



## STUDENT & FAMILY HANDBOOK

2023 - 2024

*“Union in a community is a precious gem...  
If we lose this, we lose everything.  
Preserve it with care, therefore, if you want  
your community to survive.”*

*— Saint John Baptist de La Salle*

## INTRODUCTION

### EDUCATING IN THE LASALLIAN TRADITION OF THE BROTHERS OF THE CHRISTIAN SCHOOLS

The registration of a student at De La Salle Academy is deemed to be an agreement on his part, and on the part of his parents or guardians, to comply fully with all policies, rules, and regulations of the school. Violations of the spirit, intent or letter of the philosophy and rules will be considered just cause for administrative action. The administration of De La Salle Academy reserves the right to refuse registration or re-registration. When it is the opinion of the school administration that parents do not support school policies, the administration reserves the right to terminate the student's enrollment. De La Salle Academy reserves the right to make revisions in this document when deemed necessary by the school administration. Observance of any such change is expected by all as soon as the change is made known to the student body. The use of the term "parents" throughout this document is meant to include a single parent and/or legal guardian(s).

All students are expected to participate in the religious, social and educational experiences of the school as directed by the administration. Failure to participate in such activities or to conform to the directives of the school is a breach of the condition of membership in the school community. Students are required to respect the principles and values explicitly and implicitly conveyed by the Roman Catholic Church, legitimate civil authority, and the duly appointed authorities of the school. Under no circumstances may a parent excuse a student from observance of the rules and policies of De La Salle Academy if the parent expects the student to remain in good standing with the school.

De La Salle Academy does not discriminate on the basis of race, color, national origin, ancestry, religion, or sexual orientation in the administration of its admissions or educational policies, its financial assistance programs, or any other school programs.

## OUR LASALLIAN HERITAGE

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

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

was the practice of the day. He prescribed uniform management procedures for the classroom instruction of students from different social and academic levels.

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

De La Salle's educational ideas are embodied in several major works: *Rule of the Brothers of the Christian Schools*, *Meditations for the Time of Retreat*, and *The Conduct of Schools*, as well as in the textbooks he wrote for students. His contributions to Catholic education led Pope Pius XII in 1950 to proclaim him the "Patron of Teachers."

Today the De La Salle Christian Brothers continue to serve as the heart, memory, and guarantors of the Lasallian heritage. They share the mission inaugurated by their Founder with an ever-widening circle of Lasallian colleagues who are indispensable partners in extending and accomplishing De La Salle's vision. The 42nd General Chapter of the Institute of the Brothers of the Christian Schools in 1993 gave contemporary expression to the purpose of Lasallian education by describing its mission as "To give a human and Christian education to the young, especially in schools, with the service of the poor as a priority, in order to evangelize and catechize, to promote peace and justice, accomplished together as a shared mission."

Today, almost one million students in more than 80 countries throughout the world receive their education in over 900 Lasallian schools served by 5,000 Brothers and 80,000 colleagues. These schools differ greatly in terms of clientele, curriculum, and methodology as well as in social and economic conditions. They are unified, however, in their Lasallian character and heritage.

Three characteristics form the core of today's Lasallian school: (1) teaching viewed as a ministry of grace; (2) association, that is, the achievement of the school's goals through the collaborative efforts of teachers sharing the same vision and values of the gospel; and (3) the effective management of the schools so as to achieve the intellectual, cultural, religious, and vocational formation of the students through a curriculum suited to their needs and based on Christian values. These characteristics provide the framework for the De La Salle Academy Mission.

## **SPONSORSHIP, GOVERNANCE, ADMINISTRATION OF DE LA SALLE ACADEMY**

### **SPONSORSHIP**

De La Salle Academy is sponsored by the District of San Francisco New Orleans of the Institute of the Brothers of the Christian Schools (De La Salle Christian Brothers). This geographical sector of the Institute is headquartered at Mont La Salle, in Napa, California. The District of San Francisco New Orleans is the sponsoring religious body for a variety of ministries that include two middle schools, several secondary schools, and a college spanning the states of Washington, Oregon, Colorado, New Mexico, Texas, Louisiana, California, and Arizona. As sponsors, the Brothers act as the religious, canonical overseers of each of their Roman Catholic ministries.

### **GOVERNANCE**

The Lasallian Education Corporation (LEC) is the means through which The District of San Francisco New Orleans of the Brothers provides for the governance of De La Salle Academy. The LEC is the sole Member of the school corporation. The LEC has created the Board of Trustees of De La Salle Academy as a board of limited jurisdiction which is empowered to carry out clearly defined governing responsibilities. The Board of Trustees is responsible for recommending the appointment of the school's Principal/CEO/Chief Executive Officer to the LEC. Upon confirmation of the recommendation, the Chief Executive Officer serves as the sole employee of the Board of Trustees and is accountable to it and, by extension, to the LEC. As a newly incorporated institution the Board of Trustees has decided that the Principal will also serve as Chief Executive Officer (CEO) of the school.

### **ADMINISTRATION**

The Principal/CEO hires the Administration as a support for managing the day-to-operations of the school. Together, the administrative team works to ensure the sustainability of the mission, while implementing the policies of the Board of Trustees, as interpreted by the CEO.

## **MISSION**

Inspired by the mission of the De La Salle Christian Brothers, De La Salle Academy provides a transformative, life-changing, and accessible Catholic educational experience for promising boys from underserved families in the greater Concord area.

## **PHILOSOPHY OF DE LA SALLE ACADEMY**

De La Salle Academy works with philanthropists and community partners to provide students, graduates, and families with access to quality educational opportunities that might not otherwise be available to them due to geographic or socioeconomic factors.

We believe that an effective Lasallian Catholic program provides a holistic education that addresses students as individuals within the greater community. The outcome of true education in our tradition promotes genuine learning in mind, body, and spirit. It challenges our students to become active, critical thinkers and life-long learners, while creating opportunities to practice their faith through prayer and service.

## SCHOOLWIDE LEARNING EXPECTATIONS

De La Salle Academy students strive to practice and develop the virtues of *faith, responsibility, perseverance, respect, and service* to strengthen our community and Lasallian Catholic mission.

- De La Salle Academy students *integrate Faith* by:
  - Promoting Lasallian principles and Gospel values;
  - Understanding Scripture and Tradition of the Catholic Church;
  - Growing in their lived experience of prayer and spirituality.
- De La Salle Academy students *embrace Responsibility* by:
  - Displaying integrity and courage in their words and actions;
  - Serving as leaders in the school and their communities;
  - Pursuing lifelong educational opportunities.
- De La Salle Academy students *exhibit Perseverance* by:
  - Discovering their own learning needs and strengths;
  - Striving for academic growth and excellence;
  - Overcoming personal, academic and spiritual challenges.
- De La Salle Academy students *demonstrate Respect* by:
  - Treating themselves and others with dignity and compassion;
  - Cultivating an inclusive learning environment;
  - Engaging in equitable and just treatment of all individuals and cultures.
- De La Salle Academy students *embody Service* by:
  - Leading as stewards and ambassadors of their families and communities;
  - Advocating for the Common Good and care of God's creation;
  - Standing in solidarity with those who are marginalized and vulnerable.

## FAMILY AS PRIMARY EDUCATOR

The educational philosophy of De La Salle Academy is based upon the belief that families are the primary educators of their sons. The school can provide significant enhancement to the home learning environment; however, the school cannot replace it.

The purpose of this handbook is to familiarize you with the school, its philosophy, its rules, its curricular program, and its activities. It is our hope that through mutual respect and cooperation, and through identification of goals between home and school, we help our students to develop their talents and abilities as well as to grow in their faith.

We request that you study the contents of our Student & Family Handbook and that you keep it as an available reference. The administration, faculty, and staff of De La Salle Academy look forward to collaborating with you in support of your son's growth and education.

## FAMILY PARTICIPATION

### **FAMILY-TEACHER COMMUNICATION**

Family-teacher communication is an important factor in your student's education. We encourage you to schedule conversations with teachers about your student's performance. It is important to stay in touch with your student's teachers. In order to keep you up to date on what is happening, a school calendar will be given to each family. Calendar updates and other important school messages will be sent via email several times a month. The calendar is also on Alma.

Your observations at home are as important as teaching observations when it comes to your son's education. **Be sure to let the teacher know about significant life events in your family or any changes that take place in your son's life** (birth of sibling, death of a loved one, marriage, separation, or divorce of families, moving, vacations, etc.).

There are occasions when the school suggests that a child have additional help, e.g., an evaluation (learning, psychological, speech/language, neurological, etc.). These suggestions are usually made by the teacher, counselor, or Principal after consultation and after discussions with the family.

Family cooperation is essential in your student's education. Current research shows that the more families are involved in the educational process of their son, the better their student performs. Familial involvement includes:

- Ensuring on-time arrival and pick up to and from school
- Engaging in and being aware of academic responsibilities
- Attending all Family Meetings and Conferences
- Reading and responding to weekly school communications
- Paying monthly participation fees on time
- Representing De La Salle Academy in a positive way

## GENERAL EXPECTATIONS & PROCEDURES

All students at De La Salle Academy are required to comply with all rules and regulations found in this Student Handbook. The school expects its students to reside with families(s) or approved guardian(s) while enrolled at De La Salle Academy.

### **ATTENDANCE**

All students are expected to be present at school daily, to be on time for school each day, and to be prompt in arriving for scheduled classes. This is essential if the student is to derive the full benefit of his education at De La Salle Academy. For the 2023-24 school year, all students must arrive by 7:45am or he will be marked tardy.

All routine matters concerning attendance are handled through the Main Office Coordinator. Cases of non-routine nature will be referred to the Principal. If it is expected that a student will be absent for a prolonged period, the family or guardian must immediately contact the Main Office to explain the situation. In the case of prolonged absences for medical reasons, the school will assist the family in designing a plan. Families are expected to meet with the Principal for any anticipated absences of more than three (3) days.

## **UNEXCUSED ABSENCES**

Students and families are expected to observe the published De La Salle Academy calendar in matters of vacations and days off from school. If a student is taken out of school for personal reasons, the families and students must assume full responsibility for this action and for the academic consequences entailed. Neither the school nor the teachers can assume responsibility for special assignments, tests, etc., missed in class during this type of absence.

DLSA provides significant scholarships for students to attend school, in addition to paying \$8 per day for their food. DLSA expects students to be at school unless they are sick. Students with unapproved absences may have academic consequences for the missed period of school. Three or more unexcused absences in a grading period will automatically lead to a student's removal from 1<sup>st</sup> or 2<sup>nd</sup> Honors consideration.

Students with attendance issues (either 5 absences or 10 tardies) will require a meeting with the Principal to discuss the student's enrollment status with the school. A student may be dismissed from the school for excessive tardies, absences and general attendance issues.

Excessive tardies may lead to a fine. DLSA pays for breakfast each day for each student, and students who do not arrive on time are not eating food that then goes to waste.

## **OFFICE PROCEDURE FOR ABSENCE AND TARDINESS**

If your student is absent from school or tardy to school, please follow these procedures:

1. The parent/guardian is to phone the school office (925) 471 - 8160 before 8:30am to report any absence from school.
2. If a student is absent for multiple days, the family must call each day.
3. Upon returning to school, the student must present a note from the parent/guardian containing:
  - a. date or dates of absence
  - b. date note is written
  - c. reason for absence
  - d. signature of family/guardian
  - e. doctor's note (as explained below).
4. A doctor's note must be presented to the Main Office on the day of the student's return to school. A doctor's note is required if the student has been absent for three (3) or more consecutive days.
5. A student who is late for school or for any particular class during the day or who misses any part of a class (e.g., medical appointment) must report to the Main Office before re-entering the classroom. Please attach a Doctor's Note if required.

Failure to comply with any of the regulations concerning absence and/or tardiness may result in disciplinary actions. Five tardies or three absences or more per trimester may initiate truancy procedures. In the case of questionable or non-health related absences, the administration may investigate and, if necessary, will ask public authorities (i.e. Human Services, truant officer, etc.) to become involved.

Medical, Dental or Special Appointments: De La Salle Academy requires all families to consult the School Calendar when making appointments. If students must attend medical or dental or other special appointments during school hours, the student must present a note from his/her family/guardian requesting that the student be dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated. This note is to be presented to the Main Office before 7:45am on the day of the appointment or the student may be asked to cancel the appointment.

When a student returns to school after an appointment, he must present a note from the doctor, dentist, etc. Most medical offices have a special form for this purpose. This note is to be presented to the Main Office as soon as the student returns to school. The student is responsible for any work missed during this time. Even if a student presents a note, the absence will still be reflected on the report card.

### **DISMISSAL**

In the 2023-24 school year, dismissal times are as follows:

*Monday & Friday – 3:00pm*

*Tuesday & Thursday – 4:00pm*

*Wednesday - 2:00pm*

\*Students may be required to stay at school until 4:00 on Fridays if they need academic or behavioral intervention.

### **STUDENT DROP OFF AND PICK-UP PROCEDURES**

Families must pick up students from the designated drop-off/pick-up area on the side of the school campus (near the large parking lot). Families may NOT park on the street or in the parking lot and pick up their students on foot.

De La Salle Academy requests that you arrive at the designated time (2pm, 3pm, or 4pm, depending on the day of the week).

All DLSA students may go to the CYC after school (except for Fridays). DLSA will always send them there if they are not picked up within 10 minutes.

### **Families will be charged if your student is picked up late.**

- **\$10 – 15 minutes late**
- **\$25 – 30 minutes late**
- **\$60 – 60 minutes late**

### **EARLY RELEASE**

On a limited, case-by-case basis, students may be eligible for early release for extra-curricular programs (after-school program activities, sports, academic enrichment) if they are in good academic (3.0 GPA or better for the trimester) and behavioral standing (no referrals or other violations for the trimester). The request should be submitted in writing to the Principal at least **one week** before the program begins and will be approved at the discretion of the Principal in consultation with the student's teachers. Approval may require a meeting with the student and family.

### **TELEPHONE MESSAGES**

Telephone messages can be delivered to a student while at school; however, students and families are asked to use discretion when using the school phones in this way. Parents, guardians, and other persons are asked to cooperate in this regard. Families should not expect to contact their children by cell phone during the day because phones are not allowed to be turned on during a school day.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

The Main Office of the school is to be notified immediately of any change of address and/or change of phone number of each student's family or guardian. This is essential in order to keep school records accurate and in order to be able to contact the families or guardians in the event of an emergency. Families have the ability to update their own contact information in the school information system (Alma).

## **SCHOOL UNIFORM, DRESS CODE, AND PERSONAL APPEARANCE**

Students are required to wear a uniform every day at De La Salle Academy. The student scholarship covers uniforms, and a student's public appearance is important for the image and reputation of the School. This rule will be enforced by the administration, faculty, and staff. Modifications to the uniform and dress code will be considered by the administration if appropriate for cultural or religious reasons. Such requests should be presented to the principal in writing. If there is a dress code violation, disciplinary policies may be enforced.

### **REGULAR DRESS CODE (FOR NON-P.E. SCHOOL DAYS)**

- Official DLSA/DLSHS sweatshirt
  - *\*Non-DLSA Sweatshirts/Jackets are not allowed to be worn when students are in the building.*
  - *Long-sleeved undershorts may NOT be worn.*
- Khaki pants or khaki shorts (with belt loops)
- Belt (black, brown, gray or tan)
- Green polo with De La Salle Academy logo
- Solid-colored socks
  - White, black, or gray
  - No stripes or patterns
  - Small logos permitted
- Black, white, brown, or gray sneakers/tennis shoes
  - These are the ONLY acceptable colors.

### **P.E. (TO BE WORN DURING P.E. SCHOOL DAYS)**

- Gray De La Salle Academy T-Shirt
- De La Salle Academy PE Shorts/Sweatpants
- Socks (see above requirements)
- Sneakers/tennis shoes (see above)
- Leggings are not allowed (sweatpants may be worn if they are cold)
- Long-sleeved undershorts are not allowed

### **LITURGY ATTIRE (TO BE WORN DAY OF MASS OR PRAYER SERVICE)**

- School issued tie
- Button down white dress shirt
- Khaki pants (no shorts allowed with Mass attire)
- Belt (see above)
- Socks (see above)
- Shoes (see above)
- *Sweatshirts and hoodies may not be worn during Mass/Prayer Services*

### **PLEASE NOTE:**

- Only plain white/green/gray t-shirts may be worn under the jersey knit polo shirt.
- Student polos MUST be tucked in at all times when in the building.
- Students are required to wear a belt.

**MODIFIED DRESS:**

- Modified Dress includes shirts and pants or shorts that are clean and in good condition. Clothes MUST fit properly. Students must always wear closed-toed shoes and shirts with sleeves. Jeans, athletic shorts, or sweatpants may be worn.
- Pajamas may not be worn for modified dress unless specifically mentioned as allowed.

**PROHIBITED ITEMS OF NOTE:**

- Socks with patterns
- Open-toed shoes or sandals (including Crocs)
- Slip-on or backless shoes
- Hats, beanies, or other head coverings
- Cologne
- Scented body spray
- Scented lotion
- Gang-related jewelry
- T-shirts with inappropriate slogans (language or alcohol)
- Tank tops
- Facial Piercings
- Pajamas

**Additional Uniform Needs**

The school provides the necessary uniform items to each student and their family at the beginning of the year. If additional uniform items are required for any reason, please contact the main office to order further items. The family may incur additional charges if additional uniform items need to be ordered.

**GROOMING**

- Students should always be neat and clean in appearance.
- Hair must be the student's natural color.
- Hair may not extend over the collar or down the forehead past the eyebrows.
- No cut-ins or designs are allowed in the hair.
- Hair length that goes beyond the student's collar is not permitted. If a family desires that their student have an exemption, they must meet with the Principal to explain the reason.
- Extreme hairstyles will not be permitted as determined by the administration.

**GUM**

Chewing gum is not appropriate in the school environment because it diminishes the student's ability to communicate effectively and represent himself maturely. Furthermore, discarded gum can be damaging to property. Therefore, gum is not to be chewed on school property at any time (this includes breaks and lunch time and before and after school). This also includes the Community Youth Center property when used for school activities. A \$5 fee will be added to a family's account if the student is caught chewing gum.

**ELECTRONICS**

For safety reasons, students are discouraged from bringing electronics of any kind onto campus, such as personal music/video players, iPods, iPads, CD players, radios, digital cameras, and/or tape recorders. Any electronic devices that are brought onto campus MUST be turned to the "off" position and put away upon arrival. Confiscated electronics will be sent to the Administration and distributed back at the discretion of the Principal. Any electronic device that is confiscated while being used on campus may be reviewed by the administration for the purpose of understanding student use of the electronic device during school hours. For

the protection of students and their personal property students are discouraged from using electronic devices as they walk to and from school.

### **FOOD AND SNACKS**

As outlined in the section on the school's "Food Program," DLSA provides breakfast, lunch, as well as morning and afternoon snacks to students. For this reason, students are not permitted to bring and/or consume their own food and/or snacks unless expressly given permission by the administration. Students may not carry food in their bag due its potential to ruin school supplies and/or property.

### **PERSONAL PROPERTY**

Students are allowed to bring personal property on campus at their own risk. The school is not liable for any personal property that is lost, stolen, and/or damaged. Students are not permitted to buy, sell, and/or trade personal property when on campus. If arrangements are made privately between families, please do so off of campus outside of school time.

### **SCHOOL PROPERTY**

Any student damaging, destroying, or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the Administration.

### **FIELD TRIP POLICIES**

Student participation on field trips is a privilege, not a right. A student could be denied participation if he fails to meet behavioral requirements. Parents also have the right to hold their son back from a field trip experience. However, families **MUST** inform the school of this 48 hours prior to the trip.

The School requires that completed and signed permission slips are on file for each field trip taken by the student. A new permission slip will be sent home before each trip. The exception to this rule is when students leave campus for PE classes, CYC classes and Mass attendance at De La Salle High School. These trips are covered by permission slips issued at the beginning of the year.

### **COMPUTER AND INTERNET USAGE**

Computers and Netbook devices are available for student use on campus and most have access to the internet. To access the internet and computers on campus, a student must obtain school and family consent by completing the De La Salle Academy Acceptable Computer Use Policy Agreement.

Use of computers and the internet is a privilege. Any use of the computers or internet that is in violation of De La Salle Academy Acceptable Computer Use Policy Agreement will subject the student to disciplinary action and a withdrawal of this privilege. Students are strictly prohibited from using De La Salle Academy's name, initials, logos, pictures, or representations of the faculty, staff, or other individuals that, in the determination of the school administration, is degrading, lewd, threatening, or inappropriate. Deliberate publication or posting of inappropriate material on the internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer will result in the student losing the privilege of using computers and the internet on campus.

**Cyber-bullying** is defined as willful and repeated harm inflicted on another person through electronic media (i.e., social media, email, online gaming). Any student who attempts to be harmful or cruel to another student or individual, in the judgment of the Administration, by sending or posting offensive material (including words, pictures, or images) using, a cell phone, the internet, or other electronic devices may be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents may be turned over to law enforcement authorities for prosecution. *This policy applies to behaviors and actions both on and off campus.*

### **PERMISSION TO USE STUDENT PHOTOS/VIDEOS**

During the first week of school, families/guardians are asked to complete a consent form giving De La Salle Academy permission to periodically take photos/videos of students on campus or when participating in school sponsored activities for use on the official school website or in school publications. The school reserves the right to use any and all photos/video.

### **FAMILY MEETINGS**

Parents and guardians are expected to attend ALL family information meetings. If a family is unable to attend a scheduled mandatory meeting, this must be communicated to the Family Communications Coordinator in writing before the meeting. If an emergency occurs, the family must contact the Family Communications Coordinator within 24 hours of the missed meeting. For any missed meeting, it is the responsibility of family to contact the school to obtain the relevant information. If a family is consistently absent from more than one mandatory meeting, financial consequences and/or dismissal from the school may result.

### **MONTHLY PARTICIPATION FEES**

Each family is expected to make a financial contribution to their student's education at De La Salle Academy. The fee paid by each family is based on overall family income and size of the family. Monthly participation fees are collected for a total of ten months (August through May), with separate, smaller summer fees. Fees will be reviewed annually by the Principal and Director of Finance, based on information submitted from DLSA families. Prompt completion of this information is expected. If a family has difficulty paying the monthly participation fees, communication with the Principal is expected. Requests will be considered on a quarterly basis by the school administration. If necessary, a meeting will be scheduled with school administration to discuss the options.

Each month a statement is emailed to families. If a family pays by check, checks should be made out to De La Salle Academy, and the student's name should be listed in the memo line. If a family pays in cash, cash payments should be made at the front office during the hours of 8:30am – 3:30pm. Any cash payment sent with a student should be in a sealed envelope. The school assumes no liability for lost cash if a student is the primary handler of the cash.

For any payments made to the school you will receive a written receipt upon payment. The school maintains receipt records. Please keep all receipts on file for your records.

Starting in October of 2023, added late fees will start to go into effect for families that do not have a \$0 balance.

De La Salle Academy must receive all Monthly Participation Fees on or before the first day of each month. The first day of each month is considered the due date. An account is considered delinquent if **not paid in full by the 15<sup>th</sup> of the month**. A late payment fee of **\$50** will be added to your invoice if the monthly invoice is not paid in full by the 15<sup>th</sup> of each month.

Given the significant amount of scholarship dollars that DLSA works to secure, families are expected to participate in fundraising efforts, such as, but not limited to, financial aid applications for Basic Fund and Bay Scholars. **Families who do not complete applications will be assessed a fee of \$500.**

### **FAMILY-TEACHER CONFERENCES**

Parents and guardians are always welcome to call the school to make an appointment with a teacher at any time during the year. There are mandatory conferences for each student (October and January). Students are *always* required to attend these conferences. In the third trimester, a conference may be requested by the school or the family. These conferences allow the teachers, families, and students to review the progress report together. This communication between families, students and teachers is very helpful in setting a climate for cooperation between home and school and in letting the children know that families are interested and actively concerned

about their school life. Families should convey to their children daily the value of education. Parents AND students must attend all conferences, unless otherwise noted.

### **ALMA STUDENT INFORMATION SYSTEM (SIS)**

*Alma* is the Student Information System we use at De La Salle Academy. *Alma* is the school's resource for all student data and most family information. With *Alma* the school is able to provide information to families regarding student grades, report cards, calendar information, school activities, and more! After an initial parent tutorial session, it is expected that parents log on to *Alma* weekly to check important school information and their son's ongoing progress in their academic courses. In order to have an *Alma* account, parents must have an email address.

### **FAMILY VOLUNTEERS**

Opportunities for family volunteers include chaperoning field trips, translating at family meetings, providing childcare for family meetings, assisting at special events, and recruiting new families to De La Salle Academy.

### **CONFLICT MANAGEMENT**

If there is any difference of opinion between a teacher and a family, we encourage families to communicate with the principal about the issue. It is our school procedure that any such occasion must first be dealt with in a meeting between the family and the teacher.

De La Salle Academy encourages faculty and families to resolve concerns and issues at the primary level. For example, families should first bring the concern directly to the teacher for a discussion. Then, if necessary, the Administration should be consulted to help facilitate the discussion.

Family-teacher meetings may be set up by telephone, letter or email. If the family-teacher meeting has proven unsatisfactory, an appointment may be made with the Principal to further discuss the problem.

## **STUDENT CODE OF CONDUCT**

### **PHILOSOPHY OF STUDENT CONDUCT**

The core of De La Salle Academy's Student Code of Conduct is rooted in our social emotional curriculum. The philosophy of De La Salle Academy is that students are taught to understand that all behaviors are choices that are rooted in emotions, both positive and negative. The goal of DLSA is to help students identify the emotions behind their choices, that their choices lead to consequences, both positive and negative, and learn to make choices that result in positive outcomes in and out of the classroom. Students are expected to meet and/or exceed Schoolwide Expectations at all times and to follow the schoolwide Discipline Process, as outlined below.

### **SCHOOLWIDE BEHAVIOR EXPECTATIONS**

There are three fundamental school wide expectations that all students are expected to meet and exceed that affect the daily life of De La Salle Academy.

1. Respect yourself, others, and property.
2. Contribute to the learning environment in a positive way.
3. Follow school and classroom procedures and expectations.

### **SCHOOLWIDE DISCIPLINE PROCESS**

- 1 - **Remind**: Teachers and staff will identify the issue, at the discretion of the teacher/staff member, and allow the student to self-correct quietly and positively in that moment. For example, a teacher/staff member may ask a student, by name or as a group, to correct a particular behavior.

- 2 - **Reposition:** If a student does not correct their behavior or has an additional behavioral issue, the student will be asked to reposition themselves within the classroom and/or activity setting (as identified by the teacher/staff).
- 3 - **Reflect:** If a student continues to not self-correct after steps 1 and 2, the student will be sent out of the classroom with a *Student Reflection Sheet* to take the time to reflect on his choices and provide an opportunity to plan how to re-enter the learning environment and participate in a positive and expected way.
- 4 - **Restore:** Students will arrange a follow-up conversation with the teacher or staff member who gave him the sheet. It is expected that the conversation facilitated by the faculty or staff member follow the restorative justice framework. Both staff and student enter this conversation with the understanding that additional consequences may follow.
- 5 - **Rejoin:** Once the student has completed the *Student Reflection Sheet*, he will get it signed by the teacher or staff whose classroom and/or activity he was participating in at the time of the incident. He will then return to the classroom or activity with the expectation that he will rejoin the learning environment in a positive and expected way. arrange a follow-up conversation with the teacher or staff member who gave him the sheet. It is expected that the conversation facilitated by the faculty or staff member follow the restorative justice framework. Both staff and student enter this conversation with the understanding that additional consequences may follow.

### **ADMINISTRATIVE REFERRAL**

If a student is unable to successfully self-correct using the Schoolwide Discipline Process, the student may be removed from the classroom and given an Administrative Referral as a last resort. This referral requires the student to go the office of the Vice Principal and complete a Student Reflection Sheet, if not already done, and check-in with the Vice Principal. In some cases, the student may be asked to meet with the Principal, School Counselor, or another teacher or staff member if the Vice Principal is unavailable.

This referral is usually given as a last resort or as a result of any of the “Big Three,” which are listed in the next section.

### **BIG THREE**

1. **Physical or Emotional Danger** (e.g. fighting, play fighting, throwing objects, bringing weapons, drugs or matches to school, making threats, leaving school without permission, sexual assault, gang affiliation)
2. **Abuse in Words or Actions** (e.g. harassment, making others feel unsafe or uncomfortable, bullying, extreme disrespect to another person, profanity, vandalism)
3. **Out of Control Behavior** (e.g. purposeful and consistent misbehavior, unwillingness to follow directions or classroom expectations, repeated actions of disrespect)

Examples of choices or actions that fall under the “**Big Three**” are:

1. Disobedience, disrespect, insubordination, or rudeness to a member of the administration, faculty or staff.
2. Language or behavior, including written or online, which is seriously immoral, profane, vulgar or obscene.

3. Possessing, selling, giving away, using, or being under the influence of a controlled, mood-altering substance on the campus, at school functions, or at a time and place directly involving the school.
4. Theft, graffiti or vandalism, including the possession of graffiti pens or markers.
5. Dishonesty of any kind, including cheating and plagiarism.
6. Possession of indecent periodicals, books, videos, pictures or objects.
7. Fighting, injury or harm to persons or serious threat of same.
8. Possessing, using, or threatening to use any weapon including all types of knives.
9. Membership in a gang or participation in a gang-related activity.
10. Conduct at school or elsewhere which would reflect adversely on De La Salle Academy and be detrimental to the reputation of the school or the Catholic Church.

## **CONSEQUENCES**

At De La Salle Academy we teach our students that all actions and choices have outcomes that will result in consequences, a result or effect of an action or choice. This is true in life at all stages and is the same within the De La Salle Academy community. It is important to understand that consequences are not punishment, but rather are results of choices and actions a person makes that can be harmful to themselves, others, or the community as a whole. All consequences will be left to the discretion of the administration in consultation with teachers and staff, when appropriate. Possible consequences include, but are not limited to, the following:

1. **Non-participation in Incentives and/or Activities:** In certain cases, a consequence that the administration may enforce is not allowing a student to participate in an incentive (e.g. modified dress, extra recess time, free time on laptops, etc.) or an activity (e.g. field day, field trips, class retreat, etc.).
2. **Restorative Practice:** Restorative Practice is a way of thinking and being based on a foundation of caring, collaborative, and respectful relationships. Restorative Practice will help build and strengthen healthy relationships and community, especially when a student makes a harmful choice toward their community. In these cases, a student will be asked to meet with another student or group of students to make amends for their choices or actions. In other cases, a student may be asked to do research and present to a class, a group of students, or adults what they have learned from their research and what a better plan would be for them and/or others in the future. The Restorative Practice provides a supportive framework to prevent, respond to, and repair harm through harmful choices or actions.
3. **Friday Intervention:** Friday Intervention is when a student will be asked to remain on campus after school on Friday afternoons in order to research, write, discuss, and/or complete a community service project or hours to make amends for harmful choices or actions. This may include cleaning around the classroom or school building, helping move supplies and/or boxes as needed, assisting the administration as well as the faculty and staff with projects in and around the school. Parents will be notified prior to a student's community service.
4. **In-School Suspension:** An In-School Suspension (ISS) is seen as a learning opportunity for the student. The purpose for the suspension is to teach the student that their actions and/or choices have resulted in them causing harm to their relationship with their class/school community. When given an ISS the student will be assigned to a classroom or office location to ensure adult supervision. The student will be given the assignments they would be given if they were in class (in some cases these assignments may be modified at the discretion of the teacher), which they will have to work on during their ISS. The student will also be given a project or essay to work on during their ISS that will help him understand why their actions or choices were harmful to the community and help them create a plan moving forward. At the beginning, during, and at the end of the suspension, students will meet with an administrator before returning to class on a regular basis.
5. **Out-of-School Suspension:** In rare cases a student may be given an Out-of-School Suspension (OSS), which is seen as a last resort. The school will issue a student suspension only in cases where a student

is unable to demonstrate a willingness to progress or participate in a positive way as a member of the De La Salle Academy community. Ultimately each student must remain willing to contribute to a positive learning environment. When little or no change is evident and school personnel have exhausted all available means to affect change, the student will be dismissed from the school. Please note that all academic work missed during the period of an OSS must be made up in accordance with teacher instructions.

### **ADMINISTRATION - FAMILY COMMUNICATION**

When a student is sent to the office on a referral and/or one of the consequences above is given, families will be notified immediately. Typically, the family can expect a phone call from the school where an administrator or a member of the faculty or staff will contact the parent and allow their son to communicate what had transpired. The administrator or member of the faculty or staff will follow up with the parent as needed.

If a student is given multiple referrals, consequences, etc. the administration and parents will communicate and work together to help the student have a positive impact on the school community. A conference will be held with a family, teacher(s), student and administration, at the discretion of the administration, and may include any of the following:

- A student will be given an Individualized Behavior Plan (IBP), or a behavior contract, with clear goals to be achieved along with what school support will be provided to achieve these goals. A student who is unable to meet the goals set forth in their behavior contract could be dismissed from the community (see below).
- A recommendation or requirement may be made to have the family visit with a counselor or other specialist. In such cases that the school makes such a request, the school will work with the family to ensure the resources needed are provided.

### **CONSEQUENCES FOR MISREPRESENTATION OF DE LA SALLE ACADEMY**

Because students represent De La Salle Academy in their communities, any behavior that can damage the reputation of the school and the community it serves, can be reason for disciplinary action, including suspension and expulsion/dismissal from school. Offenses include, but are not limited to:

- Actions that are detrimental to the spiritual welfare of DLSA students
- Violations of Harassment Policies
- Misuse of the internet, such as cyberbullying or misuse of technology, regardless of use on school premises or at home
- Disobedience or consistent violation of school rules and expectations
- Open and persistent defiance of authority
- Use of inappropriate, profane or vulgar language (in writing, verbally, including on social media)
- Vandalism
- Cheating
- Possession, selling or use of narcotics
- Assault, battery or threat of violence towards members of the school community (students, staff, volunteers, etc.)
- Any other behavior deemed unacceptable

## **DISMISSAL**

In rare cases where a student is unable to produce any real progress given the support of the family, school community, and other resources, a student may be asked to leave the school community. Such decisions are solely left to the Principal/CEO. The decision of the Principal/CEO is final.

## **HARASSMENT POLICY**

De La Salle Academy is committed to providing a learning environment that is free from harassment in any form. Harassment of any individual by any other individual is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment can occur any time during school or during school-related activities. It includes, but is not limited to, any or all of the following:

1. **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person; (including on social media)
2. **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement;
3. **Visual Harassment:** Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, gestures; (including on social media); and
4. **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  - Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress;
  - Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual;
  - Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

Specific examples of *sexual harassment* include but are not limited to:

1. Making unsolicited sexual advances and propositions;
2. Using sexually degrading words to describe an individual or an individual's body;
3. Displaying sexually suggestive objects or pictures;
4. Telling inappropriate or sexually related jokes;
5. Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.
6. Cyber-bullying is defined as willful and repeated harm inflicted on another person through electronic media. Any student who sends a partial or fully naked picture of a minor or attempts to be harmful or cruel to another student or individual, in the judgment of the Principal, by sending or posting offensive material (including words, pictures or images) using a cell phone, the internet or other electronic device can be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents, including 'sexting' or threats of violence, may be turned over to law enforcement authorities for prosecution.

It is the student's responsibility to:

1. Conduct himself in a manner which contributes to a positive school environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Consider immediately informing anyone harassing him that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to the Principal.
5. If informed that he is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.

***Complaint Filing and Investigation Procedures:*** The following procedures will be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Principal, or to a teacher who will report it to the Principal/CEO. If the Principal/CEO is the subject of the allegation, the matter should be reported to the Chair of the Board of Trustees. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he prefers to do so.
2. The claim, whether written or verbal, will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation.
4. Once the facts of the case have been gathered, the Principal/CEO will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate termination/expulsion.
5. If the complaint is against a non-employee or non-student, such as a parent, volunteer, mentor or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

## SAFETY AND HEALTH

### **ACADEMY SURROUNDINGS**

De La Salle Academy is not responsible for the health and safety of students while they are traveling to and from school. Therefore, De La Salle Academy staff and administration recommend that guardians/families escort the student to and from school whenever possible.

### **CLOSED CAMPUS**

Students are to remain on the campus or in adult supervision off-campus as required for school-sponsored field trips or activities from 7:15am until dismissal.

### **CAMPUS SECURITY**

This campus is closed and cannot allow coming and going of students. Visitors are allowed. Students can leave escorted by an adult if they have early dismissal or specific written consent (signed by a family/guardian) allowing them to leave unaccompanied.

**VISITORS ON CAMPUS** Visitors must be cleared through the Main Office and must wear a visitor's pass while on campus. Families who come to school must check in at the office and may not go to classrooms unless they have a scheduled appointment with a teacher.

## **MEDICAL EXAMINATIONS**

In compliance with state law, each student at De La Salle Academy needs to have an up-to-date health examination report on file.

During the COVID-19 pandemic, the school is requiring monthly COVID tests or evidence of a COVID vaccination. The school may require additional testing depending on contact tracing scenarios.

## **CONTAGIOUS DISEASE**

Students whose absence from school is due to a contagious disease (e.g., Hepatitis, Chicken Pox, swine flu/influenza) may be asked to provide the school with a doctor's note before returning to the classroom, certifying they are able to return to school.

## **ILLNESS**

If a student has a stomach flu, sore throat, earache, nasal discharge, skin rash, eye infection or elevated temperature of 99.6 F or above, the student should be kept at home. If a student becomes ill during the school day, families/guardians will be contacted at home or work. Families/guardians are responsible to have their student picked up and taken home. The student will not be dismissed without an authorized adult to accompany him home. The family or guardian must sign the student out at the school office. In no case should a student merely leave the campus if he becomes ill without reporting to the Main Office. Students are responsible for work missed in classes that day.

## **IMMUNIZATIONS**

California State Law requires that every student's family present to the school proof of immunization from communicable disease. This information must be on file for every student in school. The Department of Public Health requires proof of immunity from: Polio, Diphtheria, Tetanus and Pertussis, measles, mumps, and rubella, hepatitis B, Varicella (Chicken Pox) and Tuberculosis.

California State added a 7<sup>th</sup> grade immunization requirement to the California School Immunization Law, effective July 1, 1999. Students entering 7<sup>th</sup> grade in public and private schools will need to have three hepatitis B shots and a second measles (or MMR) shot. A Tetanus booster is recommended as well. De La Salle Academy will ask to see your son's immunization record as proof of immunization.

Students who have not started their hepatitis B shots before the first day of 7<sup>th</sup> grade will be excluded from school. Make sure your son has completed the three-shot series before school begins.

Exemption provisions of the California School Immunization Law for medical reasons or personal beliefs apply to the 7<sup>th</sup> grade requirements. Contact the Main Office for details about exemptions.

## **STUDENT HEALTH**

The Administration should be made aware of any medical, physical or emotional problem of a student that may, in any way, affect his performance in school or school activities. Written notification to the administration must be made prior to the first day of school each year your child attends De La Salle Academy. Prior notification to the Principal concerning such matters, even though they may appear minor, can prevent possible misunderstandings at a later time.

## **SCHOOL EXCLUSION**

The following diseases require exclusion from school: scabies, swine flu/influenza, chicken pox (not less than six days after eruption), German measles (five days after the appearance of rash), and mumps (nine days and until all the swelling is gone).

## **EMERGENCY FORMS**

It is of absolute importance that an updated emergency contacts form be on file for each student/family. The emergency forms should be filled out at the start of the school year. If any information on this form changes

during the year, the Main Office should be notified, in writing, immediately. It is extremely important that the school be able to easily and quickly reach at least one family or guardian at any time during the school day.

If a student becomes ill or is the victim of an accident during the school day, the Principal, Vice Principal, Main Office Coordinator, or a faculty or staff member will contact the family or the person indicated on the family's emergency form. If the family, family physician, or the adult listed on the emergency contact form cannot be reached, the paramedics will be contacted, and the matter will be put into their hands.

### **CHILD CUSTODY**

Divorced or separated families must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **STUDENT MEDICATION POLICY**

When medication is needed by students during school hours, students may bring the necessary medication to the Main Office Coordinator with a note from his family indicating permission to take this medication. The medication must be in the original container, appropriately labeled with the name of the student and dosage. Any change in medication should be communicated to the school at once. A hold-harmless clause must be signed by family/guardian and doctor and returned to school with the medication.

### **STUDENT MEDICAL EMERGENCY**

When a student experiences a medical emergency at school, we will make contact with families/guardians and emergency contacts if families are not reachable. If no one is reachable we will take the appropriate action. Families/guardians will be billed for any cost incurred by medical personnel.

### **INSURANCE**

All students will be insured by De La Salle Academy, Inc. Insurance covers students during school hours and when students are participating in any activity related to school.

### **STATEMENT ON CHILD ABUSE**

California State law requires that all school employees and childcare providers sign an agreement acknowledging their awareness of their roles as mandated reporters for child abuse. De La Salle Academy is legally required to comply with the Child Abuse and Neglect Reporting Act. All employees of De La Salle Academy are considered "mandated reporters" and are responsible to report suspected occurrences of abuse or neglect to the proper authorities. In any investigation of suspected abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the victim and shall do whatever is necessary to prevent psychological harm to the victim.

De La Salle Academy holds periodic professional discussions about the topic of child abuse, and our administration and counseling staff are very aware of the many issues related to child neglect and abuse and the applicable laws.

Teachers and school employees are required by law to refer to the Child Protective Services (CPS) any situation in which there seems to be "reasonable suspicion" of such abuse or neglect. This law exists to protect children.

It is De La Salle Academy's desire to work with families and the CPS to the benefit of our students, should any such case arise.

### **FOOD PROGRAM**

De La Salle Academy serves nutritionally balanced food each day. Breakfast is served each morning from 7:15am until 7:40am. Breakfast service will end at 7:40am. A student who still needs to eat after 7:45 will be allowed to have breakfast, but he will be marked tardy because he is missing out on a school assembly. Families

with students with excessive tardies may be charged a fee for not participating in the food program that DLSA pays for each day.

If the student has special dietary needs, families must notify the school in writing. In this case, a doctor's note to the Principal must be submitted and families will be responsible for providing a nutritionally balanced lunch daily.

***In keeping with this philosophy, food and snacks should not be sent to school with students for birthdays or other special occasions without prior permission being given by the administration.***

### **COUNSELING**

Because of our concern for the well-being of our students in all aspects of their development, De La Salle Academy takes reasonable actions to offer counseling services for students and their families. These services include personal and group counseling, and academic support. Services such as speech and language therapy, occupational therapy, and psychological and educational testing are arranged with the public school district in which a family resides. DLSA will support families in this process but has no legal obligation to offer these services as a private school. Students can be referred for these services by a family or teacher or may self-refer. In some cases, these services will be recommended for student success at De La Salle Academy.

### **EARTHQUAKE PREPAREDNESS**

If there is an earthquake, students and teachers should position themselves under their desks for the duration of the quake. If the building must be evacuated, the student body and faculty will assemble in the parking lot west of the school. To expedite the attendance process, students should form lines with their class teacher for that particular period.

Following a major earthquake, students will **not** be released from school without a family member or designee to sign them out for pick up. Each family is required to submit a form which names appropriate family members or designees who may pick up students in the event of an emergency release. The School is prepared to hold students for 72 hours. Students who have not been picked up after 72 hours will be taken to the nearest disaster aid center. A staff member will remain with the students at the center until all students have been picked up.

### **FIRE AND EVACUATION DRILLS**

Signs are posted in each classroom to indicate the proper fire evacuation exit for that particular classroom. Students are to follow the directions indicated on these signs and also the directions given by the teacher in charge. Silence is to be observed during the entire time of the exercise, both leaving the classroom and returning.

## **ACADEMIC LIFE**

### **PHILOSOPHY OF ACADEMIC LIFE**

De La Salle Academy is an institution of academic excellence with a rigorous and supportive learning environment. The intention of De La Salle Academy is to prepare each student for entrance into a competitive college preparatory high school, thus enabling him to have quality post-secondary options for continued education and vocation.

### **CURRICULUM**

Students enroll in the following classes: religion, language arts, social studies, math, science and physical education.

## **ACADEMIC GRADING**

Each teacher uses a school-established grading policy for each class. The letter grade ranges are consistent with those of the Oakland Diocese. The grading policy is fully explained at the start of the academic year in each class. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. Each teacher presents his/her grading policy to parents during Back-to-School meetings.

A	93.5 and above	C-	69.5 - 73.4
A-	89.5 - 93.4	D+	66.5 - 69.4
B+	86.5 - 89.4	D	63.5 - 66.4
B	83.5 - 86.4	D-	59.5 - 63.4
B-	79.5 - 83.4	F	Failing
C -	76.5 - 79.4	P	Passing
C	73.5 - 76.4	INC	Incomplete

## **PROGRESS REPORTS**

Students will receive a progress report during the mid-trimester conferences in October and January. Students and families are expected to login and review academic progress in ALMA, the school's student information system. Grades are updated by the faculty at least twice monthly.

## **REPORT CARDS**

Report cards are issued at the end of each trimester. There are three grading periods per academic year with official report cards being issued at the end of each trimester.

## **ACADEMIC PROBATION**

A student will be placed on Academic Probation if his grade point average (GPA) falls below a 2.3 or if deemed necessary by the teacher and administration. Families will be notified by the school when students are placed on academic probation. Together, the school and the family will determine a planned period of improvement. Students placed on academic probation not meeting improvement benchmarks risk losing their enrollment at De La Salle Academy.

## **STANDARDIZED TESTING**

Standardized testing is administered annually based on the guidelines of the Diocese of Oakland. All students must take standardized testing as designated by the school for on-going student records.

## **PROMOTION/RETENTION**

At the end of each year, the faculty and administration will determine whether each student has demonstrated mastery of skills necessary in order for promotion to the next grade level. If the faculty and administration determine that a student is not ready for promotion, the administration will make recommendations to the student's families/guardians as to whether retention or alternate school placement would be the next best step for the student's education.

## **GRADUATION REQUIREMENTS**

Students must successfully complete the 8<sup>th</sup> grade with a cumulative Grade Point Average of 2.0 for 7<sup>th</sup> and 8<sup>th</sup> grades in order to receive a diploma.

In order to participate in graduation activities (i.e., commencement, retreats, rehearsals), a student must maintain exemplary academic and behavior standing as deemed by the faculty and administration.

## **CHEATING AND PLAGERISM**

Cheating and plagiarism (copying the work of others and passing it off as one's own) are forms of academic dishonesty which are inconsistent with the principles for which De La Salle Academy stands. These are

considered to be major academic offenses and will be dealt with in accordance with guidelines set down by the Principal. Students who are involved in such infractions, including violations of rules and policies set down by both the administration and classroom teachers, which are intended to curb such practices, are subject to academic and disciplinary sanctions.

### **DISCIPLINARY SANCTIONS**

Any member of the faculty or the Principal who has reason to believe that a student has violated any school academic policy may make reasonable inquiry including questioning the student(s) to determine whether an infraction has incurred.

### **HOMEWORK**

A balanced amount of homework will be assigned to students every day. Homework is not optional; it is a critical aspect of learning and attending school. Generally, students will receive 10 minutes of homework per grade level (e.g., 5<sup>th</sup> graders should expect 50 minutes per night, while 8<sup>th</sup> graders should expect 80 minutes per night). Each student is issued a De La Salle Academy student planner for recording homework assignments daily. In addition, a Homework Hour is allotted daily (except Wednesdays and Fridays) for each student to work on homework assignments and receive support from a staff member or volunteer tutor. Students are expected to take homework assignments seriously. The completion of homework will be factored into the students' quarterly and final grades. Families are expected to review the student planner/assignment daily to check on student progress.

If a student is absent, he is expected to complete all homework in a reasonable period of time after returning to school. Essentially, the student has the same number of days absent to submit any assigned work he missed.

Teachers will clarify homework policies to students in their classes. The school will make every effort to gather materials and write down assignments for an absent student, however, it is the student's responsibility to ensure that absent assignments are submitted when they are due. When possible, families or guardians should make arrangements with teachers to come to the school after 3:30pm and before 5pm to pick up assignments on the day the student is absent.

In addition to homework specifically assigned by teachers, each De La Salle Academy student is expected to read and take notes for at least 30 minutes each night to continue to improve literacy skills.

### **STUDENT RECORDS**

#### *Families:*

If you are a family of a De La Salle Academy student and you wish to review the academic records of your child, De La Salle Academy requires that you give the school 24 hours' notice (at minimum) to do so.

#### *Non-Custodial Family/Guardian:*

If you are a guardian of a De La Salle Academy student and you wish to review the academic records of your child, De La Salle Academy requests to have a copy of the court order indicating your responsibility for the student/child and also a 24-hour notice (at minimum) to review the files.

### **AWARDS AND HONORS**

#### **Trimester Awards**

The community gathers at the end of each trimester for an Awards Assembly to honor students for perfect attendance, citizenship (satisfactory marks for conduct and effort), Honor Roll (Grade Point Average of 3.0 or higher): Second Honors (Grade Point Average of 3.0-3.49), First Honors (Grade Point Average of 3.5-4.0). Virtue-based awards are also presented at these special assemblies. Families and family members are invited to participate in these Assemblies, which are marked on the School Calendar.

## ADMISSION POLICIES

### **NON-DISCRIMINATION POLICY**

De La Salle Academy does not discriminate on the basis of race, color, national origin, ancestry, religion, or sexual orientation in the administration of its admissions or educational policies, its financial assistance programs, or any other school programs.

### **FINANCIAL FEES**

De La Salle Academy is a scholarship-based private, Catholic school. Scholarships cover books, uniforms, field trips, food, and much more. However, each family is required to pay a monthly participation fee and provide back-to-school supplies to contribute to the educational process. The exact fee paid by each family is based on overall family income and will be reviewed annually by the school administration. Families are sent monthly reminders regarding participation fees, which are due by the 1<sup>st</sup> of the month.

### **AGREEMENT OF ENROLLMENT**

The registration of a student at De La Salle Academy is deemed to be an agreement on his part, and on the part of his family or guardians, to comply fully with all the policies, rules and regulations of the school. De La Salle Academy reserves the right to make revisions to its policies, rules and regulations. Families and students will be given prompt notifications of such changes or additions. Observance of any such change is expected by all as soon as the change is made known to the school community.

### **FAMILY PARTICIPATION FEE CONTRACT**

The covenant agreement, a document produced annually, outlines the partnership between De La Salle Academy and participating families, describing expectations and responsibilities for each party: the school and the family. A signed copy of the contract must be on file for each family at all times.

### **ADMISSIONS**

Please note that all students are accepted to De La Salle Academy on a **probationary status**. The probationary period remains in effect from July through December. During this period, if De La Salle Academy determines that your family is not meeting school expectations, including attendance at mandatory parent meetings, the school will call a meeting to discuss a student's dismissal.

## SUMMER CAMP PROGRAM

Participation in De La Salle Academy year-round program helps to assure academic success. All current students are **REQUIRED** to participate in the programs designed for their grade level. Movement onto the next grade level is contingent upon success in the required summer programs.

### **SUMMER PROGRAMS**

As during the regular school year, students are expected to comply with all academic and behavioral policies set forth for the summer camp program. The De La Salle Academy Principal works in partnership with other agencies and school leaders to ensure appropriate participation by all students.

Summer Programs are mandatory for ALL students. A student who missed excessive summer days may be dismissed from the school for not meeting the obligations.

## FREQUENTLY ASKED QUESTIONS

### **What should I do if my child will be absent from school?**

*Please call the Main Office between 7:30 am and 8:00 am (925) 471-8160 to inform the Main Office of the school if a student will be absent or late due to illness or other unexpected cause. If an absence is known in advance, we*

ask for several days' notice. Please refer to the general policy on attendance, in the section of this Handbook entitled General Regulations and Procedures.

**What happens if my child becomes ill or is injured at school?**

Sometimes a student complains of being too ill to be in class due to a cold, flu, or other minor illness. If the student appears to be unable to remain in class, the Principal will determine if a family/guardian needs to come to school to pick up the student and will contact the family/guardian.

If a student is injured or becomes seriously ill during the school day, to the point of requiring immediate medical attention, we will make every effort to contact a family or guardian. If we cannot do so, we will contact the doctor listed on the student's Medical Emergency form. If that is impossible, we will take the student to an emergency room at the most convenient hospital.

**How do I contact my son's teachers?**

Teachers are often in class during the day, so it may be difficult to reach them by phone directly. However, De La Salle Academy faculty and staff all have access to email. Each De La Salle Academy faculty and staff members email address is (last namefirstinitial@dls-academy.org). See next page for faculty and staff emails. Email is the best method of communication.

**How will De La Salle Academy communicate with me about student progress and upcoming events?**

Information on special events is sent home weekly by email. Official report cards are distributed three times per academic year. Family-Teacher Conferences are scheduled during the 1<sup>st</sup> and 2<sup>nd</sup> Trimesters. Families will have the opportunity to meet with each of their student's teachers during the Family-Teacher Conferences and, if desired, families can also request to meet with the Principal at this time.

**How do I contact my child at school?**

In an emergency, you can call the Main Office (925) 471-8160 and someone will get a message to a student or get the student out of class to come to the phone, if necessary. We request that this procedure be used rarely.

**What is the procedure in case of an earthquake or other disaster?**

The school has emergency plans in place in case of a fire, earthquake or other emergency. Periodic fire and earthquake drills are held during the year.

Each family has been requested to fill out an Emergency Release Form, which instructs the school on what to do in case of an earthquake. Should a serious earthquake occur, students will be kept at De La Salle Academy until their safety has been assured. After that, they will be kept at De La Salle Academy until they have been picked up by one of their emergency contacts. We ask that all families provide an out-of-state contact in case of earthquake; it may well be easier to make contact with someone outside the area of the earthquake.

## FACULTY AND STAFF DIRECTORY

## Staff & Administration

Mr. Chris Giangregorio  
Principal/CEO

giangregorioc@dls-academy.org

Mr. Conan Graham  
*Vice Principal*

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Mrs. Martha Juarez juare  
Main Office & Family Communications Coordinator

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Br. Anthony Lenz, FSC  
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Ms. Gaby Perez  
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## FACULTY

Ms. Ashley Weinberger  
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Ms. Cindy Lopez  
*Teacher*

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Mr. Reece Mahood  
*Teacher*

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Mr. Erik Semenchuk  
*Teacher*

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Mrs. Miranda Taylor-Catig  
*Teacher*

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Mr. Joey Mask  
*Student Support Teacher*

maskj@dls-academy.org

<p style="text-align: center;"><b>HANDBOOK AGREEMENT PARENTS &amp; STUDENT</b></p>
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***Please review the contents of this handbook with your son, sign and return this form to the Main Office.***

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I, the family/guardian, have read this handbook and reviewed it with my student. My signature verifies the fact that I am in accord with the school policies, will abide by them and agree to be governed by this handbook.

Furthermore, we understand that changes, additions, or alterations may be made to this handbook by the administration at the discretion of the administration and we, the families, will be given prompt notification of any and all changes.

Finally, we understand this Handbook does not establish a contractual relationship between De La Salle Academy and its students or their families. We acknowledge this Handbook only serves to highlight De La Salle Academy policies, practices, and procedures for our personal benefit and cannot be construed as a legal document of any kind. We understand that any grievance procedure contained within this Handbook is strictly intended to provide an opportunity to resolve grievances that may arise from time to time and are not intended to represent the precise formula to be followed in every dispute which may arise.

**Parent Name (Printed):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Student Name (Printed):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

I/we have read and reviewed the sections that apply to me, understand them, and will abide by them.

**Date:** \_\_\_\_\_