

CADET/PARENT HANDBOOK 2016-2017



Our Shared Vision:

**Lasallian inspired, Christ-like champions
who conquer challenges with courage,
pursue scholarship, and become
empowered global leaders.**

Our 2016-2017 Focus:

Ardent Zeal: one of Saint John Baptist de La Salle's strongest intentions was for us to empower our actions with a burning fire (ardent zeal). We will pursue his intent by seeking to be on-fire for and in Christ.

Table of Contents

Our Shared Vision	Cover
Mission	6
Strategic Plan	6
Note from the Principal	7
What Being a Lasallian School Means	7
Our Expectations	7
Nuances of Educating Boys	8
Capturing the La Salle Difference	9
Admissions Policy	9
Academics	10
Scholarly Expectations	10
Course of Study and Credit Requirements	11
Value of Army JROTC	12
Branding and Contracts	12
<i>Section 1 – Lasallian Roots and Beliefs</i>	12
Christian Brothers Founding	12
La Salle Institute History	12
Beliefs	13
Graduate Profile	14
<i>Section 2 – General Information and Expectations</i>	14
Attendance Policy	14
Absence Procedures	15
Tardy Procedures	16
Early Dismissal Procedures	17
Illness in School	17
Prayer	17
Dress Code Inspection – High School	18
Dress Code Inspection – Middle School	18
Announcements	18
Daily Schedule	18
Bathroom use by Students	18
JROTC Drills – Leadership Lab	19
Assemblies	19
National Honor Society	19
National Junior Honor Society	19

Graduation Ceremony – High School	19
Graduation Ceremony – Middle School	19
Personal Property	20
Probation – Academic	20
Probation – Disciplinary	20
Lost and Found	20
Care of School Property	21
Medications	21
Medical Examinations	21
Computer Use – Personal Computers and/or Tablets	21
Computer Use – School Computers and/or Tablets	21
Bookstore	22
Textbooks	22
Lock Down Procedures	22
Fire Drill Procedures	22
Transportation	22
Courtesy, Respect and True Decency	22
Athletic Eligibility	23
Code of Conduct – Interscholastic and Extracurricular Activities	23
Parental and Fan Conduct	23
Athletic Transfer Rules	23
School Spirit	24
Open House	24
Solicitation	24
Visitors	24
Work Study Program	24
Brothers’ Residence	25
<i>Section 3 –Academic Information</i>	25
Ineligibility	25
Formal Written Work	25
Grading System	26
Academic Honors	26
Homework	26
Interim Reports	26
Tests (Make-up)	26
Study Periods	27
Dropping and Adding Courses	27
Exam Exemptions	27
Exams	27

Classes at Hudson Valley Community College	27
Driver Education	28
Parent – Student - Teacher Conferences	28
<i>Section 4 –Rules, Procedures, and Expectations</i>	28
Code of Conduct	28
Student Conduct	29
Appearance	30
Dress Code	30
School Day Expectations	33
Hairstyle	33
Class Periods	34
Cafeteria Use	34
Library Use	34
Cell Phones and Other Two-Way Communication Devices	35
Personal Music and Electronic Games Systems	35
Book Bags and Backpacks	35
Food Items and Beverages	36
Drugs, Controlled Substances and Alcohol	36
Bullying/Disrespectful Behavior	36
Threatening/Aggressive Behavior	36
Smoking and Tobacco Products	37
Weapons	37
Fighting	37
Stealing	37
Cheating and Plagiarizing	38
Gambling	38
Lying	38
Pornography	38
Bus Conduct	38
School Lockers	38
Locker Rooms	39
Athletic Facilities	39
Transportation to and from School	39
Activities and Sports	40
Formal Events and Dances	40
Leaving School Property	40
Elevators	41

Field Trips and Retreats		41
Reserved Rights		41
Principal's Prerogative		41
Lasallian Charism	Appendix A	42
System of Consequences	Appendix B	43
Fire Drill Procedures	Appendix C	46
Lock Down Procedures	Appendix D	47

The La Salle Institute Alma Mater

Hail La Salle, our Alma Mater
 To thee we raise our song
 Proud to wear thy noble standard
 Mightiest and strong!

Lift your voices, swell the chorus
 Loud your praises be:
 May thy sons be leal and loyal to thy memory.
 Note: leal is a Scottish term for loyal.

Our Prayer for our La Salle brothers who meet Christ face-to-face:
The Cadets Prayer for Our Brother

Father, here in this place where sorrow prevails,
 reveal to our La Salle brother's loved ones that their tears
 are Christ's grace overflowing from their eyes in
 abundance.

Our brother has gone before us to build a place for you.
 He will use truth, honor, and duty to construct your eternal
 home, with him, in Christ.

Just as you should believe that your loved one, our
 brother, was escorted along streets lined with Saints and
 Martyrs – in route to Christ's loving embrace – be assured
 that in spirit and in prayer; we carry our brother back to
 Christ and will stand guard beside him as he makes his
 journey to paradise. Amen.

The vision provides a compass heading – where we need to go. Along with our collaboratively built and compelling vision, we maintain the current Mission of La Salle Institute that has been our road map since 1850.

La Salle Institute is an independent, Catholic college preparatory school from grades six through twelve. Its mission is to educate young men in the Lasallian tradition by providing a loving, caring, supportive environment, encouraging them to realize their whole potential and become moral, responsible, and productive members of their communities with a sense of purpose and dedication to truth, honor, and duty.

La Salle Institute accomplishes this through excellence in teaching by a devoted staff in a small, student centered environment which imparts Christian values in the tradition of the Christian Brothers' Founder, Saint John Baptist de La Salle. This commitment is shared by all members of the Lasallian community.

Our Strategic Plan

With a concise vision and mission, our task is to transform expectations into measurable and sustainable success. Below are five tenets or focus areas that we are pursuing while the Strategic Plan is created.

Strategic Initiative I: living our Lasallian charisms requires our community to actively and measurably promote Catholic values with zeal, build integrity-based personal relationships, pursue academic excellence, engage in profound faith formation events and processes, foster inclusion, respect the individual person and honor the Christ who dwells within, serve others selflessly, and rigorously pursue social justice, particularly for those who have no voice.

Strategic Initiative II: (a) based on Middle States accreditation requirements, begin preparation for mid-term review and; (b) continue to address DENA recommendations from the Lasallian Mission Assessment.

Strategic Initiative III: aim for academic excellence when transcending from students in name only to emerging scholars who learn for learning's sake, add meaning and value to transformative teaching and learning, and apply newly acquired ways of knowing across disciplines and within everyday life - in order to transcend into a scholarly posture.

Strategic Initiative IV: gain a broad yet deep appreciation for dynamic complexity, indecisiveness, and ambiguity when engaging the role of leader, practicing the act of leading, and earning outcomes of leadership – as determined by the led while earning a reputation as the region's premier scholar-leader development institution.

Strategic Initiative V: take measured and sensible risks when reducing barriers, unfastening ligatures that curtail becoming premier in the region, and ushering La Salle Institute into and beyond its potential.

Strategic Initiative VI: increase enrollment as a result of scholarship, a palpable Lasallian charism, integrity, and extracurricular activities that portray truth, honor, and duty.

A Note from Our Principal

Good People of La Salle Institute,

This Handbook provides a compass heading for where we are going, together, and the smaller details about expectations we have for each other. We can honor the thousands of La Salle Institute alums who have gone before you by agreeing to be decent people of virtue and integrity. You, as a Cadet, can relentlessly pursue your full potential when expectations are met, the campus is safe, and your energy is devoted to discovering the “possible self” that you are about to meet!

With our pillars of truth, honor, and duty ever-present in our thoughts and deeds, we can take La Salle Institute to potential. That journey begins by willingly acknowledging, complying with, and upholding the expectations in this Handbook.

In Christ-

Dr. Paul D. Fallon, Ph.D.

What Being a Lasallian School Means

In the spirit of Saint John Baptist de La Salle’s intent, we individually (students, faculty, staff, and administration) and collectively strive, with ardent zeal, to:



- Uphold Catholic values
- Build personal learning relationships based on ardent zeal
- Earn academic excellence, as emerging scholars
- Engage fully in faith formation
- Include all in our encounters with Christ
- Respect the individual in whom Christ dwells
- Selflessly serve others
- Courageously seek social justice, especially for the “least of these” and the poor

In our classrooms, well-prepared teachers are innovative and use a holistic approach that binds lessons learned within our lives, beyond the school walls. Therein, we add meaning and value to our teaching and learning. When we discipline, we do so with love and respect. See Appendix A for details about our *Lasallian Charism!*

Our Expectations – As the Premier Student and Faculty Leader Development School in the Region

Truth – Beyond being truthful at all times, this 166 year old pillar of La Salle Institute inspires you to be courageous when seeking truth in your studies, examining truth in your intentions, and holding the ideal of being truthful high in your valuable life.

Honor – We are all broken people. In part, honor is acknowledging our weaknesses and doubts, addressing them promptly, owning our outcomes, and defending the moral high ground. Honor has a cousin named integrity and a brother named truth. Honor is the core of honesty. When you possess it, others notice. When you lose it, it makes you ask; what does matter to me? Some of your LSI brothers have died in battle when upholding honor.

Duty – Not what you must or are obligated to do but, instead, what you are *called* to do. A sense

of duty comes from deep within you. It requires sacrifices on your part. Duty makes you prioritize what matters to you and recommit to accomplishing something bigger than yourself. Duty is the thread within the fabric of American society.

Being Christ-like – The bigger goal is to “live in Christ.” That requires giving total control to Him and living in a way that honors unconditional love of one another, mercy, grace, sacrifice, and hope. At this point in your life, a more realistic choice is to be Christ-like. Try seeking Christ in each other. Forgive. Extend mercy to those who offend or hurt you. Ask Him to pour grace into you (you will know he heard you when at Adoration your eyes well-up with tears...that is grace overflowing). Sacrifice your own comfort now and then so that others may experience joy. When all looks bleak or sad for a friend or family member, be ‘present’ with them – showing them that hope exists and that you will “be there” for them through it all.

Bearing and Demeanor – how you carry yourself, walk, talk, think, pray, interact, and respond even when others are not watching.

Esprit de corps – your ability to look beyond yourself in order to care for your LSI brothers, your family, your team or club, and the legacy of La Salle Institute that you have been entrusted to protect.

Pure heart – being transparent about your thoughts and feelings and, in turn, protecting the rights of your LSI brothers to make appropriate choices that strengthen their friendships with Christ.

Be a truly decent person – when 400 Cadets enter the building each morning of the school week, we never know what each one is dealing with at home or in his personal life. Taking time to ask how he is doing and actually hearing him, spending a few minutes talking with an underclassmen, congratulating someone on an achievement great or small, and consoling a friend who is struggling with an issue all allow the Christ in you to connect with the Christ in them.

Validation – because you are made in Christ’s image, you are a valuable, capable, lovable, and significant young man in whom He has begun great work. Scripture tells us that many are chosen, but you have been called by name to do great work. What will that work be, today?

The Nuances of Educating Boys

- Research supports the claim that we do not fully understand gender differences in learning.
- Boys may lose themselves in the middle years and need structure, role modeling, nurturance, visual structures to use when making decisions, and self-awareness before they construct their adolescent armor – to hide their fragility.
- Boys may be experiencing emotional neglect, although not malicious.
- Significant adults act as mirrors when identifying how a boy influences that adult. If he likes the reaction, he continues as is. If the interaction is less than favorable, a loss of esteem prevails.
- Boys need diverse champions: those who he perceives as loving him ‘as is,’ and has respect for.
- Boys need rites of passage. Some type of high impact and often fear inducing event tends to precede experiencing courage. Formal recognition of these vision quests, per se, should mark movement through adolescence.

- Neuroscience suggests that overlapping waves of brain development cause some waves to be inhibited as other waves remain dominant. Boys, for example, may make choices that bring them consequences yet they keep on making similar choices.
- Boys need to catch adults being honorable, loyal, duty-bound, fair, reasonable, consistent, spiritual, physical, patriotic, moral, appropriately intimate, responsible, disciplined, selfless, scholarly, and virtuous.

Capturing the La Salle Difference

It is imperative that we know who we are and who we are not. Our parents, faculty/staff, and students have provided the following indicators:

Who we are...

Dedicated, caring, Lasallian, faithful, nurturing, Christ-centered, diverse, life/college preparing, warm, and welcoming transformers of boys to men.

Who we are not...

Afraid to move forward, an island (elitist), selfish, a public school, helpless, an athletic powerhouse (right now)

Admissions Policy

We welcome students who desire to be a valuable part of La Salle's legacy. Students who excel at La Salle Institute have a personal vision for success that includes: being challenged academically, strength of character, high but realistic standards, and engagement in our Catholic, Lasallian traditions.

After applying for admission, completing the placement exam, and submitting your application (to include recommendations) our admissions team will evaluate your potential for success at La Salle Institute. Even if your acceptance is denied this year (i.e., due to low academic performance and/or ineffective teaching at previous schools), we invite you to apply again next year after your academic performance improves.

La Salle Institute does not discriminate. We welcome boys of faiths other than Catholic and celebrate diversity of background, upbringing, life experience, nationality, ethnicity, and academic preparation. However, students who have been expelled, have a record of incarceration, are pending sentencing and are alleged to have committed crimes, and those with severe behavior disorders should not apply.

In the spirit of Saint John Baptist de La Salle, the Principal may override admissions stipulations when accepting a student on "probation." Probationary status means the student is accepted under a very specific contract that is agreed to by the student, parent/guardian, and Principal. Violation of probation results in immediate and permanent dismissal from La Salle Institute. Successful completion of a probationary period grants the student admission.

When La Salle Institute is "wait listed" at any grade level, preference will be given to siblings of currently enrolled boys. All others will be entered into a lottery process.

Academics

Academic Excellence and Emerging Scholars

For all of your school life, earning an “A” was likely to be the ultimate goal. Your drive and determination when earning that superior letter grade are worthy of praise. Letter grades give you a target to aim at and allow your teachers to measure how your learning is going and how they are teaching. Along with ACT and SAT scores, grade point averages, and class rank, grades are a ‘snapchat’ image of your performance.

Now, think about a different perspective – becoming a scholar. Scholars value letter grades and work hard to earn them. However, they do not stop there. Emerging scholars create great questions about the subject matter after they have studied farther and deeper. As an emerging scholar, you look for different contexts that the same piece of knowledge does or does not fit into. You ask yourself fundamental questions like: So what? How does what I am learning relate to other subjects I am studying, my performance in drama, music that I play, or the sport I am actively involved in? Those deeper questions lead you to reinventing yourself or the discovery of your ‘possible self.’ Armed with new knowledge at greater depths and across broader spectrums, you can tackle bigger issues and go on the offensive when pursuing knowledge. At that point, your motivation has changed to learning for learning’s sake and not just to transact for an “A.” You have become an emerging scholar who owns his academic outcomes.

Scholarly Expectations at La Salle Institute

Students who earn success in our courses of study quickly learn and demonstrate the following skills:

- Can attend to instructions and interactions carefully
- Read closely and critically (comprehend meanings and seek clarification)
- Critically discuss thoughtfully (use insight, challenge ideas, consider alternative points-of-view)
- Investigate a concept thoroughly (in library or via technology)
- Question eagerly – can develop questions (that occasionally stump the teacher!), use insight, compare and contrast
- Value excellence in attitude and work, pursue quality, and can accept critiques of work
- Self-appraise work fairly using rubrics or published standards
- Can celebrate each new understanding or gain in learning
- Write clearly

Students who are emerging scholars demonstrate the following skills (beyond those in the previous section):

- An intentional pause in forming an opinion in order to consider the maximum available data prior to expressing an argument
- Can present both an argument for and refutation of a topic
- Apply new knowledge in multiple domains – seeks mastery, application, and demonstrated proficiency
- Can dissect ideas and theories in order to synthesize new perspectives
- Has a sense of context when thinking about cause and effect, ambiguity in reason, causality, complexity, and application
- Tolerates critique by peers and teachers, can critique self-efforts, and produce high quality outcomes in learning
- Independently pursues resources beyond those available at LSI

Is courageous enough to ask for help, seek multiple opinions, weigh recommendations, and act in accordance with expectations

Is responsible, can manage time well, sets and keeps priorities, and balances academics, extra-curricular activities, relationships, home life, and spiritual gifts

Course of Study and Credit Requirements

Our curriculum is built on courses of study. Beyond passing classes in order to earn a La Salle Institute diploma, a course of study incorporates additional requirements that must be met successfully in order to graduate or matriculate to the next grade level. Examples of course of study requirements include portfolio presentations, self-critiques, community service events, retreat participation, senior internship, and other events and/or processes specified by Departments at the start of the academic year. Credit Requirements: to earn a diploma from La Salle Institute, a minimum of 30 credits are required.

Standard High School Curriculum includes: four years of Religion, English, History, Math, Science, and JROTC; three years of foreign language; two years of physical education and electives; and one year of Computer, Fine & Performing Arts, and Health.

College in the High School Program: after completing our highest level classes, seniors may seek approval from our guidance department to enroll for a specific, high level class at HVCC that qualifies within our curriculum. If LSI establishes articulation agreements with other area colleges and universities, students may be granted additional opportunities to earn elective credits. In order to receive a LSI diploma, students must take JROTC and Religion every year.

Honors Accelerated opportunities: since La Salle Institute teaches each boy (not the class), we acknowledge the diversity in academic strengths among our middle and high school students. Accordingly, students in the eighth grade (and earlier if appropriate) may opt to take a course at Honors level if recommended by his teacher and approved by the Department Chair. To remain in Honors designated status, the student must maintain an 85 average in each Honors class. Pursuing Honors classes does not mean having additional work heaped on a student. Instead, our Honors level courses accelerate learning based on testing out of a subject area and attempt to challenge, not overwhelm, a gifted and/or talented student, for example, who desires to reach for his intellectual potential.

Advanced Placement options are available in: Calculus AB, Micro-economics, English Literature, European History, U.S. History, Statistics, and Environmental Science. Students who complete an AP course are expected to take the AP exam.

Independent Study: a rare opportunity exists for students who, for example, may arrive to La Salle Institute mid-year or require independent study for reasons beyond their control (i.e., long-term illness or injury, family disruption, moving into the community, new adoption or foster care, etc.) in order to graduate. If a teacher or certified staff member (i.e., the Principal) agrees to accept the student into an independent study status, he may earn course credit if the independent study is pre-approved by the Director of Guidance and successfully completed within the stated time period. The student must prepare and present a draft outline of his intentions for review and approval. All independent study work will be done on the La Salle campus. AT NO TIME will the teacher/staff member meet with a student off-campus without approval and supervision of the Principal.

The Value of Army JROTC as a Hallmark of La Salle Institute

In a global society where students are, at best, taught 21st Century Skills but do not have opportunities to hone those skills, our JROTC leadership program differentiates followers from leaders. Followership is an important skill. Lower ranked JROTC cadets must earn their way up the chain of command. In route, valuable lessons are taught within a system that deploys a well-defined rank system and rewards performance. Responsibility is placed on Cadets. They can gradually transition from keen follower to emerging leader. Other schools, by comparison, may appoint student government and National Honor Society leaders but rarely teach them how to lead. At La Salle, we have the mechanism to grow emerging leaders. Our expectation is that La Salle Institute alums will lead this global society at a time of their choosing. Our collective job is to prepare our Cadets by building their capacity to lead in an ethical manner that is beyond reproach.

Branding and Contracts

An intentional effort is being made to keep our La Salle Institute image consistent. To that end, it is imperative to maintain approved logos (school and athletic) and school colors (crest blue and white only). One of several approaches to accomplishing this goal is to control what contracts or agreements are being made with vendors. ALL contracts for purchase, fundraising initiatives, and solicitation of support (material and financial) must be pre-approved through either the Athletic Director or the Principal. For legal protection, only the Principal (in his role as President of the Corporation and CEO of the school) can sign contracts that obligate LSI. All other contracts would make the signer responsible for that contract – LSI will not reimburse individuals for non-approved contracts, materials, or financial loss resulting from such contracts (e.g., t-shirts, spirit wear, discount cards/books, formal dance decorations, candy, flowers, trips, etc.).

Section 1 - Lasallian Roots

Founding -The Christian Brothers and Lasallian Schools

The Institute of the Brothers of the Christian Schools, commonly called the Christian Brothers, was founded in 1680 in the city of Reims, France by Saint John Baptist de La Salle. All of the members of the congregation are Brothers devoted exclusively to the work of Christian Education. As Brothers, these men are not priests and do not engage in the ministries of ordained clergy.

De La Salle Brothers and Lasallian lay men and women conduct secondary schools in most major American cities. Lasallians continue to be involved in high schools, middle schools, parish schools and welfare institutions. Over the last fifty years, the De La Salle Brothers have increasingly associated themselves with teachers who share their sense of mission and the Lasallian spirit.

La Salle Institute - History

La Salle Institute is an independent, Catholic, college preparatory school for boys, accredited by the Middle States Association of Colleges and Secondary Schools. It enjoys a rich tradition dating back to 1850. LSI originally occupied a building on Fourth Street in South Troy where efforts were made to transform poor immigrant boys into moral, productive, and honorable students. The story of La Salle Institute is grounded in values - truth, duty, and honor - and a simple but profound precept that educating boys is more than imparting information or

developing skills.

In 1890, La Salle Institute was chartered by the Regents of the State of New York, the same year that military training was added to the school program. Due to expanding enrollment and the need for a new facility, the school moved to its present location on Williams Road in 1966. The middle school added a sixth grade class in 1991. Additional classrooms, new gymnasium, cafeteria and science labs were constructed between 1990 and 2001.

Twice selected as a National School of Excellence by the U.S. Department of Education, La Salle Institute continues to enjoy the prestigious Department of the Army designation of being a JROTC Honor Unit with Distinction.

Our Beliefs

Cornerstone Beliefs:

1. Christ is the ultimate role model of the Lasallian community.
2. We seek Christ in one another.
3. La Salle is a spiritual and prayerful school rooted in the Catholic tradition, and promotes the teachings of St. John Baptist de La Salle.
4. La Salle Institute families are revered. We see ourselves as an extension of the educational and moral direction initiated by most families.
5. Love and forgiveness must direct the heart of the Lasallian community.
6. La Salle is student-centered. We teach heart to heart.
7. Each person has intrinsic value and human dignity. Respect for the diversity of others is essential because we are created in the image and likeness of God.
8. Respect for the individual is one of the most important values we teach.
9. Each person deserves an environment that is safe, positive, supportive, and free from harassment.
10. Transformative teaching and learning that invite scholarship are our profession, mission, and vocation.
11. All members of the Lasallian community are approachable and respectful.

Supportive Beliefs:

1. Every student can develop a moral and spiritual relationship with God.
2. The Lasallian educator develops of the mind, body, and spirit of each student.
3. La Salle Institute and its staff serve collectively as an anchor in the lives of our students.
4. A disciplined, secure, structured, and caring environment is provided for La Salle students.
5. As a compliment to scholarship, we instill values.
6. A Lasallian education promotes service to the poor while instilling Gospel values.

Teaching Beliefs:

1. Transformative teaching and learning are measurable goals.
2. We teach with ardent zeal ("fire in our souls").
3. We teach each student, not the class.
4. We teach interdependence and promote positive interpersonal relations.
5. We teach our students how to use diversity as a strength.
6. We teach our students to be critical thinking diagnosticians who take on new challenges.

7. We teach our students that each individual is valuable, capable, lovable, and significant.
8. We teach our students to become Christ-like leaders, practice the act of leading, and tirelessly pursue outcomes of leadership.

Graduate Profile

These qualities underpin our Cadets becoming “productive members of their communities with a commitment to truth, honor and duty.”

MORAL - A La Salle graduate is a boy who continues to hone his mettle as a young man. He thinks ethically, understands how his words impact those around him, courageously completes selfless deeds, and strives to behave in an exemplary manner. This moral character is drawn from emulating Jesus Christ and is exhibited by kindness, peace, justice, and truth. A La Salle graduate keeps building his relationship with Christ by drawing closer to Him.

RESPONSIBLE - A La Salle graduate is an emerging young man who behaves responsibly and owns his actions. As a member of society, he cares for members of his family, his class, his school, and his community. He acts as a mentor for those who are in need of guidance. A La Salle graduate is expected to freely offer assistance – his time, talent, and resources – to those who are in need, especially the poor.

PRODUCTIVE - A La Salle graduate is a “builder” who works to improve the world. He contributes substantially to society. He is able to work singly or in consort with others to live and exemplify Gospel values he has learned. A La Salle graduate works in conjunction with people who can assist him and to whom, when needed, he can offer assistance.

DEDICATED - A La Salle graduate is an emerging young man of integrity with a commitment to the three-fold standard of truth, honor, and duty. He is committed to discovering truth, conducting his life with honor, and accomplishing duties to which he is called by God, country, community, and family.

Section 2 - General Information and Expectations

ATTENDANCE POLICY: the student is obligated to arrive at school before class begins and keep absences to a minimum. LSI does not grant waivers for family trips, participation in non-school sponsored activities, or personal appointments that can be scheduled after school or when school is not in session. All absences and late arrivals are entered into the student’s permanent record.

Excused Absence or Tardiness:

1. The student is ill.
2. Occasional medical or dental appointment that cannot be scheduled after school
3. Attending an immediate family member's funeral
4. A family emergency that requires the student’s presence
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.

Unexcused Absence or Tardiness:

1. A vacation or an unapproved trip during the academic week
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 (e.g., “skip day,” or the day following a dance)
4. Lack of planning based on 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 or doctor explaining the reasons of his absence or tardiness.

Truancy: a student is considered truant when intentionally refusing to attend part or all of the school day. Repeated truancy may result in a report to Child Protective Services, disciplinary consequences and if not corrected, dismissal.

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 additional time for make-up tests due to the unapproved absence.

College Visits: as part of the college selection process, seniors are allowed three visits to colleges during school days and 5 **in-school** meetings with visiting colleges.

1. Parents should direct requests for off-campus college visits (in writing) to the Guidance Office one week before the planned visit.
2. All visits must be approved by the Director of Guidance. College visits that are not approved are recorded as absences and counted as the student’s allotted visit.
3. For in-school college visits, students must check-in with their teacher prior to attending the presentation. The teacher has the final say: to keep the student in class or release him to the college presentation. All work missed during the visit must be completed and turned in, notes must be acquired from classmates, and missed tests must be taken when assigned by the teacher.

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 the absence.

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 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 submit a note from the doctor to our main office staff.

Excessive Absences: students must arrive on time, daily.

A student who is excessively absent will receive increasingly higher consequences in order to change his behavior. Consequences may include but not be limited to:

- a. A formal letter to parents.
- b. Administrative detentions and/or in-school suspensions.
- c. Denial of participation in extracurricular activities and events
- d. Denial of academic credit for a class
- e. Denial of matriculation to the next grade level
- f. Denial of a LSI diploma
- g. Dismissal from LSI for insubordination

Note: if absences are due to an acute or long-term medical condition, that condition must be documented by a medical doctor. A copy of that document must be provided to La Salle Institute upon the student's return to school or while the student is absent – if prolonged. The Principal will determine the validity of such notes and may or may not grant a waiver of days missed if the work is made up in accordance with conditions set by the Principal. Absences considered excessive – with or without medical justification, may result in the student being required to repeat the academic year.

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 into the main office 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. Providing a note does not represent acceptance of the reason for absence (e.g., over-sleeping).

Note: students absent from school are not permitted to participate in any after school activities to include performances, practices, games, or any other extracurricular event on the day of the absence without the approval of an administrator.

TARDY PROCEDURES: students must be in, and remain in class prior to the start of that class.

Late Arrivals: a student failing to be present in the classroom prior to the designated start time is considered late.

1. Late arriving students sign in at the main office and go directly to class. If an approved written excuse is not presented, the classroom teacher may assess an appropriate consequence.
2. Students who are late without approved notes will receive progressive consequences until such irresponsible and disruptive behavior changes.
3. Consequences may include but are not be limited to:
 - a. A formal letter of concern to the parents
 - b. Administrative detentions, in-school suspension, out-of-school suspension
 - c. Loss of credit for a class – must repeat the course
 - d. Dismissal from La Salle Institute

Note: should a medical condition require late arrival, the condition must be documented by a doctor and a copy of that doctor signed diagnosis must be provided to La Salle Institute as

justification for repeated lateness.

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 notification by the parent was provided via phone or e-mail.

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 are not acceptable. The student's academic transcript will indicate the number of late arrivals.
2. The note must be presented to the classroom teacher if re-entering during class time or the front office if in-between classes or during lunch hour, Holy Mass, or other events.

Note: students arriving late to school without an administrator approved written excuse may not participate in after school activities to include practices, games, performances, or any other extracurricular event on that day.

EARLY DISMISSAL PROCEDURES: early dismissal from school is highly discouraged, as it results in the loss of learning time and disruption of class.

1. Interviews, medical and dental appointments, road tests, etc. should be scheduled after school hours or during school holidays. Parents must request early dismissal in writing.
2. 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. Such requests must be presented to the main office prior to the beginning of homeroom and approved by an administrator.

ILLNESS IN SCHOOL: should a student become ill, he must request his teacher's permission to report to the nurse. Students should not go directly to the nurse unless it is an emergency.

1. If the illness requires that the student be sent home, **the school nurse will notify a parent and coordinate the time of dismissal.**
2. Students will not be dismissed from school without the permission of the school nurse and one of the administrators.
3. Due to safety concerns, a student who drove to school will not be allowed to drive home without written permission (email, text message, fax) from a parent. Otherwise, a parent must pick up an ill student.

PRAYER – Classroom: all classes and meetings begin with prayer, personal reflection, or a moment of silent reflection. This practice reminds students of God's presence in their lives.

At the start of each class a teacher or student says: "Let us remember that we are in the holy presence of God." This moment allows students and teacher to quiet themselves, prayerfully. The teacher will follow by saying: "St. John Baptist de La Salle" and students will respond: "Pray for us." The teacher will say: "Live, Jesus in our hearts" and students will reply: "Forever."

DRESS CODE INSPECTION - High School: all high school students are required to comply with the school dress code as outlined in this Handbook. Senior Cadet Officers, by direction of the JROTC Leadership Department, are responsible for conducting dress code compliance inspections.

1. At the conclusion of Morning Prayer, the cadet officer enters the room and calls the class to attention. At that time, everyone will say the Pledge of Allegiance.
2. Once the Pledge is completed, the officer will tell the students to prepare for inspection. Students are required to line up in front of the Officer in a quiet manner, stand at the position of attention and be inspected.
3. Students requiring major uniform corrections or students who have questionable shaves or haircuts will be required to report to the JROTC Leadership Department for corrective action or consequences. The consequence is marching “tours” with a rifle under the supervision of the First Sergeants.
4. All high school students are required to be inspected.
5. Dress code inspection is a major process in leadership development by emphasizing personal accountability for one’s appearance.

DRESS CODE INSPECTION - Middle School: all middle school students are required to comply with the school dress code as outlined in this Handbook. Selected eighth Grade students, under the supervision of the Middle School Principal, are responsible for conducting dress code inspection.

ANNOUNCEMENTS: daily announcements are generally made during the homeroom period of the school day. These announcements are a vital link in the communication of school information.

1. Students are expected to be quiet to ensure that everyone hears the announcements.
2. If necessary, announcements may also be made in the afternoon, approximately one minute prior to dismissal.
3. Students who need announcements made must have the announcement approved by a teacher, activity moderator, coach, or an administrator.

DAILY SCHEDULE: La Salle Institute follows a six-day, non-rotating schedule. Each day consists of eight class periods, with additional periods for homeroom and lunch.

The schedule does not rotate. Rather, each class meets at the same time every day. Students have four minutes of passing time between each period. The only part of a student’s schedule that changes over the course of a six-day cycle is his cluster class (e.g. physical education, JROTC Leadership, computer, art, etc.). Cluster classes meet either two or three times per cycle.

BATHROOM USE BY STUDENTS: in general, students are not allowed to leave a classroom during the class period except when emergencies arise. It is difficult to assess such cases.

1. Students should take care of bathroom needs between classes and during the lunch period.
2. Should there be a need to immediately use the bathroom during a class period, the teacher will grant permission.
3. When permission is given to use the bathroom, the student is to go directly to the nearest bathroom and return directly to the classroom.

JROTC DRILLS (Leadership Lab): the JROTC Leadership Department is responsible for preparing students for a number of functions requiring rehearsal and preparation time. These functions may include parades, inspections, formal ceremonies, and competitions. In order to allow time for practice, certain times, such as Thursday mornings, may be set aside during the normal school day.

ASSEMBLIES: assemblies are held periodically as a part of academic life. Assemblies are educational, liturgical, social, and for other purposes.

1. School assemblies are intentional (have meaning and value) and are pre-approved by the Principal.
2. Class assemblies require the attendance of all class members. Students sit together by class unless otherwise directed.

NATIONAL HONOR SOCIETY: the National Honor Society is a prestigious organization that recognizes proven (not expected) accomplishments in the areas of scholarship, character, leadership, and service. Students are eligible to apply for membership in the Brother Arnold Chapter of the National Honor Society at the end of sophomore year.

1. To be eligible, the student must achieve a cumulative grade point average of 94% or higher.
2. Applications are submitted to the National Honor Society Moderator in September.
3. Final decisions are based on the Faculty Council's opinion (not the Moderator's).
4. A second application period is available for juniors after the first semester.
5. A student may appeal denial of NHS membership to the Faculty Council. When necessary, the Principal may override the determination of the Committee. **ONLY THE STUDENT** can appeal the decision.

NATIONAL JUNIOR HONOR SOCIETY: Middle School students earning a cumulative grade point average of 94% or higher at the end of seventh grade will be invited to apply for membership in the Brother Thomas Chapter of the National Junior Honor Society.

1. Students achieving the cumulative 94% average will receive an application with instructions following their seventh grade Year.
2. Applications are submitted to the Middle School Moderator in September.
3. The faculty council determines eligibility for membership.
4. A second application period is available for eighth grade students after the first semester.

GRADUATION CEREMONY – High School: diplomas are not awarded at the graduation ceremony.

1. The diploma is available later in the summer after all obligations have been met.
2. Awards at Baccalaureate are based on six or seven semesters. Awards are contingent upon continuous enrollment at La Salle Institute since the beginning of sophomore year.

GRADUATION CEREMONY - Middle School: the middle school graduation ceremony consists of a Mass of Thanksgiving with awards and diplomas presented after Mass.

1. Middle school graduates wear blue cap and gown for the occasion.
2. Diplomas are sent in the mail after all obligations (academic, athletic, disciplinary

and financial) are met.

PROBATION - Academic: a student is placed on academic probation if he has a semester average below 65% in two or more courses.

A student on probation is subject to ineligibility. Should probation continue, the student may be dismissed.

PROBATION - Disciplinary: a student can be placed on Strict Disciplinary Probation (SDP) for repeated failures to follow school rules, regulations, and expectations.

1. The student's performance will be reviewed periodically to determine if the probation should continue, the student should lose some or all school privileges, or more serious consequences need to be applied (to include dismissal).
2. Repeated violations of classroom or school rules, procedures and/or expectations, and insubordination while on Strict Disciplinary Probation are subject to suspension and/or expulsion.
3. Periodic performance review will examine student conduct while on probation. This review will include review of conditions set at the awarding of probation. If those conditions are violated, the student is reviewed by the Principal for expulsion. If the conditions were exceeded (not just met), the Principal may lift the probation status.

PERSONAL PROPERTY: students should not to bring large sums of money or valuable personal property to school.

1. Students are required to label and lock all personal possessions, to include textbooks and calculators, in their assigned school lockers.
2. While in physical education class, personal property, to include valuables, must be secured in an available gym locker. That locker must be properly secured using a school issued padlock.
3. Students should not leave valuable personal property items unattended or unsecured. This includes, but is not limited to: wallets; money; calculators; cell phones; laptop computer; iPads/iPods; jewelry; or athletic equipment.
4. La Salle Institute is **not responsible** for the loss or damage of any and all personal property items. Following the last day of school, items left in lockers will be either be donated to charity or thrown away.

LOST AND FOUND: found articles must be turned into the main office. Inquiries may be made there or to the appropriate administrator.

1. Found items will be displayed in the Commons.
2. All non-secured items found in the school building after dismissal will be collected and placed in the Commons.
3. To ensure prompt return of lost articles such as textbooks, calculators, and other personal belongings, students should clearly mark these items with their last name.
4. After a reasonable period of time, unclaimed serviceable articles will be given to charitable organizations. Articles deemed unserviceable will be discarded.

CARE OF SCHOOL PROPERTY: the proper care of school property and all items belonging to the school is everyone's responsibility.

1. Students are prohibited from writing on or damaging any items to include desks, tables, walls, floors, and chairs.
2. Students who damage or destroy property are monetarily liable for the damage and are subject to consequences to include multiple detentions and suspension.

MEDICATION: New York State law requires the school nurse to dispense prescribed medication to students.

1. Parents must provide specific instructions for prescribed medications with a doctor's order for administration.
2. Students are forbidden to be in possession of any medications (except prescribed inhalers), including over-the-counter drugs, dietary supplements, and vitamins.
3. All prescribed medication is to be kept in the Health Office and taken under supervision. When medically necessary, a student may carry an inhaler or atropine injector.
4. All medications are locked in the health office.

MEDICAL EXAMINATIONS: Students must have an annual physical examination by a medical doctor, physician's assistant, or other medical professional licensed to conduct medical examinations.

1. Appropriate documentation from the doctor must be submitted to the school nurse on or prior to the first day of school.
2. Students participating in school athletics prior to the first day of school must have a current physical examination on file before the start of practice.
3. Students who do not have current, documented physical exams will not be permitted to practice or to participate in any physical activity.

COMPUTER USE - Personal Computers or Tablets: students cannot use personal computers or tablets in a class without the teacher's permission. Students are expected to comply with specific teachers' guidelines as to the rules and expectations governing the use of these devices in their classrooms.

1. During the school day, devices may only to be used for academic purposes.
2. Students are prohibited from accessing unauthorized or inappropriate web sites.
3. By following guidelines, students avoid consequences.
4. Electronic devices may not be taken into the cafeteria or used during lunch hours, homeroom periods, or study halls (unless a study hall teacher determines that use of the device is necessary).

COMPUTER USE - School Computers and Tablets: using school computers, tablets and other devices is a privilege that requires proper care of the devices.

1. Student computer use is with supervision only
2. Library computers are used for work on school projects and assignments only.
3. Tampering with computers (adding background or screen savers, loading

inappropriate programs, or password protecting) is not permitted. Consequences will be severe.

4. Students are not to share their passwords with other students.

FIRE DRILL PROCEDURES: fire drill guidelines keep our students and faculty safe in the event of a fire evacuation. These drills are conducted periodically throughout the year in accordance with Appendix C.

LOCK DOWN PROCEDURES: should a situation develop that may have the potential to cause harm to students and/or faculty, the school would have to take necessary steps to ensure the safety of all individuals on school property. In this case, the school would go into Lockdown and all school personnel would follow the Emergency Management Plan as outlined in Appendix D.

BOOKSTORE: The bookstore is open for a limited number of hours during the school day. Hours of operation are posted outside the bookstore. During the start of the school year, extra time is scheduled.

TEXTBOOKS: course schedules are produced by the Schedule Coordinator. A textbook list will be created based on the course selections.

1. Textbook loan form requests are due to districts by June 1st. Students who are registered during the summer months will receive their forms on a rolling basis. Your District school taxes provide for the loan of textbooks to the students.
2. Textbooks are the property of the school Districts. These loaned books must be returned by the parent to the loan service at the end of the school year or to the school district office.
3. If the same (bar-coded) textbook issued is not returned, the student will be charged by the district for a lost textbook. Students will also be charged for damaged textbooks.
4. Students taking college courses will need to purchase textbooks at the college bookstore.

TRANSPORTATION: Students who live within a 15-mile radius of La Salle Institute have transportation provided by their District. Students who live in the Albany District use a CDTA bus. However, this bus is not reserved specifically for La Salle Institute students. We are on their route.

1. Once parents register their son at La Salle Institute, they should contact their District to arrange transportation. A parent must register students for District transportation services.
2. The guidance secretary mails out transportation forms as a convenience if they are sent to the school by Districts.
3. For students who live outside the 15-mile radius, LSI offers bus transportation (at a prorated cost), south to Valatie and north to Exit 13 in Saratoga.
4. Rowdy behavior, rudeness or conduct unbecoming a La Salle student will not be tolerated.
5. Busses usually depart within seven minutes of dismissal. Students riding school busses must ensure that they get on the bus within that time period.

COURTESY, RESPECT, and TRUE DECENCY: the importance of "courtesy," "respect," and "true decency" among students and teachers is paramount. If courteous to one another, the school climate

becomes positive and vibrant. Maintaining self-control (bearing) in the classroom, and helping teachers maintain a positive learning environment enhance the learning process.

CODE OF CONDUCT (Interscholastic and Extracurricular Activities): students participating in competitive interscholastic activities and extracurricular activities are required to read, understand, and sign a code of conduct ensuring that they behave in accordance with established school rules, procedures, and expectations.

ATHLETIC ELIGIBILITY: to sustain eligibility, a student must pass all classes, attend school regularly and on time, and emulate appropriate behavior.

1. Annually, a student must receive and submit results from a current physical examination before participation in interscholastic sports.
2. Each student must sign the school's code of conduct before the start of a season.
3. When a student is absent from school, he is ineligible to participate in a practice or extracurricular event unless he has explicit permission from an administrator.
4. Students who have an assigned administrative detention may not miss serving the detention due to a game or practice.
5. Should a student-athlete skip an assigned detention during the week because of practice or competition, he will receive multiple detentions and may be suspended from the team for a period of time.

PARENTAL AND FAN CONDUCT: all parents and fans are expected to conduct themselves in an appropriate manner at school sporting events or at other extracurricular activities.

1. Inappropriate comments directed at players, referees, coaches, or opposing players and fans are damaging to the Athletic Program and embarrass scholar-athletes.
2. Spectators who engage in inappropriate behavior (to include foul language) may be directed by an official, local police officer or on-site game supervisor, or the Principal to leave the contest.
3. Decisions regarding playing time or participation time are decided by the head coach or activity moderator after close consultation with assistant coaches or moderators.
4. Repeated inappropriate behavior, possession and consumption of illegal substances or alcohol, or threats of violence by a parent or guardian will result in permanent restriction from La Salle events (for a season or remainder of the year) and place the student in a 'review for dismissal' posture based on the parent's or guardian's behavior.

ATHLETIC TRANSFER RULES: within Section 2, a student in grades 9 – 12 who transfers, with corresponding change in residence of his parents, shall become eligible after regular attendance in the new school. However, under current rules, a student who participated in a sport while enrolled in a District other than where he currently resides must sit out for a year in that particular sport unless he receives a waiver.

1. A residence change must involve a move from one school district to another.
2. Movement to a private school within the boundaries of the local public school district is permitted without penalty.
3. Section 2 has a transfer committee that reviews all transfers. Under certain circumstances, a Cadet may be declared ineligible by the transfer committee. For example, a student who transfers without a corresponding change in residence is

ineligible to participate in any interscholastic athletic contest unless specific permission is granted by Section 2.

4. A student must be registered in his new school before transfer forms can be completed.
5. Parents should contact our Athletic Director for additional information.

SCHOOL SPIRIT: school spirit takes a variety of forms and is essential to a complete high school experience. All students are encouraged to foster a positive school culture as a means of developing favorable attitudes about themselves and others. School Spirit includes:

1. **Courtesy:** towards the school, faculty, fellow students, students on opposing teams and the officials of school athletic activities.
2. **Pride:** in appearance and in everything our school endeavors to accomplish and has accomplished.
3. **Sportsmanship:** includes the ability to win and lose gracefully. It also means supporting your team without being disrespectful or degrading to the players, coaches, and fans of opposing teams.
4. **Leadership:** proper behavior, encouraging others, refraining from any action that may intimidate other students, team members, coaches, or fans of opposing teams.

OPEN HOUSE: La Salle Institute conducts two Open House events to give visitors and prospective students and their families the opportunity to see what we are all about. During these events, visitors see the physical plant, many of the activities, and meet with teachers and students.

1. Many students are asked to volunteer as tour guides and classroom representatives.
2. The JROTC drill teams, band, and other student groups help the school have a successful open house.
3. Parents are asked to assist.

WORK STUDY PROGRAM: participation in the work study program is available to students interested in working at school for approximately one hour per day after dismissal. Students can sign up for different sessions that will not conflict with other after-school activities. Each session lasts approximately 25 school days. Participants, for example, sweep hallways, classrooms, and other areas. Compensation is credited towards tuition. Students interested in this program should contact the main office.

SOLICITATION: Solicitation of any type is prohibited on school property. Students cannot sell or buy anything from another student. Similarly, parents, teachers and staff may not sell anything on campus or associated with La Salle Institute without the Principal's permission.

VISITORS: all visitors must sign in at the main office.

1. Student visitors are not permitted without the approval of the Principal. Such approval must be requested at least one day in advance by a parent.
2. Students from other schools are not allowed on the property without the permission of the Principal.
3. A student who allows unauthorized visitors into the school will be subject to disciplinary action.

BROTHERS' RESIDENCE: although unoccupied, students are not permitted in the former Brother's residence without permission.

Section 3 - Academic Information

ACADEMIC INELIGIBILITY: Students at La Salle Institute indicate that they attend the school for its strong academic program. Therefore, emerging scholarship is given a high priority.

- a. Students who fail one or more subjects during a marking period are not permitted to participate in interscholastic sports or any other extracurricular activity until passing all classes (demonstrating improvement according to the teachers). Students failing two or more subjects are suspended from all extracurricular activities until regaining passing status in every subject and cleared for full participation by the Principal or Athletic Director.
- b. Participation includes games, scrimmages, practices, rehearsals, and any team, club or activity function. This restriction will continue until the Principal or Athletic Director lifts the restriction.
- c. All decisions regarding academic eligibility should be directed to the Athletic Director or Principal.
- d. Coaches, moderators, and/or supervisors of extracurricular activities should check the names of students who are on the interim failure reports and discuss needed improvement with students on their teams or clubs.
- e. Interim reports are sent to parents halfway through each marking period.

FORMAL WRITTEN WORK: there are some minimum requirements which will act as guides for all students, except those with current IEPs or 504 accommodations, when appropriate. All written work shall be on standard, college-ruled loose leaf paper if hand-written.

- a. Students will include the following heading beginning on the top line.

Student Name	Date
Subject	Teacher's Name
- b. Teachers may ask for additional information.
- c. All papers are to be neat. Crumpled paper or paper with inappropriate art work may not be accepted – no credit will be given. If a mistake is made, simply draw one line through the error and make the correction above that space.
- d. It is your responsibility to proof your own work (not Mom's or Dad's).
- e. All papers must be legible. This means that the teacher should be able to read the paper. Handwriting should be neat. At the teacher's discretion, assignments may be handed in using cursive, or word processed and printed, or by electronic format.
- f. With the possible exception of Math work and some Science calculations, all final work is to be done in BLUE or BLACK ink only. Markers, crayons, red or green ink, fountain pen, and broad felt tip markers may bleed – making your work unreadable and therefore unable to be graded. Students should carry an extra pen for written work and a pencil for Math work.
- g. All papers must be written in such a way that they make sense. Students should organize their work so that it clearly articulates their application of knowledge. The teacher should not have to translate a student's work before correcting it.

GRADING SYSTEM: grades are one indication of a student's academic achievement and the teacher's ability to convey knowledge. The minimum passing grade is 65%. Grading Scale:

97 - 100 = A+	94 - 96 = A	90 - 93 = A-
87 - 89 = B+	84 - 86 = B	80 - 83 = B-
77 - 79 = C+	74 - 76 = C	70 - 73 = C-
65 - 69 = D	64 or less = F	55 = INC

ACADEMIC HONORS: Academic honors are awarded on the basis of consistent earned grades over first through third quarters.

Scholar recognition is awarded for 90% or higher quarter grades across all classes in quarters 1 through 3.

Emerging Scholar recognition is awarded for 85% or higher quarter grades across all classes in quarters 1 through 3.

For the 2016-17 academic year, students may have an opportunity to earn additional recognition within each discipline's Honor Society – at the discretion of the Department Chair and the faculty.

HOMEWORK: intended to reinforce the day's learning and/or prepare the student for ensuing instruction, homework is often necessary. Students who refuse to complete and submit homework jeopardize their success. Teachers can assign consequences, beyond loss of credit or points, for reluctance to complete homework.

TESTS (MAKE-UP): When students miss a scheduled test for an excused reason (field trip, school athletic contest, extra-curricular event, etc.), their teachers often administer a makeup test of a different format than the original test.

- a. The test may be given before the student leaves or after he returns (at the discretion of the teacher).
- b. If absent due to an illness or unplanned, excused absence, the student will be given a reasonable amount of time to prepare for the test.
- c. The teacher and student should work out a suitable arrangement for the completion of the missed work and/or tests.

INTERIM REPORTS: the interim report is a progress report. Interim grades are advisory and shared electronically through Portal.

STUDY PERIODS: students assigned a study period are expected to arrive prepared to study.

- a. Study periods give students time to read, study, and work individually or with others on school-related activities.
- b. Students with a Pass signed by the Librarian may go to the library only if they need to use library resources to work on school related assignments.
- c. Students may only meet with another teacher for extra help if that teacher has issued a pass for this purpose – before study hall.
- d. Food items, beverages, phones, and use of electronic devices are not permitted in scheduled study periods.

- e. Failing to attend a scheduled study period will be considered skipping class.

EXAMS: final exams will be given in all but Advanced Placement and cluster courses. Students in grades 7-12 take final exams. With the approval of the Principal, teachers may substitute a substantial project or portfolio assignment that carries the same weight (1/5 of course grade) for the final exam.

EXEMPTION: in the case of an exam conflict, or if the student is not able to take an exam due to illness or other authentic circumstance, the Department Chair has the option of granting an exemption. In this case, no exam grade is given. Instead, the teacher calculates the final grade by averaging four quarters. Family trips or travel athletic events are not acceptable reasons for exemptions or changes in exam schedule. Requests for taking the exam early or late will be denied.

DROPPING AND ADDING COURSES: All requests for a schedule change must go through the appropriate guidance counselor. Permission by parents and teacher approval are required.

CLASSES AT HVCC: taking classes at Hudson Valley Community College will be approved when LSI cannot provide a course necessary for graduation and the student's academic growth – after all advanced courses on the LSI campus have been successfully passed. Students may not take elective courses at HVCC during the academic day. Students are expected to comply with all La Salle and HVCC school rules, procedures, and expectations as outlined in HVCC documents and in this student handbook. Should a student engage in inappropriate behavior at HVCC, the Principal may dismiss him from the HVCC class. Tuition paid to HVCC is not refundable and the course must be retaken (at student expense) in order to receive a La Salle Diploma. Students participating in this program must comply with the following:

- a. Parking is authorized in the La Salle parking lot only. Parking at HVCC is prohibited.
- b. Students are to return to La Salle Institute immediately after their HVCC Class is dismissed.
- c. Students taking a course that is replacing one of the La Salle courses must earn a passing grade to receive La Salle credit. Receiving a failing grade will require the student to retake the course or equivalent course in order to graduate.
- d. Once a student signs up for a course that is replacing one of his La Salle courses, he may not drop that course for any reason without getting a failing grade and the requirement to retake the course in order to graduate.
- e. A course that replaces a La Salle course requires a two-semester commitment. The student must take and pass a HVCC Course for two semesters to earn credit for the year.
- f. If a student is taking a course in addition to his full course load at La Salle Institute, his La Salle transcript (addendum, pg. 2) will reflect the grade he earns at HVCC.
- g. For purposes of GPA calculation (e.g. determining class rank), ONLY HVCC courses necessary to complete La Salle graduation requirements will be calculated into GPA. Course taken as non-school day electives will be reflected on the transcript (separate page) but will not be calculated into the final GPA.
- h. Students are required to be in class on time, not miss more than three sessions per semester, and attend the HVCC class even though La Salle may be on a holiday or closed due to weather conditions.
- i. Should HVCC not be in session or if the student's class is cancelled for any reason, the

student is required to report to his assigned La Salle classroom.

- j. It is the student’s responsibility to inform his guidance counselor of courses he will be take and submit a copy of his final grade report.

PARENT-STUDENT-TEACHER CONFERENCES: parent-student-teacher conferences are optional and held in the evening. They are designed to be informative for the parents and the teacher. Students who are earning low C grades and their parents should attend. During these conferences:

- a. Teachers are assigned a table either in the Commons or McCormick Hall.
- b. Parents and students enter these areas and generally stand in line to see a particular teacher.
- c. Individual conferences should not exceed four (4) minutes. Please be considerate of other parents. If a longer conference is necessary, please e-mail the teacher to make arrangements.

DRIVER EDUCATION: driver education is no longer offered due to low interest.

Section 4 - Rules, Procedures, and Expectations Governing Student Behavior and Conduct

Code of Conduct

Ask yourself these simple questions:

1. *Is what I have done, am about to do, or want to do exemplifying truth, duty, and honor? If so, how?*
2. *Since Christ lives in me, is He proud of my actions lately? What does He need to forgive me for right now? What can I do that makes Him say “well done my good and faithful servant...on you my favor rests?”*

Since we are all human, we make mistakes. The responsible Cadet and adult admits mistakes and recognizes that some mistakes carry consequences. To keep La Salle Institute safe, orderly, and within grasp of potential, we have rules about conduct. Here are some of the serious issues and immediate consequences.

Major Infraction	Likely Consequence	Appeal Level
Gross Insubordination	Expulsion	None
Possession of weapon, explosive devices	Expulsion and referral to police	None
Violence (expressed verbally as threat or physically committed)	Review for expulsion and referral to police	None
Bullying (direct such as hazing or indirect using technology)	Review for expulsion and referral to police	None
Selling drugs, alcohol, or other potentially lethal substances	Review for expulsion and referral to police	Principal
Theft or vandalism	Review for expulsion	Principal
Gross disrespect	Multiple day suspension	Principal
Disruption to school day/learning	Multiple day suspension	Principal
Stealing, cheating, plagiarism	Suspension, zero grade	Principal

Inappropriate language or gestures	Detention	Asst. Principal/ MS Principal
Excessive lateness to school/classes	Detention/Suspension	None
Excessive absence from school or classes	Detention/Suspension/Repeat grade or course	Principal
Excessive absence (although approved)	Repeat course/no credit for class	Principal
Damage to school property	Detention, Suspension, or Expulsion plus reimbursement for damage repair	Principal
Failure to complete course of study	Denied matriculation until completion	Dir. of Guidance

Less Severe but Concerning Issues and Consequences

Ask yourself this question: *is what I have done, am about to do, or am currently doing helping the teacher teach, helping the coach build a champion team, creating opportunities for me and my fellow Cadets to encounter Christ, or offering evidence that I am a truly decent person?*

Minor Infraction	Likely Consequence	Appeal Level
Disrespect (talking, disregard, inappropriate language or gestures)	Official/Documented counseling by teacher and call to parent	Dean of Discipline
Dress code violation (to include hair length, failure to shave, being out of uniform, untucked shirt)	First offense – walking tours Second offense – additional duties Third offense – detention/suspension	None
Disorderly conduct (loss of self-control)	Counseled by teacher/staff and assigned additional duties depending on conduct	Dean of Discipline
Chronic failure to turn-in homework and assignments when due	Reduced grade	None
Low academic performance (including missing work, failure to re-take tests following absence, and lack of effort)	Restriction from extra-curricular activities until performance improves	Assist. Principal

STUDENT CONDUCT: respect for self, other students, faculty, staff, and school property is required at all times by all students. Students are expected to be responsible and pursue the school motto of “Truth, Honor, and Duty.” Disciplinary action, including dismissal, will be implemented in response to any behavior, on and/or off campus, which may have a negative impact on the positive reputation of La Salle Institute. 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/or 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, threatening others, bullying, hazing, rowdiness,

- pushing, or fighting.
- g. Physical abuse, verbal abuse, and any form of intimidation in person or through other means to include social media.
 - h. Willful damage to school or school property.
 - i. Inappropriate conduct at sporting activities, school dances, or other extracurricular activities, on/and or off school campus.
 - j. Inappropriate dress at school sponsored events and activities. Students must be completely dressed to include shirts. Body painting is not permitted.
 - k. Criminal acts to include, but not limited to, possession, use, or selling drugs and/or alcohol.
 - l. Criminal acts to include making any threats against students, faculty, parents, or the school building.
 - m. Using social media to bully or 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. Consequences for behavior or conduct that is contrary to the values and principles of La Salle Institute are found in Appendix B.

APPEARANCE, Bearing, and Demeanor: 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.

- 1. The school uniform will be worn properly and completely; students will ensure that their hair is neatly combed and properly trimmed; and students will be clean-shaven at all times.
- 2. Students coming to school without a proper shave will be required to purchase a disposable razor, shave at school and will be assigned "tours" for failure to comply with school dress code requirements.

DRESS CODE: 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 exams.

High School Standard Uniform: the prescribed standard uniform for high school students includes:

- 1. Blue LSI button-down short or long sleeve shirt with patch. Black military tie. Sleeves must be rolled down and buttoned when wearing a long sleeve shirt. Shirts 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. Gray LSI trousers with black stripes and black web belt with a well-shined brass buckle are required. Trousers are required to be worn in a professional manner with the belt above the top of the hip bones. Trousers are not to sag below the hips. The hem of the trousers should have one break with the back edge of the trousers at the welt of the shoe.
- 4. Only white t-shirts with no writing or pictures may be worn under the uniform shirt.

5. Issued *corfam* shoes with standard non-logo black socks are required. Ankle socks or socks with emblems are not authorized. Shoes will be in a good state of repair, clean, and laces will remain properly tied at all times.
6. The gray LSI Jacket will normally be worn every Thursday and on other occasions as directed by the Principal. **Note:** only approved and earned high school ribbons and medals will be worn on uniform jackets in accordance with published AJROTC protocol. Duplicate medals and ribbons will not be worn. Instead, a lamp of learning or star will designate a second award of the same medal or ribbon.
7. The La Salle black sweater is the only outer garment that may be worn over the La Salle shirt during the school day.
8. During warmer weather months of September, May and June, the tie is not required. (Special announcements will be made implementing this item of the dress code).
9. On designated competitive days, varsity-athletes may wear their jersey over the school uniform. These days must be approved by the Principal.

Middle School Standard Uniform: the prescribed standard middle school uniform includes:

1. Blue striped LSI button-down short or long sleeve shirt, buttoned at all times, with a blue tie. Sleeves must be rolled down and buttoned when wearing a long sleeve shirt. Shirts must be tucked inside the trousers at all times.
2. All students must wear a class-specific nametag on the right side.
3. Gray LSI trousers with black belt and silver buckle are required. 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 t-shirts with no writing or pictures may be worn under the uniform shirt or uniform polo.
5. Plain black shoes with standard, non-logo black socks are required. Ankle socks or socks with emblems are not authorized. Shoes must 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 warmer weather months of September, May and June, the tie is not required. (Special announcements will be made implementing this item of the dress code). Middle school students may wear the middle school polo shirt on Fridays during the months of September - March. Polo shirts may be worn each day beginning in mid-March until the end of the school year.

Prohibited Items: items which may not be worn with the La Salle uniform:

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 unless performing an AJROTC function that requires carrying a sword or rifle.
3. The only jewelry acceptable is a watch, the school ring, and a crucifix on a thin gold or silver chain (worn beneath the t-shirt). Earrings are not permitted at any LSI function.
4. Only wrist bands approved by the Principal will be permitted.
5. T-shirts that are not white in color and/or t-shirts that have any type of writing or pictures on them

6. Visible tattoos

Out-of-Uniform Waivers: on certain occasions, there may be a need for students to be out of uniform. The following procedures apply:

1. A note from a parent is required explaining the reasons why the school uniform cannot be worn. Laundry excuses are not acceptable.
2. When not in uniform, 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, belt, shoes and socks are required.
 - c. The following are not permitted: jeans, cargo pants, other than dress shoes.

Sports and activities exception to uniform requirements: students participating in away events are eligible to be in appropriate out-of-uniform attire. All other dress code requirements apply. Students are permitted to be out-of-uniform for:

1. Events or activities (such as the drill teams) that require travel
2. If the event or contest requires students to spend the night away from home

Casual Dress Day Requirements: students may wear clothing other than the standard La Salle uniform on “Casual Dress Days.” All rules governing jewelry and grooming apply. Students may wear clothing in accordance with the following guidelines:

- a. Clothing must be neat, without holes or tears, not too loose or too tight.
- b. Pants – Docker type, jeans or other pants or slacks may be worn in an appropriate manner.
- c. Shirts – Short or long sleeve collared shirts are preferable and must fit appropriately. T-shirts may be worn as long as they fit appropriately and do not have inappropriate wording, logos or drawings on them. Undershirts may not be worn as outer garments.
- d. Sweatshirts –Sweatshirts may be worn as an outer garment as long as they fit appropriately and do not have inappropriate wording, logos or drawings on them.
- e. Shoes – Only appropriate shoes and sneakers may be worn. They must be properly tied and worn with socks.

“Sweats” Dress-Down Days: we pursue our mission to care for the poor by conducting numerous “sweats” dress-down days as fundraisers for important causes. Rules for these special days:

- a. T-shirts (appropriate) and sweatshirts are allowed.
- b. Sweat-pants or athletic pants are allowed –worn above the hips.
- c. When specifically designated by an administrator, shorts (athletic or casual) can be worn.
- d. Athletic shoes (socks required) are allowed. Flip-flops and other sandals are not permitted.
- e. Hats, sweatbands, bandanas, and earrings are not permitted.

HAIRSTYLE: students will have conservative grooming with a uniform length haircut.

1. Hair will not be ragged, unkempt, uncombed, or extreme in appearance.
2. Hair will be tapered and off-the-collar.
3. Hair will not touch the ears.
4. When combed down, hair will not fall over the ears, touch the eyebrows, or touch the collar of the shirt.
5. Sideburns will not be longer than one-quarter way down the ear from the top.
6. The following hairstyles are prohibited:
 - a. Block cuts, shaved, dyed, trendy-deep parts, spiked or streaked hair, sculptures, lines or etchings, crew cuts or brush cuts that present an extreme appearance.
 - b. Any type of hair sprays, mousse, gels or anything that would take away from the natural look of the hair.
 - c. Any hairstyle that may be considered distracting in the classroom.
7. 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.
8. Students are expected to keep hair cut in accordance with these guidelines. Failing to comply will result in disciplinary consequences.

SCHOOL DAY EXPECTATIONS: the school day starts upon individual student arrival on school property and ends when the student leaves school property for the day. Upon arrival to the campus, students immediately enter the building (may not congregate in the parking lot). The main entrance is the only authorized entrance. All other entrances are off-limits to students. Band and drill team students and/or moderators may not open doors to allow students to enter the building through other than the main entrance doors.

1. Upon entering the building prior to the first bell, all students must go to one of three locations: the library, the commons, or the cafeteria for breakfast. Students are not allowed outside these areas without supervision. At the first bell, students may go to their lockers and then directly to the first period class.
2. Homeroom period officially begins with the start of Morning Prayer.
3. Normal conversations are permitted during homeroom. However, there is to be no excessive noise that would disrupt students from studying.
4. All students are to participate with proper respect and attention during:
 - a. Morning Prayer
 - b. The Pledge of Allegiance
 - c. Dress Code Compliance Inspection (Silence)
 - d. Morning Announcements (Silence)

End of the last period: students who need extra help are encouraged to meet with their teachers. Should extra help not be needed, students are expected to promptly leave the hallways and proceed to their buses, cars, designated after school area, or to their afternoon activities.

1. After 2:45 p.m., students must leave the academic wings unless they are with a teacher, in detention, or otherwise supervised by a faculty member.
2. Prior to leaving the locker area, students are expected to pick up papers and/or trash that may be on the floor around their individual locker or on top of the locker.
3. Students not participating in after-school activities, but remaining on school property after school, are required to be in the designated after school area.
4. Students waiting for rides after 2:45 p.m. should be in one of three locations: the library

for quiet study, the commons, or the cafeteria.

CLASS PERIODS: class periods are 39 minutes long. Students are expected to arrive on time and immediately begin the activity each teacher provides while taking and reporting attendance.

1. Students are expected to know and follow their individual schedules at all times.
2. Students cannot be in the hallways or any other location that is not on the student's individual schedule without permission from a staff member.
3. Students are allowed to go to their lockers in between periods (4 minutes).
4. Students should use the time between periods to utilize the restroom.

LIBRARY USE: students may use the library during scheduled study periods or periods when they do not have a scheduled class providing that they have obtained a library pass from the Librarian. Using the library during the school day is limited to working on school assignments and/or projects which require the use of library resources.

1. Prior to reporting to the library, the students must report to their scheduled study hall, have the teacher sign the pass and proceed to the library directly. Failure to report to study hall, prior to going to the library, will be considered skipping class.
2. Once in the library, students must work on school assignments and/or projects and may not leave until the end of the scheduled period. They must observe all rules governing library procedures. Cell phone and personal electronic device use are not permitted.

CAFETERIA USE: the cafeteria is the only location within the school building where food and drink may be consumed during the school day.

1. Students purchasing food or drinks from the food service provider must pay for their food and drink prior to leaving the service area.
2. Students are required to enter the food service area through the parking lot side entrance and they are required to leave the service area through the doors where cash registers are located.
3. Student behavior in the cafeteria will reflect courtesy and good manners at all times. Students will refrain from being loud or disorderly.
4. 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.
5. Refuse must be placed in the appropriate receptacles provided.
6. 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 and placed in the student's individual book locker. Eating and drinking outside the cafeteria during the school day is prohibited.
7. Students assigned table duties will ensure that tables are properly cleaned and ready for the next lunch period.
8. Electronic devices (phones, tablets, computers, etc.) may not be used during lunch periods.

SOCIAL MEDIA: the internet and social media sites, when access is permitted for educational reasons, are to be used in an appropriate and respectful manner. Postings that are disrespectful or perceived to be disrespectful, or threatening to another student, faculty member, or La Salle Institute, are serious violations that earn consequences. Respect for all members of the Lasallian community is expected from La Salle students and staff at all times.

1. At no time will a student post or be involved with posting inappropriate, slanderous,

- disrespectful, mean-spirited, threatening, or demeaning information, pictures, or videos.
2. The Administration reserves the right to investigate any social media issue that is brought to their attention. Additionally, the administration may search the phone or device if reasonable suspicion exists that disruption of the learning process or injury could occur.
 3. Students found in violation of this policy are subject to consequences which may include temporary or permanent confiscation of the phone or device, multiple detentions, suspension, dismissal and/or involvement of civil authorities.
 4. All students and their parents/guardians will be required to sign and comply with La Salle Institute's Social Media Contract.

CELL PHONES AND ANY OTHER TWO-WAY COMMUNICATION DEVICES: bringing a cell phone into the school building is a privilege. In order to keep a cell phone on campus, compliance is required:

1. Using cell phones includes making or receiving calls, creating or receiving text messages, playing games, using applications, taking pictures or videos, listening to music, viewing the Internet, or simply just checking it.
2. Students may use their cell phones until 7:55am and after 2:30pm. Between these times, cell phones must be turned off and only used with a teacher's permission.
3. Prior to 7:55am, cell phone calls may be made only from the front lobby, the commons, cafeteria, or the hallways connecting the commons and cafeteria. Cell phones may not be used in any mode outside these areas until dismissal.
4. 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.
5. Students may not use their cell phones to communicate (in any form) with other students at any time during the school day.
6. Upon entering the classroom, cell phones are to be placed in a designated holding area.
7. The school is not responsible for the loss or damage of personal student property to include cell phones and other electronic devices.

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.

1. Students may use their music and/or game systems until 7:55am and after dismissal. After 7:55am, these items may not be used and must be secured in lockers until dismissal.
2. Prior to 7:55 am, music and game systems may only be used in the front lobby, the commons, or cafeteria.
3. Earphones must be used with personal music and game systems. The volume of the noise will be set so that other individuals cannot hear it.
4. Students violating the above music and electronic game systems policies will receive consequences. Chronic violations will result in the student not being permitted to have a music device or game system on school property and multiple detentions.
5. The school is not responsible for the loss or damage of personal student property to include any and all electronic devices.

BOOK BAGS/BACKPACKS: except for sixth graders, students are prohibited from carrying book bags, briefcases, or backpacks in the school building at any time during the school day.

1. 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.

2. Students may carry book bags or backpacks to their last period physical education class only.
3. Book bags and backpacks may not be left on top of lockers or any other location in the school building after dismissal. Personal items left in the school after dismissal must be stored in individual lockers.
4. Students requiring the use of a book bag or backpack during the school day for any reason need to receive administrative approval.

FOOD ITEMS AND BEVERAGES: students may bring their own lunch and beverage or they can purchase the same in the cafeteria.

1. 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 lockers after the conclusion of the scheduled lunch period.
2. 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.
3. Food items and beverages (with the exception of water) are not to be consumed in any location outside the limits of the cafeteria. This includes, but is not limited to, the hallways.
4. Students are prohibited from bringing to school any form of energy type drinks or drinks that include excessive levels of caffeine.
5. Gum chewing is not allowed in the school building at any time.
6. Middle school students may not purchase and/or consume soda or energy drinks until after dismissal.

BULLYING/DISRESPECTFUL BEHAVIOR TOWARD STUDENTS: bullying of any type by La Salle students is not tolerated. Physical, verbal, or emotional abuse and intimidation will not be tolerated at school or when it exists over the Internet.

THREATENING/AGGRESSIVE BEHAVIOR: such behavior on school property is prohibited.

1. 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."
2. Students are not to place their hands on other students in any manner that is inappropriate, or can be interpreted as inappropriate, threatening and/or aggressive.
3. Students involved in aggressive behavior, on or off campus, are subject to consequences which may include multiple detentions, suspension, or dismissal.

DRUGS, CONTROLLED SUBSTANCES AND ALCOHOL: students involved with the consumption, possession, distribution, or the sale of illegal drugs, controlled substances, or alcohol at any time on or off school campus need immediate and sustained clinical help. LSI does not provide that level of assistance.

1. It is forbidden and illegal to possess, give away, sell, buy, or consume illegal drugs, controlled substances, or alcohol on school property, on school buses (to include CDTA buses), or at school sponsored activities on or off school property. Doing so can result in expulsion.

2. La Salle Institute reserves the right to search students, inspect student lockers/bags, require access to student vehicles, conduct breathalyzer assessments, and demand urinalysis tests, whenever suspicion that a student is either using or has drugs and/or alcohol on school property.
3. 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 policy on illegal drugs and/or alcohol and he will be subject to dismissal.
4. Students whose actions, due to involvement with illegal drugs and/or alcohol, discredit the reputation of La Salle Institute will be subject to dismissal.
5. The Principal is the final authority as to any consequences involving the use of illegal drugs and/or alcohol.
6. The Principal may require a student (at the parent's expense) to have a urinalysis or a series of urinalyses conducted at a certified laboratory. The results of that urinalysis or series of urinalyses must be sent directly to the Principal. A copy of results provided by the parent is not acceptable.

SMOKING AND TOBACCO PRODUCTS: smoking and the use of tobacco products are not permitted on school property or at school-sponsored events. Students found to be in violation of this policy are subject to multiple detentions and/or suspension.

WEAPONS: guns (to include fake and/or pellet guns used in a threatening manner), knives or any items, which may be used to intimidate or cause physical harm, are expressly forbidden.

1. 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 the involvement of civil authorities.
2. Any student who threatens or claims 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) may be dismissed from La Salle Institute and reported to civil authorities.
3. Any student who has knowledge or hears about a student having any type of weapon on school property is required to immediately report that information to an Administrator or faculty member.

FIGHTING: fighting and/or physical confrontation is a serious violation. It disrupts the good order and discipline of the school and will not be tolerated.

1. Students are prohibited from violent and excessive behavior such as pushing, punching or wrestling.
2. 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.
3. Students involved in a school-related fighting incident, on or off campus, are suspended out-of-school immediately and are reviewed for expulsion.
4. Students supporting a fight or causing a fight to take place are subject to detention and/or suspension.

STEALING: theft at La Salle Institute is not tolerated.

1. Deliberate theft or damaging the property of other students, staff members, or the school is subject to disciplinary action that may include multiple detentions, suspension, dismissal and

referral to the North Greenbush Police.

2. Students are prohibited from taking anything that does not belong to them personally.

CHEATING: dishonesty of any type, to include plagiarism, is not tolerated and will be confronted. Consequences include receiving a zero on the assignment, test, exam, or project and an in-school suspension. If the incident continues to occur, higher consequences can include review for expulsion. Keep your standards high!

1. Cheating includes attempts to copy answers when taking a quiz or test, copying from other students or gaining information from unauthorized notes.
2. All sources used in preparing reports (to include essays and labs) are to be properly cited. Plagiarism will not be tolerated.
3. Homework is not to be copied from other students or shared.
4. Students allowing other students to copy quiz or test answers, homework assignments, portions or all of essay assignments, or assisting in any way are subject to consequences.

LYING: students are expected to tell the truth when questioned by a school administrator, faculty or staff personnel. Being honest takes courage.

1. Deliberate attempts to deceive are contrary to the values and principles of La Salle Institute.
2. Failing to be cooperative, misrepresenting the facts, and fabricating a story in an attempt to cover up the truth are poor choices with big consequences now and in the future.

GAMBLING: games of chance in any form are not permitted. This includes seasonal “pools.”

BUS CONDUCT: the bus ride (school bus or CDTA bus) 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, at transfer points, at drop off or pick up point, and on the CDTA bus.

Note: 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.

PORNOGRAPHY: any student found producing, carrying, possessing, or distributing indecent literature or pornographic, lewd, or suggestive pictures and/or drawings renders himself open to disciplinary consequences to include multiple detentions, suspension, or dismissal.

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.

1. Students are responsible for the locker’s organization and cleanliness. Lockers are subject to inspection at any time.
2. A student may not change his locker without the expressed permission of an administrator.
3. Once assigned a locker, the student is required to ensure that the locker is locked at all times.
4. Only school locks are permitted (available at the school bookstore). All others will be cut off.
5. Students are not permitted to hang or post any items inside or outside of their lockers.
6. Each student is responsible for ensuring that all personal possessions are secured at all times. La Salle Institute is not liable for personal items that end up missing as a result of the item

being unattended in any part of the school.

LOCKER ROOMS: locker rooms are for use by in-season teams and physical education classes.

1. Students on in-season sport teams may only use the lockers prior to the start of first period and after the last period when supervision is available.
2. The only students permitted in the locker rooms during the school day are those going to and from a scheduled physical education class.
3. The only students authorized in the locker rooms after school are those who are on in-season sports teams if their coach is present and supervising.
4. All other students are restricted from the locker rooms during the school day.

Note: students using the school locker rooms are responsible for ensuring that all personal possessions are properly secured at all times – using a school lock. La Salle Institute is not liable for any personal items that end up missing as a result of the item not being in a locked locker or left unattended in school locker rooms.

ATHLETIC FACILITIES: athletic facilities are off limits to students when coaches and/or school personnel are not present. This includes all athletic fields, gymnasiums, locker rooms, wrestling room, workout rooms, weight room, and coaches' office.

TRANSPORTATION TO AND FROM SCHOOL: students are not permitted to walk off the school or HVCC campuses during the school day without explicit permission by the Principal.

- a. The only authorized parking for those students earning driving privileges is the school parking lot.
- b. Parking is not permitted at Saint Michael's Church or Hudson Valley Community College.
- c. Since space is limited, seniors and students who have a special transportation need are granted parking spaces. This privilege can be revoked if a student's driving becomes reckless or endangers others.
- d. To receive a parking permit, students obtain a registration form in the main office and parents complete the form, agreeing to school policies on driving and parking on school property. Students may not use the school parking lot without a school issued parking permit.
- e. Students must park in their designated spot. They may not park in spaces reserved for handicapped, visitors, faculty, or where no parking is designated.
- f. Upon arrival, students may not loiter in cars or in the parking lot; they must immediately enter the school building.
- g. Students may not leave school grounds for any reason once they drive onto school grounds.
- h. Students are not permitted in the parking lot during the school day without permission.
- i. Students departing school property at dismissal must do so immediately upon going to their vehicle.
- j. Students are not permitted to change clothes in the parking lot (before/after sports practice).

Note: the following safety requirements are to be observed at all times:

- a. School buses always have priority at dismissal and arrival. Students leaving the parking lot must always yield to school buses and traffic leaving from the front of the school.
- b. State law requires that all vehicles stop while a school bus is accepting or discharging passengers (stop sign is out and flashers are blinking).
- c. The volume of a vehicle's music system will be low. Students' attention should be focused on operating the vehicle.

- d. Students must not exceed the **10 MPH** speed limit while on school property.
- e. Motorcycles are not permitted.

LEAVING SCHOOL PROPERTY: students are prohibited from leaving school property once they arrive, except for attending classes at Hudson Valley Community College. The Principal may assign a senior privilege of going off campus for lunch or leaving early based on merit and responsibility.

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. In doing so, the core values of truth, honor, and duty will not be compromised.

1. Students and their guests are expected to conduct themselves appropriately before, during, and after all dances or formal events.
2. Students and their guests are expected to be dressed conservatively with dignity and modesty in accordance with the particular event scheduled. Improper and/or sexually provocative clothing will result in denied entry to the dance and no refund.
 - a. Guests' dresses will not be low cut or revealing at the chest (cleavage) and back (revealing the buttocks). Nor will there be "cut-outs" without fabric backing. Slits will not extend above the knee.
 - b. Excuses to include "already purchased dresses" and assumptions that a parent has the right to determine appropriateness have no bearing on the school's decision to allow or not allow entry into a dance. The school administration will make determinations about appropriateness of attire and ensuing decisions will be final.
 - c. Extraordinary piercings (guest's), hair color, extreme styles, and visible tattoos are factors used by the administration to determine entry/denial of entry into a dance or other La Salle function.
 - d. Shoes will remain on during the dance.
3. All school rules, procedures and regulations apply during school activities and events.
4. Food items and beverages may not be brought into the gym.
5. La Salle Institute students are responsible for the proper behavior of their guests.
6. Improper and/or sexually provocative dancing will not be tolerated and will result in immediate dismissal from the dance and additional consequences.
7. Random breathalyzer or other means of alcohol and substance abuse will be used. Students and guests who attend La Salle extracurricular events incur the obligation to comply with this detection testing. Students and guests likely to be under the influence of a substance will be immediately reported to the police. Parents will pick the student and guest up, if the police release them to parents.

ACTIVITIES AND SPORTS: participation in extracurricular activities and sports is a privilege for students in good academic and behavioral standing. You owe it to your teammates to "be there" for them!

1. To remain eligible for participation in extracurricular activities and sports:
 - a. school attendance policy requirements must be met.
 - b. rule violations must be avoided.
 - c. physical examination requirements must be met.
 - d. academic requirements must be met.
 - e. you must comply with the code of conduct for extracurricular activities and sports.
2. A student will be 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.

FIELD TRIPS AND RETREATS: field trips, retreats, and other excursions are made available to students during the school year. These trips and retreats are privileges afforded students in good standing, academically and behaviorally. The school reserves the right to prohibit a student from attending any field trip, retreat, or other excursion.

1. As representatives of LSI, students are expected to model appropriate conduct and language at all times.
2. Regardless of required or permitted attire, students must be neatly groomed while attending school-sponsored trips.
3. Students are responsible for providing required permission forms and payments by established time periods.
4. Prior to the trip or retreat, parents must provide prescribed medications in original prescription containers with doctor's directives to the lead La Salle staff member. Upon return, please pick up your son's medications from the same staff person.

ELEVATORS: students are not permitted to use the school elevators without a written pass from the school nurse or an administrator.

RESERVED RIGHTS: La Salle Institute is an independent school. It has established standards of academics and behavior. All students are expected to comply with established rules, procedures, and expectations. La Salle Institute reserves the right to dismiss any student whose academic performance, conduct, influence, or attitude proves to be unsatisfactory, disruptive to the learning environment, or contrary to the principles and values of La Salle Institute.

PRINCIPAL'S PREROGATIVE: the Principal may interpret, change, or add rules, regulations, and policy without notice and at his discretion. Such adjustments are made in the best interests of La Salle Institute, faculty/staff/administrators, and students.

Appendix A

Lasallian Source Ideas (from p. 216-218, Notes on...The Founding Story, by Br. Jeffrey Calligan, FSC)

Lasallian reality is born of need.

It is God's gentle voice that allows Lasallians to fix their eyes and ears on the need of young people and their hearts to be moved by the love of a God who wants all to be saved.

"See beneath the rags of the poor children in front of you, the person of Jesus Christ" (Jeshua ben Joseph).

The Lasallian teacher is consumed by the burning desire (ardent zeal) for the wholeness of children. God gives the guardianship of these children in need to the human angels called teachers; that they may love, guide, correct, and lead these young people by prayer, vigilance, religious instruction, and example.

To be Lasallian means believing that God wants ALL to be saved, especially those in most need. It is to believe that the base of all people is good; to understand that choices made are often the best the person can do because of what he or she knows and that only accompaniment and education can provide the breadth of vision needed to negotiate life with safety and happy repose.

To be Lasallian is to be a professional promoter of the growth of good in the lives of the young, especially in the lives of the young who seem debilitated and unable to secure it for themselves.

The Lasallian educator holds the hand of young people with a singleness of heart, furthering the well-being of those confided to him or her.

Lasallians do not do this work alone. We are brother and sister in the measure that we are supporting one another. As we walk together, we love and support. We assist and encourage. We touch one another's hearts and allow our hearts to be touched.

To be Lasallian, therefore, is to believe beyond appearances. It is to love when the object of our love seems most unlovable. We intentionally walk with our students through the peaks and valleys. We refuse defeat. We are about life-giving change.

We spend ourselves for the cause – God's cause. To be truly Lasallian, the expectations are enormous. Being authentically Lasallian gives nothing less than fullness of life to those who incarnate it.

Appendix B

System of Consequences

TEACHERS' DETENTION: Teachers have the authority and obligation to schedule detention for students who do not comply with school or classroom rules, procedures, or expectations.

- a. These detentions will generally last 30 minutes.
- b. Students are expected to notify their parents that they will need a ride home.
- c. Notice to serve teacher's detention may be given in writing or verbally.
- d. Students who fail to attend a teacher's detention will be referred to the appropriate administrator for administrative detention on the following day for insubordination.

ADMINISTRATIVE DETENTION: when classroom detention does not yield a sustained change in behavior, a teacher or staff member may refer the student for *administrative detention*. The issue and control of disciplinary consequences then leave the purview of the teacher or staff member and become an Administrator's issue to proactively work with.

- a. Students in Grades 6-12 can be assigned Administrative Detention for rule violations. Administrative Detention can only be assigned by a member of school's Administration and, for example, can be held for one hour before or after school.
- b. Administrative Detention will take place on a case-by-case basis and will be scheduled by the appropriate Administrator. Students who miss Administrative Detention without permission from the assigning Administrator will be issued an in-school suspension.

The goal of Administrative Detention is to proactively change behavior for the better. Students will be required to complete an extensive written reflection process which will be reviewed by an Administrator and sent home to the parents. Additionally, students will be required to perform service that will positively impact the school and our community. Consequences will be applied to each student on an individual, case-by-case basis.

Students who continue to violate school rules may earn *Strict Disciplinary Probation*, which could include being placed on a behavioral contract. Violations while on Strict Disciplinary Probation or a breach of the behavioral contract may lead to in-school suspension, out-of-school suspension, denied participation in all or some school activities, or dismissal from La Salle Institute.

SUSPENSION OF SCHOOL PRIVILEGES: The school administration reserves the right to suspend and/or remove any student from:

- a. Attending class in which he has continued to be a distraction.
- b. Participating in extracurricular activities.
- c. Attending school-sponsored activities or events.
- d. Driving to and from school and parking in the school parking lot.

- e. Using the school bus or public transportation.
- f. Using the cafeteria.
- g. Using the library or school computers.

STRICT DISCIPLINARY PROBATION: the school administration reserves the right to place any student on Strict Disciplinary Probation. A student will be placed on Strict Disciplinary Probation for failure to comply with school or classroom rules, procedures and/or expectations. When warranted, the school administration reserves the right to place any incoming student on Strict Disciplinary Probation for a specified time period. While on Strict Disciplinary Probation the following will take place:

A meeting will be held with administrators, parents and the student at the conclusion of each quarter to review the student's progress as it relates to the following:

1. Is the student treating others (faculty, staff, and fellow students) with respect?
2. Has the student accumulated more than three teacher detentions or two administrative detentions during the quarter?
3. Has the student received positive or negative teacher evaluations during the quarter?
4. Has the student followed all classroom and school rules, procedures, and expectations?
5. Has the student lived up to La Salle's core values of "Truth, Honor, and Duty"?
 - a. Serious or repeated violations or infractions of classroom or school rules, procedures, and/or expectations while on Strict Disciplinary Probation will subject the student to suspension and/or expulsion from La Salle Institute.
 - b. A Student can be placed on Strict Disciplinary Probation at any time. Probation will be for a specified amount of time. At the conclusion of each quarter, a decision will be made by the Administration as to whether or not the probation should continue, whether the student should lose some or all school privileges or whether more serious consequences need to be applied.

SUSPENSION: the school administration reserves the right to suspend any student from attending school and/or classes for serious violations of school rules, procedures and expectations, and/or for repeated minor offenses.

Suspended students may not participate in or attend any school sponsored extracurricular activities for the duration of the suspension.

- a. Students suspended out of school are prohibited from coming on school property at any time during the duration of the suspension (cannot attend practices or events on or off campus).
- b. Students suspended in-school are permitted to be on school property from 8:00 a.m. until 3:00 p.m. only and under the supervision of an administrator or faculty member.
- c. Suspended (out-of-school) students are prohibited from coming onto school property for the duration of the suspension.

1. It is the suspended student's responsibility to make up any missed academic work. Teachers are not required to accept missed work due to a suspension.
2. Suspended students will be placed on Strict Disciplinary Probation.

DISMISSAL FROM LA SALLE INSTITUTE: any student whose conduct, influence, or attitude proves to be undesirable, unsatisfactory, disruptive to the learning environment, or contrary to the principles and values of La Salle Institute may be dismissed.

- a. The school administration reserves the right to dismiss a student for serious misconduct while on school property, on a school bus, or while off campus.
- b. Dismissed students are prohibited from coming on to school property and from attending any school events held on La Salle Institute property or sponsored by La Salle, off campus.

INVOLVEMENT OF CIVIL AUTHORITIES: the school administration reserves the right and is obligated to call the police or Child Protective Services in the event that a student is involved in any of the following activities:

- a. Threatening to do harm to self, a student, staff or faculty member, and/or to the school building.
- b. Possessing or threatening to be in possession of anything that can be used as a weapon or be harmful to other students or the staff and faculty.
- c. Possessing, using, and/or selling illegal drugs on school property.
- d. Participating in a fight on or near the school property.
- e. Stealing expensive items from other students or from the school.
- f. Knowledge of abuse or neglect within a student's family

Appendix C

Fire Drill Procedures

Purpose: the purpose of fire drills is to ensure the safety of our students and faculty in the event of a fire at school. The procedures outlined below are to be followed by all students in the event of a fire and/or the activation of the fire alarm.

1. **Responsibilities:** teachers will lead their class outside to the evacuation point posted in their classroom.
 - a. Once the teacher and students have arrived at the outside evacuation point, the teacher will take attendance.
 - b. Students are to be absolutely silent while exiting the building and while attendance is taken.
 - c. Once attendance is taken, students may have conversations but are to refrain from being loud.
 - d. If a student gets separated from his class for any reason, he is to report directly to the flagpole area and check in with an administrator.
 - e. Once the “all clear” signal is given, the teacher will lead the students back into the building.
 - f. If the fire alarm goes off in between periods: everyone is to leave the building via the closest exit possible.
 1. High school students meet at the flagpole area.
 2. Middle school students meet at the four square area.
 3. All students are to assemble by HOMEROOM and the homeroom teacher will take attendance.
 - g. If the fire alarm goes off during a lunch period, students in the cafeteria are to follow the posted exit procedures and assemble by grade in the parking lot.

Appendix D

School Lockdown Requirements

Purpose: should a situation develop that may have the potential to cause harm to students and/or faculty, the school would take necessary steps to ensure the safety of all individuals on school property. In this case, the school would go into Lockdown and all school personnel would follow our Emergency Management Plans as they pertain to a Lockdown. A Lockdown requires all students and faculty members to remain in their rooms or offices with the doors locked and other safety requirements implemented. A Lockdown will remain in effect until a **face-to-face** instruction is given to a teacher or staff member by a Law Enforcement Official or a School Administrator.

1. **Responsibilities:** it is critical that Lockdown procedures are implemented and executed without error. To make this possible, it is important that students and parents follow these basic requirements:
 - a. **Student Responsibilities:**
 1. Follow the teacher's or staff member's direction at all times without question or hesitation.
 2. If you are not in a classroom or office, go to the nearest classroom or office as quickly as possible.
 3. Move away from all windows and doors.
 4. Do not open the doors or windows for any reason.
 5. Do not ask to leave the room for any reason.
 6. Move to an area of the room to reduce your visibility.
 7. Let your teacher know of any injuries.
 8. Remain quiet and focus on staying safe.
 9. Remain in Lockdown until the teacher is instructed to release you by an Administrator or Law Enforcement Official. These instructions will be given verbally, **face-to-face** for each room.
 - b. **Parents' Responsibilities:**
 1. Your son will be well protected. His safety is our primary goal.
 2. Once Law Enforcement Authorities arrive, they take charge of the situation and only they can authorize that a Lockdown be lifted.
 3. Do not call the school or your son because everyone will be engaged in doing their job and focusing on your son's safety.
 4. Once we are in a Lockdown, no one is permitted to leave or enter the building. Coming to school and demanding your son's release will add more stress to the situation. We will do everything we can to keep you informed.
 5. Listen to the radio and television. They will keep you informed and tell you when and where to pick up your son after the Lockdown has been lifted.
 6. Ensure your son has an emergency number and can call you after the Lockdown is lifted.
 7. Students will be released only after the Lockdown has been lifted by Law Authorities.
 8. Only parents and those individuals that are listed on the student release form will be authorized to pick up your son. Your picture identification will be necessary.