



LASALLE
INSTITUTE
—SINCE 1850—
Troy, NY

Student/Parent Handbook

La Salle Institute

Statement of Agreement



The rules and regulations in our Student/Parent handbook are intended to promote a positive, safe, structured and harmonious environment for the La Salle community. By enrolling at La Salle, it is expected that all students and families comply with the policies, regulations, rules and guidelines.

La Salle Institute desires to have a positive partnership with all parents as it relates to the education of their child at the school. As part of this partnership & by enrollment in the school—support for school policies and respect for all school staff is assumed. Violations of the spirit, intent and letter of the philosophy and rules at La Salle Institute will be considered just cause for administrative action. La Salle Institute reserves the right to require the withdrawal of a student at any time when the student(s), their parent(s) or guardian(s) demonstrate attitudes or behaviors that are at odds with, or undermining of, the Mission, values, or policies of La Salle in their dealings with the school, it's personnel, or while attending its events.

La Salle Institute does not discriminate on the basis of sex, gender, sexual orientation, race, color, national origin, ethnicity, religion, creed, or disability. This includes, but is not limited to, the admission of students, the award of scholarships or financial aid, and student access to educational programs, course offerings, co-curricular programs, and student activities. The driving force behind our policy of inclusivity and respect for diversity has been our Catholic tradition and our Lasallian heritage and mission, which recognizes and celebrates the inherent human dignity of each and every individual, as we are all children of a loving God.

The administration does reserve the right to make revisions to the handbook when deemed necessary. Additionally, violation determinations will be made by administrators when appropriate and needed. All parents and students are required to read and understand this Statement of Agreement. Enrollment in the school means full compliance with all rules and regulations in this handbook. The Principal does reserve the right to terminate a student's enrollment when it is clear that the student(s), parent(s), and/or guardian(s) do not support school policies and/or treat school personnel in an inappropriate fashion.

Both student(s) and parent(s) should review the handbook (hard copy or electronic copy) and understand the rules, policies, guidelines and procedures listed – to include the codes of conduct and any changes/revisions made during the school year.

La Salle Institute Administration

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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 in the United States and the De La Salle Brothers in the rest of the English-speaking world, was founded in 1680 in the city of Reims, France by St. 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 proper to the ordained clergy. The Brothers take vows and try in every way to keep alive the spirit of brotherhood among themselves and in relationships with their students.

At the time of their foundation, the Brothers devoted themselves in a special way to the task of providing a sound elementary education for the children of the artisans and the poor who otherwise would have been left without any formal education at all. De La Salle and the early Brothers pioneered many educational practices that are taken for granted today: simultaneous instruction, instruction given in the vernacular rather than in Latin, special attention to the basic skills of reading and writing, insistence on regular attendance, classroom discipline and sound habits of mental and physical hygiene. By the time of the French Revolution, the Christian Schools of the Brothers had already initiated a revolution of sorts in the field of popular education all over France.

A new era in the history of the Brothers began after the French Revolution. Other institutes of teaching Brothers, modeled more or less on the De La Salle congregation, were founded to supply the educational needs of a revitalized Church. The followers of De La Salle expanded their educational mission to all parts of the world. The first permanent foundation in the United States was opened in Baltimore in 1845 by De La Salle Brothers from Canada.

The first Lasallian schools were parish schools and welfare institutions designed to provide an elementary education for the children of the immigrant generation of American Catholics, but soon the American bishops, anxious to develop a well-educated laity and a strong native clergy, asked the Brothers to extend their mission to secondary schools, and in short order, to institutions of higher learning as well. Manhattan College in New York City and La Salle University in Philadelphia were both chartered in 1863. St. Mary's College in Winona, St. Mary's College in Moraga and Lewis University are the remaining Lasallian colleges and universities in the United States. American Brothers have also been instrumental in the establishment and operation of Bethlehem University in Palestine. With the exception, perhaps, of La Salle University in Mexico City, and some teacher-training colleges in other parts of the world, these ventures into higher education at the university level are unique to the Brothers in the United States.

Along with this involvement in higher education, De La Salle Brothers and Lasallian lay men and women continue to conduct quality secondary schools in most of the 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 devoted and talented lay teachers who share their sense of mission and the Lasallian spirit. Today they are the primary Lasallian educators in the United States and throughout the world. The Lasallian educational vision extends beyond the school and is engaged in various forms of adult education, supervise diocesan and parish ministry in religious education, and are active in campus ministry and similar ventures. These Lasallian ministries continue to preserve the spirit and heritage of their Founder and, as well as, adapt to new and creative challenges that the contemporary world presents to their specific mission in the field of Christian education.

La Salle Institute **and the District of Eastern North America (DENA)**

La Salle Institute, Troy NY, is a member of the District of Eastern North America (DENA), one of four Districts in the United States & Toronto Region. It is comprised of the former Baltimore, Long Island-New England, New York, and Toronto Districts, tracing their roots in Eastern North America to the mid 1800s. DENA is made up of the following states/provinces and territories: Maryland, Michigan, New Jersey, New York, Ontario, Canada, Pennsylvania, Rhode Island, Washington, D.C. Members of the District are present in Lasallian missions in: Ethiopia, Kenya (East Africa), Nicaragua, Nigeria, Palestinian Territories, Philippines, Rome and Vietnam.

The Provincial (also called the Visitor) and his associate provincials oversee the educational works of the district through the Office of Mission and Ministry in conjunction with the Ministry Council. The Provincial or his representative is a member of La Salle Institute's Board of Trustees and is empowered with the canonical rights required by canon law for a Catholic School. The business and property of the Institute is managed and controlled by its Board of Trustees.

Each district comprises one part of a network of Lasallian schools founded in the 1680s by Saint John Baptist de La Salle and now comprising schools in over 80 countries throughout the world. The International center for this Lasallian association is in Rome, Italy.

The Brothers at La Salle live in community in a building adjacent to the school. The Director of the Community oversees the needs of the Brothers, is a member of the Board of Trustees and oversees the Brother's relationship with the school. Historically, the Brothers were the primary instructors and administrators at La Salle Institute. Today, most of the responsibility for instruction and administration rests with lay men and women committed to the Lasallian mission. Brothers continue to be living witnesses of the Lasallian charism.

La Salle Institute

History

La Salle Institute is a seven year, private, Catholic, college preparatory school for boys & girls, accredited by the Middle States Association of Colleges and Secondary Schools. It enjoys a long and rich tradition dating back to 1850, and for many years it occupied a building on Fourth Street in South Troy. Its purpose was to transform poor immigrant boys into moral, productive, honorable men. The story of La Salle Institute is a story about values - truth, duty and honor - and a simple but profound precept that educating young men and women 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 JROTC leadership program is an essential component in fostering student growth as both leaders and good citizens. Through this program students learn about and are encouraged to respect the foundations of American Democracy. They are challenged throughout the day to uphold the values of truth, honor, and duty in trust.

La Salle Institute is committed to the highest levels of education by challenging and assisting students in developing 21st century skills. These skills are needed for them to succeed both at the post-secondary level education and in meeting the educational and technological demands of a global society.

La Salle Institute

Mission Statement

La Salle Institute is an independent, Catholic college preparatory school serving students from grades six through twelve.

Its mission is to educate young men and women 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 accomplishes this through excellence in teaching by a devoted staff in a small, student-centered environment which imparts Christian values in the tradition of our Founder, Saint John Baptist de La Salle. This commitment is shared by all members of the Lasallian Community.

La Salle Institute

Beliefs

Cornerstone Beliefs - We believe that:

1. Christ is the reason La Salle exists and that Christ is the ultimate role model of the Lasallian community
2. We see Christ in one another and foster this idea.
3. La Salle is a spiritual and prayerful school rooted in the Catholic tradition of St. John Baptist de La Salle.
4. The family is sacred, and we see ourselves as an extension of the educational and moral direction initiated by the family.
5. Love and forgiveness must direct the heart of the Lasallian community.
6. La Salle is student-centered.
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 has the right to an environment which is safe, positive, supportive and free from harassment.
10. Education is our profession, mission and vocation.
11. All members of the Lasallian community are approachable and respectful.

Supportive Beliefs - We believe that:

1. Every student has the potential to succeed and develop a moral and spiritual relationship with God.
2. The Lasallian educator is devoted to the development of the mind, body, and spirit of each student.
3. La Salle serves as an anchor in the lives of its students. It is consistent and fair-minded, and provides the student an opportunity to be happy and successful.
4. A disciplined, secure, structured, and caring environment is provided for La Salle students.
5. Besides academic knowledge, we instill values.
6. A Lasallian education promotes service to those in need.

Teaching Beliefs - We believe that:

1. Teaching inspires life-long learning.
2. We teach by example with a spirit of faith and zeal.
3. We teach by knowing our students.
4. We teach our students interdependence and the development of positive interpersonal relations.
5. We teach our students how to use adversity as a strength.
6. We teach our students to be critical thinkers and take on new challenges.
7. We teach our students that each individual has self-worth and needs to be respected.
8. We teach our students to become Christian leaders.

La Salle Institute

Graduate Profile

The graduate profile is based upon the diploma that is issued to each student at graduation. In part, this diploma reads, “rendering knowledge for the purposes of life.” These are the qualities that we have inspired in each one of our graduates to use to become “productive members of their communities with a commitment to truth, honor and duty.”

MORAL - A La Salle graduate is a person who is moral in his or her thoughts, words, and deeds, and life in general, and who behaves in a moral manner. This moral character is drawn from the lessons about the imitation of Jesus Christ which led the graduate to a life which is marked by kindness, peace, justice, and truth. A La Salle graduate is aware that he or she is on a journey towards a better knowledge of God and relationship with God. This awareness causes him or her to have respect for themselves, others, and their environment.

RESPONSIBLE - A La Salle graduate is a person who behaves responsibly and who accepts responsibility for their own actions and the choices they have made as an individual. As a member of society, they accept their responsibility for watching out for members of their family, their class, their school, and their community, to act as a mentor for those who are in need of guidance. A La Salle graduate is a person who offers themselves – their time, talent, and resources – to those who are in need.

PRODUCTIVE - A La Salle graduate is a person who is a “builder” who can work to improve their world. He or she is able to work with and on behalf of others to make a significant contribution toward the betterment of humankind. They are able to work singly or in consort with others to live and teach the Gospel values they have learned. A La Salle graduate has learned that they do not live their life alone or in a vacuum, but that they work in conjunction with people who can assist them and to whom, when needed, they can offer assistance.

DEDICATED - A La Salle graduate is a person of integrity with a commitment to the three-fold standard of truth, honor, and duty, which has been a part of their uniform and their character. They are committed to discovering the truth, conduct their life with honor, and to accept and accomplish to the best of their abilities, those duties to which they are called by their God, their Country, their Community, and their Family.

Section 2 - General Information and Expectations

1. **ATTENDANCE POLICY:** Daily attendance at La Salle Institute is required. Absence from class is a detriment to the student's ability to be successful. It is the student's responsibility to make every effort to get to school each day on time and keep absences to a minimum. Parents must not permit absences or tardiness for insignificant reasons. The school does not approve of student absences for business matters, family trips, participation in non-school sponsored activities, or personal appointments that can be scheduled after school or when school is not in session. Only excused absences and tardiness are acceptable. Unexcused absences or tardiness are not acceptable and therefore cannot be approved.
2. Students missing school, arriving late or leaving prior to the end of the school day due to a medical appointment are required to bring in a note from the doctor/dentist or other medical provider in order for the absence or tardy to be deemed excused.
 - a. **Excused Absence or Tardiness:** A student is considered to be legally absent or tardy for the following reasons:
 1. The student is sick and staying home will help his or her recovery.
 2. Medical or dental appointments that cannot be scheduled after school or on a day when school is not in session.
 3. A death in the family.
 4. A family emergency and the student's presence is required.
 5. The family is observing a religious holiday.
 6. The student has a college visit approved by his or her guidance counselor.
 7. The student has prior approval by the school principal to be absent.
 - b. **Unexcused Absence or Tardiness:** A student is considered to be illegally absent or tardy for the following reasons:
 1. A vacation or an unapproved trip.
 2. Participation in a non-school sponsored activity without prior approval of the administration.
 3. Parents decide to keep the student out of school for reasons other than those stressed in "a" above.
 4. Any and all transportation issues (missed school bus, car would not start, heavy traffic, construction, detours, etc.).
 5. The student fails to bring in a note signed by a parent explaining the details of his or her absence or tardiness.
 - c. **Truancy:** A student is considered truant in the event that they refuse to attend part or all of the school day. Truancy is a serious violation of school policy. First time consequences include, but are not limited to, multiple detentions, suspension from school activities, and in-school suspension. Repeated truancy may result in dismissal.
 - d. **Vacation and Holiday Travel:** Students and parents are expected to plan vacations during the regularly scheduled school vacation periods.
 1. If a student misses school due to a 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 illegal absence.
- e. **College Visits:** As part of the college selection process, seniors are allowed three visits to colleges during school days.
 1. Parents should direct such requests in writing to the Director of College Counseling one week before the planned visit.
 2. College visits that are not approved are recorded as illegal absences and are counted towards the student's three allotted visits.
3. **ABSENCE PROCEDURES:** When a student is absent from school, a parent/guardian must notify the school prior to 8:30 a.m. to report the absence; via phone or email. attendanceoffice@lasalleinstitute.org
 - a. **Half-Day Absences:** A student is considered absent half-day if they arrive at school after 11:30 a.m. or departs before 11:30 a.m. and does not return.
 1. Half-days are recorded, are cumulative, and count towards the excessive absence allowance.
 2. Students arriving after 11:30 with a doctor's note are eligible to participate in extracurricular activities if they attend half the school day.
 - b. **Excessive Absences:** Students must make every effort to get to school on time and keep absences to a minimum. Attendance checks will be conducted routinely by school administrators throughout the school year. Parents/guardians of students who accumulate ten or more absences from an individual class or entire school day will be notified. The administration, if absences continue to accumulate, will take necessary steps to address the absences – which could include a PINS referral to the county of residence or referral to Child Protective Services.

If a student misses more than ten minutes of instructional time, the student may be considered "Absent" from that class. While the school will make every effort to notify parents, it is the responsibility of the student and parent/guardian to track absences, lateness and early departures.

1. Students may not be granted academic credit if a student:
 - a. Accumulates ten or more absences (excused or unexcused) in a single semester class.
 - b. Accumulates twenty or more absences (excused or unexcused) in a full year class.
 - c. Misses 10% of the total school year
 - d. Seniors who do not pass every course on their schedule may not be permitted to participate in graduation exercises and/or may be placed in an alternate program that will allow for the opportunity to pass the course(s).
2. Should absences be required due to continued medical conditions, the condition must be documented by a doctor and a copy of the document must be provided to La Salle Institute as justification for prolonged or repeated absences.

- c. Absence Notes:** After an absence, the student must bring a note to school signed by a parent or the student's parent must send an email to the main office receptionist. 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.
- d. After School Activities:** Students absent from school are not to be 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.
- 4. TARDY PROCEDURES:** All students are responsible for arriving at school on time and must be in the homeroom by the designated time. All students must also be on time for all classes on their schedule.
- a. Late Arrivals:** Any student failing to be present in his or her homeroom or assembly prior to the designated time (start of Morning Prayer) are considered late to school.
1. Students arriving late to school are required to report to the main office to sign in and present a note for being late.
 2. Students not in school by 9:30am may not participate in any extracurricular activities after school on that date. This includes all practices, games, performances and/or competitions. In order for a student to participate, medical/family documentation must be presented upon arrival or on return to school for the reason for the lateness. The administration must approve before the student is permitted to participate.
 3. Students who are late to class three or more times in a given marking period will be referred to the Vice Principal for consequences. Consequences will be assigned and escalate if lateness to class accumulates.
 4. Students who are in the building or on campus between 8-8:18am and do not report to homeroom will likely receive escalated disciplinary consequences which could include an internal suspension (ISS).
 5. Students who arrive to school excessively late (8:15am and on) unexcused will receive elevated disciplinary consequences on that day.
- b. Excessive Tardiness:** Consequences for unexcused student lateness will be assigned after the first offense and escalate for repeat offenders. Lunch detention and/or cafeteria cleanup duty will be the consequence for first time offenders.
1. A student who arrives late to school three or more times (legal and/or illegal) during any marking period will be required to meet with an administrator for appropriate consequences. Consequences may include but not be limited to:
 - a. Administrative detention(s) or other disciplinary approaches.
 2. Should a medical condition require late arrival because of repeated treatments, the condition must be documented by a doctor and a copy provided to La Salle Institute as justification for repeated lateness.
 3. Students who accumulate tardiness to school, after administrative interventions, are subject to escalated consequences, which could include suspension(s), loss of privileges and/or dismissal from the school.

- c. Tardy Notes:** Students arriving late must bring a note to school signed and dated by a parent or guardian or the student's parent must send an email/call the main office receptionist.
1. The note must have the date and the specific reason(s) for the student arriving late to school. Notes without specific reason(s) for the lateness cannot be accepted and the lateness will be considered unexcused.
 2. The note must be presented to the main office immediately upon arrival.
 3. Reasons such as "oversleeping," "traffic" and other similar examples are not considered acceptable reasons why a student is late to school and thus, the lateness will be marked as unexcused.
- d. After School Activities:** Students arriving late to school without a legal written excuse may not be eligible to participate in any after school activities to include practices, games, performances, or any other extracurricular event on that day without the permission of the administration. Students are responsible for anticipating poor weather conditions or other traffic problems and arrive to school on time for the start of homeroom/assembly.
- 5. EARLY DISMISSAL PROCEDURES:** Early dismissal from school is highly discouraged, as it results in the loss of class time for the students.
- a.** Interviews, medical and dental appointments, road tests, etc. should be scheduled after school hours or during school holidays.
 - b.** Under exceptional circumstances, parents must request early dismissal in writing and/or via phone to the main office receptionist. The student will receive an early dismissal pass/securely pass from the main office to show the classroom teacher at the time of early dismissal.
 1. In the interest of safety and security, the request must be specific as to why the student needs to leave, the time that they need to leave, where the student is going (name of place), how the student is getting there, and if the student will be returning to school.
 2. The main office will not disrupt classes by calling into classrooms for parents who arrive to school unannounced to pick up their son or daughter. This will take place during the change of classes.
 - c.** Should early dismissal be required due to a doctor's appointment, a note from the parent or doctor is required to be presented to the main office the following school day (see Attendance Policy #2). Reason(s) presented that are vague in nature for early release will be deemed unexcused.
- 6. ILLNESS IN SCHOOL:** Should a student become ill during the school day, the following procedures apply:
- a.** The student must request their teacher's permission to report to the nurse. Students should not go directly to the nurse without a teacher's permission unless it is an emergency.
 - b.** Students are not permitted to call or contact parents to request to be picked up.
 - c.** If the illness requires that the student be sent home, the school nurse will notify a parent and coordinate the time of dismissal.

- d.* Students will not be dismissed from school without the permission of the school nurse and/one of the administrators.
 - e.* Due to safety concerns, a student who drove to school will not be allowed to drive home without written permission (email, text message) from a parent. Otherwise, a parent must come to school to pick up an ill student.
7. **PRAYER – Classroom:** At La Salle Institute, all classes and meetings begin with a prayer, personal reflection or a moment of silent reflection. This practice is present in all Lasallian schools and reminds students of God's presence in their lives.
- a.* At the start of each class a teacher will start with: "Let us remember that we are in the holy presence of God." (At this point, a moment of silence, personal reflection, formal prayer, Scripture reading or meditation is appropriate.).
 - b.* The teacher will follow by saying: "St. John Baptist de La Salle" and students will respond: "Pray for us."
 - c.* The teacher will say: "Live, Jesus in our hearts" and students will reply: "Forever."
8. **DRESS CODE INSPECTION - High School:** All high school students are required to comply with the school dress code as outlined in Appendix B of this handbook. Senior Cadet Officers, under the supervision of the JROTC Leadership Department and the homeroom moderators are responsible for conducting dress code compliance inspections for high school students during homeroom/assembly periods.
- a.* At the conclusion of Morning Prayer, the cadet officer enters the room and calls the class to attention and present arms. At that time, everyone will say the Pledge of Allegiance.
 - b.* Once the pledge is completed, the officer will tell the students to order arms and 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.
 - c.* Students requiring major uniform corrections or students who have questionable appearance or hairstyle will be required to report to the JROTC Leadership Department for corrective action or consequences.
 - d.* All high school students are required to be inspected.
 - e.* Dress code inspection is a major process in leadership development by emphasizing personal accountability for one's appearance.
 - f.* Students who arrive late to school and miss inspection will be inspected during their lunch period by the JROTC officers.
9. **DRESS CODE INSPECTION - Middle School:** All middle school students are required to comply with the school dress code as outlined in Appendix B of this handbook. Selected 8th Grade students or teachers/staff members will, at times, conduct dress code inspections of middle school students during homeroom/assembly periods.
- a.* The middle school inspection system is similar to the high school system. Middle School inspection will be held daily.
 - b.* Any student found in violation of the dress code will be sent to the Middle School Principal for the appropriate consequences.

10. **ANNOUNCEMENTS:** Daily announcements are generally made during the homeroom/assembly period of the school day. These announcements are a vital link in the communication of school information.
- Students are expected to be quiet and orderly to ensure that everyone hears and understands the announcements.
 - If necessary, announcements may also be made in the afternoon, approximately one minute prior to dismissal.
 - Students who need announcements made must have the announcement approved by a teacher, activity moderator, coach, or an administrator.
 - Students who cause disruptions during announcements or do not behave appropriately during announcements are subject to receiving disciplinary consequences.
11. **DAILY SCHEDULE:** La Salle Institute students follow a set class schedule daily. 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 between classes and must attend all classes on their schedule.
 - The only part of a student's schedule that changes over the course of a six-day cycle is their cluster class (e.g. physical education, JROTC Leadership, computer, art, etc.). Cluster classes meet either two or three times per cycle.
12. **BATHROOM USE BY STUDENTS:** In general, students are not to be allowed to leave a classroom during the class period except when emergencies arise. It is difficult to assess such cases.
- It is up to the student to take care of his or her bathroom needs in between classes and/or during the lunch period.
 - Should there be an emergency need to use the bathroom during a class period, the student needs to let the teacher know that it is an emergency and the teacher will allow the student to use the bathroom.
 - When permission is given to use the bathroom, the student is to go directly to the nearest bathroom, use the bathroom and return directly to the classroom.
 - Excessive time in the bathroom, which results in missing a large portion of classroom instruction, could result in disciplinary and/or academic consequences.
13. **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 may be set aside during the normal school day. Students scheduled to participate in drills are expected to arrive on time and prepared to participate.
14. **ASSEMBLIES:** Assemblies are part of the academic life at La Salle Institute. Some assemblies are educational, some liturgical, some social, and some for other purposes.
- School assemblies are never held for the sake of having an assembly and are approved by the Principal.
 - Class assemblies require the attendance of all class members. The students are expected to sit together by class or homeroom if at all possible.

- 15. NATIONAL HONOR SOCIETY:** The National Honor Society is a very prestigious organization that recognizes outstanding accomplishments in the areas of scholarship, character, leadership, and service. Eligible students apply for membership in the Brother Arnold Chapter of the National Honor Society at the end of their sophomore year.
- a.* To be eligible, the student must have achieved a cumulative grade point average of 94% or higher. Students achieving the academic requirements will receive a detailed application with instruction in July following their sophomore year.
 - b.* The applications are to be returned to the National Honor Society Moderator in September to be reviewed by a committee to determine overall eligibility and qualification for induction.
 - c.* The exact date that the applications are to be returned will be specified in a cover letter that will be mailed with the application to students achieving a cumulative grade point average of 94% or higher.
 - d.* Failure to return the completed application by the required due date may result in the student not being considered for induction.
 - e.* Final decision is based on the recommendation of the faculty council.
 - f.* The induction ceremony usually takes place in early November.
 - g.* A second application period is available for juniors after the first semester.
- 16. NATIONAL JUNIOR HONOR SOCIETY:** Middle School students earning a cumulative grade point average of 94% or higher at the end of 7th Grade will be invited to apply for membership into the Brother Thomas Chapter of the National Junior Honor Society.
- a.* Students achieving the academic requirements will receive a detailed application with instructions in July following their 7th Grade Year.
 - b.* The applications are to be returned to the National Junior Honor Society Moderator in September to be reviewed by a committee to determine overall eligibility and qualification for induction.
 - c.* Final decision is based on the recommendation of the faculty council. The induction ceremony usually takes place in early November.
 - d.* A second application period is available for eighth grade students after the first semester.
- 17. GRADUATION CEREMONY – High School:** The high school graduation usually takes place in May. The seniors end their year earlier than the rest of the school, however they do not get their graduation certified and do not receive a diploma at this time.
- a.* The diploma is available later in the summer after all academic, athletic, disciplinary, and financial obligations have been met.
 - b.* Awards at graduation are based on six or seven semesters and are awarded to students who have been registered at the La Salle Institute since the beginning of their sophomore year.
- 18. GRADUATION CEREMONY - Middle School:** The middle school “Moving Up” ceremony consists of:
- a.* Middle school graduates will wear the school uniform – shirt and tie.
 - b.* Like the high school, middle school graduates will receive their diplomas in the mail once all obligations (academic, athletic, disciplinary and financial) are met.

19. **PROBATION - Academic**: A student could be placed on academic probation if he or she has a semester average below 65% in three (3) or more courses.
- When this occurs, an action plan intended to assist the student will be established by the Vice Principal for Academics. A student on probation is subject to activity ineligibility.
 - Should such probation continue, the student is subject to dismissal.
20. **PROBATION - Disciplinary**: A student can be placed on Strict Disciplinary Probation (SDP) for repeated failures to live up to school rules, regulations and expectations. A student can be placed on SDP at any time. Students suspended out of school, for any reason, will be immediately placed on SDP.
- The student's performance will be reviewed periodically and 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 (to include dismissal).
 - Repeated violations of classroom or school rules, procedures and/or expectations while on Strict Disciplinary Probation are subject to suspension and/or expulsion.
 - Periodic performance review will examine student conduct while on probation. This review will include, as a minimum, the following:
 - Is the student treating others (faculty, staff, and fellow students) with respect?
 - Has the student accumulated more than three teacher detentions or two administrative detentions while on probation?
 - Has the student received positive or negative feedback from his or her teachers (teachers may be asked to submit a report)?
 - Has the student followed all classroom rules, procedures and expectations?
 - Has the student lived up to La Salle's core values of Truth, Honor & Duty?
21. **PERSONAL PROPERTY**: Students are cautioned not to bring large sums of money or any personal property of value to school. **Students, not the school**, are responsible for safeguarding all personal property in all places and at all times.
- Students are required to label and lock all personal possessions, to include textbooks and calculators, in their assigned school lockers.
 - While in physical education class, personal property, to include valuables, must be secured in an available gym locker and the locker must be properly locked.
 - Students are responsible for the security and safe keeping of all their personal property to include any items of value that they bring to school.
 - At no time are students to leave valuable personal property items unattended or unsecured. This includes, but is not limited to: wallets; money; calculators; cell phones; music systems; computers; jewelry; or athletic equipment.
 - Students are responsible for ensuring that all personal property items are properly secured in their locker and never left unattended. La Salle Institute is not responsible for the loss or damage of any and all personal property items. La Salle is also not responsible for personal property that is left unsecured or unattended.**

22. **LOST AND FOUND:** Students have a tendency to leave their personal property, to include books, binders, and clothes throughout the school. Many times these items are not marked and become part of the lost and found department. All found articles must be turned into the main office. Inquiries may be made there or to the appropriate administrator.
- a.* Found items will be stored in the lost and found area for a designated amount of time.
 - b.* All non-secured items found in the school building after dismissal will be collected and placed in the lost and found cubicles.
 - c.* To ensure prompt return of lost articles such as textbooks, calculators, and other personal belongings, students are required to clearly mark these items.
 - d.* After a reasonable period of time, unclaimed serviceable articles will be given to charitable organizations. Articles deemed unserviceable will be discarded.
23. **CARE OF SCHOOL PROPERTY:** The proper care of school property and all items belonging to the school is everyone's responsibility.
- a.* Students are prohibited from writing on or damaging any items to include desks, tables, walls, floors, and the ceiling.
 - b.* Students who damage or destroy property are monetarily liable for the damage and are subject to consequences to include multiple detentions or suspension (internal or external).
24. **NURSE'S OFFICE:** La Salle Institute has a full-time nurse on staff. If a student needs to see the nurse for a medical reason, they must first notify the teacher for accountability purposes.
- a.* If the illness requires that the student be sent home, the school nurse will notify a parent and coordinate the time of dismissal.
 - b.* Students who contact a parent or guardian before reporting to the Health Office will **not** be considered a nurse dismissal, as they were not evaluated by the school nurse. If a student informs us that a parent is already on the way before being assessed, they will be asked to remain in class until their ride arrives.
 - c.* Students will not be dismissed from school without the permission of the school nurse and one of the administrators.
 - d.* 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 come to school to pick up an ill student.
 - e.* All doctor's notes must be submitted to the school nurse as quickly as possible. This includes notes that detail student injuries and student limitations while in the school building.
 - f.* Students who leave school early due to illness are not permitted to return to school or participate in any athletic or extracurricular activities for the remainder of that day.
25. **MEDICATION:** New York State law prohibits all school personnel, with the exception of the school nurse, from dispensing medication to students.
- a.* The school nurse can give medication to a student if the parents provide specific instructions and the prescribed medication with a doctor's order for administration.
 - b.* Students are forbidden to have on them or to bring to school any medication, including over-the-counter drugs, diet supplements and vitamins.

- c.* No student is permitted to carry their prescribed medication with them. It is to be kept in the Health Office and taken under supervision; "Unless there is a physician's order authorizing the student to self-carry the medication."
- 26. **MEDICAL EXAMINATIONS:** All students registered at La Salle Institute must have an annual physical examination.
 - a.* Appropriate documentation from the doctor must be submitted to the school nurse on or prior to the first day of school.
 - b.* Students participating in school athletics prior to the first day of school must have a physical examination prior to the start of practice.
 - c.* Students who do not have current documented physical exams will not be permitted to practice or participate in any physical activity.
- 27. **COMPUTER USE - Personal Computers or Tablets:** La Salle has a chrome book program which is available to all students. All middle school students will receive a school issued chrome book. High school students may obtain a school issued chrome book from the technology office. High school chrome books will be distributed on a first come, first serve basis.
 - a.* During the school day, computers or tablets may only to be used for school-related academic purposes.
 - b.* Students may not use their computers for game playing, non-academic You Tube videos, or similar programs or websites. Students, at all times, are prohibited from going to or attempting to go on any unauthorized or inappropriate websites.
 - c.* Students failing to comply with guidelines governing personal devices, school issued devices or school computers are subject to consequences including multiple detentions, suspension (internal or external) and/or the loss of computer usage while in the building.
 - d.* Students who damage a school issued or school owned device will likely be responsible for paying for the repairs or paying for a replacement device.
- 28. **COMMUNICATION:** La Salle Institute invites parents and students to communicate with administrators and teachers in order to address concerns regarding topics that are impactful to individual learning and well-being. The school encourages all classroom related concerns to be addressed first with the classroom teacher. Appropriate means of communicating with teachers and administrators include phone calls, in person meetings, emails and/or virtual meetings. The school will approach these meetings with resolution as the main priority. La Salle Institute will not respond to any anonymous phone calls, emails, letters or any other forms of communication that would be characterized as anonymous. Meetings with teachers or administrators must be scheduled for a time both parties agree to.
- 29. **COMPUTER USE - School Computers and Tablets:** Using school computers, tablets and other devices is a privilege and requires students to take personal responsibility for taking proper care of them.
 - a.* Students are not permitted in any computer rooms without supervision.
 - b.* Students may use computers in the library during scheduled study periods or periods when they do not have a scheduled class by obtaining a library pass.
 - c.* Students using the library computers or area are to work on school projects, conduct research, and assignments only.

- d.* Students need to be respectful of the computers and are not permitted to tamper with them. Students are prohibited from installing or using unauthorized software, applications, extensions, or personal programs on school devices.
 - e.* Any damage to computers or tablets will result in consequences; whether financial or administrative.
 - f.* Students are not to share their passwords or share their school issued computers with other students.
30. **FIRE DRILL PROCEDURES:** Fire drills and fire drill guidelines are intended to keep our students and faculty safe in the event of a fire evacuation. These drills are conducted periodically throughout the year. Fire drill procedures can be found in the La Salle Institute School Safety Plan.
31. **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 school's lockdown procedures as outlined in La Salle Institute's School Safety Plan.
32. **BOOKSTORE:** The bookstore is open a limited number of hours during the school day. During the start of the school year, extra time is scheduled. Teachers may give students permission to go to the bookstore at these times if it does not affect instructional time.
33. **TEXTBOOKS:** Once parents register their child at La Salle Institute a course schedule will be developed by the Assistant Principal for Academics. A textbook list will be created based on the course selections.
- a.* 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.
 - b.* The 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.
 - c.* If the same 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. Only issued textbooks can be returned; no substitutions or replacements will be accepted.
 - d.* Religion books are provided by La Salle Institute and are not listed on the textbook form.
 - e.* Students taking college courses off campus will need to purchase their textbooks at the college bookstore.
34. **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 merely on their route.
- a.* Once parents register their child at La Salle Institute, they should contact their district with regards to transportation. We do not register students - only their parents can.

- b.* The transportation coordinator mails out transportation forms as a convenience if they are sent to the school, however, it is ultimately the parents' responsibility to make sure their son and/or daughter is registered with their school district for bus transportation.
- 35. **BUSES:** La Salle Institute is dependent on our local school districts to provide transportation through their transportation departments.
 - a.* Under no circumstances will rowdy behavior, rudeness or conduct unbecoming of a La Salle student be tolerated. La Salle views the school bus as an extension of the school, and all school rules and regulations apply while students ride the bus – both to and from school.
 - b.* Buses usually depart within seven minutes of dismissal. Students riding school buses must ensure that they get on the bus within that time period.
 - c.* La Salle Institute can also provide its own bus service to certain students. This service does not pick up/drop off students at their homes but rather a general location where parents pick up their son or daughter.
- 36. **COURTESY AND RESPECT:** The importance of "courtesy" and "respect" among students cannot be stressed enough. If each of us is mindful of being courteous to one another, the climate becomes positive and vibrant. Cleaning up after oneself, maintaining self-control in the classroom, and helping teachers maintain a positive learning environment will help to enhance the overall learning process.
- 37. **CODE OF CONDUCT (Interscholastic and Extracurricular Activities):** Students participating in competitive interscholastic activities and in 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. Failure to abide by the schools code of conduct may and can result in disciplinary consequences that can include administrative detentions and/or suspensions.
- 38. **ATHLETIC ELIGIBILITY:** Participation in interscholastic athletics is a privilege. A student must satisfy all La Salle Institute, Section 2, NYSPHSAA, and New York State Education Department requirements before participating. A student may be declared ineligible for participation in athletic activities due to failing grades, poor attendance, excessive lateness, lateness and/or attendance in school on game days/practice days, inappropriate behavior, or for other reasons determined by the school administration.
 - a.* A student must pass a physical examination before participation in any interscholastic sports program.
 - b.* Required participation forms, acknowledgments, consent forms, and medical documentation must be completed and approved before the student participates.
 - c.* The Athletic Director determines athletic eligibility in consultation with the Principal, Vice Principal for Academics and Mission, Health Office, and Section 2, as applicable.
 - d.* Each student must sign the school's code of conduct before the start of a season.
 - e.* Students who have an assigned administrative detention may not miss serving the detention due to a game or practice.
 - f.* Should a student-athlete skip an assigned detention during the week because of practice or competition, they could receive multiple detentions and may be suspended from the team for a period of time.

- g.* A student must be present and participating in the academic day to take part in athletics or other extracurricular activities that day. A student who is absent, arrives after 9:30 a.m., or leaves school early is ineligible for that day unless the absence, late arrival, or early dismissal is supported by acceptable documentation and an administrator approves participation. A student dismissed by the Health Office because of illness may not return or participate that day. The administration retains authority to address documented emergencies and other exceptional circumstances.
 - h.* A student must be medically cleared through the school's approved registration and Health Office process before participating. For interscholastic athletics, a qualifying health examination is valid for 12 months through the last day of the month in which it was conducted. When required, an updated health history must be submitted before the season. If the examination expires during a season, the student may complete that season only as permitted by current New York State requirements. A student removed or restricted because of injury, concussion, signs or symptoms of sudden cardiac arrest, or another health concern may return only after all required medical and school clearances have been completed.
 - i.* For purposes of this section, participation includes tryouts, practices, scrimmages, contests, team travel, conditioning, film or team meetings, sideline or bench participation, and other school-sponsored team functions unless the school expressly states otherwise.
- 39. 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.
- a.* Inappropriate comments directed at players, referees, coaches, or opposing players and fans are incredibly damaging to the Athletic Program, can embarrass student athletes and can also make it more challenging for the coaches to coach.
 - b.* Spectators who engage in such behavior may be asked by an official, school staff, local police officer or on-site game supervisor to leave the contest.
 - c.* Decisions regarding playing time or participation time are decided by the head coach or activity moderator after close consultation with assistant coaches or moderators.
 - d.* The school may warn, relocate, remove, or restrict a spectator based on the nature or severity of the conduct. A spectator removed from an interscholastic event must satisfy the current NYSPHSAA reinstatement requirement before attending another interscholastic event, which is a one-game suspension before attending another interscholastic event. More serious or repeated conduct may result in additional school, Section 2, or NYSPHSAA restrictions.
- 40. ATHLETIC TRANSFER RULES:** All transfer students in grades 8–12 must be reviewed by the Athletic Director and approved through the Section 2 transfer process before participating in a scrimmage or contest.
- a.* A transfer without a corresponding change in the residence of the student's parent(s) or other qualifying persons may result in one year of varsity contest ineligibility in each sport in which the student participated during the one year immediately before transfer. The one-year period begins on the student's date of transfer to La Salle Institute
 - b.* Movement to a private school within the boundaries of the local public school district is permitted without penalty.

- c.* Section II has a transfer committee that reviews all transfers. Parents must understand that under certain circumstances, their son or daughter may be declared ineligible by the transfer committee. For example, a student who transfers without a corresponding change in residence of their parents is ineligible to participate in any interscholastic athletic contest unless specific permission is granted by Section II.
 - d.* Under the current NYSPHSAA rule, students in grades 7–10 may be eligible for sub-varsity competition and practice at all levels, while students in grades 11–12 may be limited to practice. Exceptions and waivers are determined only under current NYSPHSAA and Section 2 rules.
 - e.* A student must be registered in his or her new school before transfer forms can be completed.
 - f.* Parents should contact the Athletic Director for additional information.
41. **SCHOOL SPIRIT:** School spirit takes a variety of forms and is essential to a complete school experience. All students are encouraged to be leaders and foster a positive school spirit as a means of developing positive attitudes about themselves and others. School Spirit includes:
- a.* **Courtesy:** Towards the school, faculty, fellow students, students on opposing teams and the officials of school athletic activities.
 - b.* **Pride:** In appearance and in everything our school endeavors to accomplish and has accomplished.
 - c.* **Sportsmanship:** 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.
 - d.* **Leadership:** Taking on the responsibility for proper behavior, and the leadership to encourage others to follow your lead at, to, and from all school activities. Refraining from taking any action that may intimidate other students, team members, coaches, or fans of opposing teams.
42. **OPEN HOUSE:** La Salle Institute conducts a Fall and a Spring Open House to give visitors and prospective students and their families the opportunity to see what the school offers. During these periods visitors can see the campus/building, many of the activities, and meet with teachers and students. This is a very important aspect of our admissions program and cooperation of everyone is required.
- a.* Many students are asked to volunteer as tour guides and classroom representatives.
 - b.* Members of the drill teams, school band, and other organizations are required to attend to help the school have a successful open house.
 - c.* Parents are also asked to volunteer and help with the execution of the open house.
43. **SOLICITATION:** Solicitation of any type is prohibited on school property. At no time will a student attempt to sell or buy anything from another student on school property.
44. **VISITORS:** All visitors are required to sign in at the main office and provide a government issued ID card upon entry into the building.
- a.* Student visitors are not permitted without the permission of the principal. Such approval must be requested at least one day in advance by a parent.

- b.*** Students from other schools are not allowed on the property without the permission of the principal.
- c.*** Any La Salle student who entertains unauthorized visitors anywhere on school grounds will be subject to disciplinary action.

Section 3 - Academic Information

1. **ACADEMIC WORK:** Students at La Salle Institute attend the school for its strong academic program. Therefore, academics are given top priority.
 - a. Students who fail two or more subjects during a marking period are not permitted to participate in interscholastic sports or any other extracurricular activity through the next marking period.
 - b. Participation includes games, scrimmages, practices, rehearsals, and any team, club or activity function. This restriction will continue until the next eligibility list is published, unless significant progress has been made at the interim period. In this case, the Assistant Principal for Academics may lift the restriction.
 - c. All decisions regarding academic eligibility should be directed to the Vice Principal for Academics and Mission.
 - 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.
2. **ACADEMIC REMEDIATION:** Students failing to meet established academic requirements could be put on a strategic plan that will assist in improving academic grades.
 - a. The plan will be constructed by the Vice Principal of Academics with input from Guidance Counselors, parents, teachers and administrators.
 - b. Students placed on an academic improvement plan are required to meet all aspects of the plan and attend any and all scheduled sessions where applicable (Homework Club, meeting with teachers, etc.)
 - c. Students failing to attend or participate in any part of their individual academic improvement plan will be referred for disciplinary consequences and may become ineligible for participation in any extracurricular activities.
3. **GRADING SYSTEM:** Grades are an important index of a student's academic achievement. 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	60 = INC (if not resolved)
4. **ACADEMIC HONORS:** Academic honors are awarded on the basis of each of the first three marking periods - NOT FINAL AVERAGES.
 - a. **GOLD HONOR WITH DISTINCTION** is awarded to those students who have a final marking period grade of 95% or higher in every subject.
 - b. **GOLD HONOR** is awarded to those students who have a final marking period grade of 90% or higher in every subject.
 - c. **SILVER HONOR** is awarded to those students who have a final marking period grade of 85% or higher in every subject.

- d.* **BRONZE HONOR** is awarded to those students who have a final marking period grade of 80% or higher in every subject.
 - e.* Honors certificates are presented to the students at the Honors Convocation held at the school in June. Attendance at the ceremony is voluntary for award recipients.
- 5. **HOMEWORK:** Each teacher will likely assign homework on a regular basis and post it on the parent/student portal. If a student does not do the homework, the teacher will address this issue with the student to ensure that the assignment is completed. This can be done via:
 - a.* Teacher detention after school or other arrangements made by the teacher. When detention is assigned the student is required to attend or face administrative detention.
 - b.* If a student chronically does not turn in his or her homework, that student will be referred to the Vice Principal for Academics for assistance.
 - c.* If students do not complete homework – they could be put on an individual academic improvement plan that may require them to stay after school on a daily basis to complete homework assignments.
- 6. **TESTS (MAKE-UP):** When students miss a scheduled test for an excused reason (field trip, school athletic contest, extra-curricular event, etc.), their teachers have the right to administer a makeup test of a different format than the original test.
 - a.* The test may be given before the student leaves or after they return (at the discretion of the teacher).
 - b.* If a student is absent due to an illness or unplanned, excused absence, care will be taken to give the student reasonable time to prepare for the missed assignments.
 - c.* The teacher and student should work out a suitable arrangement for the completion of the missed work and/or tests.
- 7. **INTERIM REPORTS:** The interim report is a four-week progress report. It is designed to look exactly like the six-week report card. However, unlike the report card, interim grades are strictly advisory. The purpose of the interim report is to advise parents of their child's progress or lack of progress.
- 8. **STUDY PERIODS:** Students assigned a study period (class prep) are expected to arrive on time and be prepared to study.
 - a.* Study periods are classes intended to give students time to read, study and work individually or with others on school-related activities.
 - b.* Study hall is considered a class period and must be attended.
 - c.* Students may use this time to see another teacher for extra help with that teacher's prior approval. They must report to their assigned study period first and receive permission to miss this period.
 - d.* Food items or beverages are not permitted in scheduled study periods.
 - e.* Failing to attend a scheduled study period will be considered skipping class and consequences will be assigned (See Skipping Class).
 - f.* Students are not allowed to have more than two study periods in their daily schedule. Elective courses will be used to fill an empty period beyond the two study periods

9. **EXAMS:** Final exams will be given in all subject areas except Advanced Placement and cluster courses. All students in grades 7-12 take final exams. There are no alternate dates for final exams. All students are required to sit for final exams as they appear scheduled on the school calendar.
10. **EXAM EXEMPTION:** For certain students – it may be possible to be exempt from a final exam. The Vice Principal for Academics will coordinate this area. Students interested in exploring final exam exemption should speak with the VP for Academics.
11. **DROPPING AND ADDING COURSES:** Students may change a course only through the office of the Vice Principal for Academics. All requests for a schedule change must go through the appropriate guidance counselor. Usually the permission of the parents and the teachers involved is required. A form is also required to begin this process and can be found in the Guidance office. Once the first interim period is complete – students can no longer add or drop courses. The Vice Principal for Academics and Principal are the only individuals who can approve a student to drop or add courses.
12. **INELIGIBILITY:** A student who fails two courses in a single marking period is ineligible to participate in any extra-curricular activities.
- a. The time of the ineligibility extends from the effective date printed on the failure list issued by the Vice Principal Academics' office and lasts until interim grades are verified for the following Marking Period.
 - b. During this time students may try out for a particular activity, but they may not participate in practices, games, activity sessions, or meetings.
 - c. Students who become ineligible are expected to use this time to improve their academic standings.
 - d. Students who fail two or more courses in the final marking period will likely be deemed ineligible for extra-curricular activities in the fall of the following school year.
13. **CLASSES AT HVCC:** Taking classes at Hudson Valley Community College as a student at La Salle Institute is a privilege. As a result, 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. Failure to do so will result in this privilege being revoked. Should a student get themselves in a situation where this privilege is revoked, the tuition paid to HVCC is not refundable and the course must be retaken in order for the student to receive a La Salle Diploma. All students participating in this program must at all times comply with the following:
- a. All school rules that apply on the Campus of La Salle Institute, apply on the Campus of HVCC to include the dress code as outlined in the La Salle Student Handbook for casual dress day.
 - b. Students must conduct themselves in a manner that reflects favorably on La Salle Institute, and they must be respectful to their professors and to all students that attend HVCC.
 - c. Parking is authorized in the La Salle Parking Lot only. Students must walk from the La Salle Parking Lot to their classes at HVCC. Parking at HVCC is prohibited.
 - d. Students are to return to La Salle Institute immediately after their HVCC Class is dismissed.

- e.* Students taking a course that is replacing one of the La Salle Courses must earn at least a passing grade to earn La Salle Credit. Receiving a failing grade will require the student to retake the course or equivalent course in order to graduate.
 - f.* Once a student signs up for a course that is replacing one of his or her La Salle courses, they may not drop that course for any reason without getting a failing grade and the requirement to retake the course in order to graduate.
 - g.* 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.
 - h.* If a student is taking a course in addition to his or her full course load at La Salle Institute, their La Salle transcript will reflect the grade they earn at HVCC.
 - i.* Students are required to be in class on time, they may not miss more than three sessions per semester, they must attend the HVCC class even though La Salle may be on a holiday or closed due to weather conditions, and they may not leave the HVCC campus for any reason except to walk to La Salle.
 - j.* 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 or her assigned La Salle classroom.
14. **COURSES AT HVCC:** Selected juniors and seniors may enroll in courses at Hudson Valley Community College. This is a privilege that requires great responsibility on the part of the student. To enroll in HVCC Courses, the student must work with his or her guidance counselor to ensure proper scheduling.
- a.* The guidance counselor will recommend to the Vice Principal for Academics students who can enroll, and the VP makes the final decision.
 - b.* It is the student's responsibility to inform the Vice Principal for Academics which courses they will be taking and when the courses meet, as well as submit a copy of his or her final grade report.
15. **PARENT-TEACHER CONFERENCES:** Parent-Teacher Conferences are scheduled twice during the school year. These conferences are designed to be informative for the parents and the teacher. Individual conferences should not exceed four to seven minutes in duration.

Section 4 - Rules, Procedures, and Expectations

Governing Student Behavior and Conduct

1. **STUDENT CONDUCT:** Respect for self, other students, faculty, staff, and school property is required at all times by all students. Students are expected to always take on responsible leadership roles and adhere to the school motto of “Truth, Honor, and Duty.” All students are expected to be on their best behavior at all times. Disciplinary action, including dismissal, will be implemented in response to any behavior, on and/or off campus, which may have a negative impact on the positive reputation of La Salle Institute and the Lasallian Community. Such unacceptable behavior includes, but is not limited to the following:
 - a.* Challenging the authority of administrators, teachers, or staff personnel.
 - b.* Disrupting the learning environment or the academic process through excessive talking, noise making, disrespectful or disruptive behavior.
 - c.* Not participating in the Pledge of Allegiance and/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.* Failure to demonstrate respect for themselves, respect for others, or respect for the school environment.
 - h.* Physical abuse, verbal abuse, and any form of intimidation in person or through other means to include social media.
 - i.* Avoidable, unnecessary damage to school or school property.
 - j.* Inappropriate conduct at sporting activities, school dances, or other extracurricular activities, on/and or off school campus.
 - k.* Inappropriate dress at school sponsored events and activities. Students must be completely dressed to include shirts. Body painting is not permitted.
 - l.* Criminal acts to include, but not limited to, possession, use, or selling illegal drugs and/or alcohol.
 - m.* Criminal acts to include making any threats against students, faculty, parents, or the school building.
 - n.* Using social media such as Facebook, You Tube, Snapchat, Instagram, Tik Tok, Twitter, etc. to bully or be disrespectful to another student, faculty member, parent, school community or another school community.
 - o.* Using school computers inappropriately and not responsibly.
 - p.* Failure to comply with teachers’ classroom rules and procedures.
 - q.* There are always consequences for behavior or conduct that is contrary to the values and principles of La Salle institute. See **Appendix A** for Consequences.

2. **APPEARANCE:** Students must present a neat and clean appearance while on the way to and from school, on school property, and at all school sponsored home and away functions.
- a. The school uniform will be worn properly and completely; students will ensure that they are meeting the school's appearance code – which includes correct hairstyle, proper use of modest makeup & modest nail polish/nail length (for young ladies) & proper shave (for young men).
 - b. Students coming to school not aligned with the school appearance code will likely be assigned disciplinary consequences.
 - c. For Physical Education classes – in order to participate, students are required to wear an appropriately fitting La Salle t-shirt/La Salle sweatshirt and appropriately fitting La Salle shorts/La Salle sweatpants. The attire must have La Salle or La Salle Institute on them. Attire with the La Salle athletic logo or attire that is designed to represent a La Salle athletic team or club are also acceptable. LSI team uniforms are not permitted. Students must also wear simple athletic socks and sneakers. Students not meeting these requirements will not be permitted to participate. Wearing any part of the school uniform for PE class is not allowed. The school bookstore has many items that students can purchase for PE class use.
 - d. The Administration has the final say as to whether or not a particular student dress/appearance is acceptable or unacceptable.
3. **DRESS CODE:** All students are required to wear their La Salle uniform on a daily basis. The dress code requirement is in effect from the first day of school in September until the last day of all activities, to include June exams. The dress code begins when a La Salle student leaves their home for the day and ends when they return home for the day. All students (Grades 6-12) are expected to arrive to school each day in full school uniform. The administration reserves the right to adjust the dress code requirements if an appropriate need arises. **For a complete list of uniform requirements – please see Appendix B.**
- a. **Prohibited Items:** Items which may not be worn with the La Salle uniform while in the school building include, but are not limited to:
- 1. Sweatshirts and outdoor clothing during the school day. On certain occasions, the Principal may make an exception for individual students or a group of students.
 - 2. Hats or any other head cover may not be worn in the school building.
 - 3. The only jewelry acceptable is a watch, the school ring, and a crucifix on a thin gold or silver chain. Earrings, spacers and gauges are not permitted for young men. For young ladies – spacers, gauges and ear barbells are not permitted. Earrings should be worn in the ears only. One earring only in each ear is permitted.
 - 4. All other jewelry is prohibited.
 - 5. Only wristbands approved by the Principal will be permitted.
 - 6. T-shirts that are not white in color and/or t-shirts that have any type of writing or pictures on them are prohibited.
 - 7. Visible body markings/piercings and tattoos are not permitted.
 - 8. Sleeveless shirts and/or blouses are not acceptable.
 - 9. Spandex (or similarly clinging material) workout/dance attire is not permitted.
 - 10. Chains attached to wallets and keys are not acceptable.
 - 11. Any item that supports or denounces any group of people, movement or cause.

- b. Out of Uniform Requirements:** On certain occasions, usually only if a student is injured, there may be a need for students to be out of uniform (See Appendix E)
- c. Sports and activities exception to uniform requirements:** Students participating in away events after school are eligible to be out of uniform and in appropriate out of uniform dress. The Principal needs to approve any and all requests of this nature. Students are permitted to be out of uniform under this category:
 - 1. If the school uniform is worn for the event or activity (such as the drill teams).
 - 2. If students are dismissed from school prior to dismissal due to the distance required to travel to a contest or event.
 - 3. If the event or contest requires students to spend the night away from home.
 - 4. No other exceptions may be made to these conditions without approval from the Principal.
- d. Casual Dress Day Requirements:** (See Casual Dress Requirements in Appendix)
 - 1. On Casual Dress Days students may not wear the following:
 - a. Ripped or torn clothing.
 - b. Earrings (for males), spacers, gauges
 - c. Hats and Sunglasses.
 - d. Sandals, flip flops, work boots, clogs, or shower shoes.
 - e. Inappropriate jewelry.
 - f. Clothing with inappropriate wording, logos or drawings that would draw unnecessary attention and detract from the learning environment.
 - e.** Any faculty member or cadet officer may challenge student compliance with the dress code requirements at any time during the school day.
 - f.** The prescribed uniform must be worn correctly to and from school, and at all times while in school and not participating in extracurricular activities which require other types of clothing.
 - g.** All Casual Dress Days are considered to be a privilege. They are established and approved by the Principal. Students failing to comply with the above standards on Casual Dress Days may not be permitted to attend classes and may be required to return home and change to the standard La Salle Uniform.
 - h.** Students (spectators) attending school sporting events or other activities and functions on or off campus are to always dress appropriately for the occasion.
 - 1. Attendance at sporting events (spectators) is encouraged and appropriate dress is expected. Students must wear appropriate pants/shorts, shirts/t-shirts, and shoes. **Body painting is not permitted.** Face painting is acceptable as long as it is in good taste and positively reinforces school spirit.
 - 2. Proper dress is expected at all other school sponsored activities and events.
- 4. 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.
 - a.** Upon arrival at school, students are required to immediately enter the building. The main entrance is the only authorized entrance. All others are prohibited.
 - 1. Upon entering the building prior to the first bell, all students must go to one of three locations: the library for quiet study time, the commons for study, or the cafeteria for study and/or breakfast.
 - 2. Students are not allowed outside these areas without supervision. At the first bell, students may go to their lockers and into their assigned homerooms/assembly.

- b.** Homeroom/assembly period officially begins with the start of Morning Prayer.
 - 1.** All students must be in their homeroom/assembly by the start of Morning Prayer or they will be considered late to school.
 - 2.** Normal conversations and discussions are permitted during homeroom. However, there is to be no excessive talking or noise making that would disrupt students from studying.
 - 3.** All students are to participate with proper respect and attention during:
 - a. Morning Prayer
 - b. The Pledge of Allegiance
 - c. Dress Code Compliance Inspection
 - d. Morning Announcements
 - c.** At the end of the last period, all students are encouraged to get extra help from 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.** Students are encouraged to get extra help and discuss academic issues with their teachers. However, they are not permitted to be in the hallways or in the classrooms after 3 p.m. unless they are with a teacher, in detention, or otherwise supervised by a faculty member.
 - 2.** Prior to leaving the book locker area, students are expected to pick up all 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 3 p.m. should be in one of three locations: the library for quiet study, the commons, or the cafeteria.
 - 5.** Students in Grades 6-12 who are still at school after 3pm and not with a teacher or coach are required to be in the cafeteria for after school supervision. An announcement is usually made signaling the beginning of this period. Students who are after school, not with a teacher or coach and who are not following after school procedures (cafeteria for supervision) are subject to disciplinary consequences.
- 5. CLASS PERIODS:** Scheduled class periods are designed specifically for learning to take place in accordance with the daily schedule. As a result, students are always expected to arrive to class on time.
- a.** This includes study periods, physical education periods, and lunch periods.
 - b.** Students are expected to know and follow their individual schedules at all times.
 - c.** It is forbidden for students to be in the hallways or any other location that is not on the student's individual schedule without written permission from an administrator, teacher, staff member, or guidance counselor.
 - d.** Failing to attend a scheduled class period will be considered skipping class. Furthermore, being in the process of skipping class is also considered to be skipping. The minimal consequence for skipping class is a half-day of school detention. In most cases, students who skip class will be issued an internal suspension and, in some cases, – more serious consequences can be applied.
 - e.** Students are allowed to go to their lockers in between periods provided they can still make it to class on time (prior to the start bell).

- f.* Students should use the time in between periods to utilize the restroom. In the cases of emergency, teachers may issue students a hallway/restroom pass.
6. **LIBRARY/LEARNING CENTER USE:** Students may not use the library during scheduled class periods. Students may use the library during scheduled study periods or periods when they do not have a scheduled class providing that they have obtained a Library Pass from the library staff. Using the library during the school day is limited to working on school assignments and/or projects which require the use of library resource.
- a.* The library staff issues Library Passes each morning prior to the start of homeroom. The pass must be signed by a member of the library staff and the student. The pass must indicate the reason as to why the student needs to be in the library. The only acceptable reason is to work on school-related assignments that cannot be completed in assigned study periods or classrooms.
 - b.* Prior to reporting to the library, the students must report to their scheduled study period, have the teacher sign the pass and proceed to the library quietly and directly.
 - 1. Failure to report to the study period class prior to going to the library will be considered skipping class.
 - 2. Skipping a study period is the same as skipping a class and results in disciplinary consequences up to and including suspension.
 - c.* 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. Students not following proper library and behavior protocol will be asked to leave the library and disciplinary consequences could be applied.
7. **CAFETERIA USE:** The cafeteria is the only location within the school building where food and drink may be consumed during the school day.
- a.* Students purchasing food or drinks from the food service provider must pay for their food and drink prior to leaving the service area. The service area includes the cash registers area.
 - b.* Students are required to enter the service area through the parking lot side entrance and they are required to leave the service area only through the doors leading directly to the cash registers.
 - c.* Students may not eat or drink anything while in the service area. This includes purchased items or items brought from home.
 - d.* Student behavior in the cafeteria will reflect courtesy and good manners at all times. Students will refrain from being loud, playing games, or showing disrespectful attitudes towards other students.
 - e.* The cleanliness of the cafeteria to include tables, chairs, and floor is the responsibility of each individual student. Under no circumstance should anything be thrown at any time.
 - f.* Refuse must be placed in the appropriate receptacles provided.
 - g.* All food and drink should be consumed before leaving the cafeteria. Any food or drink items leaving the cafeteria must be stored in a proper lunch container and placed in the student's individual book locker. **Eating and drinking outside the cafeteria during the school day is prohibited.**
 - h.* Students assigned table duties will ensure that tables are properly cleaned and ready for the next lunch period. Failure to properly complete assigned table duties will result in appropriate consequences.

- i.* Failure to comply with the above cafeteria rules and procedures will result in cafeteria privileges being revoked, and/or other more severe consequences.
8. **SOCIAL MEDIA (Digital Citizenship)**: La Salle Institute has strict guidelines for student social media use. All students are required to be responsible “Digital Citizens.” See the Social Media/Digital Citizenship guidelines in the Appendix.
9. **CELL PHONES AND LISTENING DEVICES**: Students are not permitted to have cell phones visible or on their person during the school day (8am-2:30pm). This includes; bathrooms, locker rooms, and the lunch periods. Cell phones must be secured away in lockers or bookbags during the school day. Certain exceptions may be granted by the principal.
- a.* 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.”
 - b.* This includes the uses of headphones, air pods, smart watches and any other device that can be used as a listening or communication device. Cell phones and these devices (headphones, air pods, personal music devices and/or gaming systems, etc.) will be stored away and not visible in the hallways or classrooms between 8am-2:30pm. This includes students holding their cell phones or these devices.
 - c.* Students violating the above cell phone policies will be referred to the appropriate administrator. Consequences for violating the policy:
First Offense – Phone/device seizure, administrative detention(s), parent contacted.
Second Offense – Phone/device seizure (only returned to parents), administrative detention(s) assigned. Phone/device must be handed in each morning to an administrator and picked up at the end of the day. This plan will be in place for a set amount of time.
Third Offense –Escalated consequences assigned: ½ day ISS.
 - d.* Students are responsible for ensuring that their cell phones and other electronic devices are kept in a secure place and not left unattended at any time. La Salle is not responsible for the loss or damage of personal student property to include cell phones and other electronic devices- especially if those items are left unsecured or unattended.
 - e.* Students wishing to make a call/text to parents should use the main office or administration offices to do so. Parents needing to contact their son or daughter must call the main office (518-283-2500).
10. **BOOK BAGS/BACKPACKS**: Book bags/backpacks must be stored safely in lockers during the school day.
- a.* These items may be brought to school in the morning, stored in assigned individual lockers prior to the start of homeroom, and removed from the locker only after the end of the last class period.
 - b.* Young ladies may carry a small purse with them throughout the day.
 - c.* Students may carry book bags or backpacks to their last period physical education class only.
 - d.* Book bags and backpacks may not be left on top of book lockers or any other location in the school building after dismissal. Any personal items left in the school after dismissal must be stored in individual book lockers.
 - e.* Students requiring the use of a book bag or backpack during the school day for any reason need to receive administrative approval.

- f.* All valuable personal items must be locked at all times. The school is not responsible for any lost or missing personal items – especially if those items are left unsecured or attended. (see also: PERSONAL PROPERTY paragraph for specific details).

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

- a.* All food items and beverages are to be stored in the student's book locker prior to going to the homeroom and not removed until the start of the scheduled lunch. Leftovers are to be kept in lunch containers or bags and placed inside individual book lockers immediately after the conclusion of the scheduled lunch period.
- b.* During the school day, food items and beverages are not to be brought into any classrooms, the library, or the locker room areas unless permission is given by an administrator.
- c.* Students are only permitted to have water in the classrooms during the day. Large water bottles, jugs or containers are not permitted.
- d.* 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.
- e.* Students are prohibited from bringing to school any form of energy type drinks or drinks that include excessive levels of caffeine.
- f.* Gum chewing is not allowed in the school building at any time. Certain exceptions could be made and will be coordinated through the Guidance office.
- g.* Middle school students may not purchase and/or consume soda or energy drinks until after dismissal.
- h.* Food & beverage deliveries are not permitted at any point before, during or after school hours.

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

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

13. THREATENING/AGGRESSIVE BEHAVIOR: Any type of threatening and/or aggressive behavior on school property is prohibited.

- a.* Students are prohibited from any type of behavior that includes pushing, tripping, or provoking actions or comments. This includes actions that may be considered as "just fooling around."

- b.* Students are not to place their hands on other students in any manner that is inappropriate, can be interpreted as inappropriate, threatening and/or aggressive.
 - c.* Students involved in aggressive behavior, on or off campus, are subject to consequences which may include multiple detentions, suspension, or dismissal.
- 14. DRUGS, CONTROLLED SUBSTANCES AND ALCOHOL:** La Salle Institute reserves the right to assign serious disciplinary consequences (to include dismissal) for any student involved with the consumption, possession, distribution, or the sale of illegal drugs, controlled substances, or alcohol at anytime on or off school campus.
- a.* It is forbidden and illegal to possess, consume, or show any signs of the use of 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.
 - b.* It is forbidden and illegal to buy, sell, trade, or distribute 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. Students found in violation of this policy will be subject to dismissal.
 - c.* La Salle Institute reserves the right to inspect student lockers at any time should there be any form of suspicion that the student has drugs and/or alcohol on school property.
 - d.* Any identifiable image, photo or video which implicates a student to have been in possession or the presence of drugs, or portrays alcohol use, or out of character behavior or crime shall be confirmation of the student violating the school's policy on illegal drugs and/or alcohol and he or she will be subject to dismissal.
 - e.* Any students who, due to involvement with illegal drugs and/or alcohol, cause his or her actions (on or off campus) to discredit the reputation of La Salle Institute and the La Salle Community will be subject to dismissal.
 - f.* The Principal is the final authority as to any consequences involving the use of illegal drugs and/or alcohol. The school can also involve the local authorities in cases involving student drug/alcohol use.
- 15. SMOKING AND TOBACCO PRODUCTS:** Smoking, vaping, the use of tobacco and/or marijuana products are not permitted at school, on school property or at school-sponsored events. The school's policy on vaping can be found in the Appendix.
- a.* It is forbidden to smoke anything or use tobacco and/or marijuana products on school premises, on school buses, or at school activities.
 - b.* It is forbidden to smoke anything or use tobacco and/or marijuana products at any time while wearing the school uniform.
 - c.* Any and all smoking materials and tobacco and/or marijuana products are not allowed in the school building at any time.
 - d.* Students found to be in violation of this policy are subject to serious disciplinary consequences which could include dismissal & the involvement of the authorities.
- 16. WEAPONS:** Any types of guns, knives or any items, which may be used to intimidate or cause physical harm, are expressly forbidden.

- a.* A student in possession of any type of weapon on school property, school bus, or at a school-sponsored event (on or off school campus) is subject to dismissal and the involvement of civil authorities.
 - b.* 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.
 - c.* 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.
- 17. 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.
 - a.* Students are prohibited from getting involved in any type of incident that includes violent and excessive behavior such as pushing, punching or wrestling.
 - b.* Students are prohibited from starting a fight, supporting a fight (being at a fight), or taking action that forces other students to get involved in a fight.
 - c.* Students involved in a school-related fighting incident, on or off campus, are subject to suspension or dismissal.
 - d.* Students supporting a fight or causing a fight to take place are subject to detention and/or suspension.
- 18. STEALING:** Stealing at La Salle Institute is not tolerated at any time.
 - a.* Deliberate theft or damaging of the property of other students, staff members, or the school is subject to disciplinary action that may include multiple detentions, suspension, or dismissal.
 - b.* Students are prohibited from taking anything that does not belong to them personally. Theft is theft and does not depend on the item's monetary value.
- 19. CHEATING:** Cheating of any type, to include plagiarism, is not tolerated and will be dealt with in a severe manner. Disciplinary consequences include losing academic credit, multiple detentions and/or suspension. (See Appendix)
 - a.* Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. All sources used in preparing reports (to include essays and labs) are to be properly documented. Plagiarism will not be tolerated.
 - b.* Students are expected to always do their own work, to include homework. Homework is not to be copied from other students.
 - c.* 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 to include multiple detentions and/or suspension.
- 20. LYING:** Students are always expected to tell the truth when questioned by a school administrator, faculty or staff personnel. Disciplinary consequences could include multiple detentions and/or suspension.
 - a.* Deliberate attempts to deceive are contrary to the values and principles of La Salle Institute and cannot be tolerated.

- b.* Failing to be cooperative and fabricating a story in an attempt to cover up the truth will also not be tolerated.
21. **GAMBLING:** Gambling in any form is not permitted on school property.
22. **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.
- a.* Students riding school or CDTA buses are expected to be well behaved and follow all established school rules and procedures.
- b.* Students who are disruptive, uncooperative, or disrespectful are subject to losing their bus riding privileges for a specified period of time and may be assigned detention or be suspended.
23. **PORNOGRAPHY:** Any student found producing, carrying, possessing, or distributing indecent literature or pornographic, lewd, or suggestive pictures and/or drawings renders himself or herself open to disciplinary consequences to include multiple detentions, suspension, or dismissal.
24. **PUBLIC DISPLAYS OF AFFECTION:** Since they pose an undesired distraction, inappropriate displays of affection at any time on school premises or at school-related activities are unacceptable.
25. **SCHOOL LOCKERS:** School lockers are made available for student use but are the property of the school and may be unlocked, opened, and inspected by administrators at any time.
- a.* Students are responsible for the locker's organization and cleanliness. Lockers are subject to inspection at any time.
- b.* A student may not change his or her locker without the expressed permission of the appropriate administrator.
- c.* Once a student is assigned a locker, he or she is required to ensure that the locker is locked at all times.
- 1.* School approved locks are available for purchase in the school's bookstore.
- 2.* Students are not permitted to share their combination numbers with other students.
- d.* **Each student is responsible for ensuring that all personal possessions are secured at all times. 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 any part of the school.**
26. **SEXUAL HARASSMENT:** It is the policy of La Salle Institute that all students are free from all forms of gender discrimination, including sexual harassment, in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another, will be fully investigated. If allegations are determined to be valid, appropriate discipline will be imposed. Sexual harassment may occur in a number of ways including
- a.* Verbal, physical, or cyber conduct of a sexual nature

- b.* Situations where a student's submission to, or rejection of, such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment.
 - c.* When such conduct creates a hostile, intimidating, or offensive learning environment. Any student who believes he or she has been subjected to sexual harassment should immediately report the incident(s) to the principal or guidance counselor so that the matter may be investigated and the student's welfare protected.
27. **SEXUAL MISCONDUCT**: Students who engage in any form of sexual misconduct or activity at any time on school premises or at school-related activities will likely result in immediate expulsion.
28. **LOCKER ROOMS**: Locker rooms are specifically intended for use by in-season sport teams and during scheduled physical education periods.
- a.* Students on in-season sport teams may only use the lockers prior to the start of homeroom and after the last period when supervision is available.
 - b.* The only students permitted in the locker rooms during the school day are those going to and from a scheduled physical education class.
 - c.* The only students authorized in the locker rooms after school are those who are on in-season sports teams and only if there is an appropriate level of supervision.
 - d.* All other students are not authorized in the locker room at any time during the school day.
 - e.* **Each student using the school locker rooms is responsible for ensuring that all personal possessions are properly secured at all times. 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 on school property to include the school locker rooms.**
29. **ATHLETIC FACILITIES**: Athletic facilities are off limits to all students when adult supervision is not present. This includes all athletic fields, gymnasiums, locker rooms, wrestling room, workout rooms, weight room, and coaches' office.
30. **TRANSPORTATION TO AND FROM SCHOOL**: The acceptable means of getting to and from La Salle Institute is in approved school or CDTA buses, in vehicles driven by a family member or friend, or in self-driven vehicles.
- a.* La Salle Institute students are not permitted to walk off the school or HVCC campuses during the school day without official permission given by the principal.
 - b.* The only authorized parking for those students earning driving privileges is the school parking lot.
 - c.* Parking is not permitted at Saint Michael's Church or Hudson Valley Community College, unless coordinated with them.
 - d.* Ride sharing options (Uber, Lyft, etc.) are not permitted for students to use because ride sharing services do not permit unaccompanied minors to use their services. Students must be eighteen years old in order to use ride sharing options. Students who may be eighteen years of age and wish to use that option must receive permission from an administrator.

- 31. DRIVING AND THE USE OF THE PARKING LOT:** **Driving** to and from La Salle Institute and parking in the school parking lot is a privilege. Since space is limited, this privilege is extended to all seniors and to those students who have a special transportation need. This privilege can be revoked at any time for any violations of school rules and procedures.
- a.* To receive a parking permit, students must have a valid NYS driver's license and obtain a registration form in the main office and parents must complete the form and agree to school policies on driving and on parking on school property. Students may not use the school parking lot without a school issued parking permit.
 - b.* Students must park only in their designated spot and they may not park in spaces reserved for handicapped, visitors, or faculty, or where no parking is designated.
 - c.* The only authorized parking is on the La Salle Institute Campus and the following must be observed at all times:
 - 1. Upon arrival on school property, students may not loiter in cars or the parking lot; they must immediately enter the school building.
 - 2. Students may not leave school grounds for any reason once they drive on to school grounds.
 - 3. Students are not permitted in the parking lot during the school day without permission of an administrator.
 - 4. Students departing school property at dismissal must do so immediately upon going to their vehicle.
 - 5. Students are not permitted to change clothes in the parking lot at any time to include before and after a sports practice.
 - d.* The following safety requirements are to be observed at all times:
 - 1. 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.
 - 2. State law requires that all vehicles stop while a school bus is accepting or discharging passengers (stop sign is out and flashers are blinking).
 - 3. The volume of a vehicle's music system should not extend beyond the vehicle. Students' attention should be focused on operating the vehicle.
 - 4. Students must not exceed the **10 MPH** speed limit while on school property.
 - e.* Motorcycles are not permitted.
- 32. LEAVING SCHOOL PROPERTY:** All students are prohibited from leaving school property once they arrive on the property, except for attending classes at Hudson Valley Community College and seniors who may have certain senior privileges.
- a.* Upon arrival on school property, students will immediately enter the school building.
 - b.* Once in the building, students may not leave the building without permission from an administrator or to attend classes at Hudson Valley Community College.
 - c.* Leaving the building without permission or leaving school grounds after arrival and before the end of the school day will likely earn an external suspension from school.
 - d.* Students in Grades 5-9 are not permitted to leave campus even after school. Students in Grade 10-12 can leave campus after school but only with approval from the Assistant Principal for Discipline.

- 33. FORMAL EVENTS AND DANCES:** Attending school sponsored formal events and dances is a privilege. La Salle Institute sponsors these activities to provide opportunities for students to meet and socialize.
- a.* Students and their guests are expected to conduct themselves appropriately before, during, and after all dances or formal events.
 - b.* Students and their guests are expected to be dressed in accordance with the established dress code for the particular event scheduled. Improper and/or sexually provocative clothing will result in immediate dismissal from the dance.
 - c.* All school rules, procedures and regulations apply during school sponsored activities and formal events.
 - d.* Food items and beverages may not be brought into the gym during events scheduled at La Salle Institute.
 - e.* La Salle Institute students are responsible for the proper behavior of their guests.
 - f.* Improper and/or sexually provocative dancing will not be tolerated and will result in immediate dismissal from the dance.
 - g.* Failure to comply with established rules governing formal events and dances will result in disciplinary action.
- 34. ACTIVITIES AND SPORTS:** Participation in extracurricular activities and sports is a privilege for students in good academic and behavioral standing.
- a.* A student will be declared ineligible for participation in extracurricular activities and sports for, but not limited to the following rule infractions:
 - 1. Failing to comply with the school attendance policy (ineligible on the day of infraction).
 - 2. Behavior resulting in serious rule violation(s) as determined by the administration (ineligible on the day of infraction).
 - 3. Failing to comply with school physical examination requirements.
 - 4. Failing to comply with school academic requirements.
 - 5. Failing to comply with school rules, procedures, and expectations to include dress code/appearance/grooming.
 - 6. Failing to comply with the school's code of conduct for extracurricular activities and sports.
 - b.* A student will also be declared ineligible for participation in extracurricular activities and sports if their conduct, influence, or attitude proves to be undesirable, unsatisfactory, disruptive, or contrary to the principles and values of La Salle Institute.
- 35. FIELD TRIPS AND RETREATS:** Field trips, retreats, and other excursions are made available to students during the school year. These trips are privileges and the school reserves the right to prohibit a student from attending any field trip, retreat, or other excursion.
- a.* As representatives of the school, students are expected to model appropriate conduct and language at all times.
 - b.* Regardless of the required or permitted dress, students must be neatly groomed while attending school-sponsored trips.
 - c.* Students are responsible for providing required permission forms and payments by established time periods.

- d.* Failure to comply with established rules governing school trips will result in disciplinary action.
36. **ELEVATORS**: Students are not permitted to use the school elevators without a written pass from the school nurse or an administrator.
37. **RESERVED RIGHT**: La Salle Institute is a private school. It has established standards of academics and behavior. All students are expected to comply with all established rules, procedures, and expectations. **La Salle Institute reserves the right to 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.

Appendix A

System of Consequences & Enforcement

1. **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 at least 30 minutes.
 - b.* Students are expected to notify their parents that they will be late and 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 or more severe consequences on the following day.
 - e.* Teacher detention takes precedence over any extracurricular activity; including work.
 - f.* Students who accumulate teacher detentions are subject to escalated disciplinary consequences.
2. **LUNCH DETENTION:** Administrators may assign lunch detention to students for certain infractions of school rules, procedures and expectations.
 - a.* Students assigned lunch detention are not permitted to eat lunch in the cafeteria.
 - b.* Students assigned lunch detention must quickly get their lunch (locker or café) and report to the administrator's office.
 - c.* Students in lunch detention cannot use any technological devices (including cell phones) during the detention or complete/work on school work. Students are required to eat quietly and must remain in the office for the duration of the lunch period.
 - d.* At times, students may be assigned to help clean the cafeteria after their lunch period.
3. **ADMINISTRATIVE DETENTION:** School Administrators assign administrative detention for any infraction of school's rules, procedures, and expectations.
 - a.* Students assigned administrative detention must serve it on the day assigned unless the appropriate administrator has approved an alternate date. In most cases, detentions are assigned on the next available detention date.
 - b.* Administrative detentions are assigned in increments of one hour each day. Multiple detention hours will be assigned for serious or recurring rule infractions.
 - c.* Administrative detention runs on specific days from 2:45pm – 3:45pm. Should after school activities be cancelled, it is the student's responsibility to serve the detention the next school day.
 - d.* Notice to serve administrative detention may be given in writing or verbally.
 - e.* Students assigned administrative detention are expected to call their parents and make transportation arrangements.
 - f.* Failure to attend administrative detention(s) will likely result in the assignment of an internal suspension.

- g.** Students who earn more than one administrative detention per marking period are subject to not being permitted to participate in extracurricular activities on the day of the detention.
- h.** Administrative detention & military detention (assigned by JROTC sergeants for dress code/appearance code violations) work hand in hand in many ways. An accumulation of military detentions could also lead to heightened disciplinary consequences (see Administrative Detention breakdown).
- i.** Administrative detention assignments come in many forms. Some examples are written reflection, work detail around the school, community service assignments, mentoring, etc. The assigning administrator decides what activity will take place during administrative detention. Student behavioral history, details of the incident, honesty of the student and feedback from teachers are some variables that go into assignments for administrative detention.

Administrative Detention breakdown

First assignment (Marking Period/Brief period of time): Student serves detention and can still participate in extracurricular activities.

Second assignment (Marking Period/Brief period of time): Student serves detention and cannot participate in any practice or extracurricular activity that is deemed a “practice” by the Administration. Student is still eligible to participate in games and school events that are considered “games” or “competition.”

Third assignment (Marking Period/Brief period of time) – Student serves detention and cannot participate in any school related extracurricular activities.

Students who accumulate more than three administrative detentions in a given marking period or within a brief amount of time are subject to heightened disciplinary consequences which could include internal and/or external suspension.

- 4. SUSPENSION (INTERNAL/EXTERNAL):** 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.
 - a.** Suspended students (internal & external) may not participate in or attend any school-sponsored extracurricular activities for the duration of the suspension.
 - b.** Students suspended (external) are prohibited from coming on school property at any time during the duration of the suspension.
 - c.** Students suspended (internal) are permitted to be on school property from 8:00 a.m. until 4:00 p.m. only and under the supervision of an administrator or faculty member. Suspended (internal) students are prohibited from coming on school property during all other time periods during the duration of the suspension.
 - d.** It is the suspended student’s responsibility to make up any missed academic work. Teachers are not required to spend extra time to help students make up missed work due to a suspension.

- e.* Suspended students (external) will be placed on Strict Disciplinary Probation immediately (see Strict Disciplinary Probation).
 - f.* Internal suspension requires students to be in school for the duration of the school day and spend their day in the ISS (In School Suspension) room.
- 5. **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.
- 6. **SUSPENSION OF SCHOOL PRIVILEGES:** The school administration reserves the right to suspend and/or remove any student from:
 - a.* Attending class in which he or she 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.
- 7. **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.* An analysis by administrators at the conclusion of each marking period 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 marking period?
 - 3. Has the student received positive or negative teacher evaluations during the marking period?
 - 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"?
 - b.* 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.
 - c.* 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 marking period, 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.

8. **BEHAVIORAL PLAN:** In certain cases, students at La Salle may be placed on a behavioral plan as a result of continued disciplinary issues. The behavioral plan will consist of several targets that the student needs to reach and certain behaviors that the student needs to demonstrate. Administrators, teachers and guidance counselors can have input to help structure an individual plan that will be tailored to individual students. Students who continue to violate rules and regulations while on a behavioral plan will be subject to heightened consequences – which could include dismissal from the school.
9. **PROFESSIONAL EVALUATION/COUNSELING:** In certain cases, the school administration may require that a student(s) receive formal professional evaluation and/or counseling before the student(s) is permitted to attend school.
10. **COMMUNITY SERVICE:** The school administration reserves the right to assign students to community service time. In most cases, students who earn an internal or external suspension and/or students placed on disciplinary probation will be given community service hours to complete.
 - a. Students assigned community service time may be required to serve that time after school, on the weekends, or during scheduled vacation periods.
 - b. Students assigned community service must submit notification of work completion to the assigning administrator upon completion of the assignment or when the time frame or assignment completing is up.
 - c. The work completion notification must be signed by the organization's volunteer coordinator or manager expressing that the student completed the appropriate hours. Dates of work must also be noted by the volunteer coordinator/manager.
11. **DISCIPLINARY ADVISORY COUNCIL:** La Salle Institute has a disciplinary advisory council which occasionally will be used to review serious student disciplinary cases. Serious cases could be one singular event where conduct/behavior was highly inappropriate, dangerous or unacceptable. Serious cases could also be where a student continues to violate school rules and guidelines where there is an established pattern of misconduct.
 - a. The council consists of four teachers and three administrators.
 - b. Upon review of a student case – the council will make a recommendation to the Principal as to what disciplinary measures should be taken.
 - c. The council can make recommendations for suspension(s), dismissal and can recommend service work, counseling (where applicable), and other combinations of disciplinary approaches.
 - d. In most cases, the administration will uphold the decision of the council.
 - e. The council is not designed for student and/or parent participation.

- 12. INVOLVEMENT OF CIVIL AUTHORITIES:** The school administration reserves the right and is obligated to call the police in the event that a student is involved in any of the following activities:
- a.* Threatening to do harm to 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 or off school property.
 - d.* Participating in a fight on or off school property.
 - e.* Stealing expensive items from other students or from the school.
 - f.* Students involved in incidents with the authorities off campus, for any reason, can receive disciplinary consequences from La Salle Institute – which could include dismissal. Such cases are reviewed by the administrative team on a case by case basis.
 - g.* Students involved in any police investigation will likely not be permitted to attend in person classes, be on school property and attend any extracurricular activities until the investigation is completed by the authorities. School consequences could be assigned depending on the outcome of the investigation.
- 13. OFF - CAMPUS BEHAVIOR:** All students are expected to conduct themselves off campus in a manner consistent with the philosophy, policy and expectations that La Salle Institute has set forth with its student discipline policy and this handbook. The school reserves the right to discipline students for conduct on or off school property for behavior that, in the opinion of the administration, would cause discredit to the reputation of La Salle Institute. This includes occasions when the local authorities do not feel it necessary to legally pursue a violation. La Salle Institute is not responsible for any event that is not officially sanctioned by the school.
- 14. SEARCHES:** In an effort to maintain a safe school environment – school administrators are authorized to conduct appropriate inspections/searches to seize contraband or illegal substances on school grounds or at school events when the administration has a reasonable suspicion. Searches could include student lockers, personal belongings, bags, clothing and vehicles.
- a.* If a student's clothing is searched – administrators are permitted to search pockets, pant legs, socks, shoes and any other outer layer garment such as a jacket or sweatshirt.
 - b.* The resulting evidence of any search may be used in connection with a disciplinary proceeding and/or notification of law enforcement. La Salle Institute works with the North Greenbush Police Department and if deemed necessary, the administration will contact the NGPD.
 - c.* LSI reserves the right to conduct a canine search of the building, student cars, student lockers and student book bags. Canines will not search individual students.
 - d.* If and when a search of a student is conducted – LSI will ensure that those doing the search are the same gender as the student being searched.
 - e.* If a student fails to cooperate with a search, the parents will be contacted and asked to consent to the requested search. Failure on the part of the student and his/her parents to cooperate fully with any such requested examination could possibly subject the student to immediate dismissal.

Appendix B

Uniform Requirements

High School Boys:

- Jacket * – Current LSI Jacket to be worn once per week on Thursdays & on special occasions and ceremonies with all earned leadership awards and rank insignia.
- Shirt * – Current blue collared oxford shirt (long or short sleeved) with LSI Patch and name tag worn daily except on special days when polo shirts may be worn. The shirt must be tucked in. May be worn with a plain white t-shirt underneath.
No visible undergarments. All buttons fastened, worn with a tie (except polo shirt)
- Pants * – Black, washable and worn daily.
- Belt ** – School issued black belt.
- Tie ** - School issued black tie.
- Shoes ** – School issued black dress shoes.
- Socks ** – School issued black socks or self-purchased plain black socks. Socks cannot have logos.
- Sweater *** – Grey long sleeved sweater will be available for purchase through the Cadets bookstore. This is not a uniform requirement.
- Quarter Zip Fleece *** - Blue fleece may be worn during the colder months (Nov 1 start/March 1 end) instead of the sweater. This is not a uniform requirement. The fleece cannot be worn on jacket days. The regular uniform must be worn under the fleece. The fleece must be unzipped and the collar folded neatly.
- Polo Shirts *** – Optional polo shirts will be available for purchase through the Cadet Bookstore. Polo shirts may be worn on Fridays (September, October, May, June) as approved by the administration. May be worn with a plain white t-shirt underneath. Long sleeved garments are not to be worn underneath short sleeved polo shirts. The polo shirt must be tucked in. The top button will be the only unfastened button.

High School Girls:

- Blazer * –Black blazer to be worn once per week on Thursdays and on special occasions and ceremonies with all earned leadership awards and rank insignia.
- Shirt/Blouse * – Tailored blue collared oxford shirt/blouse (long or short sleeved) with LSI Patch and name tag worn every day except on special days when polo shirts may be worn. The shirt must be tucked in. May be worn with a plain white t-shirt underneath.
No visible undergarments. The top button may be undone.
- Pants or Skirt * – Grey, washable; option of wearing either a skirt or pants on any given day. Skirt length will reach the knee. Skirts cannot be rolled or hemmed.
- Belt ** – School issued black belt (to be worn with pants only).
- Tie ** – School issued female black cross tie.
- Shoes ** – School issued black dress shoes
- Socks * – Knee high grey socks or grey tights when wearing a skirt; black socks when wearing pants.
- Sweater *** – Black long-sleeved sweaters will be available for purchase through the Cadet Bookstore; not a uniform requirement.
- Quarter Zip Fleece *** - Blue fleece may be worn during the colder months (Nov 1 start/March 1 end) instead of the sweater. This is not a uniform requirement. The fleece cannot be worn on jacket days. The regular uniform must be worn under the fleece. The fleece must be unzipped and the collar folded neatly.
- Polo Shirts *** – Optional polo shirts will be available for purchase through the Cadet Bookstore. Polo shirts may be worn on Fridays (September, October, May, June) as approved by the administration. May be worn with a plain white t-shirt underneath. Long sleeved garments are not to be worn underneath short sleeved polo shirts. The polo shirt must be tucked in. The top button will be the only unfastened button.

*** To be purchased through Student Styles by Smith**

**** To be provided free of charge**

***** To be purchased through the Cadet Bookstore**

Administration reserves the right to keep a student(s) out of class if the student is not in appropriate attire and/or properly groomed. If administrative interventions are unsuccessful, individual uniform adjustments could be required by the administration if options are available.

Appendix B

Uniform Requirements

Middle School Boys:

- Shirt * – White collared oxford shirt (long or short sleeved) with name tag is the standard shirt for middle school boys. A light grey polo shirt may be worn instead of the white shirt on Fridays as approved by the Middle School Principal. The shirts must be tucked in. May be worn with a plain white t-shirt underneath. The top button will be the only unfastened button.
- Pants * – Navy blue, washable pants that will be worn every day.
- Belt – Black belt (no change)
- Tie *** – Navy blue tie (no change)
- Shoes – Black dress shoes (no change)
- Socks – Black socks (no change)
- Sweater *** – Grey long sleeved sweaters will be available for purchase through the Cadet Bookstore. This is not a uniform requirement.
- Quarter Zip Fleece *** - Blue fleece may be worn during the colder months (Nov 1 start/March 1 end) instead of the sweater. This is not a uniform requirement. The fleece cannot be worn on jacket days. The regular uniform must be worn under the fleece. The fleece must be unzipped and the collar folded neatly.
- Polo Shirts ***– Optional polo shirts will be available for purchase through the Cadet Bookstore. The polo shirt must be tucked in. May be worn with a plain white t-shirt underneath on Fridays (September, October, May, June)

Middle School Girls:

- Shirt/Blouse * – White collared oxford shirt/blouse (long or short sleeved) with name tag is the standard shirt/blouse for middle school girls. A light grey polo shirt may be worn on Fridays as approved by the Middle School Principal. The shirts must be tucked in. May be worn with a plain white t-shirt underneath. The top button will be the only unfastened button.
- Pants or Skirt *– Navy blue, washable; option of wearing either a skirt or pants on any given day. Skirt length will reach the knee. Skirts cannot be rolled or hemmed.
- Belt – Black belt (to be worn with pants only)
- Tie * – Navy blue female cross tie
- Shoes – Black dress shoes
- Socks – Knee high navy blue socks or navy blue tights when wearing a skirt; black socks when wearing pants.
- Sweater *** – Grey long sleeved grey sweaters will be available for purchase through the Cadet Bookstore. This is not a uniform requirement.
- Quarter Zip Fleece *** - Blue fleece may be worn during the colder months (Nov 1 start/March 1 end) instead of the sweater. This is not a uniform requirement. The fleece cannot be worn on jacket days. The regular uniform must be worn under the fleece. The fleece must be unzipped and the collar folded neatly.
- Polo Shirts ***– Optional polo shirts will be available for purchase through the Cadet Bookstore. The polo shirt must be tucked in. May be worn with a plain white t-shirt underneath on Fridays (September, October, May, June)

*** To be purchased through Student Styles by Smith**

**** To be provided free of charge**

***** To be purchased through the Cadet Bookstore**

Administration reserves the right to keep a student(s) out of class if the student is not in appropriate attire and/or properly groomed. If administrative interventions are unsuccessful, individual uniform adjustments could be required by the administration if options are available.

Appendix C

Casual Dress Guidelines

La Salle Institute will occasionally permit students to wear clothing other than the standard school uniform. On those occasions, the casual dress requirements will be broken down into two categories:

“A” Dress Down Day

“B” Dress Down Day

For all casual dress days, all rules governing jewelry, grooming & appearance apply as usual. The Administration will announce to students which type of casual dress day the school will have.

Students who fail to meet the casual dress requirements will likely be assigned disciplinary consequences and may not be permitted to participate in future dress down days.

“A” Dress Down Day

A casual yet professional look is expected. Dress pants/skirts, dress shoes and dress shirts/blouses are required. A polo shirt is permitted. A sweater is also permitted as long as the appearance is professional. Shorts, jeans, t-shirts, sweatshirts and sports clothing apparel are not permitted during an “A” Dress Down Day.

“B” Dress Down Day

Shorts, jeans, sweatpants, t-shirts, sweatshirts and sneakers may be worn.

Casual Dress Rules

On either casual dress days, students may not:

- 1). Wear ripped or torn clothing
- 2). Wear hats and/or sunglasses
- 3). Wear clothing with inappropriate wording, logos or drawings or clothing articles that support or denounce any group, movement, political candidate, political party or present a negative or questionable image.
- 4). Wear any piece of the school uniform while “dressing down.” If a student wears one piece of the school uniform during a casual dress day – the entire school uniform must be worn properly.
- 5). Wear tank tops, cut off shirts, spaghetti straps, tube tops, crop tops, tight stretch material, short shorts (must reach mid-thigh), low cut tops, shirts revealing underclothing, shirts displaying inappropriate words or pictures (i.e. portraying alcohol, drugs, violence, etc.).
- 6). Wear or showcase any item that supports or denounces any group, group of people, movement, political candidate, political party or present a negative or questionable image.

This is not an exhaustive list. The Administration reserves the right to determine clothing not listed here as a violation of the casual dress regulations. The Administration will make the final determination regarding student grooming and appearance.

Appendix D

Social Media/Technology Agreement

Social Media (Digital Citizenship) is a very powerful tool in communicating with friends, parents and other organizations. The Internet and/or social media sites like Tik Tok, Instagram, Twitter, You Tube, etc. are to be used in an appropriate and respectful manner at all times. Postings that are disrespectful or perceived to be disrespectful, or threatening to another student, faculty member, or La Salle Institute, is a serious violation of the Lasallian Spirit and will result in serious consequences.

Respect for all members of the Lasallian community is expected from all La Salle students at all times. Digital Citizenship also includes proper uses of cell phones, text messaging, cell phone applications, iPads, laptops or any electronic device. Students found in violation of this policy are subject to consequences which may include multiple detentions, loss of all technology privileges, suspension, dismissal and/or involvement with the civil authorities. These guidelines include any and all social media accounts created for and representing any La Salle Institute athletic team, extracurricular activity, academic class or any account featuring La Salle Institute or students of La Salle Institute in any way, shape or form. Bullying of any kind, via social media, towards any student or teacher is not permitted.

- 1). At no time will a student post, distribute posts or be involved with posting inappropriate, slanderous, disrespectful, mean-spirited, or demeaning information in any form on any Internet site, cell phone or cell phone application.
- 2). At no time will a student post, distribute posts or be involved with posting inappropriate, slanderous, disrespectful, mean-spirited, or demeaning information in any form on any Internet site, cell phone or cell phone application about any student, students, faculty or staff member.
- 3). At no time will a student post, distribute posts or be involved with posting anything that is threatening or perceived to be threatening to another student, faculty member, individual or to the school in any form on any Internet site, cell phone or cell phone application.
- 4). At no time will a student post or distribute posts of inappropriate pictures or videos on social media or cell phone applications that portrays themselves, the school, the employees of the school, the students of the school or any other school, in a negative or inappropriate light. This includes the posting of inappropriate song lyrics.
- 5). At no time will students take on the identity of another person (real or fake) on social media, cell phones or cell phone applications.
- 6). At no time will any student record/take another picture of any other student or teacher. Permission to record/take pictures of any student or teacher, on school grounds or off, must be granted by the Administration well in advance of a recording/picture taking. The posting or distribution of any recording, picture or video on any social media site, cell phone or cell phone application is not allowed.
- 7). At no time will any student share their password(s), account information or any security codes with any other student.
- 8). At no time will a student install or attempt to install any software or computer applications on any LSI computer or the LSI computer network.
- 9). This is not an exhaustive list. The Administration reserves the right to become involved and investigate any social media/technology issue that is brought to their attention and viewed as harmful or potentially harmful to the entire school community or surrounding community.

Appendix E

Injured Student Dress Requirements

Each year there are students that unfortunately sustain an injury that will create challenges for those students to wear the school uniform.

For those students who sustain these type of injuries – the following dress code requirements must be met:

- 1).** The injured student must present a doctor's note to the school nurse and Administration that states the student, due to the injury, is unable to wear the full school uniform. **The doctor's note must also include a start and end date for not being able to wear the school uniform.**
- 2).** Once the school approves the doctor's note, the student will be expected to dress as professionally as possible during recovery from the injury.

Listed below are what is acceptable as "professional dress."

The school Administration reserves the right to add items to this list that are not listed here. Also, the items below can be changed and/or expanded by an Administrator based on the location of the injury.

SHIRT/BLOUSE (if student cannot wear the school uniform shirt) – Polo shirts and/or dress button down shirts. T-shirts and sweatshirts are not permitted. Sweaters are allowed. Jackets must be approved by the Administration.

PANTS/SKIRTS (if student cannot wear the school uniform pants/skirt) – Dress pants/skirts and/or dress shorts (during the warmer months). Casual dress shorts, sweatpants, and gym shorts are not permitted without administrative approval.

SHOES (if school shoes cannot be worn) – Dress shoes are acceptable. Sneakers (black) are acceptable only if the injury sustained is located on the feet. Boots, sandals, flip flops or any open toe shoes/sneakers are not permitted.

This is not an exhaustive list. The Administration reserves the right to determine clothing not listed here as a violation of the Injured Student Dress Requirement.

Students who violate these requirements are subject to disciplinary consequences.

Appendix F

Vaping Policy

La Salle Institute views the uses of vapes, Juul's, any vaping device and/or other vape related products as illegal substances that are not to be possessed, used, sold and/or purchased on school grounds, at school events or while representing LaSalle Institute as an enrolled student.

The school has a responsibility to ensure the safety of all students in the school building and in the school community. The uses of vapes, Juul's, any vaping devices and/or other vape related products threaten the safety of students and staff. Students who violate the school's policy on vaping will be subject to serious disciplinary consequences.

1). Possession – Students who are found to be in possession of a vape, Juul's, pods and/or other vape related products could face the following consequences:

First offense – 2 day external suspension & placement on disciplinary probation

Second offense – 5 day external suspension, removal from extracurricular activities, assignment of community service and possible dismissal

Third offense – Dismissal

2). Use – Students who are found using vapes, Juul's and/or other vape related products could face the following consequences:

First offense – 5 day minimal external suspension, assignment of community service, removal from extracurricular activities, placement on disciplinary probation & possible dismissal.

Second offense – Dismissal

3). Purchasing – Students found to be purchasing vapes, Juul's, pods and/or other vape related products could face the following consequences:

First offense – 3 day external suspension, placement on disciplinary probation, assignment of community service & removal from extracurricular activities

Second offense – 5 day external suspension & possible dismissal

4). Selling - Students found to be selling vapes, Juul's, pods and/or other vape related products could face the following consequences:

First offense – 5 day minimal external suspension, assignment of community service, placement on disciplinary probation, removal from extracurricular activities, possible dismissal.

Second offense – Dismissal

Administration Note – This is not an exhaustive list. The administration reserves the right to add things to this list that may not be listed here that violates the school policy on vaping. As well, cases are dealt with individually. Consequences applied or not applied depend on the individual case, details of the case, history of the student and honesty/cooperation of the student(s) involved.

Appendix G

Academic Integrity Policy

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like:

- presenting of information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own. This includes the uses of artificial intelligence (AI) and ChatGPT.
- taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- asking about or sharing questions and/or answers to quizzes, exams and homework via word of mouth, cell phone group chats, social media or any other means.
- misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you have turned in an assignment when you did not.
- fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.

This is not an exhaustive list. There are other examples and situations where cheating takes place that are not listed here. Those violations will result in the assignment of the consequences listed below. Students who may be a member of the NJHS or NHS and who violate the academic integrity policy are subject to possible removal from these organizations.

The teacher's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

Consequences

First Offense:

1. A zero on the assignment. Parent(s) contacted.
2. Administrative detention (2 days)
3. Letter/email home to parents and copy on file with school administration

Second Offense:

1. A zero on the assignment
2. Assignment of internal suspension (ISS)
3. Possible dismissal from an elected or appointed office in an extracurricular club or athletic team
4. Conference with Vice Principal for Academics, student, teacher, and parent(s).

Third Offense:

1. A zero on the assignment and automatic loss of 10 points on the quarterly grade.
2. School suspension (External/Internal). Loss of extracurricular activities.
3. Review for possible dismissal from La Salle Institute

Appendix H

Hairstyle Policy

The accepted hairstyle for La Salle Institute is one of very conservative grooming, neatness & uniform length. Hair for all students must be neatly shaped, clean and acceptably styled. The standards follow the hairstyle regulations set forth by the JROTC & Army.

Young men (Grades 5-12)

- 1). The hair on top of the head must be neatly groomed. Sprays, mousse or gels may be used to keep the hair neat.
- 2). The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. Large masses of hair (four inches or more) on the top, sides or back are not permitted.
- 3). The hair must present a tapered appearance.
- 4). The hair will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck.
- 5). Males are not authorized to wear braids, cornrows or dreadlocks (unkempt, twisted, matted individual parts of hair).
- 6). Sideburns may not be flared. The base of the sideburn will be a clean-shaven horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening.
- 7). Hair must be the natural color. Multiple hair colors are not permitted.

Young women (Grades 5-12)

- 1). The hair must be neatly groomed, that the length and bulk of the hair are not excessive and that the hair does not present a ragged, unkempt, or extreme appearance.
- 2). Female students may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head and any holding devices comply with standards. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited.
- 3). Hair must be the natural color. Multiple hair colors are not permitted.
- 4). Large masses of hair (two inches or more) on the top, sides or back are not permitted.
- 5). Sprays, mousse or gels may be used to keep the hair neat.
- 6). Hair holding devices may be used for securing the hair only and not for decorative purposes. Authorized devices, include, but are not limited to: small, plain scrunchies, barrettes, combs, pins, clips, rubber bands and hair bands. Styles that are lopsided or distinctly unbalanced are prohibited.
- 7). Hats, bandanas, and scarves may not be worn inside the school building.

The following hairstyles are prohibited

- Block cuts, shaved, ponytails (young men), dyed, trendy, spiked or streaked hair. Sculptures, lines, hard parts, or etchings, crew cuts or brush cuts that present an extreme appearance.
- Any hairstyle or ornamentation that presents a distracting or inappropriate appearance in the classroom.
- Eyebrow slits are not permitted for any student.

This is not an exhaustive list. The Administration & JROTC Senior Army Instructor reserve the right to determine haircuts & hairstyles, not listed here, as a violation of the school hairstyle policy.

Students who fail inspection for hairstyle:

Will be provided a day that the hair needs to be fixed by. In most cases, the student will be granted five days to correct the hairstyle. Students who do not meet the deadline will likely be assigned military detention each day until the hair is corrected. Escalated consequences will be applied should the student, after JROTC & administrative interventions, continue to not comply with the hairstyle policy.

Appendix I

Medical Dress Code

On rare occasions, students may have a medical condition which creates a challenge for them to comply with a part of the school uniform. When this occurs, the student and parent(s) must:

Present an original signed doctor's note to the school nurse for review. The note must state the student's name, describe in detail the medical issue and state what dress code exception is being requested.

The doctor's note must also include a start and end date for the exception being requested and clearly affirm that a licensed healthcare provider has recently evaluated the student and recently determined that a dress code exception may be necessary due to the student's medical condition.

When received, requests will be reviewed by the school nurse and forwarded to the Principal or his or her designee with a recommendation. The Principal (or designee) may consult with a medical professional of La Salle's choosing. If options exist within the published dress code, the school may require the student to use those options rather than use the requested exception.

The Principal or his/her designee will advise the parents of his or her decision regarding the request for exception to the school dress code within two days of receiving the recommendation of the school nurse as well as the required medical information from the parents.