

Rules, Procedures, and Expectations Governing Student Behavior and Conduct at La Salle Institute

- 1. STUDENT CONDUCT:** Respect for self, other students, faculty, staff, and school property is required at all times by all students. Students are expected to always take on responsible leadership roles and adhere to the school motto of “Truth, Honor, and Duty.” All students are expected to be on their best behavior at all times. Disciplinary action, including dismissal, will be implemented in response to any behavior, on and/or off campus, which discredits or is perceived to discredit the positive reputation of La Salle Institute and the Lasallian Community. Such unacceptable behavior includes, but is not limited to the following:
 - a.* Challenging the authority of administrators, teachers, or staff personnel.
 - b.* Disrupting the learning environment or the academic process through excessive talking, noise making, disrespectful or disruptive behavior.
 - c.* Not participating in the Pledge of Allegiance and being inattentive and disrespectful during Morning Prayer and dress code compliance inspections.
 - d.* Using disrespectful, destructive and/or inappropriate language.
 - e.* Producing or being in possession of immoral/indecent writings, pictures, or signs.
 - f.* Behavior which is uncharacteristic of a La Salle Student such as cheating, stealing, lying, copying, gambling, vandalism, threat making, bullying, hazing, rowdiness, pushing, or fighting.
 - g.* Failure to demonstrate respect for themselves, respect for others, or respect for the school environment.
 - h.* Physical abuse, verbal abuse, and any form of intimidation in person or through other means.
 - i.* Avoidable and unnecessary damage to school.
 - j.* Inappropriate conduct at sporting activities, school dances, or other extracurricular activities, on or off school campus.
 - k.* Inappropriate dress at school sponsored events and activities. Students must be completely dressed to include shirts. Body painting is not permitted.
 - l.* Criminal acts to include, but not limited to, possession, use, or selling illegal drugs and/or alcohol, or making any threats against the school building, faculty, or students.
 - m.* Using personal Web Pages or internet sites such as Facebook, You Tube, MySpace, etc. to be disrespectful to another student or to the school.
 - n.* Using school computers to produce other than teacher assigned requirements.
 - o.* Failure to comply with teachers’ classroom rules and procedures.
 - p.* There are always consequences for behavior or conduct that is contrary to the values and principles of La Salle institute. See **Appendix A** for Consequences and **Appendix B** for Board of Discipline Procedures.

2. **ATTENDANCE POLICY:** Daily attendance at La Salle Institute is required. Absence from class is a detriment to the students' ability to be successful. It is the student's responsibility to make every effort to get to school each day on time and keep absences to a minimum. Parents must not permit absences or tardiness for insignificant reasons. The school does not approve of student absences for business matters, family trips, participation in non-school sponsored activities, or personal appointments that can be scheduled after school or when school is not in session. Only excused absences and tardy excuses are acceptable. Unexcused absences or unexcused tardy excuses are not acceptable and therefore cannot be approved.

*a. **Excused Absence or Tardiness:*** A student is considered to be legally absent or tardy for the following reasons:

1. The student is sick and staying home will help his recovery.
2. Medical or dental appointment that cannot be scheduled after school or on a day when school is not in session.
3. A death in the family.
4. A family emergency and the student's presence is required.
5. The family is observing a religious holiday.
6. The student has a college visit approved by his guidance counselor.
7. The student has prior approval by the school principal to be absent.

*b. **Unexcused Absence or Tardiness:*** A student is considered to be illegally absent or tardy for the following reasons:

1. A vacation or an unapproved trip.
2. Participation in a non-school sponsored activity.
3. Parents decide to keep the student out of school for reasons other than those stressed in "a" above.
4. Any and all transportation issues (missed school bus, car would not start, heavy traffic, construction, detours, etc.).
5. The student fails to bring in a note signed by a parent explaining the details of his absence or tardiness.

*c. **Truancy:*** A student is considered truant in the event that he refuses to attend part or all of the school day. Truancy is a serious violation of school policy. First time consequences will result in multiple detentions. Repeated truancy will require a Board of Discipline appearance and may result in dismissal from La Salle Institute.

*d. **Vacation and Holiday Travel:*** Students and parents are expected to plan vacations during the regularly scheduled school vacation periods.

1. If a student misses school due to family vacation, it is the student's responsibility to make up all missed work.
2. Teachers are not obliged to provide work in advance, or to give make-up tests due to the illegal absence.

- e. **College Visits:*** As part of the college selection process, seniors are allowed three visits to colleges during the school days.
1. Parents should direct such requests in writing to the Guidance Office one week before the planned visit.
 2. College visits that are not approved are recorded as illegal absences and are counted towards the student's three allotted visits.
3. **ABSENCE PROCEDURES:** When a student is absent from school, a parent is expected to call the school prior to 9:15 a.m. to report their son's absence.
- a. **Half-Day Absences:*** A student is considered absent half-day if he arrives at school after 11:30 a.m. or departs before 11:30 a.m. and does not return.
1. Half-days are recorded, are cumulative, and count towards the excessive absence allowance.
 2. Students arriving late or leaving prior to the end of the school day due to a doctor's appointment are required to bring in a note from a parent or guardian and a note from the doctor.
- b. **Excessive Absences:*** As mentioned previously, students must make every effort to get to school on time and keep absences to a minimum.
1. A student who is absent three or more days, including half days (legal and/or illegal) during any one marking period will be required to meet with an administrator for appropriate consequences. Consequences may include but not be limited to:
 - a. A formal letter from the principal.
 - b. Administrative detentions on Saturday.
 2. A student who is absent from school in excess of nine days including half days (legal and/or illegal) in a given semester will be referred to the Board of Discipline. Consequences may include but not be limited to:
 - a. A formal letter of concern from the principal.
 - b. Administrative Detentions on Saturday.
 - c. Academic credit being denied.
 - d. Dismissal from La Salle Institute.
 3. Seniors exceeding nine absences during the first semester or six absences during the second semester will be referred to the Board of Discipline. Consequences may include but not be limited to:
 - a. A formal letter from the principal.
 - b. Administrative Detentions on Saturday.
 - c. Administrative Detention during Sixth Marking Period.
 - d. Academic credit being denied.
 - e. Dismissal from La Salle Institute.

4. Should absences be required due to continued medical conditions, the condition must be documented by a doctor and a copy of the document must be provided to La Salle Institute as justification for prolonged or repeated absences.
- c. Absence Notes:** After an absence, the student must bring a note to school signed and dated by a parent or guardian. A note is required even though the student's absence was called in on the day of the absence.
1. The note must be brought in on the first day that the student returns to school.
 2. The note must have the date(s) and the specific reason(s) for the absence. Notes without specific reason(s) for the absence cannot be accepted.
 3. The student must present the note to an administrator for verification and approval.
 4. After administrator approval, the student must turn the note into the main office for permanent filing.
- d. After School Activities:** Students absent from school may not participate in any after school activities to include practices, games, performances, or any other extracurricular event on the day of the absence.
- 4. TARDY PROCEDURES:** All students are responsible to arrive at school on time and be in the homeroom by the start of Morning Prayer.
- a. Late Arrivals:** Any student failing to be present in his homeroom prior to the start of Morning Prayer is considered to be late to school.
1. Students arriving late to homeroom (after start of Morning Prayer) are required to report to the main office, sign in, present a note for being late, and receive a late pass from the main office or an appropriate administrator.
 2. Students arriving late to school without a written legal excuse may be required to report to the detention room at 3:00 p.m. for a one-hour detention on the day they are late.
 3. Students who drive and arrive late to school without a written legal excuse are required to report to the detention room at 3:00 p.m. for a one-hour detention on the day they are late.
- b. Excessive Tardiness:** Students are responsible for making every effort to get to school on time.
1. A student who arrives late to school two or more times (legal and/or illegal) during any marking period will be required to meet with an administrator for appropriate consequences. Consequences may include but not be limited to:
 - a. A formal letter from the principal.
 - b. Administrative detentions on Saturday.

2. A student who is late to school in excess of six times (legal and/or illegal) in a given semester may be referred to the Board of Discipline for appropriate action and consequences. Consequences may include but not be limited to:
 - a. A formal letter from the principal.
 - b. Administrative Detention on Saturday.
 - c. Dismissal from La Salle Institute.
 3. Seniors exceeding six late arrivals during the first semester or four late arrivals during the second semester may be referred to the Board of Discipline for appropriate consequences. Consequences may include but not be limited to:
 - a. A formal letter from the principal.
 - b. Administrative Detentions on Saturday.
 - c. Administrative Detentions during the Sixth Marking Period.
 - d. Dismissal from La Salle Institute.
 4. Should a medical condition require late arrival because of repeated treatments, the condition must be documented by a doctor and a copy provided to La Salle Institute as justification for repeated lateness.
- c. **Tardy Notes:*** Students arriving late must bring a note to school signed and dated by a parent or guardian. A note is required even though the student's lateness was called in earlier in the day.
1. The note must have the date and the specific reason(s) for the student arriving late to school. Notes without specific reason(s) for the lateness cannot be accepted and the lateness will be considered illegal.
 2. The note must be presented to the main office immediately upon arrival. Once the note is presented, the student will receive a late pass.
- d. **After School Activities:*** Students arriving late to school (after the start of Morning Prayer) without a legal written excuse may not participate in any after school activities to include practices, games, performances, or any other extracurricular event on that day. Students are responsible for anticipating poor weather conditions or other traffic problems.
5. **EARLY DISMISSAL PROCEDURES:** Early dismissal from school is highly discouraged, as it results in the loss of class time by the students.
- a.* Interviews, medical and dental appointments, road tests, etc. should be scheduled after school hours or during school holidays.
 - b.* Under exceptional circumstances, parents must request early dismissal in writing.
 1. In the interest of safety and security, the request must be specific as to why the student needs to leave, the time that he needs to leave, where the student is going (name of place), how the student is getting there, and if the student will be returning to school.
 2. Such requests must be presented to and approved by an administrator prior to the beginning of homeroom.

- c.* Should early dismissal be required due to a doctor's appointment, a note from the doctor is required to be presented to an administrator the following school day.
6. **ILLNESS IN SCHOOL:** If a student becomes ill during the school day, the following procedures apply:
- a.* The student must request his teacher's permission to report to the nurse. Student should not go directly to the nurse without teacher's permission unless it is an emergency.
 - b.* Students are not permitted to call parents to request to be picked up.
 - c.* If the illness requires that the student be sent home, the school nurse will notify a parent and coordinate the time of dismissal.
 - d.* Students will not be dismissed from school without the permission of the school nurse and one or the administrators.
 - e.* Due to safety concerns, a student who drove to school will not be allowed to drive home. A parent must come to school to pick up ill students.
7. **APPEARANCE:** Students must present a neat and clean appearance while on the way to and from school, on school property, and at all school sponsored home and away functions.
- a.* The school uniform will be worn properly; students will ensure that their hair is neatly combed and properly trimmed; and students will be clean-shaven at all times.
 - b.* Students coming to school without a proper shave will be required to shave at school and will be assigned detention for that day.
8. **DRESS CODE:** All students are required to wear their La Salle uniform on a daily basis. The dress code requirement is in effect from the first day of school in September until the last day of all activities, to include June exams.
- a.* **High School Standard Uniform:** The prescribed standard uniform for high school students includes:
 - 1. Blue LSI button down short or long sleeve shirt with all buttons buttoned at all times with a black military tie. Sleeves must be rolled down and buttoned when wearing a long sleeve shirt. Shirt must be tucked inside the trousers at all times.
 - 2. Items required on the shirt include: Black nametag worn on the right side, the LSI pin worn on the left collar, and the earned/assigned cadet rank worn on the right collar.
 - 3. Blue LSI trousers with black stripes, black web belt with a well-shined brass buckle. Trousers are required to be worn in a professional manner with the belt above the top of the hipbones. Trousers are not to sag below the hips.
 - 4. Only white tee shirt with no writing or pictures may be worn. All other t-shirts are prohibited.

5. Black plain toe military shoes with standard black socks. Ankle socks or socks with writings are not authorized. Shoes will be in a good state of repair and properly tied at all times.
6. The blue LSI Jacket will be worn every Thursday and on other occasions as directed by the Principal.
7. The La Salle black sweater is the only outer garment that may be worn over the La Salle shirt.
8. During warm weather months of September, May and June, the tie is not required. (Special announcements will be made implementing this item of the dress code).

b. Middle School Standard Uniform: The prescribed standard middle school uniform includes:

1. The gray striped LSI button down short or long sleeve shirt with all buttons buttoned at all times with a blue tie. Sleeves must be rolled down and buttoned when wearing a long sleeve shirt. Shirt must be tucked inside the trousers at all times.
2. The class specific colored nametag worn on the right side.
3. Gray LSI trousers with black belt and silver buckle. Trousers are required to be worn in a respectable manner with the belt above the top of the hipbones. Trousers are not to sag below the hips.
4. Only white tee shirt with no writing or pictures may be worn.
5. Black shoes with standard black socks. Ankle socks or socks with writings are not authorized. Shoes will be properly tied at all times.
6. The La Salle black sweater is the only outer garment that may be worn over the La Salle shirt.
7. During the warm weather months of September, May and June, the tie is not required. (Special announcements will be made implementing this item of the dress code).

c. Prohibited Items: Items which may not be worn with the La Salle uniform while in the school building includes, but not limited to:

1. Sweatshirts and outdoor clothing during the school day. On certain occasions, the Principal may make an exception for individual students or a group of students.
2. Hats or any other head cover may not be worn in the school building.
3. The only jewelry acceptable is a watch, the school ring, and a crucifix on a thin gold or silver chain. All other jewelry is prohibited and will be confiscated.
4. Tee shirts that are not white in color and/or tee shirts that have any type of writing or pictures on them.

- d. Out of Uniform Requirements:** On certain occasions there may be a need for students to be out of uniform. When this need occurs, the following procedures are to be followed:
1. A note from a parent is required explaining the reasons why the school uniform cannot be worn. Laundry excuses are not acceptable.
 2. The note will be submitted to an administrator for approval.
 3. Every effort must be made to always wear the school uniform. When this is not possible, the following dress code will be enforced:
 - a. Students are expected to wear a buttoned dress shirt with a collar and tie
 - b. Dress slacks that hold a crease, belt, shoes and socks.
 - c. The following are not permitted: Jeans, cargo pants, denim pants, and shoes other than dress shoes.
- e. Casual Dress Day Requirements:** On certain occasions, students may be permitted to deviate from the usual standards of attire (dress code). These occasions are known as “Casual Dress Days.” On Casual Dress Days, all rules governing jewelry, and grooming apply as usual; however, students may dress in clothing other than the standard school uniform.
1. On Casual Dress Days students may wear clothing in accordance with the following guidelines:
 - a. Clothing that is neat, without holes or tears, not too loose or too tight.
 - b. Cargo, docker, jeans or other pants or slacks may be worn in an appropriate manner.
 - c. Shirts must have a collar and be tucked inside the pants.
 - d. School Sweatshirts may be worn; this is the only exception to collard shirts.
 - e. Shoes and socks or sneakers and socks are required.
 2. On Casual Dress Days students may not wear the following:
 - a. Ripped or torn clothing.
 - b. Running pants or shorts.
 - c. Hats and Sun Glasses.
 - d. Sandals, clogs, or shower shoes.
 - e. Earrings or other inappropriate jewelry.
 - f. Clothing with inappropriate wording, logos or drawings that would draw unnecessary attention and detract from the learning environment.
- f.** Any faculty member or cadet officer may challenge student compliance with the dress code requirements at any time during the school day.
- g.** The prescribed uniform must be worn correctly to and from school, and at all times while in school and not participating in extracurricular activities which require other types of clothing.
- h.** All Casual Dress Days are considered to be a privilege. They are established and approved by the principal. Students failing to comply with the above standards on Casual Dress Days may not be permitted to attend classes and may be required to return home and change to the standard La Salle Uniform.

- i.* Students attending school sporting events or other activities and functions on or off campus are to always dress appropriately for the occasion.
 - 1. Attendance at sporting events is encouraged and appropriate dress is expected. Students must wear appropriate pants/short, shirts/t-shirts, and shoes. **Body painting is not permitted.** Face painting is acceptable as long as it is in good taste and positively reinforces school spirit.
 - 2. Proper dress is expected at all other school sponsored activities and events.
9. **HAIRSTYLE:** The accepted hairstyle for La Salle students is one of very conservative grooming and uniform length.
- a.* The length and bulk of the hair should not be excessive or present a ragged, unkempt, uncombed, or extreme appearance.
 - b.* Hair should be blended and tapered in the back from a line even with the top of the ears and neatly trimmed.
 - c.* Hair should be neatly combed at all times. When combed down, it should not fall over the ears, touch the eyebrows, or touch the collar of the shirt.
 - d.* Sideburns will not be longer than half way down the ear.
 - e.* The following hairstyles are prohibited and will not be tolerated:
 - 1. Block cuts, shaved, dyed, trendy, spiked or streaked hair, sculptures, lines or etchings, crew cuts or brush cuts that present an extreme appearance.
 - 2. Mousse, hair sprays, gels or anything that would take away from the natural look of the hair.
 - 3. Any hairstyle that may be considered distracting in the classroom.
 - f.* A neat and well-groomed appearance must be maintained from the first day of school in September until the last day of all activities, to include June exams.
 - g.* Students are expected to get a hair cut when it does not comply with the standard. A one-time warning to get a haircut may be given on certain occasions. Failing to comply with the warning will result in disciplinary consequences.
10. **SCHOOL DAY:** The school day starts upon individual student arrival on school property and ends when the student leaves school property for the day.
- a.* Upon arrival at school, students are required to immediately enter the building. The main entrance is the only authorized entrance. All others are prohibited.
 - 1. Upon entering the building prior to 8:00 a.m., all students must go to one of three locations: the library for quiet study time, the commons for study, or the cafeteria for study and/or breakfast.
 - 2. Students are not allowed outside these areas without supervision. At the 8:00 a.m. bell, students may go to their lockers and into their homerooms.
 - b.* Homeroom period begins with the start of Morning Prayer at approximately 8:15 a.m. and is designated as quiet time.
 - 1. All students must be in their homeroom at the start of the Morning Prayer or they will be considered late to school.
 - 2. There is to be no excessive talking or noise making during the homeroom period.

- d.* Failing to attend a scheduled study period will be considered as skipping class and detention will be assigned.

13. LIBRARY USE: Students may not use the library during scheduled class periods. Students may use the library during scheduled study periods or periods when they do not have a scheduled class providing that they have obtained an official library pass from the library staff.

- a.* The library staff issues library passes each morning prior to the start of homeroom.
- b.* Students must report to their scheduled study period, have the teacher sign the pass and proceed to the library quietly and directly.
 - 1. Failure to report to the study period class prior to going to the library will be considered skipping class.
 - 2. Skipping a study period results in detention.
- c.* Once in the library, students may not leave until the end of the scheduled period. They must observe all rules governing library procedures.

14. CAFETERIA USE: Eating in the cafeteria at anytime is a privilege. The cafeteria is the only location within the school building where food and drink may be consumed during the school day.

- a.* Students purchasing food or drinks from the food service provider must pay for their food and drink prior to leaving the service area. The service area includes the cash registers area.
- b.* Students are required to enter the service area through the parking lot side entrance and they are required to leave the service area only through the doors leading directly to the cash registers.
- c.* Students may not eat or drink anything while in the service area. This includes purchased items or items brought from home.
- d.* Student behavior in the cafeteria will reflect courtesy and good manners at all times. Students will refrain from being loud, playing games, or showing disrespectful attitudes towards other students.
- e.* The cleanliness of the cafeteria to include tables, chairs, and floor is the responsibility of each individual student. Under no circumstance should anything be thrown at any time.
- f.* Refuse must be placed in the receptacles provided and service trays are to be completely empty before returning them to the wash area.
- g.* All food and drink should be consumed before leaving the cafeteria. Any food or drink items leaving the cafeteria must be stored in a proper lunch container.
Eating and drinking outside the cafeteria is prohibited.
- h.* Students assigned table duties will ensure that tables are properly cleaned and ready for the next lunch period.
- i.* Failure to comply with the above cafeteria rules and procedures will result in cafeteria privileges being revoked, and/or other more severe consequences.

15. CELL PHONES AND OTHER TWO-WAY COMMUNICATION DEVICES:

Bringing a cell phone into the school building is a privilege that will be revoked when the below listed cell phone policies are not complied with.

- a.* La Salle Institute students may not use a cell phone in any mode from the start of homeroom (8:00 a.m.) until scheduled dismissal.
- b.* Students may not, at any time, take pictures or make a video of teachers or other students on or off campus without the permission of the teacher or the student.
- c.* Prior to 8:00 a.m., cell phone calls may be made prior to entering the building, from the front lobby, the commons, cafeteria, or the hallways connecting the commons and cafeteria.
- d.* Students may not call other students at any time while either one or both are on school property.
- e.* Cell phones are to be turned off prior to 8:00 a.m. and not turned on until the school dismissal time.
- f.* Students violating the above cell phone policies will be referred to the appropriate administrator for consequences. Chronic violations will result in the student not being permitted to have a cell phone on school property.

16. PERSONAL MUSIC AND ELECTRONIC GAME SYSTEMS: Bringing a personal music or electronic game system into the school building is a privilege. This privilege will be revoked when a student does not comply with the following policies.

- a.* Students may not be in possession of or use a music or game system from the start of homeroom (8:00 a.m.) until scheduled dismissal.
- b.* Prior to 8:00 a.m., music and game systems may only be used in the front lobby, the commons, cafeteria, or the hallways connecting the commons and cafeteria.
- c.* Earphones must be used with personal music systems. The volume of the music will be set so that other individuals cannot hear it.
- d.* The volume of the game systems will be set so that it cannot be heard.
- e.* Music and game systems are to be turned off prior to 8:00 a.m., placed in the book bag or backpack, and secured in individual book lockers until dismissal.
- f.* The use of music and game systems cannot be a distraction to the overall atmosphere of the school.
- g.* Students violating the above cell phone policies will be referred to the appropriate administrator for consequences. Chronic violations (three or more times) will result in the student not being permitted to have a cell phone on school property.

17. INTERNET: Use of personal Web Pages or sites like You Tube, MySpace, Facebook, etc., which is disrespectful or perceived to be disrespectful to another student is a serious violation of the Lasallian Spirit and will have serious consequences. Respect for all members of the LaSallian community is expected from all La Salle students at all times.

- a.* At no time will a student post or be involved with posting inappropriate, slanderous, disrespectful, mean-spirited, or demeaning information in any form on any computer internet site at any time.
- b.* Students found in violation of this policy are subject to consequences which may include dismissal and involvement with civil authorities.

18. COMPUTER USE: The school's computers are to be used for school related academic purposes only.

- a.* Personal use of school computers for other than school-related academic purposes is prohibited.
- b.* Students are prohibited from going to or attempting to go on any unauthorized or inappropriate sites.
- c.* Students are not permitted to share their passwords with other students.
- d.* Students are not allowed to bring in any of their own programs to be used on school computers and they are not allowed to take home any copies of programs the school purchases.
- e.* At no time will students produce, print, distribute or be in possession of material that is disrespectful to other students or faculty members.
- f.* Failure to comply with rules governing the use of the school's computers will result in loss of computer privileges and/or other more severe consequences.

19. PAY TELEPHONE USE: School provided pay telephones are available for student use in the main lobby. These telephones permit outgoing calls only.

- a.* Students may use pay telephones only before homeroom, after school, or with the permission of a teacher to talk to parents or guardians.
- b.* Students are not to miss class to use the school pay phones.
- c.* Students who use the phones for illegal calls will be subject to both school and civil consequences.

20. BOOK BAGS/BACKPACKS: Students are prohibited from carrying any form of book bags, briefcases, or backpacks in the school building at any time during the school day.

- a.* These items may be brought to school in the morning, stored in assigned individual book lockers prior to the start of homeroom, and removed from the locker only after the end of the last class period.
- b.* Students may not carry book bags or backpacks to and from gym class prior to the end of second to last class period.
- c.* Book bags and backpacks may not be left on top of book lockers or any other location in the school building. They must be stored in individual book lockers.

21. FOOD ITEMS AND BEVERAGES: Students may bring to school their own lunch and non-carbonated beverage or they can purchase the same in the cafeteria.

- a.* All food items and beverages are to be stored in the student's book locker prior to going to the homeroom and not removed until the start of the scheduled lunch. Leftovers are to be kept in lunch containers or bags and placed inside individual book lockers immediately after the conclusion of the scheduled lunch period.
- b.* During the school day, food items and beverages are not to be brought into any classrooms, the library, the commons, or the locker room areas.
- c.* Food items and beverages are not to be consumed in any location outside the limits of the cafeteria.
- d.* Students are prohibited from bringing to school any form of carbonated soft drinks or drinks in a glass container.
- e.* Students are prohibited from bringing to school any form of energy type drinks or drinks that include excessive levels of caffeine.
- f.* Gum chewing is not allowed in the school building at any time to include during after school activities.

22. SCHOOL LOCKERS: School lockers are made available for student use but are the property of the school and may be unlocked, opened, and inspected by administrators at any time.

- a.* Students are responsible for the locker's organization and cleanliness. Lockers are subject to inspection at any time.
- b.* A student may not change his locker without the expressed permission of the appropriate administrator.
- c.* Once a student is assigned a locker, he is required to ensure that the locker is locked at all times.
 - 1. The only locks that are permitted are those purchased at the school's bookstore.
 - 2. Students are not permitted to share their combination numbers with other students.
- d.* With the exception of posting their daily schedules, students are not permitted to hang or post any other items inside or outside of their lockers.
- e.* **Each student is responsible for ensuring that all personal possessions are secure at all times.**

23. LOCKER ROOMS: Locker rooms are specifically intended for use by in-season sport teams and during scheduled gym periods.

- a.* Students on in-season sport teams may only use the lockers prior to the start of homeroom and after the last period when supervision is available.
- b.* The only students permitted in the locker rooms between 8:15 a.m. and 2:30 p.m. are those going to and from a scheduled gym class.
- c.* The only students authorized in the locker rooms after 2:30 p.m. are those who are on in-season sports teams and only if there is an appropriate level of supervision.
- d.* All other students are not authorized in the locker room at any time during the school day.

- 24. TRANSPORTATION TO AND FROM SCHOOL:** The acceptable means of getting to and from La Salle Institute is in approved school or CDTA buses, in vehicles driven by a family member or friend, or in self-driven vehicles.
- a.* La Salle Institute students are not permitted to walk to school or to walk off school campus without official permission given by the principal.
 - b.* The only authorized parking for those students earning driving privileges is the school parking lot.
 - c.* Parking is not permitted at Saint Michael's Church or Hudson Valley Community College.
- 25. DRIVING AND THE USE OF THE PARKING LOT:** Driving to and from La Salle Institute and parking in the school parking lot is a privilege. Since space is limited, this privilege is extended to all seniors and to those students who have a special transportation need. This privilege can be revoked at any time for any violations of school rules and procedures.
- a.* To receive a parking permit, students must obtain a registration form in the main office and parents must complete the form and agree to school policies on driving and on parking on school property. Students may not use the school parking lot without a school issued parking permit.
 - b.* Students must park only in their designated spot and they may not park in spaces reserved for handicapped, visitors, or faculty, or where no parking is designated.
 - c.* The only authorized parking is on the La Salle Institute Campus and the following must be observed at all times:
 1. Upon arrival on school property, students may not loiter in cars or the parking lot; they must immediately enter the school building.
 2. Students may not leave school grounds for any reason once they drive on to school grounds.
 3. Students are not permitted in the parking lot during the school day without permission of an administrator.
 4. Students departing school property at dismissal must do so immediately upon going to their vehicle.
 5. Students are not permitted to change clothes in the parking lot at any time to include before and after practice.
 - d.* The following safety requirements are to be observed at all times:
 1. School buses always have priority while exiting at dismissal an arrival. Students leaving the parking lot must always yield to school buses and traffic leaving from the front of the school.
 2. State law requires that all vehicles stop while a school bus is accepting or discharging passengers (stop sign is out and flashers are blinking).
 3. The volume of a vehicle's music system should not extend beyond the vehicle. Students' attention should be focused on operating the vehicle.
 4. Students must not exceed the **10 MPH** speed limit while on school property.
 - e.* Motorcycles are not permitted.

- 26. BUS TRANSPORTATION:** The bus ride to and from school and school-sponsored/related activities is an extension of the school day. All rules and regulations that apply to students while they are on school property apply to students while they are on the school bus or the CDTA bus.
- a.* Students riding school or CDTA buses are expected to be well behaved and follow all established school rules and procedures.
 - b.* Students who are disruptive, uncooperative, or disrespectful are subject to losing their bus riding privileges for a specified period of time and may be assigned detention or be suspended.
- 27. LEAVING SCHOOL PROPERTY:** All Students are prohibited from leaving school property once they arrive on the property.
- a.* Upon arrival on school property, students will immediately enter the school building.
 - b.* Once in the building, student may not leave the building without permission from an administrator.
 - c.* Leaving the building without permission or leaving school grounds after arrival and before the end of the school day may result in suspension.
- 28. DRUGS AND/OR ALCOHOL:** The school has a zero tolerance policy for the possession of illegal drugs and/or alcohol on school property or at a school-sponsored event on or off school campus.
- a.* It is forbidden to possess and/or consume illegal drugs and/or alcohol on school premises, on school buses, or at school sponsored activities.
 - b.* It is also forbidden to buy, sell or show any signs of the use of illegal drugs and/or alcohol.
 - c.* Any student **will be dismissed** from La Salle Institute and reported to civil authorities if he:
 1. Brings illegal drugs, controlled substances, or alcohol onto school property or to a school-sponsored event (on or off campus).
 2. Uses and/or consumes illegal drugs, controlled substances, or alcohol on school property or at a school-sponsored event (on or off campus).
 3. Sells and/or trades illegal drugs, controlled substances, or alcohol on school property or at school-sponsored event (on or off campus).
 - d.* Any identifiable image, photo or video which implicates a student to have been in possession or the presence of drugs, or portrays alcohol use, or out of character behavior or crime shall be confirmation of the student violating the school's zero tolerance policy on illegal drugs and/or alcohol.
 - e.* Any students who, due to involvement with illegal drugs and/or alcohol, cause his actions (on or off campus) to discredit the reputation of La Salle Institute and the La Salle Community will be dismissed.

- 29. WEAPONS:** Any types of guns, knives or any items, which may be used to intimidate or cause physical harm, are expressly forbidden.
- a.* A student in possession of any type of weapon on school property, school bus, or at a school-sponsored event (on or off school campus) is subject to dismissal and involvement with civil authorities.
 - b.* Any student threatening to be in possession of any type of weapon on school property, school bus, or at a school-sponsored event (on or off school campus) will be dismissed from La Salle Institute and reported to civil authorities.
- 30. SMOKING AND TOBACCO PRODUCTS:** Smoking and the use of tobacco products is not permitted on school property or at school-sponsored events.
- a.* It is forbidden to smoke or use tobacco products on school premises, on school buses, or at school activities.
 - b.* It is forbidden to smoke or use tobacco products at any time while wearing the school uniform.
 - c.* Any and all smoking materials and tobacco products are not allowed in the school building at any time.
 - d.* Students found to be in violation of this policy are subject to multiple detentions, suspension, and possibly dismissal.
- 31. FIGHTING:** Fighting and/or physical confrontation is a serious violation, it threatens the good order and discipline of the school and will not be tolerated.
- a.* Students are prohibited from getting involved in any type of incident that includes violent and excessive behavior such as pushing, punching or wrestling.
 - b.* Students are prohibited from starting a fight, supporting a fight (being at a fight), or taking action that forces other students to get involved in a fight.
 - c.* Students involved in a school-related fighting incident, on or off campus, are subject to suspension or dismissal.
 - d.* Students supporting a fight or causing a fight to take place are subject to detention and/or suspension.
- 32. THREATENING/AGGRESSIVE BEHAVIOR:** Any type of threatening and/or aggressive behavior on school property is prohibited.
- a.* Students are prohibited from any type of behavior that includes pushing, tripping, or provoking actions or comments. This includes actions that may be considered as “just fooling around.”
 - b.* Students are not to place their hands on other students in any manner that is inappropriate, can be interpreted as inappropriate, threatening and/or aggressive.
 - c.* Students involved in aggressive behavior, on or off campus, are subject to consequences which may include dismissal.
- 33. BULLYING/DISRESPECTFULL BEHAVIOR TOWARDS STUDENTS:** Bullying of any type by La Salle Students is not tolerated at any time. Physical abuse,

verbal abuse, emotional abuse, and intimidation will not be tolerated at school or when it exists over the internet.

- a.* All students are to treat each other with respect at all times. This includes at school, school sponsored event, or on the way to and from school, and at home.
- b.* At no time will a student or a group of students pick on and/or demean another student by making inappropriate comments, body contact, pushing, or by making inappropriate videos/audios and posting them on the internet.
- c.* Any student who takes any deliberate action to be disrespectful to other students on or off campus, to include the internet, is subject to disciplinary action that may include dismissal.

34. STEALING: Stealing at La Salle Institute is not tolerated at any time.

- a.* Deliberate theft or damaging of the property of other students, staff members, or the school is subject to disciplinary action that may include dismissal.
- b.* Students are prohibited from taking anything that does not belong to them personally. Theft is theft and does not depend on the item's monetary value.

35. CHEATING: Cheating of any type, to include plagiarism, is not tolerated and will be dealt with in a severe manner.

- a.* Cheating includes attempts to copy answers when taking a quiz or test. Copying from other students or from unauthorized notes.
- b.* All sources used in preparing reports to include essays and labs are to be properly documented. Plagiarism will not be tolerated.
- c.* Students are expected to always do their own work, to include homework. Homework is not to be copied from other students.

36. LYING: Students are always expected to tell the truth when questioned by a school administrator, faculty or staff personnel.

- a.* Deliberate attempts to deceive are contrary to the values and principles of La Salle Institute and cannot be tolerated.
- b.* Failing to be cooperative and fabricating a story in an attempt to cover up the truth will also not be tolerated.

37. GAMBLING: Card playing, gambling, and betting pools are not permitted in any form on the school property.

38. FORMAL EVENTS AND DANCES: Attending school sponsored formal events and dances is a privilege. La Salle Institute sponsors these activities to provide opportunities for students to meet and socialize.

- a.* Students and their guests are expected to conduct themselves appropriately before, during, and after all dances or formal events.

- b.* Students and their guests are expected to be dressed in accordance with the established dress code for the particular event scheduled. Improper and/or sexually provocative clothing will result in immediate dismissal from the dance.
- c.* All school rules, procedures and regulations apply during all school sponsored activities and formal events.
- d.* Food items and beverages may not be brought into the gym during events scheduled at La Salle Institute.
- e.* La Salle Institute students are responsible for the proper behavior of their guests.
- f.* Improper and/or sexually provocative dancing will not be tolerated and will result in immediate dismissal from the dance.
- g.* Failure to comply with established rules governing formal events and dances will result in disciplinary action.

39. ACTIVITIES AND SPORTS: Participation in extracurricular activities and sports is a privilege for students in good academic and behavioral standing.

- a.* A student will be declared ineligible for participation in extracurricular activities and sports for, but not limited to the following rule infractions:
 1. Failing to comply with the school attendance policy (ineligible on the day of infraction).
 2. Behavior resulting in serious rule violation as determined by the administration (ineligible on the day of infraction).
 3. Failing to comply with school physical examination requirements.
 4. Failing to comply with school academic requirements.
 5. Failing to comply with school rules, procedures, and expectations.
 6. Failing to comply the school's code of conduct for extracurricular activities and sports.
- b.* A student will also be declared ineligible for participation in extracurricular activities and sports if his conduct, influence, or attitude proves to be undesirable, unsatisfactory, disruptive, or contrary to the principles and values of La Salle Institute.

40. FIELD TRIPS AND RETREATS: Field trips, retreats, and other excursions are made available to students during the school year. These trips are privileges and the school reserves the right to prohibit a student from attending any field trip, retreat, or other excursions.

- a.* As representatives of the school, students are expected to model appropriate conduct and language at all times.
- b.* Regardless of the required or permitted dress, students must be neatly groomed while attending school-sponsored trips.
- c.* Students are responsible for providing required permission forms and payments by established time periods.
- d.* Failure to comply with established rules governing school trips will result in disciplinary action.

- 41. FIRE DRILLS:** Fire drills are an important safety measure and are required by state and federal law.
- a.* Evacuation routes are posted in each classroom and students are expected to follow all directions given by the teachers.
 - b.* All evacuations of the school building are to be immediate, orderly, and conducted in silence.
 - c.* Students who are not in a scheduled class during an evacuation are expected to evacuate with the faculty member supervising them.
- 42. MEDICATION:** New York State law prohibits all school personnel, with the exception of the school nurse, from dispensing medication to students.
- a.* The school nurse can give medication to a student if the parents provide specific instructions and the prescribed medications with a doctor's order for administration.
 - b.* Students are forbidden to have on them or to bring to school any medications, including over-the-counter drugs, diet supplements and vitamins.
 - c.* All medications will be kept in the health office.
- 43. MEDICAL EXAMINATIONS:** All students registered at La Salle Institute must have an annual physical examination.
- a.* Appropriate documentation from the doctor must be submitted to the school nurse on or prior to the first day of school.
 - b.* Students participating in school athletics prior to the first day of school must have a physical examination prior to the start of practice.
 - c.* Students who do not have current documented physical exams, will not be permitted to practice or to participate in any physical activity.
- 44. ATHLETIC FACILITIES:** Athletic facilities are off limits to all students when adult supervision is not present. This includes all athletic fields, gymnasiums, locker rooms, wrestling room, workout rooms, weight room, and coaches' office.
- 45. LOST AND FOUND:** All found articles must be turned into the main office. Inquiries may be made there or to the appropriate administrator.
- a.* Found items will be stored in the lost and found cubicles.
 - b.* All non-secured items found in the school building after dismissal will be collected and placed in the lost and found cubicles.
 - c.* To ensure prompt return of lost articles such as textbooks, calculators, and other personal belongings, students are required to clearly mark these items.
 - d.* After a reasonable period of time, unclaimed serviceable articles will be given to charitable organizations. Articles deemed unserviceable will be discarded.

- 46. PERSONAL PROPERTY:** Students are cautioned not to bring large sums of money (more than 10 dollars) or any personal property of value to school. **Students, not the school,** are responsible for safeguarding all personal property in all places and at all times.
- a.* Students are required to label and lock all personal possessions, to include textbooks and calculators, in their assigned school lockers.
 - b.* While in gym class, personal property, to include valuables, must be secured in an available gym locker and the locker must be properly locked.
 - c.* Students are responsible for the security and safe keeping of all their personal property to include any items of value that they bring to school.
 - d.* At no time are students to leave valuable personal property items unattended or unsecured. This includes, but is not limited to wallets, money, calculators, cell phones, music systems, computers, jewelry, or athletic equipment.
- 47. PORNOGRAPHY:** Any student found producing, carrying, possessing, or distributing indecent literature or pornographic, lewd, or suggestive pictures and/or drawings renders himself open to expulsion.
- 48. SOLICITATION:** Solicitation of any type is prohibited on school property. At no time will a student attempt to sell or buy anything from another student on school property.
- 49. ELEVATORS:** Students are not permitted to use the school elevators without a written pass from the school nurse or an administrator.
- 50. VISITORS:** All visitors are expected to sign in at the main office.
- a.* Student visitors are not permitted without the permission of the principal. Such approval must be requested at least one day in advance by a parent.
 - b.* Students from other schools are not allowed on the property without the permission of the principal.
 - c.* Any La Salle student who entertains unauthorized visitors anywhere on school grounds will be subject to disciplinary action.
- 51. SCHOOL SPIRIT:** School spirit takes a variety of forms and is essential to a complete high school experience. All students are encouraged to be leaders and foster a positive school spirit as a means of developing positive attitudes about themselves and others. School Spirit includes:
- a. **Courtesy:*** Towards the school, faculty, fellow students, students on opposing teams and the officials of school athletic activities.
 - b. **Pride:*** In appearance and in everything our school endeavors to accomplish and has accomplished.

- c. **Sportsmanship:** The ability to win and lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest level possible.
- d. **Leadership:** Taking on the responsibility for proper behavior, and the leadership to encourage others to follow your lead at, to, and from all school activities. Refraining from taking any action that may intimidate other students, team members or teams.

52. EVALUATION OF DISCIPLINARY RECORD: At the conclusion of each academic semester, the disciplinary record of students will be evaluated by the Board of Discipline or the Administration. If in the judgment of the Board or Administration, the behavior of the student does not conform to the standards set by La Salle Institute, the student will be placed on strict disciplinary probation or he may be expelled.

53. RESERVED RIGHT: La Salle Institute is a private school. It has established standards of academics and behavior. All students are expected to comply with all established rules, procedures, and expectations. **La Salle Institute reserves the right to expel/dismiss** any student whose conduct, influence, or attitude proves to be undesirable, unsatisfactory, disruptive to the learning environment, or contrary to the principals and values of La Salle Institute.