



De La Salle North Catholic High School

7528 North Fenwick Avenue
Portland, Oregon 97217

School Office: (503) 285-9385
School FAX: (503) 285-9546
School Attendance: extension 300
CWSP Attendance: extension 400
CWSP FAX: (503) 296-2366
Staff email: see page 3

Front Desk Hours: 7:30 A.M. – 4:30 P.M.
CWSP Work Day Hours: 7:30 A.M. – 5:30 P.M.

Purpose of the Family Handbook

De La Salle North Catholic is a private institution and differs from public schools in an important way. Whereas public schools are government agencies and fall under Constitutional law, private schools such as De La Salle North Catholic operate under contract law. This Handbook sets forth the rules and regulations of De La Salle North Catholic High School. When the family signs the tuition contract, the family agrees to abide by the the rules outlined in this Family Handbook.

De La Salle North Catholic High School reserves the right to make revisions in this handbook. Observance of any change is expected of all, once the change is made known to students and families.

To Report an Absence

Call the School (503-285-9385, x300) or Corporate Work Study Program attendance (503-285-9385, x400) by 7:30 AM if your child will not be in school or work for any reason. Otherwise, the absence will be considered Unexcused. If no call was made to the school, the student must present to the Front Desk upon his or her return a dated, written note, signed by a parent or guardian, stating the date(s) absent and the reason for the absence. Please refer to the Attendance section in this handbook on page 15.

In Case of Inclement Weather and CWSP Make Up Days

Hazardous weather may cause De La Salle North Catholic to adjust its scheduled school and work day. The school will either have a late opening, starting at 10:00 AM, or the school will be closed. Families and students are encouraged to listen to TV and radio announcements and to wait for De La Salle North Catholic to be mentioned specifically to determine the course De La Salle North Catholic will follow. De La Salle North Catholic does NOT necessarily follow Portland Public Schools in regards to weather related school closures.

➤ CWSP work days are cancelled for either school late starts or cancellations due to inclement weather.

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The De La Salle North Catholic Code

The language of the De La Salle Code expresses our deeply held belief that student success depends on the student's contribution to the academic and business communities of De La Salle North Catholic. When our established school community's high expectations are met with a student's personal accountability, all achievements are possible.

As a student of De La Salle North Catholic, I am focused on my future; therefore,

- I respect my teachers, my peers, and my school
- I challenge myself every day
- I am on time
- I am prepared
- I am responsible for what I say and what I do

De La Salle North Catholic High School is affiliated with the following institutions:

AdvancED Accreditation Commission
Archdiocese of Portland in Oregon
Concordia University
Cristo Rey Network, Chicago, IL
De La Salle Institute, Napa, CA
Jesuit Virtual Learning Academy
Jesuit Volunteer Corps

National Catholic Education Association, Arlington, VA
National Honor Society
Oregon School Activities Association
Pacific Alliance for Catholic Education
Sociedad Honoraria Hispánica
St. Mary's College of California, Moraga, CA
University of Portland

Notice of Non-Discrimination as it Applies to Students and Employees of De La Salle North Catholic High School

De La Salle North Catholic High School does not discriminate on the basis of race, gender, color, and racial or ethnic origin in the administration of its educational policies, scholarship, athletic and other school administered programs.

De La Salle North Catholic High School is a Fully Accredited Academic Institution



De La Salle North Catholic High School is fully accredited through the AdvancED Accreditation Commission and Board of Trustees. Accreditation is valid through June 30, 2023.

ADMINISTRATION

President	Mr. Oscar Leong	101	oleong@dlsnc.org
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Boys' Assistant B-Ball Coach	Mr. Michael Jackson		mjaxson143@hotmail.com
Boys' Assistant B-Ball Coach	Mr. Marvin Patten		marvin.patten@yahoo.com
Track & Field Head Coach	TBD		
Track & Field Assistant Coach	TBD		

BOARD OF TRUSTEES

Patti O'Mara (Chair)	Cyndy Maletis
Jackie Duncley (Vice Chair)	Br. Christopher Patiño, FSC
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Robert Jordan	DJ Widmer
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Mike Kelley	Caitlin MacMillen, ex officio (Ambassador Board Chair)
Senka Lenn	

II. Mission of De La Salle North Catholic High School

“The greatest miracle you can perform is to touch the hearts of your students.”

St. John Baptist de La Salle
Founder, Brothers of the Christian Schools

2-1 Mission Statement

De La Salle North Catholic serves a racially diverse community of capable, interested, and motivated college-bound students from the Portland area who would not otherwise have access to an excellent, faith-based education.

2-2 Philosophy

De La Salle North Catholic understands that education is a natural and lifelong process that begins with the family and continues through the active involvement of a faculty committed to developing programs that foster enthusiastic learning and recognition of the student’s faith journey.

The active involvement of families is an essential component in preparing students for their future endeavors. At De La Salle North Catholic parents are encouraged to become actively involved in the community life of the school. In this way, the school, faculty, and families are partners in the collaborative process of providing an enriching educational experience for the students.

2-3 Purpose Statement

The De La Salle North Catholic staff achieves its mission by preparing students to be competent, college-ready, faith-filled citizens.

2-4 Brothers of the Christian Schools

De La Salle North Catholic is one of approximately 1600 educational institutions in 88 countries sponsored by the De La Salle Christian Brothers.

Founded in 1680 in Reims, France, by St. John Baptist de La Salle, the De La Salle Christian Brothers carry with them a 300-year tradition of educational excellence. Today, the De La Salle Christian Brothers is the largest religious order in the Catholic Church devoted exclusively to the education of young people.

2-5 Mission Statement of the District of San Francisco/New Orleans

Lasallian schools are Catholic schools where students are loved and educated by teachers who are inspired by the tradition of the Brothers of the Christian Schools.

Lasallian schools of the District of San Francisco are places of quality human and Christian education where administrators and faculty associate zealously as ministers in a faith-filled educational community animated by the Brothers of the Christian Schools and the Founder, Saint John Baptist de La Salle, patron saint of all teachers.

The schools recognize the dignity of each student in a caring, moral environment, give special attention to the poor, are dedicated to service, and are unambiguously Catholic.

The schools have clearly defined governance structures, strong leadership, and highly qualified staff members, particularly in the field of religious education.

Lasallian schools are committed to the principles of interdependence through District programs and a shared Lasallian spirituality.

2-6 Lasallian Core Principles

Lasallian schools throughout the world, from elementary through university, share the same core principles so and thereby share a faith-based, service-rich culture. School culture is the primary communicator of the Lasallian mission and values. Students and staff alike are absorbed into the spirit and values of the school’s culture.

Faith in the Presence of God - We believe in the living presence of God in our students, our community, and our world.

Concern for the Poor and Social Justice - We are in solidarity with the poor and advocate for those suffering from injustices.

Quality Education - We engage in quality education together as students and staff by thinking critically and examining our world in the light of faith.

Inclusive Community - We celebrate diversity and welcome all members of our community.

Respect for All Persons - We honor and respect the dignity of all individuals.

2-7 Committed to Racial and Cultural Equity

We believe each of our students is a beloved Child of God whose personal story of racial and cultural identity

personifies who they are and contributes to our rich, diverse Lasallian family.

We embrace the Social Teachings of the Catholic Church especially *Life and Dignity of the Human Person* and *Solidarity* which remind us that the "dignity of human life is the foundation of a moral vision for society" and that we belong to one human family.

We embrace the Lasallian Core Principle of *Respect All Persons*, and we value our *Inclusive Community*.

We value our diversity as one of our great communal assets and so we incorporate the voice, culture, and perspectives of students, families, staff, and corporate sponsors to support and enhance student success.

We believe everyone has the ability to learn; therefore, we have an ethical and moral responsibility to ensure our school provides optimal learning opportunities for all our students.

2-8 Cristo Rey Network

When De La Salle North Catholic High School opened in 2001, it was the first school in the nation to replicate the innovative Corporate Work Study Program begun by Cristo Rey Jesuit High School in Chicago. Now, there are 35 Cristo Rey schools across the United States, a network of central-city, Catholic high schools educating over 11,000 students and over 15,000 alumni. Cristo Rey Network schools receive sponsorship and support from many different Roman Catholic religious orders, each ensuring the Catholic identity and mission, as well as adhering to the religious charism of their particular order.

The mission of the Cristo Rey Network is to prepare students for college and life, expressed most clearly in its goal: "All students will graduate from high school and college."

III. Academics

De La Salle North Catholic believes in the fundamental importance of academics, offering a curriculum that places emphasis on college preparatory subjects. Academic objectives in a college-preparatory school depend heavily on work performed at school and at home. All students must attend full-time.

3-1 Term System, Report Cards

De La Salle North Catholic operates on a Semester System. Students take seven classes each semester,

earning 0.50 credits for each successful course completion. Semester grades are permanent and are printed on the Student Transcript.

Further, teachers submit Progress Report grades at the end of each term. Official semester ending grades will be reported on week 18 and week 36 of the academic year. All reports are mailed home in the same week they are submitted by teachers.

3-2 Academic Probation & Academic Ineligibility

Helping students to reach their academic potential is a major goal of De La Salle North Catholic. Having clear academic standards and expectations is one way of achieving that goal. De La Salle North Catholic's academic probation system is designed to support and monitor a student's progress as they begin to show difficulty in meeting academic expectations. These policies apply to all school supported activities including, but not limited to:

All OSAA Member Athletic Teams

Specific LYM Activities

- Akwantu Retreat Leaders
- Sophomore Retreat Leaders
- Northwest Connections Retreat
- Called and Chosen Vocations Retreats at the Russian River
- Lasallian Youth Assembly
- Lasallian Summer Leaders (Saint Mary's College in Moraga, CA.)

School Leadership Positions

(see §9-27: Student Leadership)

- Student Council
- Student Ambassador

Academic Probation

Any student whose grades fall below 2.0, or is failing, or received an incomplete in a class at the end of any 6 week term will be placed on Academic Probation.

- Students on Academic Probation may participate in co-curricular activities, but must work with their counselor to develop a written Probationary Support Plan, and have that plan reviewed, signed and supported by the counselor, activity director, and parents.

The student is expected to adhere to all expectations outlined in the plan to remain eligible to participate in the activity throughout the term. Failure to adhere to the agreements in the probationary plan will result in exclusion from co-curricular activities. In order to be

reinstated, the student will need to follow the ineligibility appeal process the following term.

Academic Ineligibility

A student whose grades fall below 2.0, is failing, or received an incomplete in a class a second consecutive term in an academic year becomes academically ineligible. In addition, students who fail to meet the agreements of their probationary support plan will also become ineligible.

- All students who become academically ineligible are not allowed to participate in student activities and athletics for the next academic term. They are expected to continue with mandatory after-school tutoring and to comply with all agreements identified in their support plans throughout the term.

Students who do not meet these expectations will remain ineligible until they meet the academic requirements.

3-3 Ineligibility and Appeals to the Level Teams

Academically ineligible students who wish to maintain their activity or athletic participation status may present a formal appeal to their Level Team Teachers and the Administration.

The appeal process exists to give students a way to explain the circumstances that influenced their academic performance. A successful appeal describes the student's circumstance and explains the exact reasons that they were unable to meet the expectations outlined in their Probationary Support Plan. This letter must also clearly describe what the student has done and will do to improve their academic standing.

Students who desire to make an appeal for student activities and/or athletic participation are held responsible for understanding and initiating the appeal process, for following the required steps, and meeting deadlines outlined in the appeal process. Level Team Teachers and Administrators will work in the best interest of the student as they move through the appeal process.

3-4 Academic Proficiency for Grades 10-11-12

Here at De La Salle North Catholic we are committed to ensuring our students' academic success.

- If a student is found to not have met proficiency in the areas of math or language arts, as determined by grades, test scores, or teacher recommendation, the student will be asked to participate in the Summer Proficiency program. There, they will work one-on-one or in small groups to master concepts

that are essential for success in the next level math or English class.

This is a service we provide to help our students achieve more success and reduce the amount of knowledge that is lost during the summer months. Please note, in order to accurately evaluate your student's current proficiency level, determinations in regards to a student's need for the summer proficiency program are made late in the school year.

3-5 Repeating a Class

If a student earns a D in a class, the class may be repeated with pre-approval from the Administration and be taken from another approved institution. The repeated class will be noted on the transcript but will have no impact on GPA or credits.

3-6 Academic Integrity

DLSNC is committed to every student understanding the values of honesty and integrity of their academic pursuits. No grade, test, or paper is worth compromising one's integrity. Therefore, cheating and plagiarism regarded as serious matters. The school's response to cheating will follow the level system of discipline (see §13-3: Consequences and Supports).

All students involved in any incident will meet with their teacher to complete an Incident Report and may receive a zero for the assignment or test. The teacher will contact family to inform them of the incident. If there is a pattern of academic dishonesty, student and family will meet with an Administrator and students may be subject to probation, academic failure, or dismissal.

3-7 Semester Course Failures and Academic Dismissal

Any student, including transfer student, who earns three (3) or more F's in one semester or is no longer on track to graduate on time may be dismissed from the school. De La Salle North Catholic has outlined a recovery process for staying on track, which is described in the following section.

Dismissed students who wish to re-enroll must reapply at a later time through the Admissions Office. However;

- Students who fail three semester courses within a single department at any time during their academic career will be dismissed and will be ineligible for re-admittance. (See also §3-9: Course Recovery Guidelines.)
- Students who fail four semester courses within a school year will be dismissed with an opportunity to appeal. (See also §3-9: Course Recovery Guidelines.)
- Students who fail five semester courses at any time during their academic career will be dismissed and

will be ineligible for re-admittance. (See also §3-9: Course Recovery Guidelines.)

Failing a course that is cause for dismissal

# of F's	Category	Appeal
1	Credit Recovery course	No Appeal
3	In 1 subject	No Appeal
3	In 1 semester	Can Appeal
4	In 1 school year	Can Appeal
5	Anytime in academic career	No Appeal

3-8 Course Recovery Limits (2-1-0 Policy)

In an effort to ensure students remain on track to graduate within the four year requirement, De La Salle North Catholic requires that any student who has failed a course at the semester recover that credit under an academic plan approved by the Vice Principal, following these guidelines:

- First semester sophomores are only allowed to have 2 semester courses that need to be recovered.
- First semester juniors are only allowed to have 1 semester course that needs to be recovered.
- First semester seniors must recover all failed courses before the start of their senior year.

Failure to meet these requirements could mean dismissal from De La Salle North Catholic, as your child will no longer be on track to graduate and would need a different academic environment to recover these credits.

3-9 Course Recovery Guidelines

Students who have failed any course at De La Salle North Catholic are required to make up that course through an accredited credit retrieval program such as Portland Public School’s Evening High School or Summer Scholars Program.

A student may also recover credit for a NP in the Corporate Work Study Program by completing the re-training contract.

Once a student passes the credit recovery course, academic credit will be awarded and the grade will appear as a “P” on the official De La Salle North Catholic transcript along with a note detailing the program location and program grade received. This new grade does not replace the “F” which will still appear on the transcript. For an A, B, or C grade, the student’s cumulative (CUM) GPA will be recalculated using a 2.0 as the Grade Point Value for the passing grade; for a D grade, the recalculation will use a Grade Point Value of 1.0.

- A student may only recover a total of four semester classes and no more than two academic classes within a single department.

In order to receive a diploma from De La Salle North Catholic, students must have recovered any semester failure through an accredited summer, evening, or online credit retrieval program, or have retaken and passed the same course at De La Salle North Catholic.

3-10 Credits for College Courses

Occasionally, students will take college courses while enrolled at De La Salle North Catholic. Students need prior approval from the Administration. Students are allowed to take up to one course per term for credit through a community or four-year college while enrolled at De La Salle North Catholic. Credit will not be given on the De La Salle North transcript except in the case of credit recovery. In this instance, a college level course of three or more term credits will be equivalent to a semester course (.5 credits) at the high school level.

There are a few De La Salle North Catholic courses that are eligible for dual credit. Consult with your teacher for details.

3-11 Drop/Withdrawal Policy

Schedule changes are limited and must occur within the first week of classes only in each semester. Students must have a parent/guardian signature as well as the approval of the instructors. Students must get Add/Drop forms from the Academic Office. The Academic Administration team has final judgment on this potential schedule change.

3-12 Teachers Post After School Office Hours

Teachers post Office Hours that describe which days and times they are available after school. In all cases, full time teachers will be available until 4:30 three days a week. Check your teacher’s Office Hours schedule.

In addition, full-time teachers are available by 7:30 each morning, except Mondays when they are in meetings. If

students wish to meet with a teacher at lunch, they should schedule their meeting directly.

3-13 Academic Resource Center

The Academic Resource Center is dedicated to tutoring services. Students participate according to an academic plan developed and monitored by the Academic Resource Coordinator. It is open every school day from 7:30 – 4:30.

It is not a space open for general study purposes.

3-14 Learning Support Agreements

As a private school, De La Salle North Catholic is not able to provide the type of formal special education services that are offered in public school settings. While we cannot accommodate Individualized Education Plans (IEPs) issued by public schools, there are some services and academic interventions that our staff can use to help students with documented conditions which affect their learning needs, to experience more academic and/or social success at De La Salle North Catholic. If your child is in need of such a Learning Support Agreement, please contact the Administration or your child's counselors for more information.

3-15 Semester Assessments and End of Year Exams

In most classes, an assessment of student learning will occur at the end of each semester. This assessment may take the form of a final exam or project. Through this process, students learn how to study, apply knowledge, and utilize critical thinking skills while taking examinations in preparation for college life.

- Students who are teacher aides or have other designated electives may not be issued a final, and therefore may not need to come to school or stay during the time allotted for those exams.
- All students are expected to take their final exams during the scheduled exam week, specific subject times are determined by the Semester Finals Schedule.

To maintain the integrity of finals for all students, De La Salle North Catholic does not administer final exams prior to the testing time. Any student requesting an exception to this policy needs to contact the Administration to make arrangements. Teachers are not authorized to make special arrangements for finals without conferring with an academic administrator.

3-16 Final Exam Unexcused Absences

Unexcused Absences during finals week are serious and may result in the student receiving a zero for the exam. These unexcused absences include, but are not limited

to, arrival 30 minutes after the start of the final, failure to notify school of absence, leaving school without permission, skipping, sleeping in, missing the bus, or dress code violation which requires the student to go home to change and thus causing the student to miss their final exam. A student having an unexcused absence on any day of finals week and/or misses a final examination for a class may receive a zero for that test.

- Final Exams missed because of unapproved absences cannot be made up.
- The Administration decides whether an absence is excused or unexcused.

3-17 Grading Scale

Percent	Letter	Grade Points
90-100	A	4.00
80-89	B	3.00
70-79	C	2.00
60-69	D	1.00
0-59	F	0.00

Grades represent the best judgment by the teachers and are used as a means for measuring and reporting progress and achievement. Grades also aid students in determining their individual strengths and weaknesses; they may also be incentives to greater academic growth. Academic grades are not directly dependent on behavior and are never lowered for disciplinary reasons.

3-18 Grade-Point Average

A student's grade-point average (GPA) is determined by dividing the total grade points earned by the number of credit-bearing courses taken for a given academic term. Term grades and GPA's will be rounded up to the nearest whole percentage from 0.5 percent. Percentages with a 0.5 or higher are rounded up to the nearest whole number.

3-19 Grading System

Teachers provide a written grading policy for each class as part of course syllabus and fully explain this policy at the start of the course. A copy of all class policies will be kept on file in the Academic Office.

While individual grading policies may vary, all teachers will use the following standards:

- A Mastery of core content of course material.
- B High level of competency of course material.
- C Adequate comprehension of core content of course material.
- D Minimum understanding and performance of course material.
- F Unacceptable level of competency in subject. No credit earned.

- P Demonstrated comprehension of core content of course material.
- I This mark is only issued with the approval of the Vice Principal of Academics and given only if a student has done passing work but is unable, due to illness or other unavoidable circumstances, to complete the course within the term. An incomplete must be made up within two weeks after the student's return from an excused absence. Students are responsible for making arrangements with their respective teacher to make up the missing work. Business trips and vacations are not considered justification for incomplete work.

**Pass/ Fail option is determined and only permitted by the Administration in consultation with the course teacher. This grading policy is not available for most academic courses.*

3-20 Grade Changes

Semester grades are recorded on the student's permanent transcript. Any potential change of a semester grade must occur within a one-year time frame. Grade changes must be verified in writing by the teacher involved and approved by the Administration.

3-21 Course Requirements

To graduate and earn a diploma from De La Salle North Catholic, students must fulfill the following requirements:

<u>Subject</u>	<u>Credits Required</u>
Theology	4
English	4
Mathematics	4
Lab Sciences	4
Social Studies	3.5
Spanish	2
Health	1
PE	1
Corporate Work Study	4
Electives	4.5
Total credits	32.0

3-22 Loss of Automatic Credit

The maximum number of absences, excused or unexcused, permitted in any semester is eight (8). Only under extraordinary circumstances, such as a medical exemption, might this requirement be waived.

- Students who exceed eight (8) absences in one semester lose automatic academic credit for a passing grade.

- Students will then need to petition the Administration to have the credit reinstated. The decision will be made by the Administrative Team.

3-23 Making Up Homework After an Absence

Students who have missed homework, classwork, or exams due to illness or other excused absence are responsible to arrange with the respective teacher to makeup the work.

- Students will be granted an amount of make-up time equal to the length of their excused absence.

3-24 Making Up Homework and/or Class Work After Suspension

Students who have missed class work, homework or exams due to school suspension are responsible to arrange a makeup schedule with their respective teacher.

- All assignments, tests, and projects of the suspended students due on the day of suspension will be accepted.
- Students are responsible for meeting with teachers and creating a make up plan for assignments and work missed during the suspension.

3-25 Honor Roll/Academic Awards

The Honor Roll is published at the end of each semester. First Honors require a GPA of 3.5 – 4.0; Second Honors require a GPA of 3.0 – 3.49. These students will be recognized by having their names displayed in the hallway and announced publicly at our Academic Awards Night.

3-26 Family/Teacher Conferences

Family/Teacher conferences are an opportunity for families to check-in with teachers. Formal conferences will be held in both fall and spring and will occur on two days: one evening session for brief drop-in meetings, and a second day exclusively for scheduled meetings. The school has also scheduled a second conference day in the spring exclusively for family meetings. Check the school's website for dates.

Beyond the Family/Teacher Conferences, families may contact teachers at any time regarding concerns and to schedule a meeting.

3-27 Classroom Observations

Parents and guardians are encouraged to communicate throughout the year with their child's teachers. However, parents/guardians are only allowed to observe classrooms or meet with their student's teacher by appointment, as scheduled by the teacher or an academic administrator. The educational environment of the classroom must be maintained at all times.

Unexpected classroom observations or meetings may impact the learning environment.

3-28 Physical Education Exemptions

Students who need to be exempt from P.E. must have appropriate doctor verification. In consultation with the doctor, instructor, and Administration, a plan of an alternative activity will be made for the student during the time of the injury. Students must present a written explanation from their doctor to the Administration. The appropriate waiver will be noted on the student's transcript.

3-29 Student Records

Student records maintain the critical history of a student's health, conduct, and academic record while at De La Salle North Catholic. These records provide information to: professional staff members for diagnosing a student's educational needs, special agencies which may be called upon by the school to work for the benefit of the student, and other institutions of learning or prospective employers to which the student has made application for enrollment or employment.

Parents/Guardians have the right to inspect and review their child's educational record, within HIPAA guidelines, as well as request an amendment to the record to assure its accuracy.

When a student transfers to a new school, the student education record will be transferred within ten (10) days of receipt of a request from the enrolling school.

3-30 Residence Requirements

To enroll in school or attend classes, a student must live in the same residence with one of their parents or legal guardians. The Principal must approve any exception to this requirement.

3-31 Scheduling and Schedule Changes

Each spring students have a chance to forecast their classes for the coming year. Because staffing and course offerings are based on the numbers generated by this process, students and families are expected to put serious thought into forecasting. Only changes that place students at the appropriate level will be made after the forecasting process. To change a schedule, a student must meet with their counselor for approval. A schedule change is not effective until Administration and the counselor have approved the request and the student receives a printout of the new schedule.

3-32 Teacher Aides

Teacher Aide (TA) positions are a privileged elective. To be considered for this elective a student must be a Junior or Senior in good standing with the school, have a 2.75 GPA or above, and no failing grades. To apply a

student must complete an application, found with the registrar, and get signed permission from the staff member the student hopes to TA for and the administration. If selected/approved, TA's are expected to remain with the assigned staff member for the entire class period to which they have been assigned. Violations of this privilege will result in the loss of future consideration for these positions. In extraordinary cases a student may be placed in a TA position as determined by the administration.

3-33 Transfer Credits

Students wishing to transfer to De La Salle North Catholic must submit their student file, including an official transcript, from their sending school so that the Academic Office may make a thorough review of all credits to determine eligibility for transfer. Further, transfer students must take all required courses at De La Salle North Catholic unless comparable courses have been successfully completed at the high school level prior to transfer. Theology and Corporate Work Study credits will be waived for the semesters missed while students were attending another high school. Any student transferring from another school must also recover, or create a plan to recover, any semester failure with the Vice Principal of Academics in required courses received prior to enrollment at De La Salle North Catholic. De La Salle North Catholic does not grant credit for athletics, music lessons, Adult Education, or private tutors.

If a transfer student is missing a course or is out of sequence with our academic program, the student may need to complete this course outside the DLSNC school day. In this event, the family may be financially responsible for the cost of the course and any other material needed for the course.

3-34 High School Credits Earned in Grade School

De La Salle North Catholic does not recognize high school credits earned in grade school. These credits will not count towards DLSNC course requirements. Students who have been granted a credit in Algebra I through their grade school must still take a Math Placement test to be enrolled in Geometry or Algebra II in their 9th grade year. Likewise, students who have been granted a credit in Spanish through their grade school must take an assessment to place in an advanced class.

3-35 Commencement and End-of-Year Activities

Participation in the end-of-year senior events, particularly Commencement, is a privilege earned through the hard work of the student.

- In order to participate in Commencement, a student must have earned the academic credits necessary to graduate and be in good standing with the Administration regarding behavior and attendance. Students who have not met these requirements for graduation will not be permitted to participate in Commencement Exercises.

Students who are in danger of being excluded from the Commencement Exercises activities will be notified at the seventh semester grading period, at subsequent grading periods (4th and 5th Terms), and will also be issued written reminders of obligations to the Business and CWSP offices.

Diplomas will be withheld for any student who has failed to meet academic or CWSP requirements or whose family has not met financial obligations to the Business Office.

3-36 60-Day Exclusion Rule for Seniors

Seniors may be disqualified from participation in Commencement Exercises and school related activities if within 60 consecutive calendar days of graduation they are found to be in violation of school substance abuse, major infraction, school prank, or other violation that warrants administrative, family, or community involvement.

3-37 Valedictorian and Salutatorian

The graduating senior (or seniors) with the highest cumulative grade-point average of the class at the end of the seventh semester is honored as the Valedictorian of the graduating class. The graduating senior (or seniors) with the second-highest cumulative grade-point average at the end of the 7th semester is the Salutatorian of the graduating class. The Valedictorian speaks at commencement and the Salutatorian speaks at the senior class presentation. Speaking at these Senior Ceremonies is a privilege, only students in good standing and are approved by the administration, will be bestowed this honor.

IV. Athletics

4-1 Introduction

The De La Salle North Catholic Athletic Department functions under the auspices of the Oregon School Activities Association (OSAA) and competes at the 3A-1 level in the Lewis & Clark League.

Students who participate in athletics have an opportunity to challenge themselves physically, to understand the value of rules, to respect others, and to

compete as a team player. De La Salle North Catholic participates in the following sports:

<i>Women</i>	<i>Men</i>
Soccer	Soccer
Volleyball	Wrestling (Suspended)
Basketball	Basketball
Track & Field	Track & Field

- For any other sport an athlete wishes to participate in but De La Salle North Catholic does not offer, the athlete may participate in their neighborhood area public school's program. See the Athletic Director who will help arrange this.

The entire student body is expected to manifest a spirit of sportsmanship. In addition, any student participating on an athletic team is expected to follow all school policies while engaged in that athletic competition. A student's continued participation on an athletic team may be jeopardized by failure to follow any school policy.

4-2 Academic Expectations for Student-Athletes

Student-athletes must maintain at least a 2.0 GPA, be passing all classes, and be in good standing with CWSP to participate in athletics. If a student-athlete is unable to maintain this level of academic performance, then the following policies regarding Academic Probation and Academic Ineligibility come into play.

Academic Probation

Any student whose grades fall below 2.0, or is failing or received an incomplete in a class at the end of any 6 week term will be placed on Academic Probation.

- Before students on Academic Probation are able to compete, they must work with their counselor to develop a written Probationary Support Plan and have that plan reviewed, signed and supported by the Administration, activity director, and parents.

The student is expected to adhere to all expectations outlined in the plan to remain eligible to participate throughout the term. Failure to adhere to the agreements in the probationary plan may result in exclusion from co-curricular activities. In order to be reinstated, the student will need to follow the ineligibility appeal process the following term.

Academic Ineligibility

A student whose grades fall below 2.0, or is failing or received an incomplete in a class, a second consecutive term in an academic year becomes academically ineligible. In addition, students who fail to meet the agreements of their probationary support plan will also become ineligible.

- All students who become Academically Ineligible are not allowed to participate in student activities and athletics for the remainder of the current term as well as the next academic term, are expected to continue with mandatory after-school tutoring, and comply with all agreements identified in their support plans throughout the term. Students who do not meet these expectations will remain ineligible until they meet the academic requirements.

4-3 School Attendance for Student-Athletes

Attendance at school for the entire day is a prerequisite for participation in an athletic contest or practice.

School related activities or appointments with prior approval by the administration do not fall under this regulation. Emergency situations may be reviewed by the administration.

- As soon as it is verified that a student athlete has an unexcused absence from any class, he/she will not be permitted to participate in the that day's practice or contest.
- All students will be ineligible for any extra-curricular activities during their work day, until they are officially off work. Only medical and family emergencies will be considered.

Athletes suspended from school cannot participate in practice or an athletic contest until they are readmitted back to school.

4-4 Spring Sports

The Spring Sports schedule can potentially pose challenges to student-athletes as early dismissals and make-up matches due to weather can negatively impact a student's academic schedule and performance.

As a result Spring Sports athletes will be asked to work closely with their teachers and coaches and put together a plan should a student need academic assistance.

Students who are identified as needing further academic assistance may be asked, by the Administration and/or the Athletic Director to forfeit a practice, in an effort to catch up on work and remain in good academic standing.

4-5 Physical Examinations

All student-athletes must have a satisfactorily completed physical examination, using the OSAA "School Sports Pre-Participation Examination" form every two years. This form must be on file in the Athletic

Director's office before they will be allowed to participate in any athletic activity, including practices.

4-6 Uniforms & Equipment

All athletes are responsible for all uniforms and equipment issued to them. For all items not returned at the end of the season the athlete will be billed. No student will be allowed to play a future sport until any outstanding uniforms are either returned or paid for in full.

4-7 Athletic Injuries

De La Salle North Catholic does not automatically assume responsibility for athletic injuries, whether they are incurred in practices, games, or in traveling to and from such events, whether by bus, van, or private car. Adequate insurance coverage is the responsibility of each student-athlete and his or her family. Supplemental insurance has been purchased by De La Salle North Catholic. Please contact the Business Office regarding any athletic injuries incurred.

4-8 Athletics and the Corporate Work Study Program

De La Salle North Catholic offers a diverse athletic program with the understanding that students must put their academics first, their obligation to the Corporate Work Study Program second, before athletic participation. This requires students to manage their time and priorities well. Nevertheless, De La Salle North Catholic students have proven that they can manage all of their responsibilities and still compete at a high level.

Student participation in team sports and activities is strongly encouraged. However, in the event that any school activities or sporting events conflict with a student's work schedule, the student's first responsibility is to her/his job.

- All students will be ineligible for any extra-curricular activities during their work day, until they are officially off the clock in some cases this may be after 5:00 p.m. Only medical and family emergencies will be considered.
- Directly requesting early leave from a CWSP supervisor is prohibited.
- Skipping work or leaving work early to participate in an extracurricular event will result in exclusion from the event and may result in more severe penalties or disciplinary action.

In the event that a student qualifies for a championship or championship-qualifying event, the CWSP staff will

work with the sponsor to accommodate participation based on the following criteria:

- The student-athlete has favorable (good or outstanding) reviews at the current job and there are no concerns about job performance.
- The student-athlete is willing to arrange a make-up day in exchange for the day missed.

It is critical that students are always doing their best so that should the occasion arise, they have laid a positive foundation for this occasion.

4-9 Standards for Participation in Activities and Athletics

In order to be eligible to participate in any co-curricular school-sponsored activity, a student must meet or exceed all academic requirements. A student who is declared Academically Ineligible is ineligible for one term.

- Students will be expected to maintain satisfactory behavior in the classroom, on school campus, and at any school activity, home or away.
- Students will lose their privileges to both practice for and participate in any co-curricular activity during any suspension from school.

Administrators will notify counselors, coaches, or advisors if behavioral problems arise that are likely to affect eligibility.

4-10 Activities & Athletic Tobacco/Drug/Alcohol Policy

Any student involved in athletics or a co-curricular program is prohibited from knowingly possessing, using, transmitting, or being under the influence of alcohol, tobacco, or controlled substances of any kind during a school year. De La Salle North Catholic responds to such a situation following the guidelines found in §13-8: Substance Abuse Policy (p. 35).

V. Attendance

On average, 97% of De La Salle students are on time every period, every day. This on-time rate helps every student learn and achieve.

Regular attendance is a fundamental principle of success in school and the workplace. Students should be absent only for compelling reasons.

- Parents are expected to reinforce this priority with their students.

5-1 Definitions

Being on time means you are in your assigned classroom before the tardy bell rings.

Absence

A student is considered absent if he or she has not checked into class 20 minutes after the tardy bell rings.

Tardy

A student is considered tardy if he or she is not in the assigned classroom when the tardy bell rings.

5-2 Excused Absences Procedures

De La Salle North Catholic reserve the right to determine whether an absence is excused or unexcused. See also §5-3: Unexcused Absences for clarification on unexcused absences.

When a student is absent from work or school

The parent or guardian is to call the Front Desk at 503-285-9385 ext. 100 before 7:30 A.M.; to report a work absence press 6; for a school absence press 5.

- If no call from home was made, then upon returning to school, the student must present a signed and dated note from the parent/guardian stating the date(s) absent and the reason for the absence; this note should be presented within twenty-four (24) hours of student's absence.
- This note is to be presented to the Front Desk in consultation with Administration to determine whether absence is excused or unexcused and will become part of the student's file.

When a student requests an early release

- Students are to present a signed and dated note from the parent/guardian stating the reason for the early dismissal (e.g., medical appointment).

Early release and other routine attendance matters are handled at the Front Desk. Non-routine matters (i.e., truancy, excessive tardiness, etc) will be referred to the Administration.

Other Excused Absences

If a student will be gone from school for an extended period of time due to extraordinary family circumstances, the student and family must confer with Front Desk, Administration, and Director of the Corporate Work Study Program.

5-3 Unexcused Absences

De La Salle North Catholic reserve the right to determine whether an absence is excused or unexcused. Unexcused absences include (but are not limited to) failure to notify school of absence, leaving school without permission, skipping, sleeping in, missing the bus, and dress code violation which requires the student

to go home and change. A student having an unexcused absence on any day of a quiz or test may receive a zero for that work and may be assigned reflection.

Students who skip one class to complete an assignment for another class forfeit credit/points in both classes - the completed assignment and the skipped assignment.

Unexcused absence from class

1. Teacher and parent will be notified
2. Student will receive the Level 3 Consequence (see also §13-3: Behavior Policy, p. 32)
3. If an additional unexcused absences occur, student may be placed on Level 4 contract.

Leaving campus without notifying the office or being truant constitutes a Major Infraction.

Assignments due and work or tests missed because of unapproved absences cannot be made up.

5-4 Absences May Lead to Loss of Credit

See §3-22 Loss of Automatic Credit in the Academic section (p 10).

5-5 Excused and Unexcused Tardy

We believe all students benefit from being on time for every class, and this is the reason for their academic success.

Students who consistently receive unexcused tardies to class may reach Level 4 or Level 5 Consequence (see §6-3 Behavior Policy, p. 18).

- In case of an emergency or unavoidable delay please contact the Administration to determine if tardy is excusable. Please note: only three such Emergency Passes will be allowed per semester.

Excused Tardies

- Tardiness due to medical reasons (e.g., medical appointment) will be excused. A doctor's note may be required by the Administration.
- If tardies persist, a school counselor will consult with the family to help the student be on time to all classes

When a student is late to First Period

- All First Period tardies will be considered unexcused with the exception of extraordinary circumstances, such as a medical appointment or family emergency.

Unexcused Tardies

- Three unexcused tardies to a particular class will result in Reflection.
- Six unexcused tardies to one particular class will equal a Level Three conversation with the Administration. Family may be consulted. If the behavior continues more discipline action may follow.
- Students who arrive unexcused after 20 minutes into class will be marked absent. Student must still attend class. If there is a quiz or test in the class, the student may receive a zero for that work.
- Students whose attendance does not improve will result in further disciplinary action from Administration in consultation with Administrative team/teachers/parents.

5-6 CWSP Absences and Tardies

See §6-1: Corporate Work Study Program Attendance (p 16).

5-7 Extended Absence Notification Required

An Extended Absence is one that last for three or more days and is for reasons other than medical. Such an absence may be related to family needs, college visits, etc. In such a case, families must notify the school in writing to ensure students and teachers are aware and both can adequately plan for the absence.

Families can obtain the Extended Absence Notification form from the Front Desk, Academic Office, or the school website. *This completed form must be submitted to the Academic Office one week prior to the date(s) of absence.* If the student is not in class on the return date, that absence will be listed as Unexcused.

The student is responsible for all work missed, including tests. The assignments and tests must be completed and turned into the teachers immediately upon returning to school. It may be best if work is collected and/or completed prior to departure.

- Extended absences, with or without proper documentation, will be counted against a student's maximum absences allowable (8) under Oregon state law and may result in loss of credit in one or more classes. (See §3-22: Loss of Automatic Credit.)
- Absences from work must be arranged through the CWSP office and a make-up day must be scheduled prior to the student's absence.

Students who wish to miss school for a school-related activity must have the activity-specific permission slip signed by their parents/guardians, all of their teachers, and the Administration. Administration will make any

final decision on whether a student may be excused from school for a given activity.

5-8 College Campus Visits

Students are encouraged to use school vacations and weekends to visit the campuses of colleges they are considering attending. Students are to pre-arrange college visits with the College Counseling Office and their teachers.

5-9 Attendance and Participation in After-School Activities

Participating in sports and activities at De La Salle North Catholic is a privilege earned by students who are in good standing in achievement and attendance.

- If a student absence is unexcused any part of a school or work day, he or she may not participate in a school function that afternoon or evening.
- All CWSP student-workers will be ineligible for any extra-curricular activities until their work day ends. Only medical or extraordinary circumstances will be considered.
- It is not permissible for a student to stay home from school or sleep late the morning after an event. Such an absence will be deemed Unexcused and will warrant temporary exclusion from future events.

Failure to comply with this policy may also warrant that the student be temporarily excluded from participation and/or attendance at future events.

5-10 School Sponsored Activities

While acknowledging the importance of classroom instruction, De La Salle North Catholic nonetheless encourages school-sponsored, off-campus learning opportunities, such as retreats, field trips, and college visits. However, there are other absences that the school may rightly limit based on a student's overall attendance record and/or grades. Such activities include:

- On-campus interviews with college representatives
- Activities/functions associated with a student's elected office
- Counseling sessions
- Summons from administrative or Front Desk staff

VI. Corporate Work Study Program

The Corporate Work Study Program (CWSP) provides students with real job experiences and allows them to earn a portion of the cost of their education. It is an

integral part of the educational experience at De La Salle North Catholic. A positive attitude and a commitment to high standards of responsibility and behavior are required. While the Corporate Work Study Program strives to create an environment for success for its students, the student must take personal responsibility to ensure individual success by projecting a positive attitude and behaving in a mature manner while participating in the program.

6-1 Attendance

Scheduling & Work Days

Students are assigned to work at a sponsoring organization five full days each month. Their class schedules at De La Salle North Catholic are structured so that each student is available one day each week plus an extra day every fourth week without missing any instructional time.

Daily Check-In

Students are required to be prepared for their work day. Attendance is taken electronically, therefore students are required to have their student ID every morning at check-in. If a student fails to provide their identification for the first time they will receive a warning. If the student fails to provide their student ID for the a second time, the student will receive reflection.

Daily Work Schedule

Each student reports to CWSP promptly by 7:50 a.m. Students assemble in the Auditorium for prayer and announcements and then board an assigned van, or MAX train for work. On the day a student is assigned to work, they are expected to work an 8-hour workday. Depending on their van schedule, students will start work between 8:00 a.m. and 9:00 a.m. and will finish at approximately 4:30 p.m. or 5:00 p.m. At this time they leave to catch their van or the MAX and return to school around 5:45 p.m. (weather & traffic permitting). Students riding the MAX are permitted to go directly home from work. Each student will be notified of their specific work schedule when they receive their work assignment.

Lunches & Breaks

As stated by Oregon Bureau of Labor and Industries, meal periods of at least 30 minutes must be provided no later than five hours and one minute after the minor reports to work. Rest periods of at least 15 minutes must be provided during each four hours (or major portion) of work time. Students are responsible for their own lunch. It is advised that students bring a sack lunch, pick up a sack lunch in the cafeteria before checking in to CWSP or bring money to purchase a lunch.

Absences

Each student is expected to attend work each and every day work is assigned. Since the student works only five days per month, missing a day of work is equivalent to missing a week at a full-time job. A student should not miss work for any reason other than illness or an extreme family emergency.

- Routine medical, dental or other appointments should not be scheduled on a workday. Vacations or other extracurricular activities should not be scheduled on a workday. All students will be ineligible for any extra-curricular activities until their workday ends.
- If a student is ill and will miss work, the parent/guardian is required to:
 - Call school by 7:30 a.m. to notify the CWSP staff at the school that she/he will be absent. The phone number to call is 503-285-9385 ext. 400.
 - Upon returning to work, schedule a date with her/his supervisor to make up the day of work missed.

If a Sponsor's schedule offers no opportunity for the student to make up an absence, the student must take the initiative to meet with the CWSP Staff to come up with a reasonable solution for the student to receive make-up credit.

Missed work days from all companies and organizations must be made up during school holidays. Students are responsible for scheduling their makeup days with their supervisor. The student is responsible for finding their own way to and from work. The student must complete the make-up verification form with a signature from his/her supervisor to prove that the absence has been made up. A student who has numerous missing work days for any reason other than an unscheduled, but documented, visit to the doctor or a documented family emergency may also result in further disciplinary action.

To earn academic credit and receive a diploma from De La Salle North Catholic High School, all outstanding absences from a given school year must be made up. All students must make up their missed days by June 14th. Families of students who do not submit an Absence Make Up Agreement Form will be invoiced \$173 for each missed day. All completed Absence Make-Up Agreement Forms must be submitted to the CWSP office by June 28th.

Tardies

CWSP morning check-in is at 7:50 am. If a student arrives after 7:55 they will be marked tardy. After a student incurs two tardies they will be required to attend reflection.

- If a staff member must drive a student who has missed their bus to work, that student will receive an automatic reflection. Please note that recurring tardiness of this type is subject to further disciplinary action by the Director of the Corporate Work Study Program.

The student is expected to notify the school and the CWSP Staff as soon as possible if she/he will be late for work. Failure to notify either school or work will result in additional disciplinary action. A student will be assumed absent unless proper notification is made.

Snow/ Inclement Weather

Inclement weather may require CWSP to adjust its scheduled work day protocol.

- In the event of forecasted inclement weather, families and students are advised to listen to TV and radio announcements and wait for De La Salle North Catholic to be mentioned specifically to determine the course that the school will follow.
- De La Salle North Catholic does NOT necessarily follow Portland Public Schools weather-related school closures.

If De La Salle North Catholic is closed for the day, the CWSP work day is also cancelled and the missed work day may be rescheduled for a later date at the sponsor's request.

If De La Salle North Catholic is following the 10:00 AM late opening schedule, the CWSP work day will be cancelled with a make-up day coordinated with the appropriate supervisor.

If De La Salle North Catholic closes school early, CWSP will monitor the weather reports and determine whether it is necessary to begin an early pickup from sponsor sites.

If you have any questions regarding your student's safety, please contact the CWSP office directly.

6-2 Dress Code

De La Salle's dress code supersedes any of our sponsoring companies' dress codes, meaning that students must dress in Corporate Work Study Program attire even if the sponsor's dress code is more casual.

Shirts with DLSNC logo; Oxford style; long sleeve worn tucked and buttoned. No more than top two buttons undone. Colors: blue or white.

Polo: Students may wear the Dennis Uniform Polo with the DLSNC logo each school or work day.

Pants should be worn in a modest fit and un-tucked at the leg. Colors: khaki or black. Pants made with belt loops must be worn with a belt. Dennis Uniform pant preferred.

Skirts worn in modest fit and length, DENNIS plaid option only. **Skirt must be purchased from Dennis Uniform.**

Shoes are to be dress shoes, dress boots, or tennis shoes. All tennis shoe options must be **SOLID** black, white, or brown. Solid means the tongue, upper, sole and logo are the same color.

6-3 Transportation

The Corporate Work Study Program provides transportation to and from work via vans and the MAX. Students have the responsibility to be on time for the morning and afternoon van routes and MAX departure.

- Under NO circumstance is a student allowed to drive themselves to work. All students are required to be at check-in every work day. If students take it upon themselves to go straight to work, they will be subject to further disciplinary action.
- If a student and family would rather have their student be picked up by a family member or take Tri-Met home, the family is required to turn in a signed permission form located in the CWSP office for De La Salle North Catholic to keep on record.
- If a student needs to be picked up by a family member when they usually take the CWSP van, it is MANDATORY that someone communicates this to the CWSP office staff the morning of.

Weather and traffic can have unpredictable consequences on the afternoon transportation. A student should contact the CWSP staff if they have waited 10-15 minutes beyond the typical pick-up time.

For the safety of all students, negative incidents on the bus/public transportation will be taken very seriously. Each incident will be dealt with on an individual basis.

Illness at Work

If a student becomes ill at work, she/he should contact the transportation coordinator: Danny Hennessy at 971-337-5881

- CWSP staff will contact families to arrange for transportation of the student. If a parent is unavailable, CWSP staff will transport the student back to the school.

A student who is feeling ill in the morning should not go to work. This missed work day can be made up in the same manner as any other absence.

If the student becomes ill or in any case of a student leaving work early, the parent or guardian must call or supply the CWSP office with some form of communication. Failure to connect with the CWSP office in regards to a student missing work for any reason will be treated as an unexcused absence, and the student will be subject to disciplinary action in addition to the fine equal to the amount of the work day..

6-3 Behavior Expectations at Work and School

Participation in the CWSP is both a job and a part of school. While all school rules and standards of behavior are applicable to the CWSP, there may be times when the CWSP will require students to follow additional rules. Rules are designed to ensure the success and integrity of the Program for the benefit of its students, the school, and the sponsors.

6-4 Max Train Student Behavior Expectations:

The MAX is an enclosed public space where inappropriate language, inappropriate gestures, graffiti, or bad behavior will not be tolerated. Voices must be kept to a conversational tone. Students should never yell across the MAX car. Inappropriate behavior will be reported to the Vice Principal for Student Life and dealt with accordingly.

Students are expected to get off the MAX at the closest stop to their work and report to work directly. Punctuality is a part of the De La Salle code and will be upheld by CWSP staff.

Students are expected to give up their seats to their elders and/or people with disabilities. Space must also be given to cyclists and their bicycles, people with walkers, and those with wheelchairs.

A De La Salle staff member and/or parent will be on the MAX each morning with students. Should you have any issue on the MAX, please talk with the chaperone and they will report the matter to a CWSP staff member. If for some reason you missed CWSP check-in but made it to the MAX, you must notify CWSP staff right away via email or text about your arrival on the MAX.

6-5 Career Preparation

The Corporate Work Study Program originally was designed to make private college-preparatory education accessible by allowing students to earn a portion of their tuition. Experience has shown that students also gain valuable experiences and relationships that will benefit them in any future career. When appropriate and possible, students may be placed in a position that directly relates to their career goals; but this is not typical because the student may not yet have a defined career goal or because applicable positions are not available. All students gain transferable skills such as time management, communication skills, professional etiquette, and more. Students also develop relationships that may serve as references and make professional contacts to rely on in the future. Students are encouraged to take advantage of this valuable opportunity to expand their horizons by learning as much as they can in their work placement.

6-6 Types of Work

Most of the jobs available to our students are entry-level office positions. Typical tasks include filing, sorting & delivering mail, photocopying, answering phones, data entry, general office or conference room clean-up, re-stocking supplies, running errands, helping with projects, and generally providing any assistance needed to the full time employees. Due to the nature of the program and the fact that each student is working five days a month, it can be difficult for companies to provide more interesting or long-range projects, but exceptional workers have proven their ability to handle higher level tasks.

A small percentage of the CWSP jobs available are in retail and customer service. These jobs also demand high quality interactions, attention to detail, and strong customer service.

A small percentage of students, are employed by non-paying sponsors with the understanding that should an opening in a paid position become available, the student will be moved. This provides companies with the assurance that they will have an employee should a student transfer or be asked to leave the school. These positions are treated the same as any other internship position with regard to expectations, attendance, and adherence to all policies. Education funding for those students working in non-paying positions is provided by outside donors.

6-7 Communication with Sponsors

The CWSP staff meets with the corporate sponsors twice each year to discuss student performance. The staff also makes periodic phone calls to get updates on student progress. Sponsors vary in their level of communication. The CWSP staff will do as much as possible to keep interns and families informed of any

problems in the workplace. Students are strongly encouraged to be proactive and meet with their sponsors periodically to check on their performance. This can prevent a lot of surprises. While not preferable, we respect the company's right to end employment at any time.

- Parents should not contact the sponsors directly.

De La Salle North Catholic employs the students (as a temporary agency) and acts as the liaison between the student intern and the company. Contact from families confuses the sponsor and puts them in an uncomfortable position. De La Salle North Catholic promotes the program as a legitimate employment option for companies and parental interference jeopardizes the appeal of the program. Any concerns should be directed to the CWSP staff.

6-8 Complaints

Learning to handle conflict in the workplace effectively and appropriately and in a professional manner is one of the most important skills students can gain in the internship program. Inevitably, student employees will be confronted with unpleasant situations, co-workers, or tasks. The most important thing students can do is maintain open communication about the issue with the CWSP staff.

The following steps are recommended in dealing with complaints:

- Reflect on the situation and examine one's own performance, attitude, and behavior in the workplace. Make sure that you are not adding to the problem.
- Speak with the CWSP staff about the issue. They will assist in developing a strategy to address the issue.
- Set up a meeting with your supervisor and a CWSP staff member to discuss the issue.

If the issue is one of safety, harassment, or another serious matter, contact the CWSP office immediately. Issues are taken very seriously and are handled on an individual basis.

If a student or parent has any problems or complaints about the Corporate Work Study Program or with any of its administrators, they are encouraged to address them with the President of De La Salle North Catholic.

6-9 Contraband

Students may not bring to work or use at work any item that will distract them while on the job. Student use or possession of sunglasses, cell phones (**phones may be taken to work but must be turned OFF during the workday**), and any other electronic devices, games or any items not necessary for participation in the CWSP

are strictly prohibited. In addition, the CWSP reserves the right to confiscate any item. Gum-chewing at work is not allowed.

6-10 Dismissal from work

Performance, attitude, and integrity are the student's responsibility at work. If a company is dissatisfied with a student worker, they may choose to terminate a student from the worksite.

- Termination from a worksite is equivalent to a firing and is treated very seriously.

A second termination over a student's career in CWSP may result in a dismissal from De La Salle North Catholic.

Families and students will meet with CWSP staff to discuss the issue. Depending on the cause of dismissal the student may be allowed to recommit to the program by going through a retraining program and be placed on a contract

See also §3-7: Academic Dismissal (p. 7).

6-11 Drug Testing

Some Sponsors require drug testing of student workers. CWSP reserves the right to drug test any and/or all students at any time at its discretion. Positive drug test results may be grounds for dismissal.

6-12 Grading and Credit

In order for students, parents, and work-site supervisors to understand the seriousness of this work study commitment, CWSP grading is a letter grade ranging from A-F. Receiving a D letter grade is not an option for students. Students will be graded based on the following:

Each work day is considered an assignment out of 15 points. **If you are absent you will receive 0/15 points for the day.** Daily points can be earned by the following criteria:

Attendance - 4 points

Arriving to the CWSP check in with CWSP Staff before 7:55 am in the auditorium.

- If you arrive after 7:55, you are considered tardy. You will only get 2 points.
- If you are absent you will get 0 points

School ID for check in - 3 points

Being prepared with your school ID to check in.

DLSNC Dress Code - 4 points

Dress Pants
DLSNC Skirt
DLSNC Polo
DLSNC Dress Shirt
DLSNC Fleece with appropriate shirt under
*No hoodies or baggy pants
Only exception are students who wear scrubs at Providence Hospitals and Women's Healthcare.

Time Card Submission - 4 points

Daily completion of time card by the end of your work day.

Supervisor Performance Evaluations:

40% of semester grade

Student Mid-year performance evaluation by supervisor will be part of your semester 1 grade and Student End of Year performance evaluation will be part of your semester 2 grade.

Reminder about Make Up Day Invoicing:

As stated in the *Family Handbook*, "all outstanding absences within a given school year must be made up by June 30th." Please note that missing work for any reason will be invoiced \$173 for each missed day. When students have completed their make up days and submitted a **Absence Make-Up Agreement Form** to the CWSP Office charges will be removed.

- Students who are terminated from their position receive an F grade for that semester.

If a student completes the retraining program, is reemployed, and receives a favorable review the student will regain credit for the following semester.

6-13 Incidents in the Workplace

Incidents involving sexual harassment, discrimination or other inequitable treatment of students based on gender, race, culture or religious beliefs are very serious and should be reported immediately to a member of the CWSP staff. Students and/or families will meet with CWSP staff to discuss the incident. Based on the circumstances, an appropriate plan will be developed and could include such things as mediation with the sponsor, temporary or permanent removal from the workplace, or other suitable solutions.

Any student with behavioral problems occurring at work will be dealt with on an individual basis. The student is expected to behave in a professional manner. The student is a representative of the Corporate Work Study Program and the school, and their actions and

demeanor not only reflect on them personally but also reflect on the school. The Corporate Work Study Program is an integral component of the student's education at De La Salle North Catholic; therefore, negative incidents at the workplace will be treated very seriously.

Students will be held to the highest standards of honesty and integrity. Personal use of a sponsor's telephone, office equipment, office services (such as internet access or other services), or office materials is the equivalent to stealing and will not be tolerated.

Students are employees of the Corporate Work Study Program and not employees of the Sponsors. Sponsor employees may be eligible for certain benefits from their employers but students are not eligible for these same benefits or perks unless specifically told by their supervisor. If a student feels unsure of a situation or there are benefits that they would like to see apply to them, they must check in with the CWSP office staff. Students should never presume availability.

6-14 Internet and Phone Usage at Work

Use of personal electronic devices is unprofessional and inappropriate in the workplace. As students are ultimately employees of the Corporate Work Study Program and not the individual sponsor, they are to follow the De La Salle North Catholic policy even if fellow employees are not accountable to the same standards. Students are expected to exercise self-control and self-discipline regarding the use of technology by signing and adhering to the CWSP Technology Agreement. The agreement states the following:

- No internet use for personal reasons
- No Facebook®, Twitter®, Snapchat® instant messaging, and other non-work related web sites
- No texting while at work
- Only check email for work related purposes
- No personal calls while at work (this includes cell phones, company phones, etc.)

In many companies use of the internet is monitored and recorded. Failure to comply with these terms may result in dismissal from their work site as well as additional disciplinary actions.

6-15 Mentoring

Informal mentoring often occurs between a supervisor or co-worker and the interns. If a student needs mentoring in the workplace and it is not available from co-workers, the CWSP staff is always available for job mentoring and on-site coaching. Students are encouraged to contact a CWSP staff member if they are struggling or just want to improve overall performance.

6-16 Performance Reviews

Part of the learning experience for students in the Corporate Work Study Program is that they will be treated as employees. Two performance reviews will be conducted during the year. The student's supervisor will complete the mid-year review at the end of the first semester. Students will be allowed to view their written evaluation and are encouraged to do so. The first performance review will assist the students in gauging their performance, identifying areas in which they are strong, areas of improvement and allowing them to further improve their performance before their second review. The second performance review serves as the student's final review for the year. Final performance reviews will be available for student viewing during the final week of school.

The students will also have the opportunity to review their sponsor in an end of the year review. A member of the CWSP staff will facilitate the performance review with the student. These reviews will assist the sponsors in gauging their performance, identifying areas in which they are weak, and allowing them to make changes to ensure the student's success. Students are asked to be honest and objective, while also professional and tactful. These reviews are shared with the sponsor.

6-17 School Activities and Sports

Student participation in team sports and activities is strongly encouraged. However, a student may not miss any work or leave early in order to participate in extracurricular activities. The student's first responsibility is to their job.

- Students may not ask their supervisor for an exception under any circumstance. Skipping work or leaving work early to participate in an extracurricular event will result in exclusion from participation in the event and may result in more severe penalties or disciplinary action.
- Students are not allowed to speak on behalf of the school. For example, stating that "the school said I could leave early." All student departures from work prior to the designated work hour agreement must be verified and agreed upon by both school administrators and work supervisors.

In the event that a student qualifies for a championship-qualifying or championship event, the CWSP staff will work with the sponsor to accommodate participation. The CWSP staff will only consider this exception after evaluating the student's CWSP performance and attendance record. The CWSP staff will work with the sponsor to arrange a make-up day in place of the scheduled work day. It is critical that students are always doing their best so should the occasion arise, they have laid a positive foundation for this exception.

6-18 School Holidays

The Corporate Work Study Program is a real world experience. Often, schools have holidays that businesses do not share. Students may be required to attend work even if there are no classes scheduled for a particular day. Early school dismissals and half-days do not apply to students who work on those days. Students are expected to complete a full day of work regardless of any special school day scheduling. Students should assume that they have work each and every workday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWSP staff if they do not have to work on a particular school holiday.

6-19 Sponsor Holidays

On extremely rare occasions, a Sponsor may have a furlough day, business holiday or special meeting day when a student's services are not required. In this event, the students must spend their work day at De La Salle North Catholic unless otherwise specified.

6-20 Student Work Holidays for 2017-2018

The Corporate Work Study Program asks that sponsors allow students to take the following days off from work:

Nov 12	Veterans' Day Holiday
Nov 22-23	Thanksgiving Holiday
Dec 17 – Jan 1	Christmas Vacation
Jan 2	Staff Retreat (SR workers)
Jan 21	Martin Luther King, Jr. Holiday
Feb 18	Presidents' Day Holiday
Mar 25-29	Spring Break Vacation
May 2	Founder's Day
May 27	Memorial Day Holiday

6-21 Sponsor Assignments

The Corporate Work Study Program determines all sponsor assignments for students and reserves the right to move students to other jobs at any time for any reason. For incoming students, sponsor assignments are chosen based on skills and behavior observed during summer training. Thereafter, sponsor assignments are chosen based on past performance reviews, available openings, behavior and skills that the student has demonstrated. Student preferences are considered when their skills fit the job and there is an opening that matches their interest.

When a student is assigned to a particular Sponsor, they will receive a job description, address information, directions from the bus or MAX, supervisor's name, and telephone number. Students should keep a copy of this information at home and a copy of it with them on their workday. If the student or parent/guardian has any questions or would like any other information regarding

the Sponsor, they should contact the CWSP office directly.

6-22 Timesheets

Daily Time cards

All students are required to complete a daily time card on their workday. Students will receive an electronic time card via their student email with instructions on how to complete the timesheets. Student electronic time cards must be submitted within 24 hours of their work day.

Timesheets for Payroll

Some students may have the opportunity to work for pay over a holiday or break. Not all companies provide this opportunity. If a student's work decides to hire them, timesheets for payroll and a valid W-4 are necessary in order to be paid.

Students must complete and turn in a weekly time sheet for any time worked during breaks. Students will receive paychecks through St. Joseph the Worker Corporate Work Study Program, which are distributed the 15th and last day of every month.

VII. Counseling Services

The Counseling Team includes two full-time mental health counselors, a part-time college counselor, and a social work intern who offer a wide range of guidance and counseling services: academic, college, and personal. Our counselors are assigned by grade level, beginning with students during their freshman year, and following them through to graduation. Counselors also serve as guest teachers in the classroom, facilitate small groups, and coordinate information and resource referral for families in need (e.g. vision, dental, medical resources, uniform assistance, utilities and food assistance).

Students may set up an appointment to meet with a counselor by stopping by the counseling office or sending an email. Similarly, teachers and parents can initiate referrals by contacting the counselor by phone or e-mail.

7-1 Confidentiality Statement and Duty to Warn

It is the goal of the Counseling Department to offer students a safe and confidential environment in which to discuss personal issues. Information disclosed by a student in the process of counseling is held as confidential within the counseling department, except for as prescribed by state law (outlined below). When

parents or guardians feel that collaboration with others outside of DLSNC (e.g. counselors, medical professionals, mentors, coaches, etc.) would be helpful for advocating for a student or coordinating care, this may only be done after a written Release of Information (ROI) has been signed and kept on file in the Counseling Office. A student may sign an ROI, in lieu of a parent, if they are 18 years old or older.

As prescribed by Oregon State Law, all De La Salle North Catholic employees are “mandatory reporters” and are, therefore, required (Oregon Revised Statutes 419B.005-419B.45) to report specific incidents.

Examples, as provided by Oregon State Law, are:

- Duty to report any behavior, suspicion or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the Department of Human Services;
- Reporting information to persons outside the school when a student indicates that a crime involving the likelihood of significant personal injury or significant property loss will be or has been committed;
- Reporting to one or more specific persons or agencies after a written release of information form has been signed by the student and parent and kept on file; and
- Disclosing information deemed to be confidential when ordered to do so by a court of law.

The primary aim of this law is to protect the health and welfare of each student.

7-2 Disciplinary Information to Colleges

De La Salle North Catholic has a responsibility to honestly represent students in their letters of recommendation to colleges. In accordance with the Statement of Principles of Good Practice of the National Association for College Admissions Counseling, De La Salle North Catholic is expected to report any significant change in a candidate’s academic status, personal conduct or qualifications that occur between the time of recommendation and graduation and if requested by an institution’s application.

7-3 Standardized Testing

Students in all grades participate in standardized testing. The ASPIRE and ACT tests will be conducted each October. In addition, Juniors take the PSAT in October. Copies of the test results will be kept in the student’s academic file.

7-4 College Counseling

The Counseling Department works together with the aim of providing college prep services within the classroom throughout a student’s four years at De La Salle North Catholic High School. The Counselors

provide classroom presentations on college readiness during a student’s freshman and sophomore years, and are available to meet individually or with parents by request. The College Counselor works primarily with second semester juniors and seniors to educate and assist students and parents in the college admissions process. College information night and financial aid information night are scheduled each year to aid parents and students.

Seniors wishing to have transcripts or other documents sent to colleges are asked to schedule an appointment with the College Counselor to make this request.

VIII. Fundraising and Development Efforts

8-1 Mission

The mission of the Development Department at De La Salle North Catholic is to provide the school with resources, financial and other, which assist in the advancement of the entire De La Salle North Catholic community. The Development staff build relationships with supporters, friends, donors, and alumni to create opportunities to enhance De La Salle North Catholic. A De La Salle North Catholic education costs more than \$15,000 per year for each student. Each student’s Corporate Work Study Program earnings provide approximately 50% of that cost. The other 50% required to be able to provide educational programming to De La Salle North Catholic students are raised through the Development Department from these generous donors.

8-2 Scope of Development Efforts

The role of the Development Department is to:

Public Relations and Marketing

Build support, understanding, and acceptance of the school by presenting a clear picture of the school’s mission, educational program, and Corporate Work Study Program to all on whose support the school depends.

Annual Funding

Generate financial support for current operations, tuition assistance, school faculty and staff, and De La Salle North Catholic’s essential programs.

Long Range Funding

Develop an Endowment Fund to ensure the school will have adequate funding even if enrollment, fundraising, or our Corporate Work Study Program revenue fluctuates with the larger economy.

Capital Funding

Raise funding necessary to maintain adequate facilities, equipment, and vehicles to pursue De La Salle North Catholic's mission.

8-3 Primary Activities of Development Department

In order to attract the families we aim to serve, De La Salle North Catholic maintains the lowest tuition rate possible. The actual cost of educating a student is significantly more than the cost of tuition. This actual cost is partially offset by the Corporate Work Study Program. However, a large gap remains. All unrestricted funding helps underwrite the cost of education for every family. At De La Salle North Catholic there is no giving or volunteer requirement. Instead, volunteers from our families and students join alumni and friends in support of one or more of the following major fund raising activities:

Direct Fundraising Activities

Annual Fall Benefit Dinner

This event is held in October/November each year with a goal of raising more than \$400,000 for the school. The school's day-to-day operations are affected in the days prior to the event, and many students and faculty members are asked to help make the event a success.

Changing Destinies Luncheon

This event is held in April each year with a goal of raising more than \$200,000 for the school. The school's day-to-day operations are affected on the day of the event, and many students and faculty members are asked to help make the event a success.

Grant Applications

Grant writing activities are performed throughout the year to raise over \$750,000 from private and public Foundations, both locally and nationally.

Annual Appeal & Major Gift Solicitation

The Annual Appeal involves direct mail appeal to alumni, parents, and supporters and takes place in the late fall each year with the goal of raising more than \$150,000 for the school. Major gift solicitation with donors takes place throughout the year with meetings, phone calls and events at the school and off-site.

Fundraisers and In-Kind Gifts

Various departments and student groups raise funds throughout the year for additional programs and amenities. In-kind gifts of printing, food, and beverages for events, computers, signage, and other goods and services can significantly decrease expenses for the school.

Development Publication and Branding Efforts

Annual Report

The De La Salle North Catholic Annual Report is published in early fall every year to restate and reinforce the school's mission, publish the audited financial statements, communicate positive outcomes, and recognize both our Corporate Work study Program sponsors and our donors for the prior fiscal year.

De La Salle North Catholic Website

The school's website is maintained by the Development Department. The primary mission of the website is to serve as the public face of our school to prospective Corporate Work Study Program sponsors, donors, and students.

Social Media

De La Salle North Catholic does solicit support for the school via social media. For this reason, the Development Department takes responsibility for the maintenance of digital tools and makes the final decisions as to the content published.

Branding

The Development Department is responsible for maintaining the school's visual brand. Our department oversees the school's logo, letterhead, email signature standardization, and other related visuals and materials.

Use of the De La Salle North Catholic name, signature, or logo is prohibited without prior approval from the President and Vice President for Advancement.

8-4 Authorization to Solicit

De La Salle North Catholic encourages parents to participate in Development activities which benefit the school. All school groups or organizations are asked to:

- Assist with one of the major campaigns described above; and
- Request and obtain clearance from the Director of Development to assure independent fundraising initiatives are consistent with the school's funding priorities and planning guidelines.

Senior Graduation Party Fundraiser: Required Senior Participation at Fundraising Events

As a fundraiser for the Senior Graduation Party fund, the school will donate a generous sum to the fund with the following conditions:

- Each Senior must volunteer for at least two of the following three events that the school puts on each year:
 - The Fall Benefit Dinner & Auction (held in October or November)

- The Changing Destinies Luncheon (held in the spring)
- The Corporate Work Study Program Appreciation Luncheon (held in the spring)
- Each senior must sign up to volunteer with each event with the student volunteer coordinator from the Development Team, who will assign volunteer duties and record volunteer hours. Students must show up and remain at their position for the duration of the events.
- A report will be provided to the President indicating if the conditions have been met by each students.
- At the end of the year, it will be the sole discretion of the President the amount of the generous donation given to the Senior Graduation Party fund.

8-5 Students and Families Shall Not Ask for Funds from Corporate Work Study Program Sponsors

Because our Corporate Work Study Sponsors usually host more than one student (and in some cases over 20) and that many students engage in multiple sports and clubs over the course of a year that involve fundraising, as a general policy, students and clubs are not to solicit internship sponsors or co-workers for fundraising.

IX. General Policies

9-1 Respect at Assemblies

Formal assemblies are held periodically on special occasions or to honor distinguished visitors. Respect is the keystone virtue at De La Salle North Catholic. We expect students to show courtesy, attentiveness, and encouragement at all public events. Cell phone use at an assembly, for instance, is disrespectful and will result in the phone being confiscated. See §9-7: Electronic Devices for additional information.

9-2 Books and Equipment

De La Salle North Catholic provides books and equipment for a nominal fee. Books are distributed throughout the school year and should be returned in good condition at the conclusion of the course to avoid paying for the book. Students are responsible for returning the assigned book or piece of equipment and therefore should avoid trading or lending any such item.

- Books, calculators, or other equipment not returned or returned damaged will be billed to the assigned student at the replacement cost in the summer billing cycle.

9-3 Daily Announcements Through Email

All student announcements are to be approved by an appropriate staff member and submitted to the Front Office by 4:00 p.m. on the day prior to publication in the daily bulletin. Announcements are restricted to school or CWSP related activities or events. Announcements will be emailed to all students and posted on the Main Hall bulletin board daily.

9-4 Change of Guardianship, Address or Phone Number

Alerting the school to changes in family contact information are vital for maintaining accuracy on school records and emergency forms.

- Please notify De La Salle North Catholic's Registrar immediately if there is a change in address and/or home or work phone numbers.
- Student must also file an updated W-4.

In the event a student is temporarily not residing at home, families or guardians must notify the school of the name and contact information of the adult responsible for the student.

9-5 Computer and Internet Privacy Responsibilities

Use of school internet services is a privilege and comes with reasonable responsibilities for all who use those services.

- Students who send emails or post social media that contains harassing or threatening statements, or references to illegal activities, will be subject to disciplinary action as described in §13: Student Conduct and Consequences (p. 32)
- It is not appropriate for students to use the De La Salle North Catholic name, post pictures of De La Salle North Catholic faculty, staff, or students without permission; or make derogatory comments about faculty, staff, or students on any social media platform.

See also De La Salle North Catholic *Technology Code of Ethics* on inside back cover as well as §15: Technology Policies (p 39-41).

9-6 School Sponsored Dances

Dances are for De La Salle North Catholic students and their approved guests only. Guests are expected to observe the same dance regulations as De La Salle North Catholic students. Students are required to present their student body card for admission. Student-hosts will be held responsible for the behavior of their guest.

- Guest Passes may be obtained from the Lasallian Youth Ministry Office or the Administration.

- Students may leave the dance at any time of their choosing; however, they will not be readmitted to the dance once they have chosen to leave. Once a student leaves the dance, he or she is no longer under the supervision of De La Salle North Catholic staff.

9-7 Cell Phones, Earbuds & Headphones

Use of smartphones in classrooms poses a considerable distraction to classroom learning through continuous notifications, plagiarism, and bullying. Further, recurring student use of cellphones in the workplace have led to student workers losing their jobs. Therefore, in order to practice the professionalism of the classroom and workplace, students are expected to abide by the following guidelines while at school and work:

9th and 10th Grade Classrooms

All cell phones are to be silenced and stowed in the cell phone caddy when entering a classroom and may be picked up when class is dismissed. Use of cell phones and other electronic devices outside of these guidelines will result in confiscation by a staff member and given to the Vice Principal of Student Life.

- The parent/guardian will need to pick up phone from the school.

Earbuds and headphones may only be worn before school, at lunch, or after school. They are not to be used or visible during class time (unless required for class). These, too, may be confiscated.

11th and 12th grade Classrooms

Juniors and Seniors are to silence their phones and may not use them or other personal electronic devices in classrooms or during instructional time *unless the teacher permits their use*.

Use of cell phones and other electronic devices outside of these guidelines will result in confiscation by a staff member and given to the Vice Principal of Student Life.

- The parent/guardian will need to pick up phone from the school.

Earbuds and headphones may only be worn before school, at lunch, or after school. They are not to be used or visible during class time (unless required for class). These, too, may be confiscated.

See also §15: Technology Policies (pp 39 - 41).

9-8 Use of Office Machines by Students

The school's fax and copy machine are not available for student use. Student papers, homework, or research information should not be faxed to school. If any of the above-mentioned items is received, it will not be released to the student.

Only Office Aides, under the direct supervision of the Front Desk adult, will be allowed access to the copier, fax machines or staff mailboxes.

9-9 School Meals, Food, Drink, and Gum

The kitchen staff serves two meals every day. Since the cafeteria space is also the gym and is used for PE, we ask students to clean up after themselves after eating breakfast or lunch.

Food from Family Homes

According to Oregon Law, food brought from home must be consumed only by the student who brought it. In addition, food provided by families for school events must be either prepared in the school kitchen under supervision of school kitchen staff or purchased and brought to the event in the store container or wrapping.

9-10 Fundraising Policy

Parent groups or organizations, such as the Graduation Party Committee, conducting fundraising activities that benefit the students and programs at De La Salle North Catholic must have clearance for the fundraising activities from the Director of Development.

Student Clubs, under the auspices of Lasallian Youth Ministry, must clear any fundraising activity through the Director of Lasallian Youth Ministry.

An organization such as De La Salle North Catholic has a number of groups each needing some measure of funding to operate or to expand a program. It is the purpose of the Development Office, however, to coordinate all such efforts into a unified story and program.

See also §8: Fundraising & Development Efforts (p 22-24).

9-11 Hallway Access During Passing Times

Students are to be in their assigned class or study areas during the entire class period. The daily schedule includes between-class breaks of sufficient length to allow students to grab class materials, visit the restroom, or get a drink of water. As a safety precaution, when teachers permit students to leave the classroom, students must sign out, take a Hall Pass, and sign back in upon returning.

9-12 Process for Expressing Concerns or Disputing Academic Policy and Practice

De La Salle North Catholic deeply values family input as we work together for the moral and spiritual formation as well as college preparatory education of all our students. Occasionally, issues may arise for which the

family seeks an explanation or remedy. Should this occur, these are the steps a family is to follow:

1. Contact the teacher, counselor, or staff member with whom you have a concern or dispute and seek a meeting. In the majority of cases, these meetings result in a mutually agreeable resolution. If this step does not result in a mutually agreeable resolution, the family may seek a meeting with administration.
2. A family may meet with the Vice Principal for Academics or the Vice Principal of Student Life. These two administrators are responsible for instruction and student conduct in the building. Should it be that this step does not result in a mutually agreeable resolution, the family may seek a meeting with the Principal.
3. Family meetings with the Principal are structured so that families may present an academic or conduct concern they have been unable to resolve in the typical course of communicating directly with a teacher or administrator. .
4. In the unlikely circumstance the family and Principal are unable to achieve a resolution, a family may request a meeting with the school President.

Families are welcome to bring a community advocate to any of these meetings.

9-13 Lost, Stolen, or Damaged Personal Items

De La Salle North Catholic is not responsible for replacing any lost, stolen, or damaged personal items. Students who find lost articles are asked to take them to the Front Desk where the owner can claim them. At the end of the year, unclaimed articles are donated to local charities.

9-14 Lunch Accounts

Students maintain a lunch account through the Business Office. Purchases are made using a PIN and the student's account is automatically adjusted. All lunch accounts are to be PRE-PAID using one of these methods:

- Cash or check payments can be made before 8:00am at the Front Desk
- Credit or debit card payments can be made at the Business Office from 8:00 – 4:00.

9-15 Media Policy

De La Salle North Catholic publishes a variety of newsletters and flyers every year. The school is also regularly covered by print and TV news media. The school relies on student pictures in publications and on the school's website.

- Families who do not wish their child's picture used in this way must indicate this on the Statement of Agreement form indicating acceptance of the policies in the *Family Handbook* .

9-16 Medication

Oregon law requires that prescription medication brought to school must be stored in the original prescription bottle and be stored in a place where students do not have access.

- A parent or guardian must request in writing the amount and time of dosage. Permission over the phone is not legally valid.
- The Front Desk will have control of such medications. In accordance with Oregon Law, De La Salle North Catholic may not dispense any over-the-counter medications while on the campus, at school functions, in the CWSP workplace, or at a time and place directly involved with the school.

9-17 Military Recruitment

Recruiters from the Armed Services will not be a regular part of our College Counseling practice of inviting admissions officers to recruit on campus. However, the College Counseling Center will have information available regarding the five Military Academies, each requiring applications prior to the end of a student's junior year.

On occasion, De La Salle North Catholic alumni return to school with a desire to describe their college experience. Any such alumnus who currently attends a Military Academy or is a member of a branch of the Armed Forces may schedule such a college-related presentation for a classroom setting.

While regulations within the "No Child Left Behind" legislation (specifically, § 9528) require that all high schools, public and private, must provide contact information upon request, students and their families have the right to keep their names, addresses, and phone numbers off of all such lists by simply writing a letter to school administration (a letter template is available upon request).

College Counseling strongly advises any De La Salle North Catholic student considering a military career to do so in a thoughtful and deliberate manner:

- Do plenty of research before making any decisions. Go online, talk to people currently in the military, talk to recruiters.
- Go slowly in your decision-making process. Don't let yourself be pressured.
- Include your family in your research. Their opinion and support are extremely important.
- Read everything carefully.
- Work with the De La Salle North Catholic College Counselor in this process.
- Do not make arrangements for any military recruiting personnel to meet you at school without

first getting permission from the College Counselor, including setting up informal or formal interviews.

9-18 Neighborhood Relations

Maintaining a level of care and responsibility towards the school's neighbors is important to De La Salle North Catholic. It is expected that students will respect the privacy and the property of our neighbors in the area of the school by speaking in a conversational tone and using appropriate language, parking only in school designated areas, disposing of trash in receptacles, and otherwise maintaining positive and respectful interactions at all times.

9-19 Pranks

As a Lasallian school, the value of respect for all persons is held in high regard. Pranks directed at other students, staff, or school property will not be tolerated. Students involved in pranks will be subject to serious disciplinary action and possible dismissal from De La Salle North Catholic.

9-20 Pregnancy Policy

De La Salle North Catholic supports Catholic teaching that sexuality becomes personal and truly human when it is integrated into the lifelong union of marriage. Therefore, outside the confines of marriage and in light of Catholic teaching, De La Salle North Catholic promotes abstinence as the morally acceptable approach to sexual expression. At the same time, however, Catholic tradition also embraces a compassionate attitude towards individuals who become pregnant or who are responsible for pregnancy outside of marriage. As a result, De La Salle North Catholic will extend every effort to assist and support the student in her/his educational development as well as in her/his personal and social adjustment.

- Once De La Salle North Catholic finds out that a student is pregnant (or responsible for a pregnancy), a school counselor will meet with the student.
- The student will be encouraged to inform her/his parents if not previously done.
- If the student refuses to tell her/his parents within a limited period of time as determined by the school (one week or so), the counselor or administrator will intervene and notify the parents, whereupon a meeting will be held with the student, parents, and counselor.
- Upon notifying parents, the student and counselor will make a plan to meet with the Principal and the CWSP Director to notify him/her. After the first trimester, both the mother and father-to-be will notify his/her teachers, with assistance from the school counselor if need be.
- Pregnant students (or young men expecting to become fathers) are allowed to remain at De La

Salle North Catholic as long as they are in good academic standing, are behaving responsibly, and continue to live with their parents or legal guardians.

- Students are not permitted to live with their significant other, nor are they encouraged to get married as a response to the pregnancy.
- When a DLSNC student has been identified as a mother/father-to-be, they will be encouraged to receive the following services as necessary:
 - Prenatal care at a local health center or agency immediately.
 - Receive counseling (both mother/father-to-be) from a counselor at De La Salle North Catholic or meet with a qualified individual in an outside agency.
 - The mother and/or father-to-be will start parenting education classes through a local agency or health center.
- A note from the student's physician should indicate how long the student can stay in school before the birth, and when she can return.
- If a student becomes a parent for the second time, while attending, he/she may be asked to withdraw from De La Salle North Catholic.

Implications for Staff/Faculty

All concerned are to respect the confidentiality of the student even when the pregnancy becomes public knowledge. Faculty and staff are to avoid discussing the details with anyone, in or out of the school setting.

In general, there should be no activities on the school premises relating to the pregnancy (such as a baby shower); nor will the student be permitted to bring the child to school during regular class hours.

Neither the male nor the female student is to be restricted from participating in the full academic or extracurricular.

No other discriminating judgments are to be made concerning full participation in school programs other than those judged harmful by the advice of the physician. These decisions are to be made for reasons of health, or the needs of effective school management, and not on any moral consideration of the circumstances of pregnancy.

Students who have had an abortion are not, for that reason alone, to be deprived of participation in any school program or activity, whether academic or extracurricular. The focus of the school is to be on maintaining the atmosphere of a supportive Christian community with good morale and proper discipline, and is not to be focused on passing judgment or imposing penalties.

9-21 Publications Policy

School-sponsored student publications are dedicated to responsible journalism consistent with De La Salle North Catholic's mission and goals. Publications need to regard the entire De La Salle North Catholic community as its audience: all students, parents, alumni, staff, donors, volunteers, referring organizations, and Corporate Work Study Program sponsors. Writers and editors of student publications need to be mindful of the fact that their work plays a major role in the school's relationship with the community. Everyone's right to privacy needs to be respected.

9-22 School Property Damaged by a Student

Students are responsible for school property (lockers, locks, books, uniforms, etc.) issued to them. In addition, they are expected to respect the rights and possessions of others.

- Restitution is required if property is damaged, stolen, or destroyed.

9-23 Senior Graduation Party

The Senior Graduation Party is a Senior-Family sponsored event.

The choice to have a party is primarily in the hands of the senior families. The school is involved in a limited way that supports the Senior families in the planning, fundraising, or chaperoning of this event. Should the parents decide to plan a graduation party, they are welcome to communicate their ideas to the Principal and the Family Ambassadors. This event requires considerable fundraising and planning, and it is best to start early. Families must work with the Business Office to manage all fundraising dollars.

9-24 Inclement Weather Schedule & Make-up Days

Hazardous weather may cause De La Salle North Catholic to adjust its scheduled school and/or work day. The school will either have a late opening, starting at 10:00 AM, or the school will be closed. Families and students are encouraged to listen to TV and radio announcements and to wait for De La Salle North Catholic to be mentioned specifically to determine the course the school will take. De La Salle North Catholic does NOT necessarily follow Portland Public Schools around weather related school closures.

If the school has a late start, that schedule will be the same for CWSP as it is for classes.

If De La Salle North Catholic is closed for the day, the CWSP work day is also cancelled and the missed work day will be rescheduled for a later date.

9-25 Student Body Cards

Each student must have the school-issued photo ID in his or her possession at all times while on the campus, at school functions, in the CWSP workplace, or at a time and place directly involved with the school.

9-26 Student Guests & Hosts

Guests are allowed only when they are prospective students seriously considering attending De La Salle North Catholic.

- Arrangements for prospective students to visit must be made by the visiting student's parent or parents with the Director of Admissions.

The Director of Admissions will assign a current student to act as host for the guest while on campus. It is the responsibility of the student host to extend hospitality to the guest and to help him/her to find answers to any questions he/she may have regarding the school.

9-27 Student Leadership

De La Salle North Catholic has two options for students to participate in leadership roles. Participation is dependent on good academic and professionalism standing with the school and CWSP work site.

Student Council

These students act as the liaison between their peers and administration, faculty, and staff. They, along with the staff of LYM, plan all major activities within the Lasallian Youth Ministry Office and the wider De La Salle North Catholic community.

Student Ambassadors

Capable, motivated, and interested students apply for this very public position. Ambassadors assist Admissions and Development as school hosts, provide tours at Open House, and visit grade schools.

9-28 Student Deliveries

Flowers, treats, or other deliveries from outside the school will not be delivered to the student during instructional time.

9-29 Transportation and Parking

De La Salle North Catholic is a member of the Kenton Neighborhood Association. As good neighbors, De La Salle North Catholic students, friends, and families are urged to respect the parking needs of neighborhood residents. Specified parking areas are reserved for faculty, visitors, student drop-off/pick-up, and residential use. Students are encouraged to carpool, use public transportation, or bicycle as alternative means of transportation. Bus passes will be available at the Front Desk at a student rate.

Students will adhere to the following parking policies:

- Students are expected to drive safely and attentively. Students may only park in designated areas
- Students are responsible for disposing of their litter in the garbage cans located at each entrance of the building, not on the streets or sidewalks.
- Parking in crosswalks or blocking driveways is not permitted.
- Failure to follow these policies will result in disciplinary action.
- Students may not return to their vehicles during the school day without permission of the Vice Principal of Student Life.
- Students are expected to display good conduct and respect toward the driver and rider of buses/vans. Any disrespect will merit disciplinary action.

Students who violate the school parking policies will be subject to reflection or suspension.

9-30 Uniform Donation

Students and families wishing to donate De La Salle North Catholic uniform clothing that is in good condition, including but not limited to shirts, pants, skirts, sweaters, and ties, are asked to bring the garments to the Front Desk in the morning or after school.

9-31 Volunteers

Volunteers are highly valued at our school. Volunteering opportunities are available throughout the year. If you are interested in volunteering please contact the administration. The Family Ambassadors (FAM) often are in need of volunteers as well. Please contact the school to get the contact information of the current FAM leader. Volunteers may be asked to fill out volunteer application, go through a background check, and complete Called to Protect training based on the volunteer service or student contact hours they will be performing.

9-32 Withdrawal of Family

Extreme situations—for example, intimidation of school employees, interference with the effectiveness of the school, or impeding school operations—may result in asking a family to withdraw from De La Salle North Catholic.

9-33 Outdoor School

The opportunity to serve during Outdoor School will be made available to De La Salle North Catholic students provided they meet the following requirements:

- Be a Sophomore, Junior or Senior.
- Currently have a minimum 3.00 GPA.
- Currently must have at least a 95% attendance and on-time rate.
- Be in good academic and behavior standing.

- Have parental approval and signature.
- Attain approval signatures from Counseling, the Vice Principal of Student Life and CWSP.
- For CWSP approval, students must notify the CWSP Office 30 days in advance and schedule a make-up day.

The steps for obtaining approval are these:

1. Student obtains paperwork from a Science Department teacher.
2. Student meets with school counselor and obtains school counselor's signature of approval.
3. Student meets with the Vice Principal of Student Life who completes a behavior, attendance and grade check.
4. Student receives signature of approval from Vice Principal of Student Life.
5. Student meets with CWSP director and obtains Director's signature of approval.
6. Student turns completed paperwork into the designated Science department teacher.
7. Student registers for Outdoor School training at <http://www.mesd.k12.or.us/Domain/41>

X. Lasallian Youth Ministry

10-1 Lasallian Youth Ministry

Lasallian Youth Ministry nurtures the spiritual and communal life of the school community. Through a variety of programs and activities, LYM offers student opportunities to develop their faith, serve others, build community, and work for social justice. The following programs and activities are sponsored through Lasallian Youth Ministry: community building experiences, service projects, liturgies, leadership opportunities, and retreats.

10-2 LYM Leaders in Student Council

The De La Salle North Catholic Student Council actively works with the administration and faculty through open dialogue to promote and facilitate a school environment and community that are focused on all the Lasallian core principles. The elected leaders also work with students to plan a broad range of activities such as: assemblies, dances, liturgies, retreats, Founder's Day, and other student related events. The Student Council is made up of one President, one Vice President, three Vice Presidents in the areas of faith, service, and community, and three representatives from each grade. All of our Student Council leaders are elected by the student body and hold their positions for one school year.

10-3 Liturgies and Student Expectations

Individual and communal prayer gives expression to and celebrates the life and faith of our community. They

confirm and deepen our relationship with God through Jesus Christ. The De La Salle North Catholic community gathers together for prayer on a regular basis. On special days throughout the year (approximately once a month) the entire school community gathers for mass or a prayer service. Parents and friends are always welcome at any of the school liturgies. Students are encouraged to attend mass in their parishes with their families on Holy Days.

De La Salle North Catholic acknowledges and honors our religious diversity by inviting guest ministers from other traditions to celebrate some of our prayer services with us.

Students show respect for our Catholic and Christian heritage by their attentiveness at mass and prayer services. We are in Church, and we expect students to follow a priest's lead quietly, to speak the mass parts displayed on the screen, and to be quiet during communion.

10-4 Retreats

De La Salle North Catholic has a four-year retreat program to allow students multiple opportunities to understand the Lasallian heritage and to deepen their faith. All incoming freshmen attend a day prior to the beginning of the school year to experience community building activities, senior and sophomore retreats are held on a school day and are focused on overcoming obstacles (sophomores) and trusting in the slow work of God. (seniors.) Juniors attend the Akwantu three-day retreat in the spring. This retreat delves more deeply into issues of Christian identity, relationships, and values.

Additionally, there are opportunities nationwide through the Lasallian District for students to retreat with other Lasallian students to enhance personal vocation, leadership skills, service and social justice, and Lasallian community. The students who attend these retreats apply through LYM.

10-5 Activities and Clubs

All students are invited to participate in our Student Activities; students help plan talent shows, dances, and community events.

The current co-curricular programs allow students to share interests and activities beyond the classroom experience through Lasallian Youth Ministry Activities.

De La Salle North Catholic encourages students to start additional clubs based on their interests. To organize a club, students should . . .

- Determine the level of interest among their peers and if at least five people;
- Find a faculty member willing to be the club moderator; and
- Formalize the club through the Lasallian Youth Ministry office.

A student's participation in any school-related activity or club may be jeopardized by the failure to follow all school policies as outlined in the Family Handbook.

XI. Nutrition Programs Information

11-1 USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

fax: (202) 690-7442; or

email: program.intake@usda.gov.

➤ This institution is an equal opportunity provider.

11-2 Wellness Policy

We at De La Salle North Catholic High School are committed to providing a school environment that is safe and comfortable along with providing an environment that teaches and helps to develop lifelong practices.

We are committed to these goals:

- Our school complies with the federal, state, and local Child Nutrition Programs and is accessible to all students
- Nutrition and physical activity education is a guaranteed part of our curriculum
- All foods and beverages served on campus adhere to food safety and security guidelines and are monitored by the Kitchen Manager
- All foods and beverages available to staff and students during the day are consistent with the Dietary Guidelines for Americans
- Food and/or physical activity are made available under normal circumstances and are not used as a reward or a punishment
- Physical activity outside the school day/classroom is encouraged by teachers and staff in the form of formal teams such as soccer, volleyball, basketball, and track and field.
- Food Service Staff is open to food suggestions that could enhance the school lunch program with healthy options.

XII. Campus Security, Student Safety and Health

De La Salle North Catholic High School has an Emergency Preparedness Plan in place and works closely with Portland Fire and Police to ensure the safety and well-being of all students in our care. The school conducts monthly drills to comply with FEMA, Oregon Department of Education, as well as Portland Fire and Police guidelines for fire, earthquake, active-shooter and other emergencies that may arise.

New safety measures were instituted recently, that include the following: a School Emergency Team to respond quickly to any emergency; electronic entrance at the East, South and Front Doors; a campus-wide video capacity; and keyless entry for staff. In addition, all staff will wear ID badges. Each classroom, counseling and office is equipped with an Emergency Manual.

12-1 In Case of School-wide Emergency

In the rare case of school wide emergency requiring active police presence such as a lockdown or emergency evacuation to an off-campus site . . . Do not call 9-1-1 or the school. As soon as is practical, Portland Police will issue, via media, a means to contact them with information about evacuation and/or student pickup.

12-2 Emergency Communication to Families

De La Salle North Catholic High School participates in the FlashAlert Newswire System that automatically publishes any emergency situation to all Portland area media outlets. This is the service that reports school closures and delays due to inclement weather.

- All De La Salle North Catholic families may subscribe at no cost to FlashAlert Messenger for instant messaging direct to their phones. Go to www.flashalert.net to sign up.

In rare circumstances, the school may need to communicate a longer message. In such a case, the school will use SchoolMessenger, a web-based communication tool that can generate a phone call, a text message, or an email if there is a working cell phone and/or email address listed in PowerSchool. In such a case, De La Salle North Catholic's communication to you will closely follow the advice of Portland Police to ensure we comply with the law and protect everyone's rights and interests.

- To receive text messages from the school, opt in by texting "Y" or "YES" to 67587.

12-3 Campus Visitors

De La Salle North Catholic maintains a strict vigilance of all visitors to campus. Visitors must report to the Front Desk to sign in, indicate the purpose of their visit, acquire a Visitor Pass, and sign out before they exit.

12-4 Closed Campus

For the purposes of safety, De La Salle North Catholic maintains the policy of a closed campus - students are not permitted to leave the school grounds during the school day for any purpose without the permission of the Administration. There are two two exceptions to this policy: transportation to and from a CWSP worksite, and Off-Campus Lunch for Juniors and Seniors.

Students leave campus in the CWSP van or take the MAX to work on their assigned days. While at work, students may leave their worksite for lunch as long as the destination is within walking distance and they will be back to work on time. This privilege can be revoked on an individual or community-wide basis should it be necessary for safety or punctuality.

For Off-Campus Lunch privilege see §12-7 Off-Campus Lunch.

12-5 Accounting for All Students

It is imperative that the school knows who is in attendance at all periods of the day so that in case of an emergency, the school can quickly account for all students.

The school day begins for a student when he or she enters the building on any given day. Whenever a student leaves the building during the school day for any reason, he or she must sign out at the Front Desk. Upon returning to school during school hours, the student must sign back in. He or she will then be issued an Admit Slip to class.

12-6 Lock-In Protocol

The Portland Police Bureau and De La Salle North Catholic have worked together to create a safety protocol for our community in case a police action takes place close to the school or on the campus itself. Students and staff practice this drill multiple times in the school year to assure readiness.

12-7 Off-Campus Lunch

Off-Campus Lunch is a privilege earned by seniors and juniors who remain in good standing as students and who have prior signed parental permission. Freshmen and Sophomores do not have an Off-Campus Lunch privilege, and they may be suspended if attempting to do so. Juniors have this privilege on Wednesday and the Wednesday CWSP Monday-rotation. Seniors have this privilege every school day.

During end of year final exam week, all students have Off-Campus Lunch privileges.

Students must walk to their lunch destination and be back on time. De La Salle North Catholic reserves the right to revoke off-campus privileges at its discretion.

- As a matter of safety, students are not allowed to drive or ride in any vehicles during Off-Campus Lunch.

Whenever students leave campus for lunch, they represent the school and, consequently, must exhibit the outstanding conduct expected of a De La Salle North Catholic student. Students who do not uphold this high standard may lose their Off-Campus Lunch privilege. In addition, students engaged in serious infractions, such as shoplifting (§13-3 and §13-4 Minor/Major Infractions), may be subject to dismissal.

12-8 Off-Campus Policy

Students have medical or other appointments during the day and will sometimes need to leave campus and return during the same day. Part of our campus safety

plan is to know – at all times – who is on campus and who is not. For this safety reason, we have instituted a sign-in and sign-out protocol for all members of our community.

Once students have arrived at school, they may not leave the premises during the school day without a signed pass obtained at the Front Desk with a parent's verification. Students who leave the premises must obtain their pass at the Front Desk and sign out. Students must present their pass to the Front Desk before they leave and are to check into the Front Desk upon returning to school.

12-9 Morning Drop Off Is In The Parking Lot

Morning car and foot traffic around De La Salle North Catholic has increased to a now dangerous level. To ensure everyone's safety, all students are to be dropped off at the turnaround in the back Parking Lot.

- The morning entrance is the cafeteria door.
- CWSP workers may enter through the south breezeway doors by the auditorium.
- Family members or school guests may enter through the school's main front doors

Students will no longer be admitted through the Front Door until after 8:00 AM.

- At no time should any student or family park directly in front of the school steps.

12-10 Locker Assignments

Lockers are the property of De La Salle North Catholic High School. Each student is assigned a locker at the beginning of the school year upon student request. A student may not change his/her locker without permission from the Dean. The school is not responsible for any loss, theft, or damage to books or other personal property left inside the locker.

See also §12-12: Search and Seizure of School/Personal Property.

12-11 Propping Exterior Doors

All exterior doors are locked throughout the day. This includes doors to the three portable classrooms. Propping an exterior door is prohibited.

12-12 Search and Seizure of School/Personal Property

Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use. Lockers, desks, and personal belongings are subject to a search at any time by school administration or teachers. This is for the protection of students and school employees.

To protect the health and safety of persons and property in the school, students may not keep the following items on their persons or in their lockers: firearms, knives or other weapons, explosives, poisons, drugs, alcohol, or any materials or devices which might endanger the physical safety of persons or property. If there is a “reasonable suspicion” that a student has a prohibited item on their person or in their locker, the Administration will initiate a search. In cases of locker search, another adult or student must be present to act as a witness.

12-13 Vandalism on Campus and in the Neighborhood

De La Salle North Catholic High School is not responsible for personal property loss which is due to vandalism.

- Students riding a bicycle to school should use a Portland Police approved bike lock, typically a heavy duty U-lock. Please visit bikeportland.org/biketheft for additional information.
- We strongly advise any students who drive to school to ensure they have removed all valuables and locked their car.
- Parents/guardians shall be liable for any damage to school equipment or other property caused by their child.

12-14 Student Immunization and Possible Exclusion

All students are to be up-to-date in all immunizations required by the Oregon Department of Health as well as the Multnomah County Health Department and have documentation for any medical or nonmedical exemptions. It is each family’s obligation to provide the school with a student’s immunization record. According to the Oregon Department of Education Guidelines for Exclusion (see OAR 581-022-0705), failure to do so may result in the exclusion of your child until all immunizations are up-to-date.

Should there be an outbreak of a contagious disease, in the interest of public health, state or county health officials will act quickly to declare an emergency and may exclude some highly-susceptible students from school.

12-15 Accident Insurance for Students

All De La Salle North Catholic students are covered for injuries caused by accidents occurring on school premises during hours and on days when the school’s regular classes are in session, including one hour immediately before and one hour immediately after regular classes, while continuously on the school premises. Students are also covered while participating in or attending school sponsored and directly supervised activities including interscholastic athletic activities and work. Students will also be covered while traveling directly and without interruption to or from home and

school for regular attendance, or home and school to participate in school sponsored and directly supervised activities provided travel is arranged by and at the direction of the school, and while traveling in school vehicles at any time.

- Please contact the Business Office if your child has been involved in an accident.

XIII. Student Conduct & Consequences

13-1 Expectations and Responsibilities

De La Salle North Catholic is committed to helping its students achieve their potential academically, physically, socially, and spiritually. In order to foster a *Culture of Excellence* in which students thrive, De La Salle North Catholic believes that the high expectations of our community are to be met with the personal accountability of our students.

When a family enrolls a child at De La Salle North Catholic, it is expected that they are committed to and supportive of this philosophy and the rules that come from it.

De La Salle North Catholic believes a quality, morally based education can best be served if students, parents, and school officials work together. These school regulations and policies are established to ensure the safety and well-being of all students and staff.

13-2 The De La Salle North Catholic Code

As a student of De La Salle North Catholic, I am focused on my future; therefore,

- I respect my teachers, my peers, and my school;
- I challenge myself every day;
- I am on time;
- I am prepared;
- I am responsible for what I say, and what I do.

13-3 Consequences and Supports

Students who do not comply with The De La Salle North Catholic Code may be subject to increasing levels of consequences and supports until the behavior is corrected. Once a behavior is corrected and the student conduct remains in good standing for three weeks, the consequence level may be removed.

In every case, De La Salle North Catholic follows the centuries-old precept of Lasallian education – balancing what is in the best for the student and what is best for the institution.

Level 1 – Teacher and Staff Intervention

Students may be corrected for a variety of minor infractions (see § 13-5 Minor Infractions) and receive a direct warning from a teacher, staff, or

administrator. Disciplinary action such as reflection may be assigned.

Level 2 – Teacher, Staff, and Level Team Intervention

Students who repeat a minor infraction or violate civil behavior will be required to have a formal meeting with his/her teacher, staff, or administrator. Once a Level 2 Form is issued, students will not be permitted into class until the form is signed by parent/guardian. Students may be subject to further disciplinary action, such as parent conference or tracking sheet, as determined by teacher, administrator, or CWSP staff.

Level 3 – Student Led Teacher, Level Team, and Administration Intervention

Students who engage in a major infraction or continuous minor infractions will be subject to student led family conference with level team, administrator, and/or counselor. Further disciplinary action such as in school or out of school suspension may be required. Families will be consulted.

Level 4 – Administrative Intervention

Students whose negative behavior detracts from the learning environment, work site, and/or respect of others will be subject to a Level IV Contract, Saturday Reflection and/or suspension from De La Salle North Catholic. Family and student will be called in for a meeting with Administration.

Level 5 – Family Meeting with Administration

This family meeting with administration represents a serious step and may result in dismissal.

Staff and administration reserve the right to determine what particular level and disciplinary action a student's behavior may warrant.

13-4 Lunch, After School, and Saturday Reflection

Reflection is earned for poor attendance and Minor Infractions (see § 13.5 Minor Infractions). Reflection is a silent time: no phone, no earbuds, no school work, no conversations. Students must serve their reflection within 2 school days of receiving it. If a student earns a reflection, serving the reflection takes precedence over personal plans the student or family may have.

Lunchtime Reflection

Lunchtime Reflection takes place every day of the week. Start time depends on school schedule and ends 5 minutes before end of lunch. Students serving lunch reflection will only be offered the cold lunch: sandwich, chips, fruit, and drink. Students will not be allowed to

bring outside food into lunch reflection other than a sack lunch packed from home.

After School Reflection

In certain time sensitive cases students will be issued an After School Reflection. These reflections take place from 3:35 - 4:05. Depending on the situation the student may be required to serve this reflection in a classroom with a teacher or with an Administrator.

Saturday Reflection

Saturday Reflections are earned for more serious infractions including unexcused absences from an assigned lunch time or after school reflection. Saturday reflection is from 9:00 - 11:00 AM or as determined by the Vice Principal of Student Life. Students may be given writing assignments or may be required to do school clean up at the discretion of the Dean. Saturday reflection takes precedence over personal plans the student or family may have. If a student cannot attend Saturday Reflection, a parent/guardian must notify the school before the date of the reflection and a makeup date will be assigned. Saturday Reflection may be assigned as a alternative to a suspension and missing Saturday Reflection may be grounds for dismissal.

13-5 Minor Infractions

The following represent a sample list of possible minor infractions. This list is not exhaustive. Offenses may result in loss of privileges, reflection, or other sanctions. Repeated offenses will result in suspension.

- Cheating or plagiarism
- Classroom disruption or non-compliance with The De La Salle North Catholic Code
- Non-compliance with dress code
- Language or behavior, which is immoral, profane, vulgar, or obscene
- Inappropriate displays of affection
- Unapproved absences or tardies
- Violation of class rules
- Unsafe driving in the vicinity of the school or at a school function
- Possession of indecent books, pictures, or objects

13-6 Major Infractions

Every student, as a member of the De La Salle North Catholic community, is a public reflection on the school. The school reserves the right to address behavior and impose consequences for student's actions that occur on or off-campus/outside of school. Actions that are contradictory to the school's mission will be grounds for disciplinary action including dismissal with appeal, dismissal without appeal, and/or suspension.

The following offenses may result in immediate dismissal from De La Salle North Catholic without the possibility of an appeal (This list is not exhaustive):

- Physical or verbal assault
- Possessing, using, or threatening to use any instrument or weapon including all types of knives
- Selling, distributing, or intention to sell or distribute any illegal substance
- Setting a fire

The following offenses may result in immediate dismissal from De La Salle North Catholic with the possibility of an appeal:

- Vandalism of the school, school property, or personal property, including tampering with fire alarms. Students and their parents/guardians shall be liable for all damage to the school equipment or property.
- Being under the influence or in possession of any illegal substances (alcohol or other drugs). After completing an appeal, the student will be required to complete a chemical assessment and comply with any recommendations made.
- Theft/Shoplifting

Students who are dismissed may appeal to be reinstated. See §13-7 Appeal to Return Process.

The following offenses may result in immediate suspension from De La Salle North Catholic. The Administration will determine the length of the suspension.

- Fighting, inflicting injury or harm to persons or property. Also, hazing or verbal intimidation in any form is not permitted
- Physical, verbal, sexual or racial harassment or intimidation
- Abusive, hateful, discriminatory language
- Disobedience, insubordination, or rudeness to a member of the Administration, Faculty, Staff, CWSP co-workers, or Volunteers
- Written or verbal statements that threaten harm, danger or violence towards another person or property. Suspension will be indefinite and may require professional evaluation. Dismissal may be recommended
- Repeated behavior referrals
- Truancy (skipping school)
- Leaving school premises without permission
- Use or possession of tobacco (smoking or chewing) or cloves on campus or at school functions
- Possession of drug paraphernalia
- Dishonesty of any kind, including forgery, fraud, or impersonating another
- Possession of graffiti pens, markers, or paint
- Outrageous, scandalous, or seriously disruptive behavior, or behavior that adversely reflects on De

La Salle North Catholic, the Christian Brothers, or the Catholic Church

- Conduct at school, at the CWSP workplace, or elsewhere, which would reflect adversely on De La Salle North Catholic and be detrimental to the reputation, safety and welfare of the school, the Christian Brothers, or the Catholic Church
- Involvement in any criminal activity such as theft, drug use or distribution, or any behavior the school determines to be contrary to its mission

Students who are suspended will not be allowed to attend classes until the Administration has had a formal meeting with the student and parent(s) /guardian(s). Students who are dismissed or suspended are not allowed to be on campus or be at any school functions.

13-7 Appeal-to-Return Process

Dismissing a student is a very serious matter. In the event the student's family is not satisfied with a decision, the family may submit a formal Letter of Appeal to the Office of the President. A family meeting with the President would then be called.

13-8 Substance Abuse Policy

Statistics show that students who begin using alcohol, tobacco, and other drugs at an early age dramatically increase their chances of developing a chemical dependency problem. Denial of the issue or an unwillingness to address the situation is the biggest obstacle preventing successful resolution of the problem. If intercepted early, a long-term problem can be avoided.

De La Salle North Catholic has two goals in addressing substance abuse: prevention and early intervention. The counselors, teachers, and administrators will work directly with the students and parents in the classroom and in conferences to provide ongoing education about substance abuse and information regarding community resources.

Any student who freely approaches a counselor, administrator, teacher, or coach for help regarding her or his alcohol, tobacco, or other drug use will be assisted through the counseling department in a confidential and non-disciplinary manner.

- Students who do not freely approach a Counselor, Administrator, Teacher, or Coach for help regarding their substance abuse issue, and are subsequently caught using may be subject to more severe consequences including expulsion.

De La Salle North Catholic considers the possession, use, distribution, or sale of alcohol or any other controlled substance on campus, at the CWSP workplace, at school

functions, or at a time or place involving the school to be a very serious matter.

De La Salle North Catholic will investigate the matter and involve the parents immediately. Not all incidents warrant the same steps, but the school typically involves parent/guardians immediately, requires chemical testing and a full drug/alcohol assessment, confers with treatment centers, counselors, and the family to establish a routine of treatment and counseling that help the student return to school.

- The school reserves the right to drug test any student at its discretion.

Should further incidents occur, the school may act to dismiss the student.

See also §6-12: CWSP – Drug Testing (p 19).

13-9 Tobacco Use

Students are discouraged from smoking and/or using other nicotine products. While we cannot prevent students from using these products off campus, we do prohibit the use of these products on the campus, at school functions, in the CWSP workplace, or at a time and place directly involved with the school.

If students are found to be leaving campus or the CWSP workplace in order to smoke or chew, the situation will be handled as a disciplinary issue as well as a health issue. The student will be expected to attend a class recommended by the school and paid for by the family to aid them in stopping the use of nicotine. Failure to attend the class will result in suspension until the student attends the class.

13-10 Sanctions

The following sanctions may be imposed on students. It is up to the Administration to determine the appropriate sanction for individual infractions. The disciplinary steps for each infraction will be determined by the severity of that infraction.

Warning: Ordinarily a student who is involved in a single minor disciplinary infraction will be corrected verbally or asked to discuss the matter with the Administration. In all cases, a written follow-up will be kept in the student's disciplinary files.

Exclusion: When deemed appropriate, students may lose free dress, off-campus lunch, and/or other privileges.

Level III or IV Contract: Parents will be notified in writing if the student has been placed on Level III or Level IV as the result of a serious infraction of school regulations or

incidents of misconduct. Parents are encouraged to make an appointment with the Vice Principal to discuss this matter. See §13-3 Consequences and Supports (p. 33).

Suspension: A student will be placed on suspension for serious misconduct, whether on or off the campus, or for serious misconduct after having been placed on probation. The parents will receive either written or verbal notification of the suspension and must confer with the Administration before the student is readmitted to the school.

Absences resulting from suspension are treated as unexcused. Please refer to §5-2: Unexcused Absences. Students will lose the right to participate in any school activity for a period of time to be determined by the school Administration.

Dismissal: Dismissal is incurred by the repetition of conduct leading to one or more suspensions or by misconduct of a very serious nature which calls for an immediate dismissal without suspension.

Dismissal may also result from parent or guardian failure to support school policies.

13-11 Membership in Non-Sponsored Groups

Groups or other non-sponsored school clubs that in the judgment of the Administration are detrimental to the positive Lasallian Catholic atmosphere of the school will not be tolerated. Individuals or groups which promote attitudes and ideals that are contrary to the teachings of the Roman Catholic Church, as well as Christian and democratic principles and practices will not be tolerated.

Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property, at the CWSP workplace, or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in such groups.

13-12 Harassment Policy

De La Salle North Catholic is committed to providing a learning environment that is free from harassment in any form. Harassment of any student by any other student or lay or religious employee or CWSP co-worker 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/work environment, which is hostile or intimidating because of a negative reaction to an individual's race, creed, color, national origin, physical disability, gender, or sexual orientation. Harassment is prohibited during all school-related or work-related activities, whether on or off campus.

Acts of harassment include, but are not limited to, all of the following:

Verbal Harassment - Derogatory comments and jokes or threatening words spoken to another person. Including epithets, slurs or negative stereotypes.

Computer/Technology Harassment - Derogatory comments and jokes or threatening words communicated via any computer or electronic device to another person. See also §15: Technology and the Technology Code of Ethics.

Physical Harassment - Unwanted physical touching or contact, assault, deliberate impeding or blocking of movement, or any intimidating interference with normal work or movement.

Visual Harassment - Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings or gestures. Toward an individual or targeted group

Sexual Harassment - Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when relating to any or all of the following:

- 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:

- Making unsolicited sexual advances and propositions.

- Using sexually degrading words to describe an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes.
- Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.

It is the student's responsibility to:

- Conduct themselves in a manner that contributes to a positive school/work environment.
- Avoid any activity that may be considered discriminatory, intimidating, or harassing.
- Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome. Any student informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, is required to discontinue that conduct immediately.
- Report all incidents of discrimination or harassment to the Principal, any school administrator, or CWSP supervisor.

13-13 Complaint filing and Investigation Procedures

The following procedures must be followed for filing and investigating a harassment claim:

- 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, faculty member, administrator, counselor or CWSP supervisor.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- In some cases, the school may hire an outside agency or professional to conduct the investigation. The investigation will include sharing with the alleged the nature of the allegations, and in some cases, the name of the person bringing the allegations. An investigation may take several days. If appropriate, the person alleged to have harassed will be placed on administrative leave or suspended during the course of the investigation. In the case of an incident at a CWSP workplace, the student may be placed at another site until the investigation is completed and resolved.
- Once the facts of the case have been gathered, the Principal and/or President and/or Board of Trustees, if necessary, 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 dismissal and/or termination.

- If the complaint is against a non-employee or non-student, such as a parent, CWSP co-worker, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

13-14 Definitions

A. *Weapon*

- A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace; and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. *School*

- “School” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school.

C. *Possession*

- “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

13-15 Sole Discretion and Interpretation of Policy

De La Salle North Catholic has sole discretion in matters of student discipline, including suspension and expulsion. Further, it reserves the right to clarify and interpret all policies and regulations.

XIV. Student Uniform Dress Code

The Uniform Dress Code ensures that students dress in a professional, conservative, and safe manner. The Dress Code aligns with our CWSP business attire and is required for all students on the first day of school. Students are expected to be in uniform from 7:45 a.m. until 3:30 p.m.

14-2 School Uniform

Shirts with DLSNC logo; Oxford style; long sleeve worn tucked and buttoned. No more than top two buttons undone. Colors: blue or white.

Polo: Students may wear the Dennis Uniform Polo with the DLSNC logo each school or work day.

Pants should be worn in a modest fit and un-tucked at the leg. Colors: khaki or black. Pants made with belt loops must be worn with a belt. Dennis Uniform pant preferred.

Skirts worn in modest fit and length, DENNIS plaid option only. **Skirt must be purchased from Dennis Uniform.**

Shoes are to be dress shoes, dress boots, or tennis shoes. All tennis shoe options must be **SOLID** black, white, or brown. Solid means the tongue, upper, sole and logo are the same color.

- De La Salle sweaters and vests with DLSNC logo are allowed in navy, black, gray, and white. **Must be purchased from Dennis Uniform.** An Oxford-style shirt or polo shall be worn under any De La Salle sweater, vest, or fleece.
- Additional notes on shoes
 - Shoes that expose toes are not allowed.
 - Always *excluded* are slippers, sandals, flip-flops, athletic slides, house shoes, moccasins, or any glitter/sequined styles.
 - UGG boots and TOMS, or other similar style of either boot or shoe, is not permitted. With the exception of “My Shoe Mondays.”
 - Heels must be 2” or lower.
- Jewelry

In accordance with the CWSP Professional Standards, all jewelry must be worn in a modest and professional style. Nose piercing must be a modest stud and size, no nose rings. Any style that would draw undue attention to a student is not allowed. *Display of body piercing beyond ears and nose is not appropriate.*

 - No eyebrow piercings;
 - No lip, tongue, cheek, or chin piercings;
 - No other visible body piercing.

- Tights/Leggings/Stockings/Nylons must be solid black, brown, white, or navy and appropriate to wear in professional (CWSP) and school setting. No patterns, designs, or fishnets. Leggings may only be worn under a skirt or pants.
- No Denim, jeggings, athletic tights, running pants, yoga pants or the like are allowed. This includes during Spirit Week.
- Hats or head coverings (eg, head wraps, headbands) are not considered professional and, therefore, are not allowed at work or school.

14-4 Hair and Grooming

Hair is to be clean and well groomed. Any style or unnatural color that would draw undue attention to a student during school or CWSP placement is not permitted.

For men, hair generally is not to extend below the top of the collar and shall be cut above the eyebrow line. Longer hair is to be braided or pulled back into a ponytail.

14-5 Jackets/Coats

Colors must be a solid color: Black, Navy, Gray, or White

- One solid color (no stripes, pictures, symbols, or designs)
- Without a hood

All students receive a De La Salle fleece in their 9th and 11th Grades years. These fleeces are provided for free. These are the preferred in-school outerwear.

14-7 Spirit Week

Twice a semester, throughout the school year there will be one special week designated as “spirit week.” Dress must remain appropriate for an environment that fosters Christian respect, modesty, and learning. Each Spirit Day will be themed and school appropriate. Those deemed inappropriately dressed will receive consequences and will be at risk of losing spirit week privileges. In some cases students may be sent home to change.

- Unacceptable dress includes but is not limited to: tank tops, sheer blouses, low-cut shirts, bare midriffs, pajamas, ripped jeans, and tight-fitting leggings, pants, skirts, or shirts.

14-8 Uniform Closet

The primary purpose of the Uniform Closet is to have clothing in case of emergency. The uniform Closet that maintains a limited selection of shirts, pants, and shoes. Some items are donated and include used uniform items

from graduated students. Not all sizes are available. A washer and dryer are also available for emergency situations.

Students can come to the uniform closet between 7:30 a.m. and 7:55 a.m. for assistance with uniform items before their first class. If a uniform emergency takes place in the school day, the student should request permission and be escorted to clothes closet by selected staff members.

14-9 Out of Uniform Dress Code Consequences

Students will not be permitted to remain in class if they are in violation of the Uniform Dress Code. Any class time missed due to an uncorrectable violation of school uniform will be considered an Unexcused Absence or Unexcused Tardy. Students sent to the office for being out of uniform will be expected to correct the problem immediately which may include changing into borrowed clothes from clothes closet or going home for a change of clothing.

- Continued non-compliance will result in the student being subject to the Level system of consequences outlined in §13-3: Consequences and Supports.
- If a student arrives for school or work improperly dressed, she/he will need to change; sometimes, this may require the student to return home. Repeated defiance of the school’s Uniform Dress Code will result in further disciplinary action as outlined in §13-3: Consequences and Supports.

Students asked to return home due to dress code infraction will be responsible for their own transportation home, changing into proper attire, and transportation to work or school. If a student is sent home, she/he will automatically be marked absent and face any additional consequences for that absence.

- School Administration reserves the final decision on all Uniform Dress Code matter.

14-10 CWSP Dress Code Notes

The school is the student’s employer and students must conform to De La Salle North Catholic’s dress code.

If a job requires special clothing such as gym shoes or jeans due to the nature of the work, the supervisor will communicate this to the CWSP Staff who will then communicate the dress code change to the student.

- Students must remain in proper attire (i.e. shirts tucked in properly, ties tied, shoes laced) from arrival to school until departure from the worksite.

- Students must report to morning check-in dressed in proper dress code and are not to change into different clothes at any time throughout the day.

XV. Technology and Social Media

De La Salle North Catholic views the use of the computer as a tool for personal productivity and learning. We expect responsible behavior of all students using school technology whether in the lab or using a school-owned Chromebook. Computer use that does not support the curricular program is inappropriate and may result in the loss of computer access. Access to the school wi-fi has been established for educational and institutional purposes, which includes classroom activities, career development, and limited high quality, self-discovery activities. It is unacceptable for students to access chat rooms, social media, or any other inappropriate sites.

Social Networking websites and apps have become very popular with today's youth. Since the content of what is put on these sites often refers to the student's school, it reflects De La Salle North Catholic and is therefore the business of the school. As such, the school has the right to take appropriate action when information from one of these sites is brought to our attention. Parents are encouraged to monitor what their students are placing on these websites and apps.

As a student of De La Salle North Catholic, I pledge to uphold the following Technology Code of Ethics:

- Technology will not be used to harass or bully others.
- Technology will not be used to steal or borrow intellectual work.
- Technology will not be used to access or store inappropriate materials.
- Technology will not be used to send out "chain" email, mass email and/or surveys that have not been approved by faculty, staff or administration.
- Technology will not be used in a disrespectful way towards teachers by "multitasking" during class time (e.g., emailing, chatting, doing homework, gaming, etc)
- Technology will not be used to photograph, record through video or audio any student, faculty, or staff without their knowledge and consent.
- Technology will not be used to express profanity and vulgarities in any online source, including De La Salle North Catholic's website, De La Salle North Catholic's email services, or other internet sites.
- Technology will not be used to attempt to access other students' or staffs' private information
- Technology will not be used to share any personal information about you or any student or school personnel to anyone via the internet.
- Technology will not be used in a way that endangers your safety or the safety of students or staff members.

- Technology will not be used in a way that would disrupt the use of the network by others.

Consequences

Failure to comply with the Technology Code of Ethics, depending on the gravity of the incident, will be considered either a Minor or Major Infraction. Consequences for any such infraction will follow the guidelines outlined in §13-5 & 13-6: Minor & Major Infractions (p. 34).

15-1 General Use Policy

Respect other users' work and files

- File names or locations should not be changed.
- Touch others' keyboards and/or mice only when asked.
- Leave computer settings as you find them.

Respect and care for equipment

- Leave cabling, mice, mouse pads, and peripheral configurations as you find them.
- Use keyboards, mice, mice pads, disk drives, and peripheral devices with care.
- Following appropriate shutdown procedures.
- If you don't know how to operate equipment – ask.
- Keep food, drink, and gum away from all computers.

Respect ethical computer use

- School equipment is not be used to make illegal copies of software.
- Because of copyright laws, only programs purchased by the school will be used on school machines.
- Personal software (commercial applications, operating systems, utility programs, CD-ROM's) stay at home. Resource information taken from electronic sources (online databases, electronic encyclopedias, CD-ROMs, news services, laser disc, etc.) must be cited as a reference.
- Plagiarism will not be tolerated.

Respect posted use policy

- During school hours, Internet use will focus on academic purpose.
- During posted before and after school times, Internet may be used for recreational (games, surfing and email) purposes, when staff supervision is present and approved.

15-2 Networking Guidelines

Entering the world of telecommunications creates enormous potential for exciting and motivating learning. An overwhelming number of resources and opportunities for worldwide communication are literally at one's fingertips. However, users need to understand

that they are leaving De La Salle North Catholic and entering the worldwide electronic community.

15-3 Users Acknowledge the Rights inherent in the use of Telecommunications

Privacy in electronic communications

Users must recognize the fundamental differences between public (e.g. news) and private (e.g., email) forms of communication and shape their content accordingly.

Equal access

Internet users have the right to as many network services as the user's technology allows.

Safety from harassment or unwanted or unsolicited contact

Any user who receives unwelcome communications should bring them to the attention of the appropriate staff member or parent.

- Never give out identifying information – student's name, home address, school name, and telephone number – in a public message or email. (Child Safety on the Information Superhighway, National Center for Missing and Exploited Children, Arlington, VA 1994)

Users must be aware that there are many services available on the Internet that could be considered offensive, and individuals must take responsibility for their own actions in navigating the network.

Intellectual freedom

The network must be a free and open forum for expression. Statements are implicitly understood to be representative of the author's individual point of view and not that of the network, its administrators, or the participating high school.

15-4 Social Media to be Used Respectfully

De La Salle North Catholic encourages the use of social networking as a way for students to connect with each other and share ideas and information in a positive and constructive way. De La Salle North Catholic expects all students to be responsible digital citizens. Digital citizenship can be defined as appropriate, responsible behavior with regard to technology use.

When using digital technology:

- Students will be responsible for all their actions.
- Students will be respectful towards other students, staff, and the school.
- Students will self regulate their language and comments refraining from any wording that could be considered harassing, demeaning, or derogatory.

- Students, while at school, will limit their technology use to educational purposes only.
- Students will keep all cyber activity to productive academic work and refrain from engaging in illegal or inappropriate conduct (i.e. plagiarism, hacking, illegal downloads, sexting, pornography).

Students and De La Salle North Catholic High School are responsible for maintaining a positive educational atmosphere. The following activities can significantly disrupt the academic setting, possibly creating a hostile environment for staff and students. The school will investigate, intervene, discipline, and educate all students involved.

15-5 Sexting Is a Crime

According to Oregon law (ORS #163.665), students sending or receiving sexually explicit messages are engaging in criminal behavior.

If this occurs while students are under the school's care, custody and control, the school will contact local law enforcement

Sexting includes but is not limited to the following:

- Ask for or try to obtain pictures of a sexual nature.
- Sending pictures of a sexual nature.
- Copying or photographing pictures of a sexual nature.
- Transmitting, forwarding, posting, or reposting pictures of a sexual nature.
- Saving or storing pictures of a sexual nature.

15-6 Inappropriate Messages and Postings

Inappropriate messages and postings include but are not limited to the following:

- Posting pictures or video of another student or staff without their permission.
- Posting inappropriate comments regarding another student or staff.
- Posting inappropriate comments regarding De La Salle North Catholic.
- Creating websites or social media related accounts using the De La Salle North Catholic name or logo.
- Sending texts, Instagrams®, Snapchats®, email, or any other form of electronic communication that is of a threatening, harassing, or derogatory nature.
- Any other digital activity that De La Salle North Catholic deems inappropriate.

15-7 Internet Rules

Inappropriate language

Students may not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause

danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

Plagiarism and Copyright Infringement

Students may not plagiarize articles or stories found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. Students will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Assume everything in copyrighted.

Inappropriate Access to Materials/Services

Students may not use the De La Salle North Catholic system to access material that is profane or obscene (pornographic) or that advocates illegal acts or violence or discrimination toward other people. If students mistakenly access inappropriate information, they should immediately tell their teacher or computer coordinator. This will protect them against a claim of intentional violation of this policy.

- Students may not attempt to download music, videos, software from the network or the Internet. Students may not engage in financial or shopping transactions.

Illegal Activities

Students will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's files. You will not deliberately attempt to disrupt the computer systems or destroy data by spreading computer viruses, malware or by any other means.

User's Name and Account

Pseudonyms are not allowed; students must use their own names and/or student IDs. Users may not use another's account or password. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent other from accessing their resources.

Free Speech

Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons. The school will not restrict your right to free speech on the basis of its disagreement with the opinion you express.

Displaying exemplary behavior on virtual field trips

Students must conduct themselves as representatives of both De La Salle North Catholic and the community as a whole when using the network.

XVI. Tuition and Fees

16-1 Registration

Families who wish to enroll their children at De La Salle North Catholic sign a Tuition and Fees Contract. The signature of the parent(s)/guardian indicates consent to fulfill all responsibilities and abide by all rules as described in this handbook.

16-2 Tuition Payment: Responsibilities and Methods

Tuition for the 2018-2019 school year is set at \$2995. Plans are available and are outlined in the 2018-2019 Tuition & Fees Contract. Each student must have a signed Tuition & Fees contract on file with the Business Office.

Timely tuition payments are important and fees of \$25 may be assessed for late payments and/or checks returned for insufficient funds.

Financial responsibility for tuition payments is established with the Tuition & Fees Contract. If a student moves households during the school year, the tuition and fees are still the responsibility of the person/s who signed the contract unless a newly responsible party comes into the Business Office to complete a new Tuition and Fees Contract for the remainder of the year.

16-3 Delinquent Accounts

The school will not turn anyone away due to an inability to pay.

Therefore, the school is always ready to work with families who experience a financial hardship that makes the tuition and fee payments difficult. Please contact the Business Office, the Principal, or a School Counselor for help.

The school does reserve the right to withhold any and all service for nonpayment of account; this may include holding a student out of classes or participation in activities.

- Families with accounts not current at the end of any month will need to make arrangements with the Business Office to bring the account current.
- Senior students whose family accounts are not current may not be able to participate in end-of-the-year events and will not receive their diploma until the account is paid in full. (See §3-34: Commencement and End-of-the-Year Activities.)

16-4 Refund Policy

Tuition for students who leave school for any reason during the year is due through the end of the semester of their departure. Students who have prepaid their tuition will receive a prorated refund for any prepaid tuition beyond that date.

16-5 Terms of Withdrawal

Students are accepted with the understanding that they will remain enrolled at De La Salle North Catholic for the entire academic year. Consequently, the school makes its commitments to the faculty and contracts for services on a yearly basis according to the number of students enrolled at the beginning of the academic year. The school is not relieved of its responsibilities and obligations when a student withdraws or is dismissed. Therefore, it is understood by the parents and the school that in the event a student does not complete the academic year, the parents are still obligated to pay in full any tuition balance, including the current semester's tuition, as provided for in the refund policy. Parents must complete the registrar's paperwork formally withdrawing their student before the withdrawal is official. Also, all textbooks and athletic uniforms must be returned or their cost must be reimbursed to the school.

16-6 Textbooks and Other Materials

Students are assigned textbooks and other school-owned equipment, and it is the students'

responsibilities to return the assigned textbook and/or equipment at the close of the semester or the school year. If the assigned book or equipment is not returned by the student to whom it was issued, or if the returned book is damaged and unusable, the cost of assigned textbook or equipment will be billed to the student's family.

See also §9-2: Books and Equipment (p. 24).

16-7 Tuition Assistance Program

Tuition assistance is available for families who cannot afford the full amount of tuition. Families must submit a financial aid packet in order to be considered for tuition assistance. Generally, the financial aid packets are available in January and are due at the end of May.

Tuition Assistance FACTS application process:

- Student completes enrollment process and is accepted as a full-time student;
- Family submits registration form to De La Salle North Catholic Business Office and pays fee directly to FACTS;
- Family obtains FACTS Form from De La Salle North Catholic Business Office or online at www.psas.org

Tuition contracts are typically mailed in spring.

Your Four-Year Academic Plan

Use the checklist below to plan your classes for your four years of high school.

Total Credits for Graduation is 33.0 Credits. One year of academic study = 1 Credit (CR).

- 4 years each of English, Mathematics, Science, Social Science, and Theology
- 2 years of World Language
- 1 year of Health
- 1 year of PE
- 4 years of CWSP
- 1 year Retreat/Service Participation (
- 4 Elective credits

- 1) Pick your required classes and circle in the appropriate math class
- 2) Choose enough electives to have seven periods total each semester
- 3) Make sure you have a plan to ensure you meet all graduation requirements
- 4) Update your plan each year

FRESHMAN YEAR

- Corporate Work Study (1 CR)
- English I (1 CR)
- Algebra I or Honors Geometry (1 CR)
- Conceptual Physics (1 CR)
- Theology I (1 CR)
- Civics (1 CR)
- PE I/Health I (1 CR)
- LYM Retreat + Service (.125 CR)
- Elective(s) (1 CR)

Total Credits (CR) _____

SOPHOMORE YEAR

- Corporate Work Study (1 CR)
- English II (1 CR)
- Geometry or Honors Algebra II (1 CR)
- Chemistry (1 CR)
- Theology II (1 CR)
- World History (1 CR)
- PE II (0.50 CR)
- Spanish I or Spanish Heritage I (1 CR)
- LYM Retreat + Service (.125 CR)
- Elective (0.50 CR)

Total Credits (CR) _____

TIPS FOR FRESHMEN:

- Focus on your studies: it will show in your personal growth and grades
- Get involved in school and community activities
- Begin a record of your extracurricular activities:
 - Volunteer work
 - Employment
 - Sports
 - Other _____

TIPS FOR SOPHOMORES:

- Continue to focus on your studies
- Volunteer: find your passion and help others
- Apply for summer programs to develop one or more of your interests
- Read, read, read; it is the best preparation for standardized tests

Your Four-Year Academic Plan

JUNIOR YEAR

- Corporate Work Study (1 CR)
 - English III (1 CR)
 - Algebra II or Honors Pre-Cal (1 CR)
 - Biology (1 CR)
 - US History - Ethnic Studies (1 CR)
 - Theology III (1 CR)
 - Spanish II or Span Heritage II (1 CR)
 - LYM Retreat + Service (.50 CR)
 - Elective (1 CR)
-

Total Credits (CR) _____

TIPS FOR JUNIORS:

- Continue to focus on your studies
- Take the PSAT: remember PSAT scores may qualify you for the following Scholarships:
 - National Merit Scholarship
 - National Achievement Scholarship
 - National Hispanic Scholarship
- Research college and career possibilities
- Attend the National College Fair
- Take the ACT and/or SAT in the Spring (Many selective colleges require SAT Subjects Tests)
- Research and Apply** for scholarships

SENIOR YEAR

- Corporate Work Study (1 CR)
 - AP English or English IV (1 CR)
 - AP Calculus or Precalculus (1 CR)
 - AP Physics, Env. Science, or Human Anatomy (1 CR)
 - AP Spanish (1 CR)
 - Government/Economics (1 CR)
 - Theology IV (1 CR)
 - Health II (0.50 CR)
 - LYM Retreat + Service (.25 CR)
 - Elective(s): (1.50 CR)
-
-

Total Credits (CR) _____

TIPS FOR SENIORS:

- Continue to focus on your studies
- Begin applying for colleges
- Take ACT Prep Classes in Fall
- Take the ACT and/or SAT
- Ask teachers/counselors for letters of recommendation
- Attend the National College Fair
- Apply for FAFSA
- Attend preview days and tour campuses
- Research and Apply** for scholarships