

# STUDENT HANDBOOK 2025-2026

## DE LA SALLE HIGH SCHOOL

5300 ST. CHARLES AVENUE  
NEW ORLEANS, LOUISIANA 70115

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ALL STUDENTS AND PARENTS ARE REQUIRED TO READ THIS HANDBOOK AND AGREE TO AND ABIDE BY ALL POLICIES, PROCEDURES, AND RULES IN THIS HANDBOOK.

THE SIGNATURE FORM FOR THAT AGREEMENT IS AT THE END OF THE HANDBOOK AND CAN BE TURNED IN ON WELCOME TO DE LA SALLE DAY OR TO THE DEAN OF STUDENTS BY FRIDAY, AUGUST 15, 2025.

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# SECTION I

## GENERAL INFORMATION

### ABOUT DE LA SALLE



## MISSION STATEMENT

De La Salle High School, located on St. Charles Avenue in uptown New Orleans, is a private, Catholic co-educational school which serves students in grades eight through twelve.

**De La Salle High School is a dynamic, innovative, Catholic school preparing young people for college, career, and life in a global community associated for the Lasallian mission.**

**Our Mission is successful when our students:**

- Understand, respect, and accept themselves and others;
- Understand what they believe and demonstrate a healthy, positive, and productive value system;
- Demonstrate a sense of responsibility for the common good while recognizing the value of diversity;
- Think logically and critically, and communicate effectively in both oral and written form;
- Develop their talents in service to school, church, and society;
- Become people of faith and prayer with clear spiritual values;
- Take personal pride in De La Salle High School and carry the Lasallian spirit with them into their adult lives;
- Maintain physical fitness and mental health.

## DESCRIPTION OF THE SCHOOL

**De La Salle High School is a private Catholic high school for boys and girls, grades eight through twelve, affiliated with and according to the standards of the Brothers of the Christian Schools and their colleagues.**

## **ACCREDITATIONS**

Louisiana State Department of Education  
Cognia

## **MEMBERSHIPS**

Regional Conference of Christian Brothers  
National Catholic Education Association  
Archdiocese of New Orleans  
Louisiana High School Athletic Association

## **NON-DISCRIMINATORY STATEMENT**

The schools of the Archdiocese of New Orleans, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **ADMINISTRATION**

### **President**

Mr. Paul J. Kelly ('83)

### **Principal**

Mr. Richard Neider

### **Assistant Principal for Academics**

Ms. Perry Rogers

### **Dean of Students**

Mr. Chris Perrone

# ADMISSIONS

All admissions to De La Salle High School are for one year at a time. At any time, the school administration reserves the right to refuse admission to former students.

De La Salle High School adheres to the Catholic High School Admission Process set forth by the Archdiocese of New Orleans.

All initial admissions are made through the Admissions Office. Initial admission involves the following steps:

1. Completing and submitting the De La Salle Application Form along with the application fee.
2. Having the applicant's present school forward to the Office of Admissions an up-to-date academic transcript (including any standardized test scores).
3. Once the application form, application fee, and academic transcript have been received, an interview will be set up with a De La Salle faculty or staff member, the applicant, and the student's parents/guardians.
4. Following final acceptance, the following documents must be on file with De La Salle at the time of registration:
  - a. the final, complete and official transcript from the previous school,
  - b. copy of the birth certificate,
  - c. copy of immunization records,
  - d. copy of Social Security card,
  - e. copy of final report card.

*Note: All documentation will be held confidentially and securely.*

5. International students must submit some proof of English proficiency.
6. Because De La Salle students are drug-tested, transfer students (a student is considered a transfer when he/she enters De La Salle after the start of his/her ninth grade year at De La Salle) will be tested, at their cost, as part of the admissions procedure, prior to their final acceptance. Any transfer student who tests positive for drugs will not be admitted to De La Salle.

**Although the admissions committee makes a recommendation to the Principal and the Admissions Director regarding the admittance of a potential De La Salle student, the final decision to admit a student lies solely with the President, in consultation with the Principal and Admissions Director.**

**NOTE:** For every year that a student is enrolled in De La Salle, the student ordinarily must live with and be responsible to a parent or legal guardian who is at least 21 years of age.

## **SECTION II**

# **LASALLIAN EDUCATION, RELIGION PROGRAM, AND HISTORY OF DE LA SALLE**

## **LASALLIAN MISSION**

Since 1680 educational institutions in more than 80 countries have been influenced by the vision and innovative spirit of Saint John Baptist de La Salle, the Founder of the Institute of the Brothers of the Christian Schools and the patron saint of teachers. De La Salle transformed education by forming a community of educators with whom he developed a spirituality of teaching and learning, to give a human and Christian education to young people, especially the poor.

Lasallian Education centers on Catholic values and personal relationships, emphasizing academic excellence, faith formation, inclusion, respect for the individual, service and social justice. A Lasallian Education strives to enrich each student's cultural, intellectual, physical, social and spiritual development.

Today, the De La Salle Christian Brothers continue to respond to students through advancements in teaching, technology and scholarship. In Lasallian communities, educators touch hearts, stimulate minds and cultivate leadership to prepare students for life, work, and service to society and the Church.

## **BRIEF BIOGRAPHY OF SAINT JOHN BAPTIST DE LA SALLE**

De La Salle High School is named for Saint John Baptist de La Salle, the founder of the Brothers of the Christian Schools.

De La Salle was born April 30, 1651, in Rheims in the north of France. As a young man, John Baptist became a priest and Canon of the Cathedral of Rheims. Through the admirable movement of Divine Providence, De La Salle became aware of the plight of the young boys of his era and, with the first Brothers, established the Christian Schools.

These early schools were centered on young people and attentive to their needs. They were open to all and were known for creative systems, which called schools to function well. The teachers in the Christian Schools saw themselves as Ministers of Grace, maintaining the schools together and by association. The school and all in it were to announce the Good News of God's unconditional love and to live this reality in their lives.

De La Salle died in 1719, leaving a congregation of religious teaching Brothers and bequeathing an extraordinary educational tradition to the world. In the course of developing the educational tradition, De La Salle furthered popular education and fostered the idea of the simultaneous method of teaching. He insisted on teaching in the native language rather than the classical Latin, and he developed teacher-training schools.

On May 24, 1900, John Baptist De La Salle was officially proclaimed a saint of the Roman Catholic Church. In 1950, he was named Patron Saint of All Teachers by Pope Pius XII.



The Lasallian Region of North America/Région Lasallienne de l'Amérique du Nord (RELAN) encompasses Lasallian education in the United States and Canada. It is one of five Regions in the Institute of the Brothers of the Christian Schools, which sponsors one of the largest education networks in the world. About 3,000 De La Salle Brothers and more than 100,000 Partners minister in about 1,100 schools and training centers serving more than one million children, youth and adults in 80 countries. The Brothers are in four American districts: Eastern North America; Midwest; Francophone Canada; and San Francisco/New Orleans.

## RELIGION PROGRAM

### PHILOSOPHY OF RELIGIOUS PROGRAM

De La Salle is a Catholic school which follows the tradition of the Brothers of the Christian Schools.

An essential part of the academic program of the school is the Religion curriculum. Every student at De La Salle takes a Religion class as part of the curriculum. Students are required to pass this course each year or to make up any failures in summer school prior to graduation.

### CURRICULUM

The Religion class curriculum is guided by the United States Conference of Catholic Bishops (USCCB) framework which follows.

**NOTE:** In addition to the classroom work, De La Salle has a Religious Practice Program that is essential to its self-understanding. Students are required to take part in all mandatory parts of the program.

Grade	Curriculum
8 <i>(and 9th and 10th grade students new to De La Salle)</i>	Lasallian 101
9	Faith in Action (Personal Morality, Social Justice, and Theology of the Body)
10	Scripture
11	Servant Leadership and Vocations and Selective
12	World Religions and Selective

## SPIRITUAL LIFE PROGRAM

The Religious practice program is under the direction of the Campus Minister.

<b>Retreats/ Formation</b>	Students of every level are required to participate in a grade level organized retreat or formative exercise each year. Students who miss for any reason will be required to make up that time, in a manner determined by the Principal, and generally by reporting for 4 detention periods and completing required reflection exercises.
<b>Religion class</b>	Students are required to attend a religion class each year that they are enrolled in De La Salle High School.
<b>Daily Prayer</b>	Daily prayers are said by both students and faculty. Refer to Section XVII of the handbook for copies. Prayers are said at the beginning of each class and at the beginning and end of each day.
<b>Liturgy</b>	Students participate in school and class liturgies during the year.
<b>Service Learning</b>	Service learning is embedded into the academic curriculum, and juniors will complete required service hours as part of the curricular requirements for their Servant Leadership and Vocations class.

## HISTORY OF DE LA SALLE HIGH SCHOOL

**1936.** Permission is granted to the Provincial, Brother Arsenius, FSC, to organize a fund drive to construct a new school in New Orleans.

**1949.** De La Salle High School, which begins with a freshman class of 74 boys, continues an educational dream of the Christian Brothers which began in Louisiana over a century before. (The Brothers of the Christian Schools had arrived in Louisiana in 1817 and had taught in New Orleans; Baton Rouge; Galveston, Texas; and Pass Christian, Mississippi. The Brothers withdrew in 1900; however, they returned to the Archdiocese of New Orleans in 1918 at St. Paul's School in Covington.)

Gilbert Academy is acquired. Since the Academy building is not suitable, it is demolished to begin construction of a modern plant facing St. Charles Avenue. In the interim, the old Peck mansion on Pitt Street serves as a Brothers' residence and a school. In September, Brothers Ernest Cocagne, August Faure, John Devine, and Francis Vesel open the doors of De La Salle Catholic Boys High School. Brother Ernest serves as first Principal.

**1950.** De La Salle High School expands to include St. Joseph's Hall on Valmont Street. The school cafeteria is built at the same time.

**1951.** De La Salle moves to the present building on St. Charles Avenue erected by the Youth Progress Program of the Archdiocese of New Orleans.

**1952.** On March 2, the school is officially dedicated by his Excellency, Archbishop Joseph Francis Rummel of New Orleans.

**1953.** The school receives approval from the State Board of Education and graduates its first senior class.

**1957.** A freshman wing of eight classrooms on Leontine Street is added. The school also receives approval from the Southern Association of Secondary Schools.

**1961.** The gymnasium is constructed on the site of the demolished St. Joseph's Hall. A student chapel is also built behind the school's main lobby.

**1976.** A General Preparatory Program is begun, enriching curricular offerings.

**1980.** The General Preparatory Program is expanded with the introduction of the Special Education Program. The three-story Brother Arsenius Center is completed and occupied. This new addition to the campus houses the cafeteria, CAVS Center, the Phil Harris/Alice Faye Theatre of the Arts, and additional classrooms.

**1984.** De La Salle establishes a Gifted Program allowing for more scholastic diversity and independent work.

**1989.** The offices of President and Curriculum Coordinator are added to the administrative organization of the school. Brother Paul Walsh, FSC, is named first President of De La Salle.

**1992.** De La Salle welcomes girls into the student body and a uniform dress code is adopted for students.

**1995.** De La Salle adopts a college model for scheduling the academic program.

**1996.** De La Salle earns national recognition as a Blue Ribbon School for Excellence in Education.

**1998.** De La Salle becomes the first school in New Orleans to initiate a drug-screening program for all students.

**1999.** De La Salle celebrates its 50th Anniversary.

**2001.** The Brothers of the Christian Schools celebrate the 350th Anniversary of the birth of Saint John Baptist De La Salle, the Founder of the Christian Schools and the Patron Saint of all teachers.

**2002.** De La Salle breaks ground on the largest Capital Improvement Campaign in the history of the school....De La Salle Lead On!

**2003.** Phase I of the "Lead On" campaign is completed with the introduction of the renovated lobby, new student commons, the Buck Seeber Health and Fitness Center and the James "Jimbo" Reily II weight room in the gymnasium.

**2005.** De La Salle High School is the first high school in Orleans Parish to open post-Hurricane Katrina.

**2007.** The De La Salle Brothers' residence on Pitt Street is demolished and "green space" is prepared for use by the student body.

**2008.** The construction of the Life Sciences Center at De La Salle is dedicated in the name of very generous benefactors. It includes state-of-the-art laboratories for the study of Biology, Chemistry and Physics. The Life Sciences Center is named for veteran faculty member, Dr. Felix Gaudin, Dr. & Mrs. William St. John LaCorte and former student and alumnus James "Jimbo" Reily.

**2009.** In early April, the school dedicated the newest building on the campus, the 3,400-square-foot Shane and Holley Guidry Baseball and Softball Complex practice facility. The building, which is adjacent to the John J. Altobello Sport Complex, is equipped with two advanced ProBatter Professional Baseball Simulators, which are

capable of delivering up to nine different pitches at speeds up to 95 mph. The facility also features open space for practice.

**2011.** De La Salle High School was accredited by the Southern Association of Colleges and Schools Council on Accreditation of School Improvement and received 11 commendations.

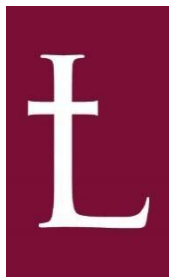
**2012.** De La Salle High School celebrated the 20th anniversary of co-education. The school also recognized Dr. Warren Caire, AFSC, for 50 years of dedicated teaching and service.

**2012-2013.** De La Salle created a “Collaboration Room” and “Creativity Room” on campus under the leadership of President Michael Guillot. The school also recognized Mr. William Hebert, AFSC, and Mr. Donald Stabler, AFSC, for 44 and 48.5 years respectively of dedicated teaching and service to De La Salle High School.

**2014.** De La Salle recognized Ms. Kathleen Calder, AFSC, and Ms. Peggy St. John, AFSC, for 33 years and 32 years respectively of dedicated teaching and service to De La Salle High School.

**2017.** De La Salle recognized Dr. Warren Caire, AFSC, upon his retirement, for 55 years of devoted teaching and selfless service to De La Salle High School.

**2018.** De La Salle, in conjunction with the District of San Francisco New Orleans, celebrates 100 years of the Lasallian Christian Brothers’ presence in Louisiana.



# SECTION III

## ACADEMIC-PROGRAM INFORMATION



### SCHOOL CALENDAR

#### 2025-2026

<b>August</b>	4	New Parent Orientation and Wine & Cheese Reception
	6	Welcome to De La Salle Day
	7	New Student Orientation
	8	Full Day of School for All Students
	9	Big Brother/Little Brother and Big Sister/Little Sister Extravaganza
	14	Mini-Schedule Night/College Night for Senior Parents
	15	School Mass - Holy Day of Obligation
	21	Senior Retreat
	22	Ring Mass (Early Dismissal)
	23	Summer Alumni Party
<b>September</b>	1	No School - Labor Day Holiday
	3	Parents Club Meeting
	6	ACT
	10	1st Quarter Progress Reports
	10	8th Grade Retreat
	10	Board of Trustees Meeting
	12	No School - Faculty Retreat
	18	Parent/Teacher Conferences
<b>October</b>	4	Saturday School
	8	PSAT Testing
	9	Exams (Early Dismissal)
	10	Exams (Early Dismissal)
	16	Hall of Fame Induction Ceremony
	16	9th Grade Retreat
	17	9th Grade Retreat
	18	ACT
	20	1st Quarter Report Cards
	23	1st Quarter Honor Roll Receptions

	25	Parents Day of Service
	28	Open House (Early Dismissal)
	29	No School - Open House Holiday
	31	Cav Fest
<b>November</b>	8	Homecoming Dance
	12	2nd Quarter Progress Reports
	12	Golden Cavalier Luncheon
	12	Parents Club Meeting
	21	Thanksgiving Prayer Service
	24-28	No School - Thanksgiving Holidays
<b>December</b>	6	Sophomore Prayer Breakfast
	8	School Mass - Holy Day of Obligation
	10	Winter Concert
	11	Board of Trustees Meeting
	12	Junior Twilight Retreat
	13	Saturday School
	13	Breakfast with Santa
	18	Exams (Early Dismissal)
	19	Exams (Early Dismissal)
	22-31	No School - Christmas Holidays
<b>January</b>	1-5	No School - Christmas Holidays
	6	School Resumes
	8	Mini-Schedule Night/Junior Parent Meeting
	12	2nd Quarter Report Cards
	15	2nd Quarter Honor Roll Receptions
	15	Fall Athletic Awards Ceremony
	19	No School - Martin Luther King, Jr. Holiday
	23	Grandparents Day
	24	Board of Trustees Retreat
	25-31	Catholic Schools Week
	28	Parents Club Meeting
	30	Junior Twilight Retreat
<b>February</b>	4	3rd Quarter Progress Reports
	5	Parent/Teacher Conferences
	13	Raffle Ticket Holiday
	16-20	No School - Mardi Gras Holidays
<b>March</b>	5	Honor Society Induction
	6	Junior Twilight Retreat

	7	Saturday School
	10	Standardized Testing Day (Early Dismissal)
	12	Exams (Early Dismissal)
	12	Board of Trustees Meeting
	13	Exams (Early Dismissal)
	14	District Literary Rally
	19	St. Joseph Altar
	21	Gala
	23	3rd Quarter Report Cards
	25	Sophomore Day of Service
	26	3rd Quarter Honor Roll Receptions
	26	Winter Athletic Awards Ceremony
	27	Day of Reconciliation
	27	Junior Twilight Retreat
<b>April</b>	1	Lenten Prayer Service (Early Dismissal)
	2-6	No School - Easter Holidays
	3	Good Friday Churches Walk
	7	Feast Day of St. John Baptist de La Salle
	8	Career Day (Juniors)
	9	SAT
	9	Senior Parent Meeting
	16	International Day
	17	No School - Golf Tournament Holiday
	18	State Literary Rally
	22	4th Quarter Progress Reports
	22	Parents Club Meeting
	25	Junior/Senior Prom
	30	Birthdate of St. John Baptist de La Salle
<b>May</b>	2	Senior Breakfast
	4-14	AP Exams
	4	Spring Athletic Awards Ceremony
	6	Senior Exams
	7	Senior Exams
	8	Senior Fun Day
	12	Underclassmen Awards Ceremony
	13	Spring Concert
	15	Founder's Day (Early Dismissal)
	16	Saturday School
	18	Graduation (Early dismissal)
	21	Exams (Early Dismissal)
	21	Board of Trustees Meeting

22	Exams (Early Dismissal)
26	4th Quarter Report Cards

Parents are responsible for arranging early pick-up on special early dismissal days. Students who remain on campus on these days are required to report to the CAVS Center (or other designated room), the school lobby, or the Commons. Failure to follow these directions will result in disciplinary action.

For updated calendar events, please visit the web page [www.delasallenola.com](http://www.delasallenola.com).

## ACADEMIC PROGRAMS

The academic programs at De La Salle High School attempt to be flexible and adaptable in meeting academic abilities and needs of students admitted to De La Salle. These programs invite the student to grow and mature intellectually, spiritually, psychologically, and physically.

Academic placement in these programs is based on information such as standardized test scores, academic record, and the recommendation of teachers. A student may be placed into different academic levels for one or more courses in which the student shows appropriate ability or developmental need.

**Although parent and student requests may be considered, academic placement rests within the discretion of the school faculty and administration. The Principal has the authority to make all final decisions regarding academic placement.**

**NOTE:** Students who miss prescribed deadlines for schedule changes (as communicated to parents and students via the Principal's July letter home) will be charged a \$25.00 fee for late schedule changes.

### ADVANCED PLACEMENT PROGRAM - TRACK I

De La Salle offers Advanced Placement (AP) courses in several academic areas each year. Admission to this program is limited to those recommended by academic department faculty and approved by the Principal. Students in this program **must** take the Advanced Placement exams nationally administered in late spring each academic year. However, students earning a D or F in an AP course will only be allowed to take an AP exam with teacher approval. **Failure of a qualifying student to take the AP exam will result in the AP designation and accompanying quality points for GPA being removed. In such a case, students will receive the equivalent points for a Track 3 course.**

**Once enrolled in an AP or Dual Enrollment (DE) course, students WILL NOT be granted permission to withdraw from the course for any reason other than a medical diagnosis provided in writing by a licensed physician.**



## **HONORS PROGRAM - TRACK II**

This course of study seeks to provide a challenge to the student who has strong academic abilities. Honors courses offer the opportunity for increased academic rigor in English, mathematics, science, and social studies classes at each grade level. Students may be placed into honors courses at the time of initial admission or may be placed in select honors courses by faculty based on their work during an academic school year.

## **DUAL ENROLLMENT - TRACK II**

With approval from the administration, qualified juniors and seniors may take one Dual Enrollment (DE) Online class each year through the university specified by De La Salle.

For DE Online classes, the midterm grade issued by the university will be included on the De La Salle 1st quarter (or 3rd quarter, for spring semester classes) report card. If a midterm grade has not yet been posted by the university by the time De La Salle issues first (or third) quarter report cards, the grade issued will be based on the student's current grade in the class as displayed in the university's grading portal during De La Salle's exam week. Students will be required to show that grade to De La Salle's DE coordinator.

In the case of a D or F at the quarter, the D or F grade will be included on the 1st (or 3rd quarter) De La Salle report card, but, at the discretion of the principal, if the student successfully completes the grade with a final grade of a C or above, the 1st (or 3rd) quarter grade may be recoded to a C on the final De La Salle report card for the semester.

## **COLLEGE PREPARATORY PROGRAM - TRACKS III AND IV**

The aim of the Track III College Preparatory Program is to provide a sound academic curriculum necessary for the academic preparation of the college-bound student. The curriculum in this program is adaptable and seeks to accommodate the additional academic pursuits of the student. The student who completes the recommended program has the necessary requirements for admission to colleges and universities.

The purpose of the Track IV College Preparatory Program is to provide an emphasis in the fundamental academic information and skills necessary for students to reach mastery of college-preparatory classes. As in the case of the Track III program, the curriculum in this program is adaptable and seeks to accommodate the additional academic pursuits of the student. The student who completes the recommended program has the necessary requirements for admission to colleges and universities.

## **SENIOR REQUIREMENTS**

1. All seniors are required to have a senior portrait made through Barberito's. Decisions about ordering those portraits are entirely up to the individual family.
2. All seniors are required to participate in Ring Mass.
3. All seniors are required to attend the Senior Breakfast.

4. All seniors are required to participate in Graduation.

## GRADUATION REQUIREMENTS

Parents and students are reminded that the privilege of graduating with one's class from the stage on graduation day is governed by the following:

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies as required by De La Salle High School.
3. Certification by the school's administrators of the student's having followed the rules and regulations of De La Salle High School to such a degree that the student is worthy of the privilege of participating in the graduation ceremony.
4. Fulfillment of all financial obligations to De La Salle High School.

**NOTE:** All four requirements must be met before the student is allowed to participate in the graduation ceremony.

**GRADUATION IS HELD IN MAY.**

The Graduation ceremony at De La Salle takes place in the context of the Holy Sacrifice of the Mass. Therefore, it is required that all guests recognize the importance of appropriate behavior during this very serious and dignified ceremony. Parents and students are asked to invite only those friends and family members who understand the seriousness of this rite of passage. Inappropriate behavior (any kind of yelling, clapping or inappropriate gestures, or disregard of instructions given by De La Salle faculty and staff or their designees) during any part of the ceremony by guests may cause the forfeiture of the diploma.

**FULL PARTICIPATION IN THE DE LA SALLE HIGH SCHOOL GRADUATION CEREMONY IS A PRIVILEGE AND NOT A RIGHT FOR THE INDIVIDUAL STUDENT AND HIS/HER PARENTS.**

### GRADUATION ADMITTANCE

**NOTE:** The number of admittance tickets a graduating senior may receive depends on administrative discretion and the facility's capacity. The tickets are divided evenly among the graduating seniors.

## COURSES/CREDITS FOR GRADUATION

The graduation requirements at De La Salle High School include the requirements of the Department of Education of the State of Louisiana. Requirements include:

COURSE	CREDITS	COURSE	CREDITS
English*	4	Religion*	4
Fine Arts	1	Science*	4
Foreign Language	2	Social Studies*	4
Mathematics*	4	Electives	7
P.E./Health	2	Total	32

\* All De La Salle students must schedule these courses every year they are enrolled at De La Salle.

\* All students attending De La Salle in 9th grade are required to take English I.

**NOTES:** Driver's Education does not count towards graduation requirements.

With permission from the Principal, students may have NOCCA courses listed on their transcript. However, these courses will list NOCCA in the course title and grades will be marked as "P" for passing work or "F" for failing work. They will not be assigned a letter grade.

The Principal has the discretion to determine that homeschool courses, courses from international schools, and/or other non-traditional classes be listed as pass or fail on the student's transcript.

Students transferring into De La Salle will be awarded credit for classes completed at other accredited high schools. The grade listed on the De La Salle transcript will be the same letter grade as issued by the school from which the student transferred, even if the numeric grading scale of the original school differs from De La Salle.

## TEACHER INTERNS

Seniors may request a teacher internship as an elective based on approval of the principal in consultation with the Dean of Students and Assistant Principal for Academics. Students should have a 2.5 GPA and a strong attendance and discipline record. Students do not receive a letter grade for internships, but rather either a Pass or Fail.

## DIPLOMAS

A student must meet all the De La Salle High School graduation requirements in order to receive a De La Salle Diploma. De La Salle High School awards two types of diplomas:

1. The Diploma "With Honors," is earned by a student who has a GPA of 3.6 or above and a minimum of 10 honors/AP courses/DE courses with no final course grade of "F." These ten courses must be high school credit courses.

(Honors courses taken at other schools by students who transfer to De La Salle may be counted at the discretion of the principal. Ordinarily no more than two honors courses will be counted for students entering De La Salle as sophomores, and no more than four for students enrolling as juniors.)

2. The College Preparatory Diploma, is earned by a student who satisfactorily completes the academic course of studies at De La Salle High School.

## TRANSCRIPTS

Prior to releasing transcripts, all students must be cleared by the Finance Office. Transcripts will not be released for students with an outstanding tuition balance.

## GRADING SYSTEM

The scholastic year is divided into two terms. The fall term is from the beginning of the school year to December, and the spring term is from January through the end of the school year. Term courses (those lasting an entire term) are worth one full credit while nine-week courses are worth one-half (1/2) credit. Grades are based on daily homework, tests, quizzes, projects, class participation, and exams. Exams are administered every nine weeks at De La Salle. All students must attend school on scheduled exam days. Students run the risk of an unexcused absence and a 0 on their exam if they miss an exam. Exceptions are only made in cases of serious illness, verified by a doctor's note. Please note scheduled exam days and plan accordingly.

- Term courses (as defined above) are divided into two separate but equal nine-week periods.
- A student only receives a full credit with successful completion of both nine-week periods.
- Any student who fails any nine-week period in any course must attend summer school to remediate the course work (excluding year-long courses).
- It is important to note that the nine weeks report cards designate credit earned or not earned for each course in which a student is enrolled.

A typical report card (issued in June) is pictured below.

**NOTE:** This Report Card only shows the important nine-weeks marking periods.

Student's Name		Final Report Card			
Subject	Q1	Q2	Q3	Q4	Final
Algebra I	B	B			B
US History	F	C			F *
English III			B	F	F **
Religion III			D	D	D
Chemistry	F	F			F ***
Art 2	A				A
PE (11th)	B	B			B
Sociology*			C	B	B
Fine Arts*			C	D	C

**Students who fail any quarter must attend summer school.**

The numerical average of the 1<sup>st</sup> and 2<sup>nd</sup> quarters or 3<sup>rd</sup> and 4<sup>th</sup> quarters determine the final grade (the transcript grade), except in the case of an "F" in either of these marking periods.

\*This student failed the 1<sup>st</sup> quarter (1st half) of US History and must attend summer school for the first half of the course. (THE FINAL GRADE of "F" REFLECTS THE NEED FOR SUMMER SCHOOL REMEDIATION.)

\*\*This student failed the 4<sup>th</sup> quarter (2nd half) of English III and must attend summer school for the second half of the course. A STUDENT RECEIVES AN "F" FOR THE FINAL GRADE if the student fails the first OR second half of the course.

\*\*\*The entire term was failed for Chemistry (both the 1<sup>st</sup> and 2<sup>nd</sup> quarters) so the student must attend summer school to remediate the ENTIRE course. A student who fails any 9-week period of any course must attend summer school for the appropriate one of two sessions. Full-credit classes in summer school last the entire summer school, for both of the two sessions. Ordinarily, students who fail the first half of a course attend for the first session, and students who fail the second half of a course attend the second session.

**When a student is required to attend summer school, the F grade for the school year remains on the student transcript, and the summer school course and grade are also both listed. Both grades count in a student's GPA and LHSAA eligibility.**

**If a student receives a final grade of "D", he/she has the option of attending both sessions of summer school in order to review the course and raise the "D" grade to a final grade of "C," if he or she obtains a grade of "A" or "B" in summer school. Permission to do this can only be granted by the Principal.**

## REPORT CARDS

It is the goal of the Administration and Faculty of De La Salle to foster responsibility in the young people entrusted to De La Salle. Report cards will be available through PLUS PORTALS at the end of each nine-week period. The expectation of the school is that De La Salle parents are involved in the academic lives of their children and take an active role in tracking the student's academic progress.

## PLUS PORTALS

Parents and students are assigned codes that allow them to access the grade reporting system PLUS PORTALS. Lost or forgotten codes may be obtained by contacting the school's Office of Technology. **Grades are updated weekly and it is the responsibility of the parent and student to check the student's progress on PLUS PORTALS.** Regularly updated attendance and discipline records can also be viewed with your PLUS PORTALS code.

**It is the Parent/Guardian's responsibility to provide a valid email address in PLUS PORTALS in order to receive school communications. All students and parents/guardians are required to activate their PLUS PORTALS codes and enter a valid email address so that the school can have adequate communication with the family.**

## GRADING SCALE AND CONDUCT CODES

<u>GRADING SCALE</u>
A (90-100)
B (80-89)
C (72-79)
D (66-71)
F (below 66)
<u>CONDUCT CODES</u>
Satisfactory (Coded 31)
Needs Improvement (Coded 32)
Unsatisfactory (Coded 33)

## FAILURES

Any student who fails any quarter of a class (the equivalent of one half of a course) or any student who fails any course must make up that course in the subsequent SUMMER SCHOOL at **DE LA SALLE**. Failure to do so ordinarily will result in a student not being allowed to return to De La Salle the following school year. For summer school requirements, please refer to the section labeled "GRADING SYSTEM."

Students who are not allowed to return to De La Salle are not allowed to attend summer school at De La Salle without special permission from the Principal.

A student who fails more than two credits by the end of the school year fails for the year and may not return to De La Salle without special permission from the Principal.

## CLASS ASSIGNMENTS

Because success in school depends to some degree on the completion of assignments, students are expected to complete homework and other assignments on time, presenting them in a manner which assists the teacher in evaluating student performance.

Teachers in every academic class post on PLUS PORTALS a lesson plan for the week containing an outline of the material in each class and the homework for each class. PLUS PORTALS is linked to the school website, [www.delasallenola.com](http://www.delasallenola.com). Students who do not submit quality homework will receive an academic referral.

## ACADEMIC REFERRAL

When a student misses a homework assignment or does not hand in quality homework, the teacher may issue an academic referral. Each referral will result in a detention. These referrals will be accessible to parents via PLUS PORTALS.

1. At eight (8) referrals per semester, the Assistant Principal for Academics (or a designated representative) will speak with the student, warn him/her, and also inform parents.
2. At sixteen (16) referrals per semester, the student and his or her parent/guardian will meet with the Principal to determine whether the student should go before an academic board (the board will consist of a guidance counselor, an administrator, and a faculty member as appointed by the Principal). Any student referred to the Academic Board faces possible expulsion from De La Salle.
3. The Academic Board's recommendation of the student's status at De La Salle is then submitted to the Principal for a final decision, who is not bound by the recommendation.

## MAKE-UP WORK

Students who miss assignments resulting from an "excused" absence will receive the appropriate credit upon satisfactory completion of the work. Students missing major tests or quizzes are not ordinarily given the same test or quiz as classmates.

De La Salle students understand that it is their responsibility to check Plus Portals or Google Classroom and complete all assignments. In the case of extended illness, the Guidance Office handles the communication between the Academic and Attendance Offices.

In some cases extended illnesses (**even with a legitimate Doctor's excuse**) can cause a student to miss more school days than are allowed by the State Department of Education and a student could be required to make up time, repeat the entire course in summer school, or repeat the entire school year.

Upon returning to class, the student is responsible for arranging with all teachers to make up the work. **Under normal circumstances (as determined by the Administration), the work must be done within two days for credit to be awarded.**

### Make-Up Test Policy

Students who miss a test/quiz because of an absence are given **the next two school days to make-up the test**. At the teacher's discretion, students who do not make up the test within the 2 day allotment time may receive a zero for the assessment and an academic detention.

## TEXTBOOK POLICY

De La Salle students who use state issued textbooks are responsible for the condition of those books since the books are the property of the school. If a textbook is damaged or returned in unsatisfactory condition (in the opinion of the teacher), the student/parents are responsible for the replacement cost of the book, which is \$120.00. Students who have not turned in textbooks or paid the \$120.00 replacement cost will not be permitted to take exams until the matter has been resolved.





## SECTION IV

# AWARDS, HONOR SOCIETIES, AND SCHOLARSHIPS



## STUDENT HONOR ROLL RECOGNITION

Honor Roll Cards are awarded to each student who has achieved Honor Roll ranking. Gold cards are awarded for the “Gold” Honor Roll (3.75 or better with no grade lower than a “B” and no conduct lower than an “S”), and Silver cards are awarded for the “Silver” Honor Roll (3.50 – 3.74 with no grade lower than a “C” and no “U” in conduct). Students who receive a D on their report card in any class (including honors, AP, or DE) are not eligible for either Gold or Silver Honor Roll and are not invited to the Honor Roll Reception.

At the end of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarters the Principal hosts the Principal’s Honor Roll Reception as a reward to those students who achieve Honor Roll status.

## ANNUAL AWARDS

At the conclusion of each academic year, De La Salle High School presents a number of special awards. A partial listing of these awards follows:

**VALEDICTORIAN:** Merited by the senior with the highest average in high school credit courses taken at De La Salle. This senior must have been a student at De La Salle for the four years of high school.

**SALUTATORIAN:** Merited by the senior with the second highest four-year average in high school credit courses taken at De La Salle. This senior must have been a student at De La Salle for the four years of high school.

**PRINCIPAL’S DEPARTMENTAL AWARDS:** These awards are given by the Principal in consultation with each school department to the member of the graduating class who has done the most outstanding work in that department throughout the four years at De La Salle.

**COURSE AWARDS:** An award is presented to the top student in each subject on each level. This award is determined by a combination of grade average and teacher judgment.

**TORCH AWARD:** The De La Salle torch emblem is awarded to all students who receive Honor Roll Cards for the first three nine-week periods of the school year.

**CAVALIER OF THE YEAR AWARD:** This award is given to the student most involved in extracurricular activities while also demonstrating excellence in the classroom.

**SEDES SAPIENTIAE AWARD:** This award is sponsored by the De La Salle Parents Club. It is given to the senior selected by the faculty for outstanding service to the school.

**AMERICAN LEGION AWARD:** This award is presented by the American Legion to the senior displaying high qualities of courage, leadership, character, service and scholarship. This senior is chosen by the members of the faculty, staff, and administration.

**PRO DEO ET PATRIA AWARD:** Presented by the Knights of Columbus, Fourth Degree, Bienville Assembly, this award is given to a member of the senior class in recognition of faithful and exceptional service to the community.

**L'ASSOCIATION AWARD:** This award is presented to a member of the graduating class by the class itself. The class is asked to select one of its members on the basis of courage, scholarship, character, service, and leadership.

**SCHOOL LETTER:** This award may be earned in any designated De La Salle extracurricular activity (clubs, organizations, athletic teams, etc.). The awarding of this school letter is determined by the moderator, director, and/or coach of each club, team, or activity.

**NOTE:** The letter jacket must be ordered and purchased through our authorized vendor and may not be altered in any way other than with officially awarded school letters and pins.

**JEFF BEAULIEU MEMORIAL AWARD:** This plaque, given in memory of Jeff Beaulieu, is awarded to the school's most dedicated, supportive student of the Cavalier Baseball, Basketball, and Football teams.

**PROVINCIAL'S LASALLIAN AWARD:** This award is presented in recognition of outstanding students in schools operated by the Brothers of the Christian Schools who have demonstrated qualities of achievement, character, and Christian service. These are all part of the Lasallian spirit of education offered by the Christian Brothers and their colleagues.

**LASALLIAN LIST OF HONOR:** This award is presented to those students who have overcome specific difficulties throughout their time at De La Salle High School. The Administration determines who these students are based on their own personal experiences with the students.

**SIGNUM FIDEI AWARD:** The Signum Fidei is the official seal of the Institute of the Brothers of the Christian Schools. It is composed of a star flanked on each side by a palm branch under which are written the words "Signum Fidei," which means sign of faith. The student who receives this award has evidenced faithfulness to De La Salle and the traditions of the Brothers of the Christian Schools through qualities of leadership, scholarship, and involvement. The recipient is selected by members of the Administrative team of the school. It is the highest award given by De La Salle High School.

- Please note all awards listed above are ultimately awarded at the discretion of the principal.

# HONOR SOCIETIES

De La Salle recognizes and encourages high academic achievement and is, therefore, a member in good standing of the following national honor societies:

**The National Honor Society (NHS)** - est. 1921

**Squires Club** - est. 1974

**National Junior Classical League Latin Honor Society** - est. 1936

**Science National Honor Society** - est. 2000

**National Social Studies Honor Society (Rho Kappa)** - est. 2000

**Sociedad Honoraria Hispánica (National Spanish Honor Society)** - est. 1953

**Mu Alpha Theta (National Math Honor Society)** - est. 1957

**National English Honor Society (NEHS)** - est. 2005

**Société Honoraire de Français (National French Honor Society)** - est. 1949

**Tri-M Music Honor Society** - est. 1936

Nomination to any of the above honor societies is a privilege and not a right. While each society has its own specific requirements for membership, **De La Salle High School insists that a student must have a cumulative GPA of 3.25 and no “D” or “F” for final grades.** The student must also be a member of the student body in good standing to be nominated. At the discretion of the Principal, students who have received a significant number of academic detentions or have received a detention for academic dishonesty may be prohibited from participating in the induction ceremony and/or any of the above honors societies.

Eligibility for induction to an honor society will generally be based on grades and other qualifications through the end of the first semester of the current school year. However, De La Salle reserves the right to consider grades, progress reports, discipline and attendance records, and teacher feedback from the third quarter up through the date of the induction ceremony.

Individual society requirements include the following:

**National Honor Society** - The NHS establishes rules for membership that are based upon a student’s outstanding performance in the areas of **scholarship, service, leadership, and character.**

Eligibility is based on the following:

- Candidates eligible for selection to this chapter must be members of the sophomore, junior, or senior class. Seniors, prior to induction in the spring, must complete all requirements of membership starting at the beginning of their senior year.
- To be eligible for selection in this chapter, the candidate must have been enrolled for a period equivalent to one semester at De La Salle High School.

- Enrollment in a minimum of two honors classes each year is required.
- Candidates eligible for election to the chapter shall be members of the student body in good standing and have a minimum cumulative grade point average (GPA) of 3.50. Additionally, candidates shall not have “D” or “F” for any midterm or final grades.
- Upon meeting the grade level, enrollment and GPA standards, candidates shall then be considered based on their service, leadership, and character.

**Scholarship** is a commitment to learning and growing on an educational path. It means making the most of the educational opportunities provided and seeking out learning, not only in school or similar settings, but also personally. Scholarship requires effort. More importantly, it stems from a desire to contribute to this world in a positive way by building on one’s own knowledge, skills, and talent through different experiences.

**Service** is seeking out and engaging in meaningful service. It calls for a *service mindset*, the desire to seek opportunities to help others as well as *acts of service*. As Honor Society students, many young teens and young adults at local chapters are required to meet minimum service participation requirements.

**Leadership** builds on Service. Service and leadership oftentimes look very similar. Leadership is carrying oneself with dignity and taking ownership and responsibility for one’s own actions and participation. Being a public speaker, playing quarterback, or having an official title is not required for Leadership. Leadership means being an agent—someone who takes action and responsibility—of your own pathway.

**Character** is valuing diverse cultures and building relationships that reflect love of self but also concern for others. There are endless attributes to good character: perseverance, respect, integrity, honesty, sacrifice—the list goes on. Good and noble character is a high calling. Oftentimes we don’t “see” character unless there is a public display of self-sacrifice, or more often, a very public mistake. Character is not about praiseworthy or blameworthy behavior but the personal commitment to ethical and compassionate decision making that affects oneself and others.

#### **Squires Club candidates must meet the following requirements:**

- A student must be completing his or her 8th or 9th grade years.
- The student must have completed or be enrolled in at least two honors courses.
- All other NHS requirements must be fulfilled, including a cumulative 3.5 average and no “D” or “F” (for midterm or final grades). However, the student only needs to be active in one extracurricular instead of two.

*(8th or 9th graders who have not yet completed or been enrolled in two honors courses may also qualify if they have earned A’s in **all** subjects for **all** grading periods at De La Salle.)*

#### **National Junior Classical League Latin Honor Society candidates:**

- Must be enrolled in a Latin course here at De La Salle or planning to enroll.
- Any student, deemed worthy by the moderator, who displays a keen interest in Classical history and studies.

Requirements:

- State and National dues are collected from each member.
- Service as Latin tutor for at least one semester.
- Regular attendance at meetings and events.

### **Sociedad Honoraria Hispánica (National Spanish Honor Society)**

Any student who has maintained a final grade of “A” or “B” in the study of Spanish I, has completed the first half of Spanish II with an “A” or “B,” and is in the 10th grade or higher is eligible for nomination.

Members must attend all meetings, take part in the club’s activities, and pay their dues.

### **Mu Alpha Theta Math Honor Society**

Students must have a minimum grade of “B” in a current year HONORS MATHEMATICS course or a minimum grade of “C” in AP CALCULUS.

Other requirements include:

- 3.5 cumulative GPA and no “D” or “F” for midterm or final grades in any subject.
- All Satisfactory Conduct grades.
- Must have completed Algebra I and at least be enrolled in Geometry.
- Must be an active member in two extracurricular organizations, one of which has to be the MATH CLUB. (Math Club members must participate in at least TWO competitions and attend any mandatory meetings.)

### **National English Honor Society (NEHS)**

Membership in the NEHS is an honor bestowed on individuals selected for their accomplishments in the field of English and in overall academic achievement.

Requirements for nominees include the following:

- Attendance at the school the equivalent of one semester prior to being considered,
- completion of the equivalent of at least one credit of an Honors English class prior to induction as members,
- the achievement of a minimum overall grade point average of a 3.0 (on a 4.0 scale) in all English classes and in honors English classes. A student should have no grade lower than a B in any English class.
- Sophomores, juniors and seniors are eligible.

### **Science National Honor Society (SNHS)**

Membership is based on the following requirements:

- Members must be enrolled in science honors level courses in 10<sup>th</sup> through 12<sup>th</sup> grades.
- Must assist in the De La Salle National Honor Society tutoring program for struggling students involved in science courses.
- A member must have and maintain a 3.0 grade point average across all classes and a 3.5 GPA across all sciences.
- A member must be enrolled in a science class. A member must be enrolled in at least one honors level science class during or prior to the eleventh-grade year. A member must be enrolled in at least one second year honors science class during or prior to the twelfth-grade year. A member must be enrolled in at least one upper level science class during the twelfth-grade year. If second year honors or upper

level science courses are not offered by the school, then the student must be enrolled in a second first year honors or upper level science class.

- A member must maintain a B cumulative average (3.50/4.00) across each science course.
- Candidates must have no prior history of academic dishonesty.
- Must not have any “D” or “F” midterm or final grades in any subject.
- Candidates must have no prior history of academic dishonesty.
- All members must attend one local chapter officer’s lecture annually. All lectures must be approved by the chapter’s advisor before being presented.
- Any active member who falls below the standard of 3.00/4.00 G.P.A or who falls below a 3.50/4.00 average across all science courses shall be placed on probation for the interim of one grading period. A 3.00/4.00 in overall G.P.A. and a 3.50/4.00 average across all science courses will be the standard that is mandated for students. The member will then be given one grading period to correct the deficiency. If the standards fail to be met, the student shall be dropped from membership in the Science National Honor Society.

### **National Social Studies Honor Society (Rho Kappa)**

Candidates for membership should:

- Have been in attendance at the school for the equivalent of one semester.
- Have completed two core courses in the field of social studies and be prepared to complete at least three core courses. At least one of these social studies courses must be at the honors or AP level. The minimum GPA for these courses is an unweighted 3.00 or the numerical equivalent, or a B in each Social Studies course.
- Have an overall cumulative GPA of 3.25 or the numerical equivalent.

### **Société Honoraire de Français (National French Honor Society)**

Requirements for nominees include the following:

- Membership must be restricted to those students engaged in the study of French in a secondary school.
- Candidates must be enrolled in the fourth semester of French or higher, and they must be in 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade (with exception for 9<sup>th</sup> graders who have done work in middle school).
- Candidates must have maintained a 3.25 grade point average or higher in French during the semester of selection and a cumulative grade point average of 3.25 or higher for all French work awarded high school credit.
- In addition, students must attend at least four (4) meetings of the French Club per year, and students must be available for occasional tutoring in French (at the discretion of the moderator).

### **Tri-M Music Honor Society:**

Requirements for nominees include the following:

- Candidates must have been enrolled in a school-sponsored music ensemble and/or class for at least one semester of the current school year.
- Candidates must have maintained for the previous semester at least an A average grade or equivalent in music, with at least a B average grade or equivalent in other academic subjects. Local chapters may

make exceptions to these requirements at the discretion of the chapter advisor with the school principal's approval.

- Candidates should demonstrate leadership qualities and demonstrate respect, responsibility, trustworthiness, fairness, caring, and citizenship.

**NOTES:**

Violations of school rules are serious and should not be incurred by those students who are honor society members or prospective members. Memberships in honor societies can and may be revoked by the society adviser or administration.

To receive and wear honor cords at graduation, a student must be an active, current member of the honor society. Only honor cords provided by De La Salle may be worn at graduation.

## **SCHOLARSHIPS**

De La Salle may award academic scholarships to particular students. These scholarships are awarded annually. Criteria are established by the school.

Alumni scholarships may be awarded to children of De La Salle graduates.

The Robert Greathouse and Brother Leo Harvey, FSC, Faculty/Staff Scholarships are open to any junior to apply for his/her senior year. These scholarships were founded and are funded by the De La Salle faculty, staff and alumni. A committee of faculty award these scholarships in consultation and with approval of the Principal and President.

For new 8th and 9th graders, special merit scholarships may be awarded in art, music, and drama/speech. These scholarships are renewable as long as the activity is in existence, the student is actively involved, and moderator approval is granted.

**Incoming De La Salle 8<sup>th</sup> and 9<sup>th</sup> graders may also be eligible for the President's or Principal's CAPS Scholarship. Guidelines are available in the Admissions Office. These scholarships are renewable, based on the student's cumulative GPA, record of service and discipline, and available funding for such awards.**



## SECTION V

### STUDENT SERVICES



### CAVS CENTER

Students may use the CAVS Center before school, during break, during the lunch period, and after school unless otherwise notified. Students who wish to use the CAVS Center during scheduled class periods must have a hall pass. The CAVS Center is an area for study. Students may work together collaboratively and quietly so long as they do not become a distraction to others. Students should be particularly mindful and considerate of classes using that space during lunch periods.

In De La Salle's CAVS Center, students **MAY**:

- do research for class assignments and project
- complete classwork and homework assignments
- study quietly for quizzes and tests
- use computers

In De La Salle's CAVS Center, students **MAY NOT**:

- socialize with other students
- play games (cards, electronic, etc.)
- gather in groups larger than four at any table
- eat food, drink beverages, or chew gum
- use the Internet to search inappropriate sites

Students who violate the above rules will be directed to leave the CAVS Center. Any further or repeated violation of the rules may result in detention and/or suspension of CAVS Center privileges.

### AFTER-SCHOOL SUPERVISION

Safety of the students is a top priority at De La Salle. Students are permitted to remain on campus in designated areas (the lobby, CAVS Center, and outdoor courtyard) for a limited time after school.

At 3:10 p.m. students who are not under the supervision of a faculty member, club moderator, or coach, must report to the CAVS Center (or other designated room) for study hall.

Any students on campus after 3:10 p.m. who are not in the designated areas and not under the supervision of a teacher or coach are subject to a major violation at minimum.



After 3:10 p.m. students who are not engaged in an extracurricular activity with the appropriate adult supervisor, and who choose to remain on campus, are subject to the most stringent discipline measures if they violate any school rules or policies.

At 3:45 p.m. students who are not in a supervised activity with a faculty member or coach, should report back to the courtyard (or to the lobby in the case of inclement weather).

All students should be picked up by 5:30 p.m.

**NOTE:** Once students leave campus at the conclusion of the school day they are not allowed to return unless returning to participate in or attend a school-sponsored event.

## COMPUTER USAGE POLICY

The Internet is a broad, unregulated network. It is important for students and parents alike to understand that not all information on the Internet is factual, appropriate, or legal to view. Many web sites contain images and text that are inappropriate for student viewing. Students are required to avoid these sites. Students are further instructed to exit immediately if a site is encountered by chance.

Faculty members monitor student access to the Internet. We rely on supervision, and all students are required to use good judgment when accessing the Internet. While faculty members monitor student access to the internet as much as reasonably possible, students also are required to independently follow all policies and rules of De La Salle High School when accessing/using the internet at school.

It is important to remember that copyright and patent laws apply to electronic media also (information viewed on the computer is protected similarly to information in printed form). Therefore, students should exercise caution when conducting research on the Internet and must give appropriate credit when material is used.

## CHROMEBOOKS

All students are required to have a De La Salle-issued Chromebook with them on campus each day. Specific guidelines for use of those Chromebooks are listed below.

General Use:

- All students at De La Salle are required to purchase a Chromebook through De La Salle.
- All Chromebooks are managed by the De La Salle High School IT Department, via the Google Admin Console, and monitored for appropriate content by the Archdiocese of New Orleans.

- Students should not lend their Chromebooks or share their login credentials with any other student or person. Each student is entirely responsible for all content accessed and created using his or her account.
- Students should be aware that there should be no expectation of privacy when using equipment or services provided by De La Salle High School or the Archdiocese of New Orleans.
- Under no circumstances should a Chromebook be stored in an unsupervised area. If a Chromebook is lost, it must be immediately reported to De La Salle's IT department. Students are responsible for all costs associated with lost equipment.
- To avoid loss of class projects, and other documents, all files should remain synced with the Google Drive account provided by De La Salle High School.
- Students are solely responsible for any apps, extensions, or other software on their Chromebooks that were not installed by a De La Salle High School faculty member. Students are responsible for backing up their data to protect from loss.
- Students may not remove or interfere with the serial number or any other identification.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by De La Salle High School.
- Students are responsible for the general care of their Chromebook. Chromebooks that are broken or fail to work properly must be reported to a teacher or De La Salle's IT department.
- As Chromebooks have been purchased by the students (and/or his or her family), De La Salle is not responsible for lost, stolen, or damaged Chromebooks. Students (and/or his or her family) are entirely responsible for Chromebooks and associated costs.

#### At School:

- Students are not permitted to use any other electronic device in class unless directed or allowed to do so by the teacher.
- Students are responsible for bringing their fully charged Chromebook to class each day and using the Chromebook at appropriate times in accordance with teacher instructions. Students may be issued an academic detention for not bringing the Chromebook, charged and ready to use, to class.
- Sound must be muted at all times unless otherwise instructed by the teacher.
- Like any other device, a Chromebook, and sites accessed on that Chromebook, are subject to being checked by any member of the faculty.

#### At Home:

- Students should take their Chromebooks home each night.
- Chromebooks provided by De La Salle High School are locked to the delasallenola.com domain. When using a Chromebook at home, or other Internet accessible location, students should be aware that they are still using their De La Salle Google account, and Chromebook activity will be logged.

## General Care:

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be shoved into a locker or wedged into a book bag.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the device.
- Do not lean on your Chromebook or set anything on top of it that may cause excessive pressure.
- The screen should be cleaned with a soft, dry anti-static, or micro-fiber cloth. Do not use glass cleaner.
- Never carry the Chromebook while the screen is open unless directed to do so by a teacher.
- Never toss, drop, or put excess pressure on your bag if your Chromebook is inside.

## STUDENT CHROMEBOOK USAGE

**Students must bring their Chromebook to school each day. Students should not bring other laptops or electronic devices for use in classrooms. Tablets should never be used or taken out of student backpacks before school, during break, or during lunch. Students violating this policy may have their tablet confiscated based on the same policies for cell phones.** If misuse continues, the student will lose the privilege of having their Chromebook at school.

Students assume total responsibility for the security of their Chromebook.

### Students are not allowed to:

- utilize any messaging service or take a picture or video
- visit inappropriate sites, including but not limited to social media sites
- use school printers for inappropriate material
- change screensavers on any De La Salle computer

## Chromebook Usage on Campus

Suitable uses for the Chromebook includes use of the Internet for classroom related research as well as the completion of assignments and classroom assessments.

Violations of Chromebook usage during class time include but are not limited to the following:

- Listening to music
- Taking or looking at pictures and videos without authorization
- Visiting social media sites
- Playing games
- Doodling
- Shopping
- Surfing the Internet
- Sending or reading email

## Computer Use Outside of De La Salle High School

Parents should be aware that some Internet sites allow students to log on, create a personal profile and web page, post blogs, participate in chat room discussions, and post messages and photos. This information is readily accessible to anyone in the public domain who logs into the site with an ID and password. De La Salle encourages parents to discuss with their sons and daughters the responsibility that comes with using the Internet and the risks of displaying personal and sensitive information as well as inappropriate material on these public sites.

Students who post, or cause to be posted, inappropriate or morally offensive material directed at De La Salle High School and/or its faculty, staff and students, in effect, jeopardize the good or safety of the school. This action constitutes a major offense. Students whose personal websites feature inappropriate material are subject to disciplinary action. Parents will also be notified that their son/daughter has engaged in this inappropriate activity.

Cyberbullying is defined for purposes of this handbook as willful harm inflicted on another through electronic media or via an electronic device. For purposes of this handbook, sexting is defined as the sending through electronic media or via an electronic device any picture of any naked body or partially naked body including genital or breast areas of the body. Any student engaging in either cyberbullying or sexting or who sends or posts inappropriate material or offensive material (including words, pictures or images) that, in the sole judgment of the Principal and/or the Dean of Students, constitutes an attempt to be harmful or cruel to another student may be placed on disciplinary probation, suspended from school, or dismissed from school. In addition, certain acts may have to be reported to the appropriate civil authorities pursuant to the applicable law.

Inappropriate material includes any writings or images that are determined to be morally offensive according to the teachings of the Roman Catholic Church, and, thus, harmful or offensive to members of the De La Salle community. The Dean of Students determines the seriousness of these offenses and the appropriate consequences.

### E-Mail/Internet posting and Personal Website Guidelines

1. Communicate only about school matters or matters that are appropriate for discussion in school. Most especially avoid any communication that might be construed as having sexual overtones. Do not reply to any such email you receive from anyone; make and keep a copy of any such inappropriate communication and notify the Dean of Students.
2. Write as though you are certain that others will read what you write. Remember that anyone can share your message with others by a simple push of a button.
3. Remember there is no such thing as private email.
4. Ask yourself, "If my principal asked to see this communication, would I be embarrassed by what I have written?" If the answer is "yes," don't send the e-mail or post the comment on the website.

Finally, email and internet postings can be misinterpreted. Before sending an email, ask yourself if someone reading it might "read something into it" that you did not intend or if your message might be misinterpreted. Communicate in person whenever possible.

**NOTES:**

Students are not allowed to alter the standard email sign-off or picture appearing in connection with their De La Salle email.

De La Salle monitors all communications on De La Salle chromebooks and Google services. Students should be aware that there is no privacy in De La Salle email, chats, or other electronic communication apps.

## **GUIDANCE AND COUNSELING**

The Guidance Department, located in the CAVS Center, is staffed with a certified guidance counselor and a college advisor. The guidance department is available to students and parents to assist with academic and personal concerns. It is the responsibility of the parent to contact his/her child's guidance counselor for questions regarding classroom minor adjustments, which take place at school during the school day.

Parents/students can request minor adjustments for standardized tests, which are taken outside the school day, through the appropriate testing agency. It is the responsibility of the parent to make sure that all evaluations for both school use and standardized testing are up to date and on file.

## **STUDENT INSURANCE**

All De La Salle students are covered by Student Accident Insurance for the school day and for those activities supervised by De La Salle faculty and staff as a school function. School insurance is secondary coverage. Primary coverage is family insurance.

## **ATHLETIC-HEALTH POLICY**

Participation in extracurricular athletics is a privilege and is not a required part of the educational process and, thus, is not mandated by the De La Salle Corporation Board or by the Louisiana State Department of Education, Bulletin 741.

All LHSA required medical and eligibility forms are available on both [www.delasallenola.com](http://www.delasallenola.com) and [www.lhsaa.org](http://www.lhsaa.org). Athletic injury secondary insurance forms are available from both the Athletic Director's Office and the certified Athletic Trainer.

De La Salle takes reasonable steps to assure that the safety of its student-athletes will be addressed by testing for any controlled-substance dependency which by its very nature would be counterproductive to the safety of the student-athlete and his/her companions.

The procedures adopted by the school are:

- a physical examination by a licensed physician,
- a medical history of the student-athlete kept in the office of the Athletic Director, and
- random and/or occasional testing for any controlled-substance dependency.

## SECTION VI

# DRESS CODE AND STUDENT IDENTIFICATION



The official De La Salle uniform represents to the public the visual presentation of a De La Salle student. The school uniform is to be worn with pride and respect. Students are required to adhere to the dress code in school as well as on the way to and from school in order to act as proper ambassadors. When a student wears the official De La Salle uniform, he/she is required to adhere to all rules and regulations in the handbook as though he/she is on campus.

While this section of the handbook deals with most issues pertaining to student dress code, it is not considered all-inclusive. Any manner of dress or appearance which seriously impacts the learning environment of the school may be prohibited. The Principal delegates the handling of matters of dress code to the Dean of Students.

## UNIFORM

The official school uniform of shirt/blouse, pants, skirt, belt, sweater, and jacket are available only from Inka's and Skobel's Uniforms. The official school shoe is available at Haase's or at Ponseti's. Additionally, the school's Cavs Shop offers sweaters, sweatshirts, and jackets which are also official outerwear. Uniforms must fit properly and be maintained in good condition.

### **NOTES:**

Items ordered from vendors outside of the Cavs Shop or through De La Salle athletic teams are not necessarily school sanctioned and may not be approved to be worn as part of the school uniform.

The Dean of Students reserves the right to determine whether specific items may be worn as part of the school uniform.

**Shirt/Blouse** - white oxford, long or short-sleeved with De La Salle monogram, student's first initial and last name embroidered. (Students should only wear shirts with their correct first initial and last name on it.) Collars must be worn down in the normal position, shirts/blouses must be tucked in at all times, and all buttons (including collar buttons) except for the top one should be buttoned. The official senior polo-style shirt is an acceptable uniform shirt for seniors. The monogram on the official De La Salle uniform shirts must be maintained in its original maroon color and must not be faded or bleached. Students will be required to purchase a new shirt if this occurs before they are allowed to attend school.

**Official De La Salle club/athletic shirts are acceptable on Fridays only. Students who are allowed to wear individual club shirts must have the approval of the club moderator as a bona fide club/activity member in good standing during the current year. All club shirts must be approved by the DLS administration.**

**Pants** (boys only) - charcoal gray, pleated or non-pleated pants. Pants are not to be cuffed or tapered. **Pants must be worn at the waist.**

**Skirt** (girls only) - charcoal gray, **knee-length (all the way around, both front and back)**, pleated skirt. **The uniform skirt must be worn at the waist.** The skirt should always be buttoned and the waistband is never rolled.

**Shoes** - The approved shoe is available from Haase's or Ponseti's. Students must wear the approved shoe from Ponseti's or Haase's. Shoes must be neat, polished and properly tied at all times. Students with foot or ankle injuries that require special footwear must report to the Dean of Students with a note explaining the difficulty before going to classes. Tennis shoes are NOT allowed to be worn with the De La Salle uniform. Students are never allowed to walk on the back of the uniform shoes. Students should arrive at school in the proper footwear; slides, crocs, or any footwear other than the designated school shoe should never be worn with the school uniform.

**Socks** - Boys are required to wear black crew socks. White crew socks are to be used during PE classes. Girls are required to wear the official uniform sock that is purchased from the De La Salle Bookstore.

**Belt** (boys only) - solid, black leather belt. No oversized, ornate, or decorative belt buckle is allowed. The buckle can be either silver or gold, but it is an essential part of the uniform. The De La Salle uniform pants must always be worn with a belt.

**Tie** (boys only) - Official DLS ties and bowties for boys are available in the Bookstore. Ties **may not** be worn with the senior shirt or the club shirt. When ties are worn with the school uniform, they must be worn and tied properly. Boys are required to wear ties for all school masses. Girls are not required to wear ties.

**Sweaters and sweatshirts** - only uniform sweaters or those DLS sweatshirts purchased from the Cavs Shop may be worn in school. THESE ARE NOT TO BE WORN INSIDE-OUT OR AROUND WAIST. HOODED SWEATSHIRTS ARE ALLOWED. HOWEVER, HOODS SHOULD NEVER BE WORN IN ANY CAMPUS SCHOOL BUILDING INCLUDING THE GYM AND MUST BE WORN DOWN AT ALL TIMES THROUGHOUT THE SCHOOL DAY.

Excessive layering is not allowed. If a sweatshirt is worn, it should be the outermost layer. Students may wear the uniform shirt and one outwear layer (such as a sweatshirt). The principal will announce any short-term exceptions due to cold weather. Students who violate these rules may have their sweatshirts confiscated.

**Jackets** - De La Salle letter jackets may be purchased through the approved vendor and may be worn in school. Only De La Salle patches, generally noting a team accomplishment, may be added to the letter jacket. A student who wears a non-De La Salle jacket to school must store it in his/her locker during the school day. Special jackets given as awards from the club, activity, or sport are only allowed to be worn to school while the student remains a bona fide member of the club, activity, or sport.

**Blazers** - The official De La Salle blazer may be purchased through the approved vendor as an optional uniform item. Specific extracurricular groups may require that members of that group purchase the blazer.

**Underwear - must not extend beyond the uniform.** All students must wear proper underwear which should not be seen through the school shirt. Students may wear either a plain white T-shirt (T-shirt should not extend past the uniform shirt) or De La Salle PE shirt. **No other undershirts are allowed.**

**ALL OUTERWEAR MUST BE MAROON, WHITE, GRAY OR BLACK.** Sweatshirts and other outerwear from outside sources are not allowed; students may only wear those purchased from De La Salle or those approved as a team sweatshirt.

**Stockings** - Girls may wear only **footed stockings or footed tights** that are black, gray, or natural under their skirts. Tights should not have mesh panels. They must be covered by the required uniform socks. **No sweatpants are allowed.**

**Ears** - There should NOT be gauges in the ears for boys or girls.

**Nose** - There should NOT be nose piercings.

**Jewelry** - The designated and traditional senior ring that can be ordered through Balfour is the only style of senior ring that students may wear on campus.

For male students: Only the school ring (or a ring similar in size or design for underclassmen), a watch or a cross may be worn. If a cross is worn, it should be worn inside the shirt. Regarding bracelets, there is a maximum of two bracelets (including a watch as one of those bracelets). Students can wear a watch on one arm and a bracelet on the other arm OR a watch and bracelet on the same arm. **NO OTHER JEWELRY IS ALLOWED.** Cloth/leather jewelry is not allowed.

For female students: Simple, conservative jewelry is acceptable. Only one earring per ear is allowed, and must be worn in the ear lobe. Earrings should be smaller than the size of a quarter. Cloth/leather jewelry is not allowed. Regarding bracelets, there is a maximum of two bracelets (including a watch as one of those bracelets). A girl can wear a watch on one arm and a bracelet on the other arm OR a watch and bracelet on the same arm. A maximum of two rings may be worn.

**Hats, Scarves, Chokers, Bandanas and Hoods** - may not be worn in the school building at any time.

All hair ornaments including headbands, ponytail holders, hair bows and “scrunchies” must be maroon, white, black, or gray and should have no brand markings. They should be simple in design with no sequins.

**INAPPROPRIATE JEWELRY AND CLOTHING** (as determined by appropriate school officials) **WILL BE CONFISCATED.** Confiscated jewelry and clothing can be picked up from the Dean of Students at the end of the school day. Students who have inappropriate items confiscated may also receive a detention.

#### **Face Masks:**

1. Any student who wants to wear a face mask for medical reasons may do so. If a student chooses to wear a mask, he or she must wear it correctly, covering both the nose and mouth.
2. Masks must be a solid color with no writing or ornamentation.
3. De La Salle will follow local civil guidelines pertaining to the mandatory usage of face masks.



# GROOMING

Please know that interpretation of any and all grooming rules are entirely up to the discretion of the Dean of Students and Principal. While the policies below seek to clarify acceptable and unacceptable hairstyles, any student who refuses to adjust or amend his or her hairstyle as per the directive of the Dean of Students and/or the Principal will be subject to disciplinary action, up to and including dismissal.

Hair must be neat, clean, and styled in a conventional manner. Hair should not be slicked or moussed excessively.

For boys, the hair must not extend to the top of the collar in the back or middle of the forehead in the front, and sideburns may not extend below one-half of the ear. If the hairstyles do not extend to the collar, they may be no more than 2" from the scalp. Boys are not allowed to dye, highlight, or braid their hair. Extreme hairstyles or hairstyles with designs are unacceptable.

For girls, highlights consistent with a natural appearance are acceptable. Any hair coloring must appear to be natural or naturally highlighted. Black hair dye is not allowed. "Bleach blonde" hair is not allowed. Extreme hairstyles or hairstyles with designs are unacceptable. Two-tone hair (example: ombre) is unacceptable. Girls' bangs must not cover their eyes. Any abrupt change in hair color must be avoided.

Extremes in the length of hair are not allowed. De La Salle does not allow closely shaved heads or partially shaved heads. Excessively long hair may be deemed inappropriate by the Dean of Students. Hair should not be longer than the top of a student's skirt.

Wigs are not permitted unless approved by the De La Salle administration. Hairstyles with designs and ornamentation are not permitted.

The Principal may delegate dress code issues to the Dean of Students or any other person the Principal deems appropriate.

De La Salle does not allow closely shaved heads, asymmetrically or partially shaved heads, mullets, mohawks, wedges, or tails as conventional hairstyles. These haircuts are merely examples and not a complete list of what may or may not be considered conventional and acceptable. A student with a hairstyle deemed unconventional or inappropriate by the Dean of Students may be sent home. The resulting absence would count as an unexcused absence. The student would be cleared to return to campus with a conventional hairstyle.

**A STUDENT WHO WEARS A SHORT, CLOSE-CROPPED HAIRSTYLE MUST UNDERSTAND THAT BODY HAIR WILL BE USED FOR THE SCHOOL DRUG SCREENING. FAILURE TO COOPERATE MAY RESULT IN DISMISSAL.**

Male students are to be clean-shaven at all times. No whiskers, beards, mustaches, or facial hair is permitted.

**Make-up** (girls only) - must be moderate and appropriate. Nail polish should also be modest. Black, dark brown or neon colored nail polish are never allowed. Artwork on nails is not allowed. All ten nails should have the same single color polish. Nails may not be excessive in length (no longer than  $\frac{3}{4}$  inches from the cuticle), as determined by the judgment of the Dean of Students, and may not be filed to a point (or other style the Dean of Students deems inappropriate).

**Eyes** - Colored contacts are not allowed. Fake eyelashes are not allowed.

**Body piercing (including but not limited to the tongue) and visible tattoos are prohibited.**

**Students with visible tattoos, impermissible piercings, or visible “passion marks” will be sent home for the remainder of the school day, at the discretion of the Dean of Students.**

**SPECIAL NOTE:** Consistent violation of dress code or grooming rules may result in further disciplinary action.

## **DRESS CODE FOR SPECIAL EVENTS**

### **CASUAL DRESS**

#### **GIRLS**

- Casual pants or jeans (no holes or shreds), shoes must be visible under hem. Hem circumference must be no larger than 16 inches. Pants must fit properly (no oversized clothing) and must be worn at the waist.
- No part of the hemlines for dresses or skirts should be higher than 2" above the knee.
- If shorts are appropriate wear, they must be no shorter than 2" above the knee.
- Slits in dresses must be no higher than 2" above the knee.
- No skin tight skirts, dresses or clothing.
- Underwear should never be visible.
- Strapless tops, midriffs, bare backs and low necklines are not allowed.
- Tennis shoes, dress shoes, or sandals may be worn.
- No hats, bandanas, or headwear of any kind are allowed indoors. This includes hoods on De La Salle sweatshirts or jackets. Bandanas and head wraps are never allowed indoors or outdoors.
- No pierced body parts or tattoos are to be visible except the ear lobes.
- Other schools' outerwear, book bags, pencil cases and any other visible paraphernalia are never to be worn or carried at De La Salle or De La Salle activities by a De La Salle student.

#### **BOYS**

- Casual pants or jeans (no holes or shreds), shoes should be visible under hem. Hem circumference must be no larger than 16 inches. Pants must fit properly (no oversized clothing) and must be worn at an appropriate level to the waist.
- Underwear should never be visible.
- Tennis shoes, dress shoes, or sandals may be worn.
- No pierced body parts or tattoos are to be visible.
- No hats, bandanas, or headwear of any kind are allowed indoors. This includes hoods on De La Salle sweatshirts or jackets. Bandanas and head wraps are never allowed indoors or outdoors.
- Other schools' outerwear, book bags, pencil cases and any other visible paraphernalia are never to be worn or carried at De La Salle or to De La Salle activities by a De La Salle student.
- Shirts must have sleeves and fit properly.

## SEMI-FORMAL DRESS

### GIRLS

- Dresses must be formal, short or long, appropriately fitting and modest.
- Dresses for Homecoming and Prom must be floor length, reaching to at least the ankle. Young ladies may wear dressy pants suits, with the approval of the Dean of Students, to semi-formal events with the exception of Prom and Graduation. Young ladies must wear dresses to Prom and Graduation.
- Hemlines for dresses must be no higher than 2" above the knee.
- Other schools' outerwear is never to be worn at De La Salle or worn to De La Salle activities by a De La Salle student.
- Immodest bare-backs, low necklines, visible midriffs, and cutouts are not allowed.
- Dress shoes; no casual sandals, tennis shoes, boots or slippers.
- No hats, bandanas, or headwear of any kind are allowed inside. Bandanas and head wraps are never allowed.
- No pierced body parts are to be visible except the ear lobes.

### BOYS

- Coat, dress shirt, and traditional tie (sport coat and dress pants or suit).
- Dress shoes and socks must be worn.
- No hats, bandanas, or headwear of any kind are allowed inside. Bandanas and head wraps are never allowed.
- No pierced body parts or tattoos are to be visible.

These dress regulations apply to the following activities:

#### CASUAL ACTIVITIES

Athletic Events  
Retreats  
Senior Day  
School Drama Productions

#### SEMI-FORMAL EVENTS

Ring Mass  
Graduation Ceremony  
Junior/Senior Prom  
Homecoming Dance  
Special Competitions  
All special events

#### SCHOOL UNIFORM

Athletic Ceremonies  
Honor Society Inductions  
Award Ceremonies

***CURRENT DE LA SALLE STUDENTS AND STUDENTS WHO ARE THEIR GUESTS ARE UNDER THE JURISDICTION OF THE SCHOOL AT ALL SCHOOL EVENTS AND MUST, THEREFORE, ABIDE BY ALL DE LA SALLE POLICIES, RULES AND PROCEDURES.***

**If a student fails to follow the proper dress code, he/she will not be allowed to attend that event and further disciplinary action will be taken. There is the possibility of that student not being allowed to attend future events and this will be decided by the Dean of Students.**

**SCHOOL MASS** - When school-wide Masses are held, boys must wear their school ties or bowties appropriately with their uniforms the entire school day. Senior Polo Shirts MAY NOT be worn on Mass days.

## DRESS-DOWN DAYS

There are occasions when students are allowed to dress in casual clothes for school. This is not an ordinary practice and is reserved for special circumstances. Students will be told what is allowable for specific dress down days from the Office of the Dean of Students.

**De La Salle Maroon and White Days** - Students are allowed to wear a shirt that displays the name of the school. Only De La Salle shirts or De La Salle t-shirts are allowed on these days. Jeans and khakis are the only appropriate pants on these days. Jeans and khaki pants with rips, tears, or add-ons are not allowed. Tennis shoes are the only appropriate shoes on these days.

*ALL SCHOOL RULES CONCERNING OUTERWEAR, HAIR, GROOMING, AND JEWELRY STILL APPLY ON DRESS DOWN DAYS. Appropriate jeans and khakis should be worn on all dress down days. Shoes must always be worn with socks on school days. This includes dress down days unless special permission is given.*

## STUDENT IDENTIFICATION

Students are issued identification cards at the beginning of the school year. These not only identify De La Salle students but also assist in campus security.

**NOTE:** ID cards will be used for computer scanning purposes and are to be carried by the student on his/her person at all times while in school and are to be surrendered on demand by any faculty or staff member. All students will immediately produce their ID cards when asked. Students need their ID cards to purchase lunch. Students without ID cards will be sent to the end of the line.

The student is responsible for replacing lost ID cards as soon as possible. Replacement cost is \$5.00.

## SECTION VII

### VARIOUS RULES OF GOOD ORDER



1. All rules in this handbook, especially those concerning behavior, are applicable when wearing the uniform in the neighborhood, around the school, at extracurricular activities, or whenever the student is identifiable as a member of the De La Salle community.
2. The greatest courtesy must be extended toward faculty and other adult personnel of the school, fellow students, and visitors. This shall also be the case when using public and private transportation, including the school bus system.
3. Students are responsible for the cleanliness of De La Salle. This includes all grounds, classrooms, lockers, school buildings, and all school property.
4. **The Saint Charles Avenue entrance to the school is reserved for the use of visitors to the school, the faculty, adult staff, and parents.** Students should only use this entrance when arriving after the start of the school day.

The Valmont and Leontine Street entrances of the school are the ordinary entrances for students before and after school. Students who are dropped off and picked up are not to use Saint Charles Avenue (except after the start of the school day or when checked out by their parents during the school day). To assure their safety, they are to *enter or exit through the* Valmont and Leontine entrances.

5. Eating and drinking are only allowed in the school Cafeteria, Lobby, and Commons. No food or drink is to be taken from the Cafeteria or brought into the school building. Students are never allowed to walk around the school displaying drinks or food. Water bottles should be in backpacks when moving through the building. **Exceptions to this rule are at the discretion of the Administration.**
6. During the lunch periods, students are allowed only in the cafeteria, commons, playing field, CAVS Center, and school lobby.
7. **THE ELEVATOR MAY BE USED ONLY WITH WRITTEN PERMISSION FROM THE DEAN OF STUDENTS.** Students of the opposite sex are not permitted to use the elevator together.
8. Entrance to the gymnasium is to be made through the schoolyard.
9. Cell phones must be turned off during the school day and kept out of sight. They should be kept in lockers or backpacks, not in pockets and not on the student. They may not be used in any way, text messaging or otherwise. They are not to be seen at any time on campus during the school day, unless

such use is directed by a DLS administrator, teacher or staff member. For the purpose of this rule, the school day begins as soon as a student arrives on campus in the morning.

If cell phones are used on campus or if they are visible or not properly stored, they will be confiscated and turned in to the Dean of Students. Confiscated cell phones can be picked up from the Dean of Students at the end of the school day. Such misuse will result in a detention and an email or phone call to the parent.

A teacher reserves the right to collect cell phones before class to prevent misuse. In such cases, the phone can be retrieved after class.

Any student who refuses to give a cell phone to faculty/administration/staff is subject to dismissal.

Repeated violation of the cell phone use policy may result in further disciplinary action including loss of all phone privileges on campus, suspension, and/or dismissal from De La Salle.

Cell phones can be used in the building after the dismissal bell. However, they cannot be used to take pictures or videos during this time.

- **NOTE:** Any and all emergency calls or messaging (incoming or outgoing) must go through the Attendance Office. After the dismissal bell, students will be allowed to use their cell phones in the building. If a student needs to contact his or her parents during the school day, he or she must go through the Attendance Office and not use his or her cell phone or Chromebook.

10. Bus Service - Parents are expected to be responsible for their children at the “stops” in the morning and afternoon. The bus drivers will not be able to wait until the student is picked up from the stop in the afternoon. We are not responsible for the students once they are dropped off. All rules from the De La Salle handbook apply to the students while they are riding the buses. Any reported problems from the bus driver can result in disciplinary action, non-refundable removal of student from bus service, and eventually possible dismissal from De La Salle. Each Cavalier is expected to represent De La Salle positively and be respectful to the bus drivers and other students on the bus.
11. Chewing gum is not allowed on campus at any time.
12. A student who damages school property (including school books) will be required to pay for the damages and will be subject to disciplinary action.
13. If a student injures another student or damages the property of a student or faculty or staff member, on or off campus, such actions will be reviewed by the Dean of Students in accord with this handbook.
14. **Public displays of affection are not appropriate student behavior and are not allowed.**
15. In order to ensure proper safety precautions, students are never allowed to loiter or sit in the stairwells.
16. Smart Watches and Smart Pens are not permitted on campus. Any watch that has features including but not limited to email, text messaging, camera, and social media apps, is not permitted on campus. Any pen that has features including but not limited to the ability to record writing and/or audio and transmit information to other devices is not permitted on campus.

17. Artificial Intelligence (AI) Glasses are not permitted on campus. AI glasses are wearable devices that incorporate augmented reality (AR) and artificial intelligence (AI) technologies. They may have such features as real-time information display, facial recognition, voice assistance, internet connectivity, and recording capabilities.
18. During the school day, beginning when students enter campus, headphones/earbuds of all makes and models are not allowed. Similar to cell phones, headphones/earbuds are not permitted before school, during lunch, or at break. Headphones/earbuds are not permitted during the school day and not in class.

Exceptions may be allowed during a student's Independent Work Period and at the teacher's discretion or in a classroom for express academic purposes and with the specific permission of the teacher.

Similar to cell phones, headphones/earbuds may be used **after school** in the yard or while studying in the Lobby or CAVS Center. Students should never wear headphones/earbuds while in the parking lot due to safety concerns. Students are always expected to be aware of their surroundings and always ready to respond to questions or reminders from adults on campus. This is a safety issue as well. Thus if a student does not respond to a teacher while they have earphones in, even if at a time of day when earphones are allowed, that student can expect a detention.

Headphones/earbuds that are used in violation of any of these policies will be confiscated and further disciplinary action may be taken.

19. Thermos containers or outside drinks and containers will not be permitted in the school building (except at times and locations designated for eating such as lunch and break in the cafeteria, commons, or lobby) and will be confiscated if taken out at other times and locations (i. e. in class, in the hallway). Transparent and translucent bottles of water are permitted but must be stowed in the student's bag when moving between classes. De La Salle faculty and staff may use their discretion when deciding whether to allow a student to drink water from his or her water bottle in class.

**NOTE:** For every year that a student is enrolled in De La Salle, the student must live with and be responsible to a parent or legal guardian who is at least 21 years of age.

## COURTESY CODE

- DLS students display school spirit by taking pride in their appearance and by being courteous to teachers, staff and one another.
- DLS students always demonstrate good sportsmanship as a player or spectator at all school events.
- DLS students are always polite and respectful toward their teachers.
- DLS students honor their parents by exhibiting appropriate behavior.
- DLS students respect their peers, treating them with dignity, courtesy and friendship.

**At all times, all students must show respect for our nation, our nation's flag, and varying political and religious beliefs within our school community. Examples of showing such respect include but are not limited to standing for prayers and/or the Pledge of Allegiance, engaging only in reasonable, respectful discussion of political beliefs and attending and showing respect for any and all Roman Catholic activities that students**

are required to attend, including but not limited to the celebration of Mass and/or participation in religion classes. Failure to abide by the foregoing may result in disciplinary action.

## CONDUCT TOWARD TEACHERS AND STAFF

1. Always address staff members and teachers as adults. Use the deferential title proper to them (Miss, Mrs., Ms., Mr., Dr., Sister, Father, Brother).
2. Say “Yes, (title)” and “No, (title)” to answer a question. Never say “Yep,” or “Nope,” or “Uh-huh.”
3. Say “Thank you, (title)” every time a staff member or teacher helps you.
4. Say, “Excuse me,” when you don’t understand something and want an adult to repeat something for you. Do not say “What?” or “Huh?”
5. Excuse yourself when you want to interrupt an adult who is busy. Wait your turn when an adult is talking to someone else.
6. Say “Yes, (title),” or, “Surely, (title),” when an adult asks you to do something. Do not say, “Okay,” or “All right,” or “I guess so.”
7. To enter a classroom while a teacher is teaching, knock gently, excuse yourself, and ask permission to enter the room.
8. Step aside and let an adult pass when both of you are going through a doorway at the same time. Hold the door open for an adult if you are only a step ahead.
9. When an adult corrects you for some fault:
  - a. Be quiet and listen until the adult is finished talking.
  - b. Answer all questions politely.
  - c. Do what you are told to do right away.
  - d. If you have something to say, wait until the adult is finished speaking and ask permission to speak. State your concerns respectfully and matter-of-factly.
  - e. Accept the adult’s decision. Don’t argue, make faces, or walk away while the adult is talking.
  - f. Student grievances against an adult member of De La Salle should be brought to a member of the administration or the student’s guidance counselor.
10. When emailing a teacher:
  - a. Use the deferential title proper to that person (Miss, Mrs., Ms., Mr., Dr., Sister, Father, Brother).
  - b. Use a respectful and appropriate tone.
  - c. To the best of your ability, use proper spelling, grammar, and syntax.
  - d. Only email the teacher with whom you need to correspond, not the entire faculty. Emails should be limited to only a student’s four current teachers. Emails to a broader group must be approved by the Principal or Dean of Students.
  - e. It is the student’s responsibility to read their email regularly. If a teacher sends an email to a student, that student should reply within 48 hours (or the deadline specified by the teacher in relation to any assignment) to acknowledge receipt of the email and address the content of the message.



11. Students are expected to show the same courtesies to all adults on campus: cafeteria workers, maintenance staff, and campus visitors.  
De La Salle may employ security officers before, during, after school hours and at events. Students are expected to respond appropriately and courteously to security personnel.

**NOTE:** De La Salle students speak to one another using a proper tone, speaking at an appropriate volume, and avoiding slang.

## CONDUCT IN THE CLASSROOM

A respectful atmosphere of calm is essential to learning. Things to avoid:

- a. Talking to others while the teacher is talking,
- b. Answering out loud without being recognized,
- c. Leaving your desk without permission,
- d. Making faces or noises that distract the class,
- e. Sleeping during class,
- f. Placing your head on the desk,
- g. Coming to class without proper materials,
- h. Sitting on top of desks or furniture,
- i. Talking during announcements,
- j. Tampering with bulletin boards or with the teacher's materials,
- k. Writing on or defacing desks and school property,
- l. Eating or drinking in classroom,
- m. Using cellular phones, or Smart Watches, or having them visible during the school day (including but not limited to texting, taking pictures and making phone calls), and
- n. Illegal usage of Chromebook, laptop, or tablet (see Student Chromebook Usage section).

## CONDUCT OUTSIDE THE CLASSROOM

Things to avoid:

- a. Running in the School,
- b. Making noise in the hallways or immediately outside a classroom,
- c. Arguing with, grabbing, and shoving others,
- d. Yelling at or intimidating other students,
- e. Making rude or inappropriate comments to other students,
- f. Slamming doors of classrooms or lockers,
- g. Littering the halls, buildings or grounds,
- h. Showing poor sportsmanship during PE classes,
- i. Using inappropriate language or gestures,
- j. Getting into fights or encouraging others to fight,
- k. Talking back to adults,
- l. Walking away when a member of the school's adult community is talking to you,
- m. Placing yourself in an area that is off limits during school or after school activities,

- n. Using cellular phones or having them visible during the school day and/or refusing to immediately hand a cell phone over to an adult faculty or staff member or tampering with that phone once the request is made,
- o. Leaving campus without permission,
- p. Posting signs or messages in the school without approval from administration,
- q. Engaging in or participating in any gossip or rumors and repeated instances will lead to further disciplinary action.
- r. Posting, text messaging or emailing inappropriate pictures, messages or information on any website or including inappropriate pictures, messages or information in personal emails and blogs, and
- s. Any negative electronic communication (including but not limited to threats, comments, videos, or pictures) that is determined to be morally offensive according to the teachings of the Roman Catholic Church, and, thus, harmful or offensive to members of the De La Salle community by the Dean of Students, will result in further disciplinary action and could result in a student being asked to withdraw from De La Salle.

## **SOCIAL NETWORKING POLICY**

De La Salle High School understands the popularity and at times the usefulness of social networking sites. This policy outlines the rules and regulations for participating in these sites both on and off campus. Students must be aware that when using social networking sites there is no privilege of confidentiality and that any student found in violation of any provisions of this handbook is subject to discipline. Social networking is to be used with care and in compliance with the teachings of the school. Students have an obligation to treat others with respect, both online and in person, so as not to negatively impact the learning environment. Students also have ethical and legal obligations to protect and keep from disclosure personal and confidential information about De La Salle and its students.

\*(See Conduct Outside Classroom)\*

### **DEFINITIONS OF SOCIAL NETWORKING**

Social networking is defined as a means of communicating and sharing information between two or more individuals of an online community. It includes but is not limited to texting, instant messaging, Facebook, Twitter, Instagram, Vine, Snapchat, TikTok, LinkedIn, and/or websites (i.e., YouTube).

Blogging consists of written postings or other content on a publicly available internet site (i.e., [www.nola.com](http://www.nola.com)) by an individual. The information posted is usually in the form of written comments. However, in this instance, it can also include photographs, drawings, video, or other graphic and audio information that is posted.

### **USE OF SCHOOL RESOURCES**

De La Salle's property, including but not limited to Internet access, computer hardware and software, may not be used by a student for social networking or blogging without the express consent of the Administration. Students may not include images of school property or projects in blogs or social networking material without the express consent of the school Administration.

## RULES AND REGULATIONS

At no time may a De La Salle student post by way of social network or blog, whether during school hours or elsewhere, comments or images that are:

- Violent, threatening, discriminatory, or harassing; images displaying guns or other weapons should not be posted;
- In violation of De La Salle's policies pertaining to violence, threats, discrimination, harassment, hazing, or bullying;
- Derogatory to any race, ethnicity, religion, gender, or sexual orientation This includes comments/images that contain language that is derogatory.
- Unlawfully defamatory of the School, its employees, other students or their family members including written comments, photos and videos;
- Reproductions or transmissions of the School's logo or other identifying marks; or

Students who blog and participate in social networking assume full responsibility and liability for the content contained in their blog, post, etc.

It is never acceptable for students to use online tools to mistreat anyone, hurt their feelings, embarrass them or treat them in a rude fashion. Students are expected to remain courteous and polite and never post anything that one would not want posted about them.

Students who use social networking to intentionally mistreat, embarrass or fail to respect other students, faculty or members of the school community, may be subject to discipline.

If a student finds himself/herself the subject of inappropriate behavior, he/she has an obligation to alert either a member of the Guidance Department, Administration, or the Dean of Students.

Students who publicly share inappropriate postings (even in an effort to expose the offensiveness of such postings), rather than reporting such content to the appropriate De La Salle administrators, are subject to disciplinary action, up to and including dismissal.

Students and parents cannot create or manage any De La Salle-based page without the express permission of the School Administration.

No communication should occur between students/parents and De La Salle employees through social media. The only approved means of communication include:

- PLUS PORTALS
- Faculty/Staff De La Salle e-mail addresses
- School Phone
- Face to face

De La Salle reserves the right to search anything brought onto campus, and students must follow the proper procedures for bringing electronic devices to campus.

**NOTE:** For further information, refer to the topic of Computer Use Outside of De La Salle in Section V of this handbook.

## **IMPACT OF SOCIAL NETWORKING**

Students should keep in mind that even when using these sites, they are De La Salle students at all times, day and night, and whether on or off campus. As such, students are representatives of De La Salle High School and are in the public eye. The following must be kept in mind when participating on social networking sites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your friends, your athletic team, or the De La Salle community. This includes information that may be posted by others on your page.
- Never post your home address, local address, phone number(s), birth date, or other personal information. You could be a target of predators.
- School administrators, teachers, and coaches may monitor these web sites to the extent permissible by law.
- Students could face discipline and even dismissal for violations of this school policy.

De La Salle High School and local law enforcement agencies may monitor these websites regularly as well as colleges and universities, potential employers, and internship supervisors as a way of screening applicants. In addition, scholarship committees also search these sites to screen candidates. De La Salle students should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including suspension and expulsion, if these sites are used improperly or depict inappropriate, embarrassing, or dangerous behaviors, or are hurtful or harassing to others.

## **HAZING**

Pranks and all forms of “horseplay” associated with the initiation of newcomers or pledges into any club or organization at De La Salle are strictly prohibited. Initiation into clubs or organizations affiliated with De La Salle will always be marked by a regard for the dignity of the person involved. Any type of threats or intimidation on or off campus is prohibited and disciplinary action will be taken; this includes inappropriate e-mail or voice mail that contains gossip or threats, since such inappropriate actions are a flagrant violation of the school’s mission statement.

## **COURTESY TO NEIGHBORS**

De La Salle High School is part of the New Orleans Uptown neighborhood community. Relationships between De La Salle students, staff, and neighbors must always be marked by courtesy and consideration.

- Students must not loiter in the neighborhood. They must respect traffic regulations and speed zones.
- Students must respect all driveways in the neighborhood. They must assist neighbors in keeping the neighborhood clean and trash-free. They are mindful that many of the families in the area have younger children who are of impressionable ages.
- Students must always use language and actions which are courteous and appropriate—especially to our neighbors.
- Students must do all in their power to promote and continue good relations with our neighbors.

## PARKING AND TRAFFIC REGULATIONS

Students should never be dropped off on Saint Charles Avenue. The designated area for drop off and pick up is Valmont Street or Leontine Street.

All students wishing to drive to school **must** obtain a DLS parking decal annually from the Discipline Office for a nominal fee. Students must show a current and valid driver's license in order to obtain a parking pass. Any vehicle owned or operated by a student will be subject to the school's search and seizure policy when the student is under the jurisdiction of De La Salle High School. This is a condition for allowing a student to drive a vehicle to school or to a school function.

Students should not park on the block which houses the Jewish Community Center. Parking on this block is reserved for clients of the Community Center. Students and visitors must not park on Blanc Place (the street perpendicular to Valmont and Dufossat Streets). Also, students are asked not to park on Leontine Street between St. Charles Avenue and Prytania. These spots are reserved for the Jewish Community Center staff and visitors.

It is required that students drive carefully and quietly in the vicinity of De La Salle. Parking regulations furnished by the Dean of Students must be observed. Students driving inappropriately, carelessly, or with loud music near the school will face disciplinary action which may include loss of driving from school privileges.

The areas adjacent to the main school building and the Valmont Street, Saint Charles Avenue, and Leontine Street are reserved parking areas for faculty and staff, as is the parking lot near the gymnasium. Students are not allowed to park in the faculty designated areas. All cars parked in the Faculty designated area must have a Faculty sticker.

Only seniors and faculty are permitted to park in the parking lot.

Students are prohibited from lingering in vehicles before or after school and before or after school events.

Students parking in the neighborhood will always respect the rights of our neighbors living near De La Salle. Any exchanges between students and De La Salle's neighbors will always be marked by calm, respectful courtesy.



## SECTION VIII

### DISCIPLINE POLICIES



The Discipline System at De La Salle High School is designed to assist the entire school community in creating an atmosphere in the school that is orderly and secure. The main focus of the policies and procedures is the notion that the school discipline system is designed to assist parents in promoting young people who are responsible, contributing members of society and who are also people of strong, moral character.

Because of the importance of communication and parental involvement with the school, parents are able to view students' discipline/attendance records as well as their academic status. This information is available through PLUS PORTALS.

It is the responsibility of all parents to routinely view this information in order to assist the school and the student. It is the parent's responsibility to let the school know if there is any problem with access to this information.

Refusal or failure to follow all assigned consequences is seen as a serious breach in following the outlined system that provides for the safety and security of the entire student body. Non-compliance is serious and will result in the student being asked to withdraw from De La Salle.

The Principal delegates the handling of all matters concerning discipline, attendance, and dress code to the Office of the Dean of Students.

**CLASSROOM DISCIPLINE** - The teachers are instructed to assign a consequence for inappropriate student behavior. This consequence can be in the form of detaining the student after school, during lunch period or other methods decided by the teacher. These consequences are not optional. A student who does not complete the consequence to the satisfaction of the teacher will be referred to detention and will be subject to further disciplinary action.

**DETENTION** - All members of the faculty and professional staff are instructed to issue a detention to any student failing to comply with school policies as judged by that faculty/professional staff member.

Detention Hall is held in the mornings on Monday, Wednesday, and Friday from 6:45 a.m. to 7:30 a.m. and in the afternoons on Tuesday and Thursday from 3:00 p.m. to 3:45 p.m. Students arriving late for Detention Hall will not be admitted.

Students referred to Detention Hall will have the option to serve the assigned detention at either the next morning Detention Hall or the next afternoon Detention Hall. Students who do not serve their detention at the next morning Detention Hall will be required to attend the next afternoon Detention Hall. Students will NOT be excused from afternoon Detention Hall for after-school activities.

Students who fail to report to Detention Hall will receive an additional detention.

All referral slips must be signed by a parent or guardian and returned to the Detention Moderator or to the Dean of Students. Failure to obtain a parent's signature will result in an additional detention.

During detention, students are not allowed to work on school assignments. Detention assignments will be given by the detention supervisor.

## MAJOR VIOLATIONS

The detention slip which requires a parent/guardian signature is the notification to the parents. All referrals will also be posted on PLUS PORTALS. A student who receives a Major Violation will be required to serve four consecutive detentions. Because the following actions demonstrate a lack of respect for others and may result in damage to school, personal property, injury to other students or to the student himself/herself, they are considered Major Violations.

**Based on the severity of the Major Violation, the Dean of Students may recommend to the Principal that the student in question go before the Disciplinary Board, which will then make a recommendation to the Principal regarding the student's continuing status at De La Salle. The Principal is not bound by the Disciplinary Board's recommendation.**

The following is offered by way of example and **the listing is by no means all-inclusive.**

- Insubordination and/or insolence
- Excessive tardiness to school; truancy
- Vandalism
- Profanity
- Gambling
- Theft or extortion
- Plagiarism/cheating (written work as well as tests)
- Unexcused absence from detention
- Instigating or participating in fights
- Smoking, using, or possessing tobacco products
- Selling of any merchandise
- Spitting
- Flagrant or persistent violations of the dress or hair code
- Altering information on school documents, report cards
- Harassment of any nature, whether sexual, racial, religious
- Possessing pornographic materials, prophylactics, or any sexually-explicit items
- Persistent violation of school regulations (Rules of Good Order)
- Social media postings that damage the reputation of the school
- Social media postings that are derogatory to faculty, staff, or students including, but not limited to, AI-generated images.
- Any conduct detrimental to the image or reputation of De La Salle High School
- Ignoring the rules of proper dismissal in all activities
- Circulating, signing, or endorsing of any petition concerning school policy
- Use and/or possession of mind-altering substances on campus or at school functions
- Inappropriate Internet use including but not limited to threatening emails and inappropriate pictures and postings
- Inappropriate use of Chromebooks, laptops, or tablets

**NOTE:** Because one of the components of a Lasallian education is learning how to follow proper procedure and since a student always has the right and opportunity to approach the Administration for clarification regarding any issue or concern, circulating petitions is not allowed. More information is available in the Grievance Procedure included in this handbook.

## **DISCIPLINARY 1 VIOLATIONS**

A Disciplinary 1 violation is issued for any form of disrespect, including but not limited to direct disobedience, disruptive, rude, discourteous, or insolent behavior, or failing to report as directed. A Disciplinary 1 violation is not as severe as a Major Violation, as determined by faculty and staff in conjunction with the Dean of Students. Disciplinary 1 violations result in a detention.

## **DISCIPLINARY 2 VIOLATIONS**

A Disciplinary 2 violation is issued for a student's failure to follow basic school protocol, including but not limited to dress code violations, grooming violations, excessive tardies or absences (as enumerated in the Student Handbook), missed detentions, failure to have an ID. A Disciplinary 2 violation, as determined by faculty and staff in conjunction with the Dean of Students, is not as severe as a Disciplinary 1 violation. Disciplinary 2 violations result in a detention.

**Major Violations, Disciplinary 1 violations, and Disciplinary 2 violations are determined by faculty and staff, in conjunction with the Dean of Students. There is no appeal process for how detentions are coded.**

## **CHEATING/ACADEMIC DISHONESTY**

Cheating is morally wrong and is considered a major violation at De La Salle. Cheating is defined as the improper acquisition and/or the improper distribution of information pertinent to a homework assignment, test, quiz or exam.

The following are common examples of academic dishonesty and are punishable as **Academic Major Violations**:

1. Open notebooks, texts, or other course-related material during a test, quiz, or exam without the explicit permission of the teacher.
2. Concealed notes ("cheat sheets," etc.) during a test, quiz, or exam.



3. Communication with another student during a quiz, test, or exam without the explicit permission of the teacher.
4. Copying homework assignments from other students. Allowing other students to copy information is considered cheating as well.
5. Plagiarism of essays, term papers, or research papers from outside materials that are not cited or insufficiently cited. Downloading, copying or pasting any part of an academic assignment or term paper from the Internet is considered a serious act of plagiarism. (Plagiarism is defined as the appropriation or imitation of the language, idea, and thoughts of another author and representation of them as one's own original work.)
6. Use of Chat GPT or other forms of Artificial Intelligence. Student work must be student-generated. Teachers may allow students to utilize such tools in specific circumstances and under specific parameters. Unless such permission and instructions have been given, students must not use Chat GPT or any other form of Artificial Intelligence.
7. The use (or simply having a cell phone or electronic device out) of any kind without the teacher's permission. (This includes calculators, cell phones, and computers.)
8. Any other promulgated actions that the teacher and/or Dean of Students or Principal designate as academically dishonest.
9. Students who are given permission to work together on an assignment must retain academic integrity and complete their own work that respects the work of the individual.
10. Students will be subject to disciplinary consequences should they create a Google Classroom or other means of sharing course materials for a De La Salle course. This includes using non-De La Salle associated internet and social media services.

Any student caught cheating will be dealt with in a serious manner and will incur an Academic Major Violation. The student will also receive a zero (0) on the assignment, test, quiz, or exam in which cheating has occurred.

- Please note that teachers will reserve the right to retest or reassess individuals or an entire class based on reasonable suspicion (even without absolute proof) that the academic integrity of a test or other assignment has been compromised, especially in the case of electronic or online testing. The Principal will make the final determination in rare instances such as these. Students who refuse retesting or reassessment will receive 0s.

## Academic Processes: Probation and Academic Board

**ACADEMIC BOARD** - The Academic Board appointed by the Principal is convened to make recommendations to the Principal concerning consequences for a student involved in academic dishonesty, poor course grades, and/or repeated academic referrals.

**ACADEMIC PROBATION** - At eight (8) academic referrals in a semester, the student's parents will be notified by the Assistant Principal for Academics and a letter will be sent home informing them that the student is on Academic Probation.

At sixteen (16) academic referrals in a semester, the student and his or her parent/guardian will meet with the Principal to determine whether the student should go before the Academic Board (the board will consist of a guidance counselor, the Assistant Principal for Academics, and a faculty member, as appointed by the Principal). Any student referred to the Academic Board faces possible expulsion from De La Salle. A student may, and is encouraged, to bring two parents and/or two primary legal guardians to an Academic Board hearing. No one else may accompany a student without the express consent of the Principal. Individuals acting in the capacity of an attorney are not permitted to attend an Academic Board hearing.

The Academic Board's recommendation of the student's status at De La Salle is then submitted to the Principal for a final decision, who is not bound by the recommendation.

## Disciplinary Processes: Suspension and Disciplinary Board

**Major Violations:** Upon receiving a **second** (2<sup>nd</sup>) Major Violation over the course of the academic year, a student will serve a **two-day suspension**, and may receive zeros on all assignments. The suspension will be completed at home or at school as determined by the Dean of Students. The suspension also prohibits any participation in extracurriculars, sports, or any other school functions until the suspension is served. At the discretion of the Principal, teachers may give assignments to be completed during the suspension and may issue a grade for those assignments. Upon completion of the suspension, the student and parent will meet with the Principal and Dean of Students. If the student subsequently incurs one additional Major Violation (**3<sup>rd</sup> total**), that student will appear before the disciplinary committee board.

**A student asked to appear before the Disciplinary Board is in jeopardy of dismissal from De La Salle. After the student and a parent or guardian have had an opportunity to answer questions and present their positions, the Disciplinary Board will make a recommendation to the Principal regarding the student's status at De La Salle. The Principal is not bound by the recommendation of the Board.**

Please note: A student may, and is encouraged, to bring two parents and/or two primary legal guardians to a Discipline Board hearings. No one else may accompany a student without the express consent of the Principal. Individuals acting in the capacity of an attorney are not permitted to attend a Discipline Board hearing.

If the Disciplinary Board process results in the student remaining at De La Salle, the next (4<sup>th</sup>) Major Violation subsequently incurred by the student will result in immediate dismissal.

**The above language and processes regarding Major Violations also pertain to Academic Major Violations.**

**Disciplinary 1 Violations:** Upon receiving a **fifth** (5<sup>th</sup>) Disciplinary 1 violation over the course of the academic year, a student will serve a **two-day suspension**, and may receive zeros on all assignments. The suspension will be completed at home or at school as determined by the Dean of Students. The suspension also prohibits any participation in extracurriculars, sports, or any other school functions until the suspension is served. At the discretion of the Principal, teachers may give assignments to be completed during the suspension and may issue a grade for those assignments. Upon completion of the suspension, the student and parent will meet with the Principal and Dean of Students. If the student subsequently incurs **two** additional Disciplinary 1 detentions (**7<sup>th</sup> total**), that student will appear before the disciplinary committee board.

**A student asked to appear before the Disciplinary Board is in jeopardy of dismissal from De La Salle. After the student and a parent or guardian have had an opportunity to answer questions and present their positions, the Disciplinary Board will make a recommendation to the Principal regarding the student's status at De La Salle. The Principal is not bound by the recommendation of the Board.**

If the Disciplinary Board process results in the student remaining at De La Salle, the next (**8<sup>th</sup> total**) Disciplinary 1 subsequently incurred by the student will result in immediate dismissal.

**Disciplinary 2 Violations:** Upon receiving a **twelfth** (12<sup>th</sup>) Disciplinary 2 violation over the course of the academic year, a student will serve a **two-day suspension**, and may receive zeros on all assignments. The suspension will be completed at home or at school as determined by the Dean of Students. The suspension also prohibits any participation in extracurriculars, sports, or any other school functions until the suspension is served. At the discretion of the Principal, teachers may give assignments to be completed during the suspension and may issue a grade for those assignments. Upon his or her return to school, the student and parent will meet with the Principal and Dean of Students. If the student subsequently incurs **three** additional Disciplinary 2 detentions (**15<sup>th</sup> total**), that student will appear before the disciplinary committee board.

**A student asked to appear before the Disciplinary Board is in jeopardy of dismissal from De La Salle. After the student and a parent or guardian have had an opportunity to answer questions and present their positions, the Disciplinary Board will make a recommendation to the Principal regarding the student's status at De La Salle. The Principal is not bound by the recommendation of the Board.**

If the Disciplinary Board process results in the student remaining at De La Salle, the next **two** (**17<sup>th</sup> total**) Disciplinary 2 violations subsequently incurred by the student will result in immediate dismissal.

**NOTE:** No student can be suspended twice in the same year. If a student has been suspended and, upon return to school, reaches an impermissible number of detentions for another disciplinary code, that student will immediately be sent to a disciplinary committee hearing.

Ex. Student serves two-day out-of-school suspension for 5<sup>th</sup> Disciplinary 1, returns to school and meets with Principal and Dean of Students. In first week back at school, student receives two dress code violations, pushing her Disciplinary 2 total to 12. This student is automatically sent to Disciplinary Committee Hearing.

All Academic detentions remain separate from Disciplinary detentions.

**Although the Disciplinary Board makes a recommendation to the Principal regarding the status of a student, THE DECISION TO DISMISS A STUDENT FROM DE LA SALLE LIES SOLELY WITH THE PRINCIPAL.**

# DISMISSAL FROM SCHOOL

**Dismissal from De La Salle is solely at the discretion of the Principal of the school.**

The following actions, **along with those noted in other sections of this handbook**, may render the student subject to dismissal procedures:

1. Any action which, in the prudential judgment of the Principal or the Dean of Students (considering all the relevant circumstances) has a negative impact on the learning environment of De La Salle High School or the public perception thereof.
2. Fighting
3. The use (being under the influence of) and/or possession or distribution (including sale) of alcohol, controlled substances or illicit drugs while under the jurisdiction of the school.
4. Any act of violence or blatant disrespect toward any member of the adult staff or students and their families. This includes damage to belongings, theft, and any other type of harassment or threat of harm.
5. The possession of firearms, knives, or any type of weapon (including harmful sprays) while under the jurisdiction of the school. (A weapon is defined as any object, device, instrument, material, or substance, used or intended to be used, to inflict bodily injury or physical damage.)
6. A parent or student's refusal to follow the directions of the rules enforced by the Administration. Parents are expected to be courteous and respectful in interacting with faculty, staff, students, and other parents both on campus and at off-campus school events. In cases of grave misconduct on the part of parents, the student's continued enrollment at De La Salle is at risk.
7. In cases in which a parent is instructed to come to campus for a meeting, parents are expected to follow through on that request within 24 hours of that request, or the student will be sent home and will be subject to dismissal.
8. Leaving campus without permission or following proper protocols for an early check-out during the school day.

**A student asked to appear before the Disciplinary Board is in jeopardy of dismissal from De La Salle. After the student and a parent or guardian have had an opportunity to answer questions and present their positions, the Disciplinary Board will make a recommendation to the Principal regarding the student's status at De La Salle. The Principal is not bound by the recommendation of the Board. The Principal's decision is final.**

**NOTE:** Any student who withdraws or is dismissed from De La Salle High School may not attend any school functions without the permission of the Principal.

# DLS DRUG POLICY

De La Salle High School does not condone the use, possession and/or distribution of any mind-altering substances or controlled substances, including but not limited to alcohol, unapproved prescription drugs, vaping, or illegal narcotics by students.

De La Salle High School has an administrative team which, in conjunction with the Guidance Department, is responsible for advising the Principal in matters of abuse, prevention education, screening, disciplining, and identification of students potentially in need of intervention.

De La Salle High School reserves the right to require drug screening tests of those students who the Administration believes exhibit behavior ordinarily associated with alcohol or illicit drug use. Parents who refuse to allow their student to be tested are required to remove their student from the school.

The main goal of De La Salle's drug policy is to ensure that the school is a safe learning environment. Out of concern for all the students and the larger community of New Orleans, De La Salle seeks to deter any serious drug problem by helping to ensure that no student at the school is using illegal drugs. De La Salle uses Psychomedics Corporation, exclusively, for its hair analysis drug test. During the school year, all students are ordinarily screened for drug use at least one time. Students are selected randomly for testing on a day to day basis. Hair may be taken from the head or the body. Once a student has been selected and tested, that student's name is returned to the collective pool for further selections. The administration reserves the right to require the testing of any student at any time.

If a student tests positive, the family is contacted by the Dean of Students and a conference is scheduled. The conference includes the following:

1. Explanation of the student's test result.
2. Consultation with the De La Salle Guidance Department and a referral to an outside agency will be provided.
3. A contract is signed by the parent(s) and student about the retest. Parents are responsible for the cost of the retest.
4. A second positive will result in dismissal.

The use and/or possession or distribution of alcohol, controlled substances, illegal drugs or paraphernalia (e.g., vaping paraphernalia, pro-drug literature, pipes, clips, papers, etc.) results in the student's dismissal from De La Salle. This rule also applies to a student being in the presence of others who possess or are using illicit drugs or alcohol or are under the influence of illicit drugs or alcohol.

Decisions in all of these matters are reserved to the Principal on the advice of the Administration and any other persons that the Principal chooses to consult. However, the Principal remains the sole decision-maker.

**Notes:** Any 10th-12th grade student accepted into De La Salle is considered a transfer student and, as part of the admissions process, must pass an initial drug test to remain enrolled as a De La Salle student.

At the discretion of the De La Salle administration and based on the timing of the acceptance, an accepted transfer student may be given permission to begin attending classes at De La Salle prior to the initial drug test being administered or prior to the results of the initial drug test being returned.

In this case, should a positive drug test be returned after the student in question has begun attending classes, the student in question will be immediately dismissed from De La Salle.

**Notes:** Students who are caught vaping or possessing vaping paraphernalia will be issued a two day suspension and a major violation. A subsequent violation will result in the student going before the Discipline Board which will then make a recommendation to the Principal regarding the student's continuing status at De La Salle. The Principal is not bound by the Disciplinary Board's recommendation.

Students who are in close proximity to vaping may also be issued consequences, including a two day suspension and a major violation.

## USE OF MEDICATION

All medications must be registered with the office of the Dean of Students. A doctor's note must accompany the medication as well. The Dean of Students' Office is responsible for the dispensing of long-term medications. Failure to follow this procedure is considered a violation of the school drug policy and the student may be subject to dismissal.

Over-the-counter (OTC) medications are not kept in school. In the event of a student's short duration need for OTC medication, parents must send these medications to the Dean of Students Office with a note from the parent outlining specific instructions for administering.

Unauthorized sale of, purchase of, irresponsible use of and/or distribution of prescription and/or OTC medication are considered violations of the school's drug policy.

Concerning school trips, medication for students should be given to the moderator or chaperone designated by the school to administer to the student as indicated on the prescription. A doctor's note must accompany the medication as well. The parent/guardian should also provide a note giving permission for the moderator or chaperone to administer the medication.

## MARRIAGE

Any student married, cohabitating, or in a relationship that is in violation of the teachings of the Roman Catholic Church is required to withdraw from De La Salle.



## SECTION IX

### ATTENDANCE—ABSENCE—TARDINESS



#### ATTENDANCE AND ABSENCES

It is the responsibility and duty of both the school and the parent to cooperate in encouraging the student to establish a good school attendance record. Prompt, daily attendance in school and in every class is an expectation of every De La Salle High School student.

Students are to be in school all day, every day that school is in session. Only illness, family bereavement, or prior clearance from the office of the Dean of Students allows a student to be absent from school.

Parents of students who must be absent for an extended period are advised to contact the Guidance Office and the Dean of Academics to arrange for make-up work and tutoring of the student.

#### ABSENCES AND TARDINESS PROCEDURES

##### 1. Procedure to follow when a student must be absent from school:

Parents must telephone the school each day their child is absent from school. The phone number is 504-895-5717 ext. 119, and the call must be received before 9:00 a.m. Prior to 7:00 a.m., the parent may leave a message on the answering machine. **E-mail notification of a student's absence or tardiness will not be accepted.**

When a student returns to school following an absence, he/she should bring a completed attendance form (available in the Attendance Office and on PLUS PORTALS) dated and signed by the parents/guardians, which indicates the reason for the absence. This note is in addition to the required phone call and must be presented to the Attendance Office between 7:00 a.m. and 7:30 a.m.

**Failure to call on the day of an absence AND to bring a note upon returning to school are grounds for further disciplinary action. Both a call and a note are required.**

##### 2. Absence for Reasons Other Than Illness:

A student wishing to miss school for some reason other than illness must present a completed attendance form (available in the Attendance Office and on PLUS PORTALS) from a parent/guardian who



specifies the reason for the requested absence and the days involved. This request must be submitted 5 school days in advance of the date requested.

Emergency dismissal: When a student must leave school for an emergency, parents are required to sign them out through the Attendance Office. For students who drive, a verbal verification from a parent or guardian is required.

### **3. Procedure to Follow When Arriving Late to School:**

A student is tardy if he/she is not in class before the bell indicating the beginning of the period.

Any student arriving late to school must immediately report to the Attendance Office with his/her ID card to check in.

A student who is tardy more than four times per term is issued a detention for each subsequent tardy. Habitual tardiness is considered a Major Violation.

### **4. Class Tardiness and Absence:**

A student is tardy if he/she is not in the assigned classroom when the tardy bell sounds. With the exception of the first class of the day, a student receives a detention from the teacher when he/she arrives late to class.

**A student must be in class for at least half of the period in order not to be considered absent for that period. If a student arrives at school after 8:25 a.m., he or she will be considered absent for record-keeping purposes. Likewise, a student who is checked out of school at 2:05 p.m. for a medical appointment would be marked as absent for that class period. Both of these absences would count towards the number used to determine course credit. Twelve or more of such absences (even if the student is in class for part of the period) will result in no credit for that class and required remediation.**

A student who fails to follow the class schedule and thereby misses a class is considered truant. Truancy is an unexcused absence and a Major Violation. The policy for unexcused absences is that the student receives a "0" for any and all grades that may have been earned for class participation, tests, term papers, and any other work issued had he/she been present. The student may be required to make up the school time missed.

De La Salle neither explicitly nor tacitly approves of, nor allows, any student to miss school under the pretext of a "skip out" day. Any student who chooses to miss school under such a pretext is considered truant.

On school days with a special schedule, and days prior to or immediately following a holiday, the school reserves the right to implement special promulgated guidelines regulating attendance.

### **5. Procedure to Follow When Leaving School Early:**

On the day involved, between 7:00 a.m. and 7:30 a.m., the student must present a written note from a parent or guardian to the Attendance Office. The note must state the reason and time for early dismissal and is to indicate a phone number where a parent/guardian can be contacted for verification. The student receives a

permission slip; this slip must be kept by the student while he/she is off campus; it is necessary for re-admission into class. Students must then check out through the Attendance Office at the appropriate time.

Students may not check out with ten (10) or fewer minutes left in the school day. The student must check with the teachers for any assignments before leaving and turn in any assignments due that day.

## **6. Extracurricular Involvement:**

A coach or moderator may establish benchmarks for his/her activity to assist students in time management and establishing habits that lead to academic success.

Students must be in attendance a minimum of half of the academic day in order to be eligible to participate in an extracurricular or athletic practice or event for that day unless given special permission by the Dean of Students.

Students who check out early are not allowed to participate in any extracurricular activities unless given special permission by the Principal or Dean of Students. A student who is absent on the school day before a dance or other weekend activity may not attend or participate in the event without special permission.

## **7. Limited P.E. Exemptions:**

A student may have a temporary physical limitation which will preclude participation in Physical Education class. If this is the case, a parent should contact the Assistant Principal for Academics to make the necessary arrangements. If a class change is required, parents need to contact the Assistant Principal for Academics.

## **8. Emergencies - School Closure:**

In case of emergencies such as hurricanes or other natural disasters, WWL 870 AM, WWL 105.3 FM radio or WWL-TV are the official carriers of information regarding school closure for De La Salle. Further updates may be provided through PLUS PORTALS and the De La Salle website. De La Salle follows the Archdiocese of New Orleans regarding all school closures.

## **9. College Visit Policy**

De La Salle High School encourages students in all grade levels to visit colleges on school holidays and other days throughout the semester when students are not in class. If a student visits a college/university on a school day, his/her absence will be treated as a normal absence from school. However, if the college visit is approved by the College Guidance Counselor ahead of time in a timely manner, the visit will not be counted as an absence. Juniors and Seniors are allowed three (3) college visits per year. Students must complete the College Visit form (with all required signatures) and return it one week prior to the date of the visit. College visits may not be scheduled on exam days.

**NOTE:** It is at the discretion of the Dean of Students to allow or not allow a college visit if the form is handed in late. Upon his/her return, the student must bring the Dean of Students a letter from the college stating that a visit occurred.

# SATURDAY SCHOOL

## EXCESSIVE ABSENCES

Students who have ten (10) or more absences in a semester in a given class (either excused or unexcused) are at risk of not receiving credit for that class. Students missing ten (10) or more periods of any given class period will be required to attend Saturday School, or to attend other scheduled make-up days, and/or to complete course work during Summer School, as determined by the Principal.

- Students who have seven (7) or more absences (excused and/or unexcused) in a semester, will meet with the Dean of Students. Parents of these students will also be emailed by the Dean of Students.
- Students and parents of students who have nine (9) or more absences (excused and/or unexcused) in a semester, will meet with the Principal and/or Assistant Principal.
- When a student has been absent ten (10) or more times, he or she will be scheduled for Saturday School. If the student fails to appear at the appointed Saturday School date, the student will receive a Major Violation (four consecutive detentions) and must appear at the next Saturday School offered.
- Continued absences and/or failure to attend Saturday School may result in no credit being issued for the class until the student completes the required course work as determined by the principal. In such cases, summer school classes may be required.
- De La Salle tracks attendance by period. For example, if a student is absent 5 full school days for illness and misses an additional 5 days of their A Period class because of late arrivals or early dismissals (resulting in the student missing more than half of the class period), he or she would be required to remediate the credit for that A Period course.
- Parents are responsible for paying tuition for Summer School required due to excessive absences.

Absences are coded as “excused” (in which case a student is permitted to make up missed assignments, quizzes, tests, etc.) or “unexcused” (in which case students are NOT permitted to make up missed assignments, quizzes, tests, etc., and will receive zeros as grades on any work missed) by the Dean of Students and the Attendance Office.

Absences resulting from school-related activities will not count in these limits.

Although the Principal delegates matters of attendance and the validity of absences to the Office of the Dean of Students, the Principal has complete and sole discretion regarding the above processes.

**Excessive absences will be considered in determining whether a student can participate in special events or exercise special privileges, including but not limited to participatory activities such as school trips, field trips, fan buses, and senior intern periods.**

**NOTES:** All Saturday Schools will be held in a designated location on campus from 8:00 am to 2:00 pm.

Students must be in school uniform.

Students are expected to use the time during Saturday School for academic work. Teachers may choose to issue grades for work assigned at Saturday School.

**Saturday School Dates:**

October 4

December 13

March 7

May 16



## SECTION X

### EXTRACURRICULAR ACTIVITIES



De La Salle offers students many extracurricular activities. Students are encouraged to become involved in one or more of these activities. Students are also encouraged to support all De La Salle activities by their presence and participation.

Students must remember that they are part of the De La Salle High School community even when they are not in school. Every student must take pride in the school and demonstrate this pride in acting and dressing appropriately at any De La Salle event, on or off campus.

Unacceptable dress or behavior may result in a student being denied permission to remain at a function. In case of grave irregularity, further disciplinary action will be taken.

Any De La Salle student who brings a guest to a school event is responsible for the appearance, behavior, and attitude of that guest. Failure to inform the guest of De La Salle rules will result in disciplinary consequences for the De La Salle student.

De La Salle does not allow students who have withdrawn from De La Salle, regardless of the reason for that withdrawal, to attend De La Salle events, either on- or off-campus, without permission from the Dean of Students and/or Principal. Former students attending on-campus events will be asked to leave campus, and those attending off-campus and public events involving De La Salle are not permitted on the De La Salle side of the event site. Failure to adhere to directions from the appropriate De La Salle administrator may result in event security and/or police removing the former student from the site.

Participation in clubs, sports, and other school activities is ultimately at the discretion of the moderator or coach, Athletic Director(s), Dean of Students and Principal. Students who are qualified to be in a club or sport DO NOT automatically retain membership in a club or sport. Students are expected to adhere to the standards of conduct and attendance, academic performance, and other team or club policies, which are determined by the athletic coach or club moderator in conjunction with the Athletic Director(s) and/or Principal. Those standards for attendance, conduct, and academic performance may exceed school policies.

Students and parents will be informed as to expectations regarding standards and consequences, as they will likely vary from team to team, from club to club.

We reserve the right to discipline students who are not picked up in a timely manner from practice, games, or other school events. Coaches will also have the right to suspend students from practices, competitions, or the team itself if they are not picked up in a timely manner.

Students may be dismissed from a team or club should students and/or parents fail to adhere to specific expectations. In cases of grave misconduct on the part of either a student or his or her parents, as determined by the principal, the student's continued enrollment at De La Salle is at risk.

Dismissal from a particular team or club lies solely at the discretion of the coach or moderator, as supported by the Athletic Director(s) and/or the Principal.

## CLUBS AND ORGANIZATIONS

ACE Club	International Club
Art Club	Junior Classical League
Band	La Troupe De La Salle
Book Club	Maroon Legend
Bowling Club	Mu Alpha Theta
Campus Ministry	Music Club
Cavalettes	National Honor Society
Cavalier Crafters	National English Honor Society
Cavs for Life	No Place for Hate Club
Cheerleaders	Retreat Team
Chess Club	National Science Honor Society
Choir	National Social Studies Honor Society
Disney Club	Service Club
Eco Club	Shakespeare Club
E-Sports	Spanish Club
Flag Football (Girls)	Spanish Honor Society
French Club	String Orchestra
French National Honor Society	Student Council
Frisbee Club	Tabletop Gaming Club
	Tri-M Music Honor Society

## ATHLETIC TEAMS

Baseball	Soccer (Boys and Girls)
Basketball (Boys and Girls)	Softball
Bowling (Boys and Girls)	Swimming (Boys and Girls)
Cross Country (Boys and Girls)	Tennis (Boys and Girls)
Football	Track & Field (Boys and Girls)
Golf	Volleyball
Powerlifting (Boys and Girls)	Wrestling

## SCHOOL DANCES

School dances and proms are always closed functions for De La Salle students and their dates. Students are required to comply with the regulations governing dances. All students who attend a De La Salle dance are under the jurisdiction of the school whether enrolled or not and are required to comply with all regulations including dress code and courtesy code.

Once students arrive, they are not permitted to leave. Students who arrive after the published admission time are not ordinarily admitted. **All De La Salle dances have a lock-in time that must be observed.**

Students are not allowed to arrive or leave dances or other school events in a party bus. De La Salle discourages students from arriving or leaving in limousines.

Concerning dances and extracurricular activities, students who are not picked up by a parent/guardian immediately after an on-campus event, dance, or upon return from an extracurricular function are required to wait in the area designated by the adult moderators / chaperones. Failure to wait in the assigned area is considered a Major Violation.

**Students are to be picked up at the conclusion of the school dance. Students who are picked up later than thirty (30) minutes after the conclusion of the dance may be prohibited from attending future dances, as well as further disciplinary consequences as determined by the Dean of Students.**

Former De La Salle students are not allowed to attend school dances. Any students seeking a possible exception MUST receive permission from the Principal in order to bring a former De La Salle student to any extracurricular activity or event.



## SECTION XI

### GENERAL STUDENT INFORMATION



#### DISTRIBUTION OF PRINTED MATERIALS ON CAMPUS

No printed materials, circulars, advertisements, clothing or similar materials may be distributed on the campus, or at school, or placed on student cars parked in the neighborhood unless such material has been brought to the Dean of Students or a member of the Administration for approval.

This does not restrict the distribution of material concerning school-sponsored and school-approved activities.

It should be noted that all posters, campaign material and advertisements for school functions need signed approval of the faculty moderator. They are required to be in good taste. The group or individual responsible for displaying posters or flyers is also responsible for their removal.

- **Circulating, signing, and/or endorsing petitions concerning school policy are not allowed.**

#### ANNOUNCEMENTS

Announcements over the Public Address (PA) System occur on a daily basis. However, classes will not be interrupted for personal messages unless it is an emergency.

#### LOST AND FOUND

Students that recover lost or misplaced items are required to turn them in to the “lost and found” located in the Discipline/Attendance Office. Students who have lost/misplaced items should check with the Discipline Office.

#### TELEPHONES

De La Salle High School’s telephone number is (504) 895-5717. On regular school days, the receptionist will answer calls between 7:30 a.m. and 3:30 p.m. (3:00 p.m. on Wednesdays).

It is not possible for the office to deliver messages to students during the school day except in cases of emergency.



**Students are never allowed to use the phone in any office without permission.** Cellular phones must be turned off during the school day and kept out of sight. They may not be used in any way, text messaging or otherwise. They are not to be seen or heard at any time on campus during the school day, unless such use is directed by the Administration.

Any and all emergency calls or messaging (incoming or outgoing) must go through the Attendance Office. After the dismissal bell, students are allowed to use their cell phones in the building (except for taking pictures or videos).

**Repeated violation of the cell phone use policy may result in further disciplinary action including suspension and dismissal from De La Salle.**

## **STUDENT SALES AND DELIVERIES**

Students may not conduct sales on or near the campus without the approval of the Dean of Students. Students are never permitted to conduct sales for personal profit. Students are not allowed to receive deliveries of any kind during the school day. Deliveries for students are refused.

## **ASSEMBLIES**

School Masses, liturgies, and assemblies are an integral part of both the educational experience and community life at De La Salle. They are never optional – all students are required to attend all Masses, liturgies, and assemblies in their entirety. Unexcused or habitual tardiness or absences from Masses, liturgies, and assemblies will be handled in the same manner as unexcused or habitual tardiness or absences from class. Students are required to conduct themselves with all appropriate decorum and respect at these special events.

Student body assemblies and level assemblies are held in the CAVS Center, Harris/Faye Theater, school cafeteria or gymnasium.

Assemblies are marked by quiet, orderly conduct. Entrance and dismissal are always regulated for safety purposes. Students are to sit in their assigned seats and be attentive to the program at hand.

## **PEP RALLIES**

Pep Rallies are ordinarily held in the gymnasium. Students are assigned seating areas and are to follow the directives of those in charge of the rally. Teachers check attendance at Pep Rallies. School Spirit is called for at these events, but good taste, safety, and order are to govern all.

## **LOCKERS**

Each student will be assigned a locker on “Welcome to De La Salle Day.” Student’s books and belongings will be kept in the locker assigned. Students are not permitted to share lockers nor are they permitted to use additional lockers.

Each student is responsible for the security of the locker and for guarding the privacy of the lock's combination. Lockers must be kept locked at all times. Only color-coded locks officially designated as De La Salle Student Locks and sold in the De La Salle bookstore may be used to secure student lockers in the school and in the gymnasium. Other locks will be cut off. De La Salle is not responsible for articles stolen from student lockers. Lockers may be checked for orderliness. Students, under faculty supervision, may be required to clean out their lockers.

## SEARCH AND SEIZURE

For health, safety, and pedagogical reasons, the administration and faculty reserve the right to inspect school buildings, rooms, desks and lockers, and personal belongings including backpacks and purses of any student or any other area of the school building or grounds belonging to, or under the jurisdiction of De La Salle High School. These inspections will be based on reasonableness under all circumstances. Any Administrator or teacher may search. This will be done when he/she believes that any student has in his/her possession any dangerous weapon, alcohol or illegal drug or any other material or object in violation of the school's student handbook and/or state law, or be in possession of anything detrimental to the health and safety of the individual and/or other members of the school community.

Any vehicle owned or operated by a student will also be subject to this search and seizure policy when the student is under the jurisdiction of De La Salle High School. This is a condition for allowing a student to drive a vehicle to school or to a school function.

Any student deliberately obstructing any reasonable search by authorized personnel will be disciplined after considering the extenuating circumstances of the given case.

## CRISIS PLAN

The primary goal of the Crisis Plan of De La Salle High School is to insure the safety of the students. It is important that all students understand that they are to follow the instructions of the adults without question. This policy covers all school emergencies including evacuation and lock downs. In the case of emergency, parents should tune in to WWL-TV Channel 4 or WWL-Radio 870 AM or WWL-Radio 105.3 FM. Further updates may be provided through PLUS PORTALS.

The Crisis Plan is available in each classroom and in all offices.

## CRISIS DRILLS

Crisis drills are serious practices for emergency situations. Absolute silence and absolute adherence to regulations and procedures are necessary and expected.

Directions for exiting the buildings in an emergency are posted in each room. At the sound of the alarm, students are to leave in a quiet and orderly fashion under the direction of the adult in charge. A Major Violation will be issued to students who do not comply with the safe and orderly exit during a crisis situation or drill.

**NOTE:** Setting off the fire alarm without just cause may be grounds for expulsion from De La Salle.

## NEIGHBORHOOD FIELD TRIPS

On certain occasions, but not limited to, PE classes and safety drills, without prior notice, but under faculty supervision, students may leave campus and walk or be taken by bus to various neighborhood locations.

## ASBESTOS MANAGEMENT PLAN

**NOTE:** In accordance with AHERA, Asbestos Hazardous Emergency Response Act, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This Management Plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan, it will be made available to you at the cost of \$50.00 (which covers the cost of reproduction).



## SECTION XII

# ANTI-DISCRIMINATION POLICY AND GRIEVANCE PROCEDURES



## INTRODUCTION

**SPECIAL NOTIFICATION:** There exists a specific grievance procedure at De La Salle High School for students and parents. It is informal.

De La Salle High School (DLS) is committed to maintaining an environment free from any type of harassment, discrimination and retaliation for all who study and work on the campus. In furtherance of that commitment, DLS has adopted a policy forbidding harassment, discrimination or retaliation of any kind against any parent or student of DLS. This policy recognizes that harassment, discrimination and retaliation on the basis of race, color, gender, age, national origin, citizenship, disability, or veteran status subverts the mission of De La Salle and is strictly prohibited. This policy applies to all members of the DLS campus community.

The primary purpose of De La Salle High School is to give a Christian Education. Whatever else constitutes a Christian Education, the Brothers are convinced that respect for the person is a *sine qua non* of their three hundred plus years of tradition in offering a Christian Education. For this reason the Brothers/lay colleagues try always to improve the quality of their relationships because only in so doing can hearts be touched.

However, the human condition is such that interpersonal relationships sometimes give grounds for complaint because of an alleged injury, injustice or wrong.

Therefore, any student or parent of the De La Salle community who believes that the quality of his or her relationship with the School gives grounds for complaint-because it is unjust, discriminatory and/or oppressive, and such injury, injustice or wrong falls into and is governed by one or more of the specifically designated generic areas delineated in the definition of grievance contained herein, may rectify the alleged injury, injustice or wrong according to the informal and formal steps of this grievance procedure.

## DEFINITION OF GRIEVANCE

Grievance is defined as an alleged injury, injustice or wrong which gives ground for complaint because it is unjust, discriminatory and/or oppressive.

Such alleged injury, injustice or wrong must occur because of a good faith, reasonable belief of:

1. A violation, misinterpretation or misapplication of a specific policy of the De La Salle's local governance corporate board.

2. A violation, misinterpretation or misapplication of the president's directives.
3. A violation, misinterpretation or misapplication of the principal's directives.
4. A violation, misinterpretation or misapplication of the student handbook.
5. Discrimination by the school in its relations with its students, employees, or parents with regard to race, color, sex, national origin, age, citizenship, veterans' status or disability.

## PROCEDURES

### A. INFORMAL PROCEDURES:

Step I: A good faith attempt shall be made to orally resolve any grievance by scheduling a meeting between the grievant and the appropriate individual(s) involved as soon as reasonably possible considering all the relevant circumstances.

Ideally, the meeting will take place the same day, or under ordinary circumstances, by the next school day.

Step II: If Step I fails to resolve the grievance to the satisfaction of the grievant, then the grievant shall request and receive an appointment with the Principal. The parties involved in Step I shall also be present with the Principal for Step II. Step II shall take place as soon as reasonably possible considering all the relevant circumstances.

Ideally, the meeting will take place the day following Step I and, under ordinary circumstances, no more than two school days following Step I.

Ordinarily the Principal renders an oral decision within two school days of the conclusion of the meeting. The decision of the Principal is final.

#### **SPECIAL NOTE:**

If the grievance is against the Principal, Step II is handled by the President of the school, and the grievance must be submitted in writing for the sake of clarity (the grievance may be emailed to the President of the school). Ordinarily, the President of the school will render a decision within forty-eight hours upon receipt of the grievance, unless circumstances determine otherwise. The decision of the President of the school is final.

If the grievance is against the President of De La Salle High School, Step II is handled by the Chair of the De La Salle Board of Trustees or his/her designee, and the grievance must be submitted in writing for the sake of clarity (the grievance may be emailed to the Chair of the De La Salle Board of Trustees). Ordinarily, the Chair of the De La Salle Board of Trustees or designee renders a decision within five school days. The decision of the Chair of the De La Salle Board of Trustees is final.

**NOTE:** A student who is a grievant may be accompanied at any step by a parent or parents. A parent who is a grievant may be accompanied by another person so long as that person is not an attorney or someone who has legal training.

**PROCEDURAL NOTE:**

The parties may, upon mutual written agreement, extend all deadlines.

**B. ELEMENTS INTEGRAL TO THE GRIEVANCE PROCESS:**

- It is understood that a grievance will be kept confidential except to the extent necessary to investigate and resolve the grievance.
- A grievance may be withdrawn at any level. However, once withdrawn the grievance cannot be reactivated unless another alleged action necessary to lead to a grievance occurs.
- The grievant must indicate with his/her filing at each level beyond the informal step who will accompany or represent him/her in any meetings or hearings that might be conducted.
- No retaliation of any kind shall be taken by either party as a result of the use of this procedure.
- Decisions rendered at any administrative level shall be binding until and unless an appeal is made and the decision is reversed at the next level.

**C. STANDARD OF REVIEW:**

Each decision-maker at any step of the grievance process shall make a decision based on the facts and circumstances before him or her.



## **SECTION XIII**

### **SEXUAL HARASSMENT**



#### **PURPOSE**

Sexual harassment is an invidious, predatory offense that undermines the morale of any institution, and is especially harmful in an institution of learning such as De La Salle High School whose mission is to provide a religious, academic, and disciplined education in the 300-year-old Lasallian Tradition of the Christian Brothers. All members of the De La Salle High School family, including administration, faculty, parents, students and support staff, share in a duty to eliminate sexual harassment wherever it exists.

Sexual harassment is not about sex. Sexual harassment is an assertion of power. Sexual harassment is the use of sex as an instrument of domination, and may take the form of verbal abuse, indecent suggestions, propositions, and request for sexual favors, demands for intercourse, physical touching and rape.

While all unwelcome conduct of a discriminatory nature may not rise to the level of constituting illegal harassment, the policy of De La Salle seeks to prevent all such conduct, and seeks to prevent all discriminatory conduct against members of the campus community based on race, color, gender, age, national origin, citizenship, disability, or veterans' status.

#### **DEFINITION**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission is explicitly or implicitly a condition of education, or participation in any program or event at De La Salle High School; or
2. Submission is a basis for decisions affecting education, grade, or status at De La Salle High School; or
3. Such conduct to a reasonable harassed person has the purpose or effect of unreasonably interfering with an individual's academic, professional, or work performance; or
4. Such conduct to a reasonable person has the purpose or effect of creating an intimidating, hostile and offensive employment or educational environment.

# FORMS OF HARASSMENT

Sexual harassment can take the form of oral or written communication (e.g., comments, propositions, sexual jokes, innuendoes, insults, or threats), non-verbal communication (e.g., suggestive sounds or gestures), or physical actions (e.g., touching, rubbing, leering, fondling, or coerced sexual relationships), or electronic communication (texting, emails, or social media postings).

**NOTE:** Not all of these actions in and of themselves are always considered sexual harassment. If these actions are severe and pervasive and are harassing as determined by a reasonable person, then a given behavior may constitute sexual harassment. The alleged harasser's intent is not a defense.

## TWO FORMS OF SEX-BASED HARASSMENT IN A SCHOOL SETTING

1. Sexual harassment consisting of sexual conduct.
2. Gender harassment consisting of nonsexual but sex-based harassing conduct.

**EXAMPLE:** Harassing conduct that is not sexual but that nonetheless arises from intent to discriminate on the basis of gender. (e.g., violent and derogatory behavior by males directed exclusively at females because of their gender)

## HOW SEXUAL HARASSMENT MAY OCCUR - ILLUSTRATIVE EXAMPLES

Sexual harassment may occur between administration, faculty or staff, on the one hand, and students on the other or between students and other students. Sexual harassment may occur between persons of the opposite or the same sex. Sexual harassment may occur between persons of the same or dissimilar positions of power/ authority. In any event, all sexual harassment is reprehensible and subject to disciplinary measures.

Two specific forms of sex-based harassment against students:

1. Sexual advances, requests for sexual acts, or other verbal or physical conduct of a sexual nature constitutes harassment when it makes submission to such conduct either explicitly or implicitly a condition of a student's advancement, or uses submission to or rejection of such conduct by a student as the basis for evaluating or grading a student.
2. Intimidating, threatening, or offensive verbal or physical conduct based on sex constitutes harassment when such conduct interferes with a student's education.

## REPORTING

All persons with knowledge of an incident of sexual harassment or who learned of an alleged incident of sexual harassment must report the incident at the earliest possible opportunity.



1. Students must report incidents of sexual harassment to any member of the faculty or staff.
2. Parents must report incidents of sexual harassment to the Administration.
3. Incidents of sexual harassment involving the President of the school must be reported to the President of De La Salle's local governance corporate board.
4. Every person receiving a report of sexual harassment is charged with keeping the information in strictest confidence. Care must be taken to preserve any physical evidence and memoranda of all meetings.

## **SANCTIONS - ILLUSTRATIVE EXAMPLES**

Depending on the severity of the offense, illustrative examples of sanctions for violations of De La Salle's sexual harassment policy by administration, faculty, or employees are

- Attending a workshop explaining how adherence to De La Salle's mission statement assures compliance with federal and state laws prohibiting sexual harassment, or sensitivity training in gender equity;
- Mandatory completion of a contractual remediation program specifically addressing the issues associated with the sexual harassment violations;
- Suspension without pay;
- Termination.

Depending on the severity of the offense, illustrative examples of sanctions for violations of De La Salle's sexual harassment policy by students are discipline and/or dismissal from De La Salle High School.

### **EXAMPLES OF SEXUAL HARASSMENT**

- Referring to an adult as "girl", "hunk", "babe" or "honey".
- Whistling at someone, making cat calls or kissing sounds.
- Turning work discussions to sexual topics.
- Making sexual comments about a person's body.
- Making sexual innuendos.
- Telling sexual jokes or stories.
- Asking about sexual fantasies, preferences or history.
- Repeatedly asking out a person who is not interested.

### **NON-VERBAL:**

- Looking a person up and down (elevator eyes).
- Staring at someone.
- Blocking a person's path.
- Giving personal gifts.
- Having sexually suggestive materials at the workplace - (posters, calendars, etc.)
- Making facial expressions, winking, throwing kisses, licking lips.
- Making sexual gestures with hands or through body movements.

## **PHYSICAL:**

- Touching a person's clothing, hair or body.
- Constantly loitering near a person.
- Hugging, patting, kissing or stroking.
- Touching or rubbing oneself sexually around another person.
- Standing close or brushing up against another person.



## **SECTION XIV SCHOOL FEES**



### **FINANCIAL OBLIGATION POLICY**

1. Tuition and Fees and the Financial Obligation Policy apply to all students regardless of circumstances.
2. The registration form which includes non-refundable fees is required to be signed and submitted for a student to be enrolled for the academic school year. Your child is unofficially registered until this payment is received in full.
3. The \$600 registration fee is required to be paid on registration night. This payment holds the student's place for the upcoming academic year.
4. Tuition and fees must be paid in full before or on June 1, 2025, to De La Salle's Finance office. All other tuition payment schedules are through Gulf Coast Bank tuition loan program.
5. All families not paying in full by June 1, 2025, must enroll in the Gulf Coast Bank tuition program.
6. Student tuition accounts must remain in good standing, which means that all financial obligations must be fulfilled in their entirety in accordance with the tuition financing program through Gulf Coast Bank.
7. Student tuition accounts must be in good standing at the start of the academic school year or the student may not be admitted to school.
8. Accounts which are not in good standing at any time during the academic school year will result in the student being withheld from all academic classes and extracurricular activities. The student's coursework, grades and transcripts will remain incomplete until the tuition account returns to good standing.
9. Any payments received by the De La Salle Finance Office that are returned will be assessed a return fee of \$50. The unpaid payment and the fee shall be paid in cash, money order or certified funds. This includes payments for cafeteria, school events, and tuition payments.
10. Graduating seniors' financial obligations must be in good standing to participate in examinations, senior activities and graduation ceremonies. The students' coursework, grades and transcripts will remain incomplete until the account returns to good standing.
11. All outstanding balances for seniors and/or withdrawing students are required to be paid in cash, money order or certified funds. Transcripts will be released only upon completion of requirements for withdrawal.

12. It is understood and agreed that De La Salle High School does not refund registration fees and/or enrollment fees under any circumstances at any time.
13. Any prepaid tuition refund for a family who withdraws a student from De La Salle is decided solely by the President. The President may only refund pre-paid tuition for any academic quarters of the school year beyond the current quarter of the student's withdrawal. For example, if a student withdraws in September and the family has pre-paid tuition through December of that year, the President may allow a prorated tuition refund for the October through December academic quarter. Prepaid tuition refunds WILL NOT be prorated to the day of the withdrawal.
14. Any tuition refund is solely at the discretion of the President.

## **FOOD SERVICE POLICY**

1. Student food accounts must have funds available in order to purchase food, drinks, and other items sold in the cafeteria.
  - a. Payments can be made online at [myschoolbucks.com](https://myschoolbucks.com). This is the most convenient and quickest way to add funds to the student's food account.
  - b. Payments can also be made to De La Salle in the food service line.
  - c. Check payments received in the cafeteria and returned to De La Salle as NSF will be assessed a \$50.00 NSF fee.
2. When a student's lunch account is below \$15.00, they will be given a friendly reminder in the lunch line upon checkout.
  - a. This feature can also be set up as an email option in the student's account in the payforit.net system; balance reminders, low balance notices, and monthly transaction statements are all available at [myschoolbucks.com](https://myschoolbucks.com).
  - b. In order to better prevent students from accumulating high balances that ultimately place a burden on their families, and to maintain proper cafeteria accounting procedures, please note the following policy:
    - Once a student's cafeteria balance reaches \$0, funds should be replenished.
    - Students will continue to be allowed to purchase food items until their negative balance reaches \$25.00.
    - Once a student's negative balance reaches \$25.00 he or she will no longer be permitted to purchase items until enough money is deposited for a positive balance.
3. Students can pay with cash, but change will not be given. Any overage will be applied to the student's account.

## FINANCIAL-ASSISTANCE PROGRAM

Financial assistance is available to qualified families. Parents interested in this assistance program for their children must apply at the time of registration and complete the Financial Aid Application provided by the Finance Office.

The Financial Aid Committee of De La Salle High School awards all financial aid.



## SECTION XV

### PARENTAL INVOLVEMENT



### PARENT-TEACHER CONFERENCES

De La Salle encourages parents to become involved in the academic progress of their sons and daughters. To encourage this involvement, De La Salle offers a Back-to-School Mini-Schedule Night in the fall and in the spring so that parents can meet teachers and receive an academic overview of students' courses. De La Salle also offers a Parent-Teacher Conference opportunity outside of school hours in the fall and the spring so that parents can meet with teachers individually.

**NOTES:** Any additional face-to-face Parent-Teacher conference must be by appointment only.

Parents are expressly prohibited from conferencing with any De La Salle faculty, staff, or administrator outside of an agreed upon appointment time.

No such conference or any meeting with a De La Salle teacher(s), staff member(s), and/or administrator(s) may be recorded without the permission of the Principal.

### CAVALIER ATHLETIC CLUB

The primary function of this Club is to support all De La Salle athletic programs, ticket and concession work, program sales and other events for the student athletes.

This organization is open to parents and families of De La Salle athletes as well as Alumni and the general public. Annual dues are \$50 per family.

The Cavalier Athletic Club is the primary fundraising arm of the Athletic Department. The Athletic Department uses funds raised through the Cavalier Club to assist all of the Cavalier Athletic Programs in various ways. The Cavalier Athletic Club sponsors various fundraising and social events throughout the school year.

All families are members of the Cavalier Athletic Club, and dues are paid on Welcome to De La Salle Day.

ALL students are admitted FREE to all HOME athletic events during the regular season for all sports. This does not include any tournament games or LHSAA Playoff games.

## DE LA SALLE PARENTS CLUB

The Parents Club at De La Salle is directed by an Executive Board elected to overlapping two-year terms at the spring meeting.

Events sponsored by the Parents Club include the Faculty Luncheons, Parent Meetings and refreshments at various other DLS events.

Under the direction of the Development Office, the Parents Club assists in the planning and implementing of the Parents Annual Giving Drive.

Dates of Parents Club meetings are listed in the monthly school calendar.

The dues for the De La Salle Parents Club are \$60 per family. All families must pay the Parents Club dues. These funds go directly to supporting all activities mentioned above.



## SECTION XVI BELL SCHEDULES



### REGULAR SCHEDULE (Mondays and Thursdays)

<b>Warning Bell</b>	<b>7:40 a.m.</b>
<b>Prayer, Announcements, and Reading</b>	<b>7:45 a.m. – 8:00 a.m.</b>
<b>1<sup>st</sup> Period</b>	<b>8:00 a.m. – 9:25 a.m.</b>
<b>Break</b>	<b>9:25 a.m. – 9:35 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>9:40 a.m. – 11:05 a.m.</b>
<b>1<sup>st</sup> Lunch</b>	<b>11:05 a.m. – 11:40 a.m.</b>
<b>3<sup>rd</sup> Period (2<sup>nd</sup> Lunch)</b>	<b>11:10 a.m. – 12:35 p.m.</b>
<b>2<sup>nd</sup> Lunch</b>	<b>12:35 p.m. – 1:10 p.m.</b>
<b>3<sup>rd</sup> Period (1<sup>st</sup> Lunch)</b>	<b>11:45 a.m. – 1:10 p.m.</b>
<b>4<sup>th</sup> Period</b>	<b>1:15 p.m. – 2:45 p.m.</b>
<b>Dismissal</b>	<b>2:45 p.m.</b>

### IWP SCHEDULE (Tuesdays and Fridays)

<b>Warning Bell</b>	<b>7:40 a.m.</b>
<b>Prayer, Announcements, and Reading</b>	<b>7:45 a.m. – 8:00 a.m.</b>
<b>1<sup>st</sup> Period</b>	<b>8:00 a.m. – 9:15 a.m.</b>
<b>Break</b>	<b>9:15 a.m. – 9:25 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>9:30 a.m. – 10:45 a.m.</b>
<b>1<sup>st</sup> Lunch</b>	<b>10:45 a.m. – 11:20 a.m.</b>
<b>3<sup>rd</sup> Period (2<sup>nd</sup> Lunch)</b>	<b>10:50 a.m. – 12:05 p.m.</b>
<b>2<sup>nd</sup> Lunch</b>	<b>12:05 p.m. – 12:40 p.m.</b>
<b>3<sup>rd</sup> Period (1<sup>st</sup> Lunch)</b>	<b>11:25 a.m. – 12:40 p.m.</b>
<b>Independent Work Period</b>	<b>12:45 p.m. – 1:25 p.m.</b>
<b>4<sup>th</sup> Period</b>	<b>1:30 p.m. – 2:45 p.m.</b>
<b>Dismissal</b>	<b>2:45 p.m.</b>



### WEDNESDAY SCHEDULE

Warning Bell	7:40 a.m.
Prayer, Announcements, and Reading	7:45 a.m. – 8:00 a.m.
1 <sup>st</sup> Period	8:00 a.m. – 9:15 a.m.
Break	9:15 a.m. – 9:25 a.m.
2 <sup>nd</sup> Period	9:30 a.m. – 10:45 a.m.
3 <sup>rd</sup> Period	10:50 a.m. – 12:05 p.m.
Lunch	12:05 p.m. – 12:40 p.m.
4 <sup>th</sup> Period	12:45 p.m. – 2:00 p.m.
Dismissal	2:00 p.m.

### ASSEMBLY SCHEDULE

Warning Bell	7:40 a.m.
Prayer, Announcements, and Reading	7:45 a.m. – 8:00 a.m.
1 <sup>st</sup> Period	8:00 a.m. – 9:10 a.m.
Assembly	9:15 a.m. – 10:15 a.m.
Break	10:15 a.m. – 10:25 a.m.
2 <sup>nd</sup> Period	10:30 a.m. – 11:40 a.m.
1 <sup>st</sup> Lunch	11:40 a.m. – 12:15 p.m.
3 <sup>rd</sup> Period (2 <sup>nd</sup> lunch)	11:45 a.m. – 12:55 p.m.
2 <sup>nd</sup> Lunch	12:55 p.m. – 1:30 p.m.
3 <sup>rd</sup> Period (1 <sup>st</sup> lunch)	12:20 p.m. – 1:30 p.m.
4 <sup>th</sup> Period	1:35 p.m. – 2:45 p.m.
Dismissal	2:45 p.m.

### PEP-RALLY SCHEDULE

Warning Bell	7:40 a.m.
Prayer and Announcements	7:45 a.m. – 7:50 a.m.
1 <sup>st</sup> Period	7:50 a.m. – 9:00 a.m.
Break	9:00 a.m. – 9:10 a.m.
2 <sup>nd</sup> Period	9:15 a.m. – 10:25 a.m.
1 <sup>st</sup> Lunch	10:25 a.m. – 11:00 a.m.
3 <sup>rd</sup> Period (2 <sup>nd</sup> lunch)	10:30 a.m. – 11:40 a.m.
2 <sup>nd</sup> Lunch	11:40 a.m. – 12:15 p.m.
3 <sup>rd</sup> Period (1 <sup>st</sup> lunch)	11:05 a.m. – 12:15 p.m.
4 <sup>th</sup> Period	12:20 p.m. – 1:30 p.m.
IWP	1:35 p.m. – 2:00 p.m.
Callout to gym	2:00 p.m. – 2:10 p.m.
Pep Rally	2:10 p.m. – 2:45 p.m.

### 10:30 MASS/PRAYER SERVICE SCHEDULE

Warning Bell	7:40 a.m.
Prayer, Announcements, and Reading	7:45 a.m. – 7:55 a.m.
1 <sup>st</sup> Period	7:55 a.m. – 9:00 a.m.
Break	9:00 a.m. – 9:10 a.m.
2 <sup>nd</sup> Period	9:15 a.m. – 10:20 a.m.
Call to Mass from 2nd Block	10:20 a.m. – 10:35 a.m.
Mass or Service	10:35 a.m. – 11:40 a.m.
Lunch	11:45 a.m. – 12:25 p.m.
3 <sup>rd</sup> Period	12:30 p.m. – 1:35 p.m.
4 <sup>th</sup> Period	1:40 p.m. – 2:45 p.m.
Dismissal	2:45 p.m.

### EXAM SCHEDULE

Warning Bell	8:25 a.m.
Prayer and Announcements	8:30 a.m. – 8:35 a.m.
1 <sup>st</sup> Period	8:35 a.m. – 9:55 a.m.
Break	9:55 a.m. – 10:05 a.m.
2 <sup>nd</sup> Period	10:10 a.m. – 11:30 a.m.
Dismissal	11:30 a.m.

- The school building and parking lot gate will open at 6:30 a.m. Students who are not reporting for detention or a faculty-moderated activity should report to the lobby or cafeteria until 7:15 am.
- For the health and well-being of our school community, all visitors to campus (for any reason, including conferences with teachers, admissions, counselors, and administration) must make an appointment before arrival on campus. All guests must enter campus through the front door on St. Charles Avenue.

## **SECTION XVII**

### **DAILY PRAYERS AND THE PLEDGE OF ALLEGIANCE**



In keeping with the basic philosophy of De La Salle High School, each day begins and ends with a communal prayer. Each class begins with a prayer as well.

#### **MORNING PRAYER**

**Leader:** Let us remember that we are in the holy presence of God.  
**All:** I worship You, O my God, and I acknowledge you as my God and my Maker. Teach me, I beg You, to know You, to love You, to serve You and to open my heart and hear Your voice in my life. I offer You my day and I resolve to spend it in Your love and the service of my neighbor. I ask You to bless our school and all our endeavors. Amen.

#### **CLASS PRAYER**

**Leader:** Let us remember that we are in the holy presence of God.  
**All:** Lord, open my heart to Your voice in my life so that all my actions are for the love of You.

#### **END OF THE DAY PRAYER**

**Leader:** Let us remember that we are in the holy presence of God.  
**All:** My God, I thank You for having given me life and for having made me to know, love and serve You all the days of my life and for eternity. I thank You for my faith, my school, and for the school day that I am completing. I beg Your pardon for my offenses and omissions. I resolve, with the help of Your grace, to open my heart to Your voice and to constantly listen for Your call in my life. Be with me as I live out the rest of today. May I do so in Your holy grace and good favor. Amen.

## INVOCATIONS

*All prayers at De La Salle begin with the following:*

Leader: Let us remember  
All: That we are in the Holy Presence of God.

*All prayers at De La Salle end with the following:*

Leader: Mary, Queen and Mother of the Christian Schools:  
All: Pray for us.

Leader: St. Joseph, our patron:  
All: Pray for us.

Leader: St. John Baptist De La Salle:  
All: Pray for us.

Leader: Live, Jesus, in our hearts!  
All: Forever!

## THE PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands,  
one nation under God, indivisible, with liberty and justice for all.



## SECTION XVIII

### FIGHT SONG, ALMA MATER, AND CAVALIER MASCOT



#### FIGHT SONG

We've got that fight, fight, fight  
Maroon and white, white, white  
We're on the road, road, road  
To victory  
It's one for all, right now  
And all for one, and how  
Just watch our foes go trembling by  
We Cavaliers don't bow  
We never can allow  
Our name to dim on the field or on the floor  
So bold our daring  
So proud our bearing  
Keep that maroon and white on top  
Fight! Fight!



## **ALMA MATER**

We hail thee, Alma Mater, to pledge thee our faith  
And send echoes bearing thy praise,  
To tell all the earth that here stand  
Loyal ones who have walked thy ways.  
When storms and distress are upon us,  
Dark clouds hide the face of our sun,  
We look to thy light to inspire us  
Till the field for the truth is won.  
So, Cavaliers, stand firm on your honor,  
And sing out, DE LA SALLE, LEAD ON!

## **HONNEUR A TOI**

Honneur à toi, glorieux De La Salle,  
Apôtre des enfants et gardien de leur foi;  
Vainquer de l'ignorance, a l'âme si fatale.  
Honneur à toi. Honneur à toi!

O toi que les élus comme nous applaudissent.  
Et chantent triomphant dans les parvis du ciel.  
Pour exalter ta gloire, ici nos voix s'unissent,  
Avec transport au cantique eternal.

## THE CAVALIER MASCOT



The name **Cavalier** is a fusion of the triple inheritance of Louisiana: the Spanish, French, and English. The Spanish **Caballero** epitomizes the ideal proper conduct; the French **Chevalier** characterizes the ideal of militant devotion to duty; and, the English **Cavalier** represents the ideal of loyalty to all that is good.

The De La Salle Cavalier is a gentle person who is for others. A Cavalier is sensitive to others' needs and is strong and true in their service. A Cavalier is a person of his/her word, one who has a love of learning, of truth, of life, of neighbor and God. A Cavalier realizes that to spend one's life for God in the service of others is the *raison d'être*.

The De La Salle Cavalier believes that no one is insignificant and that everyone is important for all are loved unconditionally by a faithful, loving God. The De La Salle Cavalier realizes that differences have the power to enrich and not divide, be there difference of race, gender, nationality, or religion. The De La Salle Cavalier is in the service of God and humanity.



## SECTION XIX

### HANDBOOK AGREEMENT AND MEDIA RELEASE FORM

**PLEASE RETURN THIS PAGE TO THE  
DEAN OF STUDENTS' OFFICE AT DE LA SALLE BY FRIDAY, AUGUST 15, 2025**

Dear Parent(s)/Guardian(s):

Please return this signed page to De La Salle High School so that we may have a record that you received the 2025-2026 Parent/Student Handbook which serves as the agreement between De La Salle High School and the parents and students who desire a Lasallian education.

**This is to certify that we have accessed the De La Salle High School Parent/Student Handbook on the De La Salle website. In addition, we have carefully read and fully understand the contents stated therein, and we agree to adhere and abide by these policies, procedures and rules contained in this handbook.**

**SCHOOL PUBLICATIONS AND COMMUNICATIONS:** De La Salle High School takes digital images and video of its students for use in official school publications, website, school videos, and school social media accounts. I understand that these digital images or videos may be used in print or multiple forms of electronic media. I also acknowledge that the digital images or videos may be displayed on the school's website, school social media accounts, and other school related informational sites. By signing and submitting the Handbook Agreement, I give De La Salle permission to use any and all multimedia images, video, or sound bites taken as described above. By granting permission, I release any and all claims for damages for libel, slander, or invasion of right of privacy.

\_\_\_\_\_  
Student's Name – Please Print

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian's Name – Please Print

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

**If this form is not received by the Dean of Students' office by the date requested, the student will be subject to further discipline until the form is received by the Dean of Students.**