in a culture or region different from our own.

### **Lasallian Scholars**

Students who wish to pursue a special "Lasallian Scholar" designation at graduation commit to ongoing and rigorous participation in specific Lasallian Scholar activities. Lasallian Scholars will enhance their education beyond the classroom through enrichment events such as hands-on learning opportunities, guest lectures, and community and service-based activities. The Lasallian Scholars program will culminate in a student-driven senior capstone project. Two of the pathways to complete the necessary requirements to become a Lasallian Scholar include Science Technology Engineering Math (STEM) and Lasallian Education Advancement Program (LEAP). Our Lasallian Scholar program description is found on our website here: <http://www.lsprep.org/page.cfm?p=375>

#### **4.11.4 Community**

At the heart of the La Salle community is a strong emphasis on student involvement, social responsibility, and inclusive leadership. Through a myriad of activities, the Student Life Program offers all students an opportunity to get involved and to help shape the Lasallian mission to meet their needs. Our program empowers students to be welcoming, supportive and respectful of one another in all aspects of school life.

### **Dances**

The Student Life Program sponsors several dances during the year, both informal and formal, which allow students to build community and to interact with peers in a respectful, safe and fun atmosphere.

### **LINK Crew**

At the start of the school year, upper class students serve as mentors and ambassadors to La Salle Prep's new freshmen and transfers through the LINK program. LINK allows new students to be welcomed into our community and supported as they become valuable members of our Lasallian family.

### **Student Council**

Representing the entire student body, La Salle's Student Council, in cooperation with the Student Life Team, affords opportunities for student participation in faith, service and community activities. The council coordinates and finances school-wide liturgies, social events and fundraisers for community organizations. Selected members represent student interests on the Student Life Council.

### **Clubs**

La Salle Prep clubs and organizations are supervised by the Director of Community. If you are interested in initiating a club or joining an existing club, please see the Director of Community for details.

## **4.12 Athletics**

The La Salle Interscholastic Athletic Program is an integral part of the overall educational program. The Athletic Department mission is to educate and nurture students to the high values of athletic competition and to their athletic potential, representing the qualities of a Lasallian school to the community while forming young men and women of character.

The La Salle Falcon teams compete in the Northwest Oregon Conference which functions under the auspices of the Oregon School Activities Association (OSAA). Participants learn the value of athletics, to think independently and as team players, to value group ideals, to succeed and to excel, to attain high moral and Christian values, to achieve self-discipline and emotional maturity, to understand the value of rules, to respect others and to pursue fairness in human relationships.

Coaches maintain team rules and policies. These policies must be consistent with those established by the school. In the event of conflicts, consult the Director of Athletics at 503.353.1415 or [athletics@lsprep.org](mailto:athletics@lsprep.org).

### **OSAA-Endorsed Sports and Activities**

Fall: Football, Volleyball, Girls'/Boys' Soccer, Cross Country, Cheerleading  
Winter: Girls'/Boys' Basketball, Swimming, Cheerleading

Spring: Baseball, Softball, Girls'/Boys' Tennis, Girls'/Boys' Golf, Track & Field

### **La Salle Club Sports**

Boys'/Girls' Ski Team, Boys'/Girls' Snowboard Team, Boys'/Girls' Racquetball  
Boys' Lacrosse (school-funded team)

#### **4.12.1 Academic Eligibility Requirements for Co-Curricular Activities**

In order to be eligible to participate in co-curricular activities, students must meet the eligibility requirements for both the OSAA and La Salle Prep. Activities covered by the OSAA and La Salle co-curricular eligibility requirements include athletics, drama, student government, cheerleading, solo music competition, and all Northwest Conference competitions (band, orchestra, choir).

#### **4.12.2 Minimum OSAA Eligibility Requirements**

La Salle is a member of the Oregon Schools Activities Association, and falls under the rules that the OSAA has established for the eligibility. In order to participate, students must:

- Not be 19 years of age before August 15 of the current year.
- Have passed five (5) out of seven (7) classes the previous semester.
- Be currently enrolled and passing 5 subjects (for each six-week grading period)
- Be a full time student enrolled at La Salle.
- Be making satisfactory progress towards graduation. Student-athletes must meet or exceed the following number of credits before the start of the specified year:
  - Sophomore year = four and a half (4.5) credits
  - Junior year = ten (10) credits
  - Senior year = seventeen (17) credits

If a student does not meet these requirements at the beginning of the school year, he/she will be ineligible for one year and must meet the requirement for the next school year to regain eligibility.

#### **4.12.3 La Salle Academic Eligibility for Co-Curricular Activities**

At La Salle Prep there is a belief that all students can learn, and that they learn best when they are actively engaged in the learning process. We are committed to providing every opportunity for students' success. When a student shows that he/she is struggling to meet the academic requirements for our school, our goal is to help him/her focus attention toward his/her schoolwork.

- Progress Reports- At the end of each six-week grading period, students who failed to meet eligibility requirements or the requirements of an academic contract will become immediately ineligible. The student will remain ineligible until such time they can meet academic eligibility along with approval from the Director of Athletics and/or the Vice Principal for Academic Services.
- Semester Grades-If the student's GPA falls below a 1.8, or the student has a failing grade in two or more classes at the end of any semester, the student is

ineligible to participate in co-curricular for the entire next semester.

- Summer courses-Students may complete courses over the summer to meet the academic eligibility requirements for the fall. Academic eligibility in the fall is typically based upon spring semester grades. The credits earned over the summer must be accepted by La Salle as transfer credit. After combining the grades for the credits earned over the summer with the spring semester grades, the student must have passed five courses and have a combined (spring and summer) GPA above a 1.8.

#### **4.12.4 Gear**

All Falcon athletics teams order Nike products exclusively through Nike's local team supplier, Lid Team Sports. As a Nike school, all La Salle team merchandise ordered by the school will bear the Nike logo. Individual athletes are not required to purchase Nike products but may do so through Lids Team Sports and enjoy the same price savings as the school. For example, the uniform provided by the school will be a Nike uniform, but each student may purchase whatever shoes and equipment they prefer.

#### **4.12.5 Athletic Club Activities**

Athletic club activities, including skiing, racquetball, and snowboarding, affiliated with statewide organizations and not connected with the OSAA may use the La Salle name and logos with prior approval of the principal and Director of Athletics. Advisors must provide clear documentation in writing to parents that the activity is not sponsored by La Salle.

The following protocols must be followed:

- Before holding activities or making announcements on school property, parents need to contact the Athletic Assistant.
- Athletic clubs must follow the La Salle fundraising guidelines. Money will be deposited into the club's out-of-school account.
- If there are procedures for lettering, they must be cleared by La Salle's Director of Athletics.
- The activity must comply with all relevant school policies and procedures including excused and total number of absences.

The club activity and the advisors are fully responsible for liability with regard to safety, supervision, equipment and personnel.

#### **4.12.6 Athletic Booster Club**

The Booster Club is a service and fundraising organization for the athletic program. It sponsors activities such as the Red and Blue Jamboree and Steak & Seafood event. The Booster Club also operates the concession stands at athletic events, sells spirit wear and merchandise and provides ticket sellers at games. Boosters meet the third Monday of every month (except where noted on the calendar) at 6:30 p.m.

All Booster Club information is updated on our website here:

<http://www.lsprep.org/boosters>

## **Chapter 5: Parent Partnership**

### **5.1 New Parent Mentor Program**

The New Parent Mentor Program matches parent mentors, from families of returning students, with parents who are new to the La Salle Prep community. The purpose of the program is to foster relationships amongst the parent community and the school by providing support for new parents and helping to connect them with the community.

Parent Mentors provide mentoring, support and connection to the La Salle Prep community to parents of new students (incoming freshmen and transfer students) during their child's first year. Parent Mentor duties include contacting assigned families throughout the year to discuss topics pertinent to new families, providing informal support to families, attending Coffee Chats throughout the year (optional), and inviting families to get involved in the community.

### **5.2 Volunteerism**

Parent involvement is critical to the growth and advancement of the La Salle community. La Salle encourages parents to become actively involved in the community life of the school. The fulfillment of La Salle's mission is served best by the reality of a Christian community and parental involvement is a cornerstone of community building. Each year, we invite every La Salle family to contribute volunteer hours to the best of their ability. Although we do not require a set amount of volunteer hours, we ask each family to consider volunteering a minimum of 20 hours per school year. Gifts of time not only assist the school in keeping tuition expenses to a minimum, they also provide an opportunity to meet parents, alumni and friends in our Lasallian community.

Annual Child Abuse Prevention Training is required for volunteers. This training is on-line after an initial video training is completed at La Salle Prep or another approved site. Please contact the Advancement Office for more information at 503.353.1444.

Each year, every family is asked to complete a volunteer form at the beginning of the year. The volunteer form is mailed home over the summer in the family packet. Parents are invited to participate in a wide variety of volunteer opportunities in two main categories: parent-led activities and school-led activities.

### **5.3 Parent-Led Activities**

Many events and activities throughout the year are driven by parent volunteers with limited support from school staff. These include the All-Night Grad Party, Father/Daughter Dance, Grandparents Day, Mother/Son Gala, Senior Family Brunch, Senior Presentation Breakfast, and Spring Plant Sale. Parents from a specific class are responsible for the leadership and execution of these activities. For example, the parents of the junior class are responsible for the Father/Daughter Dance. Without volunteer leadership and staffing from the responsible class, these important events will not take place due to limited staff resources. More detailed information regarding

parent-led activities is provided both in the spring and the fall. Please contact the Main Office if you have questions.

#### **5.4 School-Led Activities**

School-wide fundraising activities and select support activities remain under the direct leadership of school staff. These activities still require a large amount of volunteer support in order to be successful. Portions of larger school events are the responsibility of parents from specific classes. Other activities require a minimum amount of participation from parents in every class. For example, clean up the day following Yulefest is the responsibility of the sophomore class while joining the Hospitality Committee requires a minimum of four parents from every class. More detailed information regarding school-led activities is provided both in the spring and the fall. If you have questions please contact the Advancement Associate at 503-353-1444.

#### **5.5 Every Family Counts**

All families at La Salle are making a significant financial investment for their student to be a part of our unique, Lasallian community. However, tuition and fees alone do not cover the full cost of providing the compelling programs La Salle offers its students. Through the Every Family Counts program, every family has the opportunity to directly impact the depth and breadth of programming, scholarship and enrichment offerings available to our students and every gift— regardless of gift level – counts.

Participation in Every Family Counts is key to the culture of a shared mission here at La Salle Prep. As such, all families are asked to make a tax deductible pledge at one of the levels listed on the enrollment contract for each student enrolled at La Salle and for the years each child is at La Salle. Our commitment is the full use of 100% of all funds raised through Every Family Counts to support financial aid and academic programs for current students.

#### **5.6 Office of Advancement**

##### **5.6.1 Fundraising**

Advancement serves as the coordinating department for all La Salle fundraising programs and for solicitation of funds from individuals, foundations, businesses, corporations, groups or organizations. Each year, we are approached by an overwhelming number of people and entities with ideas for new fundraising activities. As a result, we have established guidelines for groups interested in conducting a fundraising activity to insure that the distribution of school resources is equitable and consistent with school-wide objectives for growth in all program areas. For questions related to the Advancement Office, contact the Vice President of Institutional Advancement at (503) 353-1425.



### **5.6.2 School-Wide Student Fundraiser**

An important, long-standing tradition at La Salle is students' involvement in keeping La Salle financially accessible to all families with their participation in the annual student fundraiser. All students are required to participate by raising a minimum of \$150 in support for the La Salle Walkathon. The funds raised through the student fundraiser directly support our ability to keep tuition increases to a minimum and support physical improvements to the campus on an annual basis.

### **5.6.3 Merchandise and Publications**

Groups are responsible for design of their materials, but all items must be approved before production by the Director of Communications. For more information about this approval process, call 503.353.1441. To review the guidelines for use of the La Salle name and logos, see the Graphic Standards Manual at <http://www.lsprep.org/page.cfm?p=775>

### **5.6.4 Purchase Merchandise at Athletic Events**

In addition to our online store, spirit products are available for purchase at Falcon athletic events. Be sure to visit the Booster Club volunteers during our games!

### **5.6.5 Falcon Fan Store (Student Store)**

Spirit products, school supplies, and hot beverages are available in the Falcon Fan Store on La Salle's campus in the main hallway adjacent to the cafeteria. This student-run store is open for most football and basketball games and during special events. Students and family members interested in learning more about the Student Store should contact the Advancement Office at 503.353.1444.

## **5.7 Communications**

### **5.7.1 La Salle Website**

For information about getting stories posted to the school website, [www.lsprep.org](http://www.lsprep.org), contact our Director of Communication at 503.353.1441 or e-mail [info@lsprep.org](mailto:info@lsprep.org).

### **5.7.2 Falcon Family Forum E-Newsletter and Social Media**

La Salle's Falcon Family Forum is an electronic newsletter for current families and staff. This newsletter is sent each month via e-mail. Families or staff who would like to submit information for the Falcon Family Forum should e-mail it to [news@lsprep.org](mailto:news@lsprep.org).

### **5.7.3 Social Media**

La Salle uses various social media avenues to relay information about news and happenings at La Salle Prep. La Salle uses the following social media tools: Facebook ([facebook.com/LaSallePrep](https://www.facebook.com/LaSallePrep) & [facebook.com/LaSalleAlumni](https://www.facebook.com/LaSalleAlumni)), Twitter ([twitter.com/LaSallePrep](https://twitter.com/LaSallePrep)) and YouTube ([youtube.com/LaSallePrep](https://www.youtube.com/LaSallePrep)). La Salle is always looking for interesting news or announcements that relates to the school for our social media pages. Parents/guardians and students are encouraged to send announcements or news tips relating to La Salle to [news@lsprep.org](mailto:news@lsprep.org).

### **La Salle Prep Telephone Numbers**

Academic Services (V.P.): 503.353.1412

Admissions: 503.353.1413

Advancement Office: 503.353.1444

Alumni Relations: 503.353.1443

Athletics: 503.353.1415

Attendance Office: 503.353.1434

Business Office: 503.353.1435

Cafeteria: 503.353.1427

College Counseling: 503.353.1419

Communications: 503.353.1441

Drama Ticket Hotline: 503.659.4155 x 204

Events and Student Fundraiser: 503.353.1444

Main Office: 503.659.4155 x 0

Office of the President: 503.353.1426

Office of the Principal: 503.353.1431

Registrar: 503.353.1411

Student Life (V.P.): 503.353.1423

Website: 503.353.1441

For a complete faculty and staff email and phone directory, visit “About Us,” then “Faculty/Staff Directory” at [www.lsprep.org](http://www.lsprep.org).