DE LA SALLE
NORTH CATHOLIC
HIGH SCHOOL

4300 NE Killingsworth St.
Portland, Oregon 97218

School Office: (503) 285-9385
School Attendance: Press 5
CWS Attendance: Press 6
Staff emails: see page 3

Front Desk Hours: 7:30 A.M. – 4:30 P.M.
CWS Work Day Hours: 7:30 A.M. – 4:30 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 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 or email the School or Corporate Work Study attendance by 7:30 AM (503-285-9385) or frontdesk@dlsnc.org 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 their 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 for more details.

In Case of Inclement Weather and CWS Make Up Days

➢ CWS work days are canceled for either school late starts or cancellations due to inclement weather.

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.

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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.

I am focused on my future. This is why,

- 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:

Archdiocese of Portland in Oregon
Cognia
Cristo Rey Network, Chicago, IL
De La Salle Institute, Napa, CA
National Catholic Education Association, Arlington, VA
National Honor Society
Oregon School Activities Association
Pacific Alliance for Catholic Education
Sociedad Honoraria Hispánica

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 Cognia. Accreditation is valid through June 30, 2030.

ADMINISTRATION

President	Ashleigh de Villiers	adevilliers@dlsnc.org
Principal	Michael Bartha	mbartha@dlsnc.org
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TEACHERS

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ACADEMIC RESOURCE CENTER STAFF

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Tutor	Mark Burton	mburton@dlsnc.org

ADMISSIONS STAFF

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CORPORATE WORK STUDY STAFF

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Counselor 10th/12th	Jasmine Love	jlove@dlsnc.org

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Foundation Relations & Data Manager	Cheri Krebs	ckrebs@dlsnc.org

LASALLIAN YOUTH MINISTRY

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STAFF

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Front Desk/Attendance	TBD	TBD
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Kitchen Assistant	Patricia	
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Principal's Assistant/Registrar	Kathy McDevitt	kmcdevitt@dlsnc.org

ATHLETIC DEPARTMENT

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Boys Volleyball Coach	Callie Weber	cweber@gmail.com
Girls Volleyball Coach	TBD	TBD
Men's Basketball	James Broadous II	jbroadous@dlsnc.org
Women's Basketball	Quincy Chance	qchance@dlsnc.org
Track & Field Coach	Demetrius Rhodes	drhodes@dlsnc.org

BOARD OF TRUSTEES

Mike Yonker (Chair)
Patty Groman (Vice Chair)
Bruce Bolton
Mary Boyle
Patrick Cummings
Sean Dye
Stephen Feltz
Jonna Frater, '06
Melissa Freeman
Eric Gonzales
David Haney
Evan Leadem
Cyndy Maletis
Br. Mark Murphy, FSC
Michael O'Reilly
Charles Paternoster
Karis Stouamore-Phillips
Alexsandra Walton
Janelle Waltz '07
Ashleigh de Villiers, ex officio, President

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 & Vision Statements
Mission: To create educational access that advances equity in college and career opportunities.
Vision: Be a catalyst for change by empowering underserved youth in Portland.

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 New Orleans 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 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 Catholic Social Teaching
Catholic Social Teaching is the Catholic doctrine on matters of human dignity and the common good in society. The ideas address oppression, the role of the state, subsidiarity, social organization, concern for social justice, and issues of wealth distribution.

Society often proclaims the importance of individualism, but Catholic Social Teaching argues that human beings

are fulfilled in community and family. The Catholic Church believes we have a responsibility to participate in society and to promote the common good, especially for the poor and vulnerable.

Principles of Catholic Social Teaching

- Life and Dignity of the Human Person
- Solidarity
- Care for God's creation
- Call to Family, Community and Participation
- Option for the Poor and Vulnerable
- Rights and Responsibilities
- Dignity of Work and Rights of Workers

2-8 Committed to Racial and Cultural Equity

As a Lasallian Catholic community, 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.

2-9 Committed to Gender and LGBTQ+ Equity

As a Lasallian Catholic community, we value the dignity and sacredness of the human person and are keenly sensitive to marginalized populations. We recognize how sex, gender, and gender expression impact one's access and opportunity in the classroom, on the athletic field/court and community at large.

We embrace the Lasallian Core Principles of *Respect for All Persons* and *Inclusive Community.* Therefore, we strive to create an environment which is inclusive and celebrates gender equity as reflected in the language, behavior and social interactions expressed by students and staff of our community, as well as the classroom, curriculum and school climate.

We acknowledge that we all live in a dominant culture that devalues, exploits, objectifies, discriminates and often condones violence against women, LGBTQ+ persons and gender diverse individuals. The staff and students of DLSNC strive to counter this culture by recognizing and interrupting all forms of sexual harassment and discrimination. As a community, we strive to recognize intersectionality and its social implications, and to acknowledge this in the curriculum, practice and policy of our school, and to build a more just and equitable society together.

2-10 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 40 Cristo Rey schools across the United States, a network of central-city, Catholic high schools educating over 12,000 students and over 28,000 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 and skills. Academic objectives in a college-preparatory school depend heavily on work performed at school and at home. All students must attend in person, full-time.

3-1 Quarter 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 quarter 1 and 3. The Quarter system is new this year. There are 2 quarters each semester. Official semester grades will be reported and delivered digitally within one week of the term end.

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 if 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
- Retreat Leaders
- 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 GPA falls below 2.0, is failing any class, or received an incomplete in a class at the end of any quarter will be placed on Academic Probation. Furthermore,

- 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 quarter.

- Students on Academic Probation will have grades checked at the start of every month, to determine if they can be removed from probationary status.

Academic Ineligibility
Any student whose GPA falls below 2.0, is failing any class, or received an incomplete in a class at the end of a second consecutive month 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.

- Students who have become academically ineligible must meet with the Vice Principal to discuss and refine their Probationary Support Plan, with the support of the counselors, activity director and parents.
- Students can be removed from Probationary status or Ineligible status by improving grades in such a manner that the student's GPA is 2.0 or higher, the student is no longer failing any class, and/or the student has completed all incomplete courses at the beginning of the next month.
- Academically ineligible students may not participate in performances, games, matches, events that would take them out of class, or as representatives for admissions events; but they are allowed to practice. Nonetheless, they are required to continue with mandatory after-school tutoring, or some other approved study time, and to comply with all agreements identified in their support plans.

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 Rising 10-11-12 Students
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, and/or teacher recommendation, the student will be asked to participate in the Summer Proficiency program if it is offered. 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 as needed 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. Failure to attend the proficiency program, will require a family meeting to create an instructional support plan for the following semester, and could result in loss of student's elective choices to accommodate academic plan.

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. Only the original grade will be factored into the student's GPA.

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 are regarded as serious matters. The school's response to cheating will follow the level system of discipline (see **§13-2: Consequences and Supports**).

All students involved in any incident will meet with their teacher who will document the incident. The student will receive lower credit for the assignment (anywhere from 0-50%, depending on the teacher's policy. Please refer to the teacher's course syllabus shared at the beginning of the school year). The teacher will contact the family to inform them of the incident. If there is a pattern of academic dishonesty, the student and family will meet with an administrator, and students may be subject to probation, academic failure, or dismissal.

Students are not to use Artificial Intelligence (AI) to create work and then submit it as their own. Please refer to section **15-4 Respectful Digital Citizen on Social Media and AI** for our detailed AI policy.

3-7 Semester Course Failures and Academic Dismissal

Any student, including transfer students, 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.
- Seniors cannot fail any course 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 will 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 District's Evening High School or Summer Scholars Program within one year of when the fail was earned.

A student may also recover credit for an 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. The grade received through credit recovery will be calculated along the original fail grade on transcripts.

- 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 documented 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. These dual-credit classes are labeled as "college" courses on our transcripts. Students must apply for the college credit with the participating college. Consult with your teacher for details.

Starting with the graduating class of 2028, both Dual Credit Courses and AP courses will be weighted. Students taking these college level courses will be able to earn 1 additional point (credit) toward their GPA for successful completion of each of these courses. For example a typical A grade counts as 4 points towards GPA, with this update the A in these courses would be worth 5 points. This is in an effort to recognize the time, effort, and level of rigor required in these advanced courses.

3-11 Drop/Withdrawal Policy
Schedule changes are limited and must occur within the first week of classes in each semester. Students must get Add/Drop forms from the Academic Office, must have a parent/guardian signature, and the approval of the instructor for the request to be considered. 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 two - three days a week. Check your teachers' Office Hours schedules listed on their syllabi.

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 (ARC) is dedicated to tutoring services. Students participate according to an academic plan developed and monitored by the Academic Resource Coordinator or as determined by administration based on grades, test scores, or teacher recommendations. It is open every school day from 7:30 – 4:30.

The ARC 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, in order 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 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.
To maintain the integrity of finals for all students, De La Salle North Catholic does not administer final exams prior to, or after, the testing time, nor are retakes allowed. Any student requesting an exception to this policy needs to contact the Administration to make arrangements. Teachers are not authorized to get approval or make special arrangements for finals without conferring with an academic administrator.

- Exceptions are not guaranteed.

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.

3-16 Final Exam Unexcused Absences
All non-elective courses give a final exam at the end of each semester. 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 20 minutes after the start of the final, failure to notify the school of the absence, leaving school without permission, skipping class, sleeping in, missing the bus, or engaging in a 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	Dual/AP Grade Points
90-100	A	4.00	5.00
80-89	B	3.00	4.00
70-79	C	2.00	3.00
60-69	D	1.00	2.00
0-59	F	0.00	0.00

Grades are used as a means for measuring and reporting academic progress and achievement. Grades also aid students in determining their individual strengths and weaknesses, and 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 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 the 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.
INC This mark is only issued with the approval of the Administration 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 of when grade was earned. Grade changes must

be verified in writing by the teacher involved and approved by the Administration.

3-21 Graduation Requirements
To graduate and earn a diploma from De La Salle North Catholic, students must fulfill the following requirements:

Subject	Credits Required
Theology	4
English	4
Mathematics	4
Lab Sciences	4
Social Studies	3
Spanish	2
Health	1
PE	1
Corporate Work Study	4
Electives	5
Total credits	32.0

In addition, Seniors must also complete the Free Application for Federal Student Aid (FAFSA) and submit a Student Aid Report (SAR) to the college counselor.

Seniors must also apply to a minimum of ten (10) colleges/universities.

3-22 Excessive Absences and Automatic Loss of Credit
The maximum number of absences permitted in any one class, excused or unexcused, in any semester, is eight (8). Only under unavoidable circumstances, such as a major illness, might this requirement be waived.

- After 4 absences, an email or letter will inform the student's parent/guardian of the attendance concern.

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

Students must appeal to the administration to have the credit reinstated. The final decision will be made by the administrative team.

PLEASE NOTE:
- Not all appeals are granted. As a result of the appeals process, students may be asked to complete summer school, community service, or service learning projects to make up for missed class hours.
- The administrative team will review this requirement in the event of situations similar to the recent pandemic.
- If a student loses academic credit, they will be required to recover the credit through accredited programs, and will be disqualified from possibility of being the school's Valedictorian or Salutatorian.

See also **§5: Attendance** and **§3-9: Course Recovery Guidelines**

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 for meeting with the respective teacher to learn how to make up for the work missed.

Excused Absence
- Students with an excused absence will be allowed to make up assignments within a specific time frame, as outlined in the teacher's syllabus. It is important that students and parents understand the teacher's policy for late work. Please refer to the course syllabus shared at the beginning of the year. They may receive a zero if the work is not turned in on the required date. For an extended absence, parents and students should communicate with administration to construct a plan with teachers.

Unexcused Absence
- Tests, quizzes, and other assignments missed due to an unexcused absence may possibly not be made up. Please refer to the teacher's policy for late work as outlined in the course syllabus shared at the beginning of the year.

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 still responsible for these assignments. Suspended students must complete the missed work during the suspension, and turn it in on the day of return, unless otherwise stipulated by the teacher.

- All assignments and projects of the suspended students due on the day of suspension will be accepted. These assignments will be marked down one letter grade from what it originally earned.
- If a student is going to miss a test because of a suspension, the student must communicate with the teacher that day to understand how the test will be made up. The grade earned on the test will be marked down one letter grade from what the test would have originally earned. Students are responsible for communicating with teachers when they are suspended.

3-25 Honor Roll/Academic Awards

The Honor Roll is published at the end of each semester. First Honors requires a GPA of 3.5 – 4.0; Second Honors requires 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. Although there are no formal conferences set on our calendar, Families may contact teachers at any time regarding concerns and/or to schedule a meeting.

3-27 Classroom Observations
De La Salle North Catholic believes that a strong and positive parent-school partnership is beneficial to student success. 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. In order for a guest to observe a classroom, they must inform the principal of the proposed visit by completing and submitting an Observation Request Form at least one week prior to the requested date. The building principal, or other designated administrator, shall arrange the visit on a day and time that is mutually agreeable. During the classroom visit, the guest shall not interact with his/her child, any other students, the classroom teacher, or otherwise disrupt the classroom process. Unless otherwise authorized, the visiting guest is prohibited from taking any photos, video, or audio recordings. The school reserves the right to terminate visit should the guest fail to comply with these terms. Administration may limit the number of times a parent, guardian, or other guest may visit.

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.

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 an 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 exceptions 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 administration for approval.

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 Administration 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 is 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 (K-8) 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 determine which Spanish class student will be placed in.

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 by administration and will also be issued written reminders of obligations to the Business and CWS offices.

Diplomas will be withheld for any student who has failed to meet academic or CWS 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, senior events, 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.

- Students who lose academic credit due to attendance are disqualified from these positions.
- Students who earn a P/NP for a course are disqualified from these positions.
- Since AP and Dual credit classes are weighted at a higher GPA value, failing to take these classes may result in not earning the recognition of being Valedictorian or Salutatorian, even if a student earns all As in their high school career.

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 in these sports:

Women	*Men*
Soccer	Soccer
Volleyball	Basketball
Basketball	Track & Field
Track & Field	Volleyball

- 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.
- Athlete's families will be assessed an athletic fee of $50 per sport charged at the season's midpoint.

- 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 CWS 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 GPA falls 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, athletic 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 GPA falls 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.

- Academically ineligible students may not participate in performances, games, or matches; but they are allowed to practice. Nonetheless, they are required to continue with mandatory after-school tutoring, or some other approved study time, and to comply with all agreements identified in their support plans

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 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 are 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 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 their 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 CWS 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 CWS 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 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

In accordance with state laws dictated by the Oregon Department of Education (OAR 581-023-0006) students are required to achieve designated minimum requirements for instructional time. At De La Salle North Catholic, this means that a student cannot miss more than eight days of any particular class in each semester in order for the school to grant credit for that class. This number takes into account both excused and unexcused absences.

Success at De La Salle North Catholic demands exceptional attendance. There is a direct correlation between attendance and academic success. Therefore, attendance at school is essential, every day for the full day, from 8:00 AM - 3:30 PM.

5-1 Parent/Guardian Responsibilities
The State of Oregon attendance requirement means that parents should do all they can to ensure their child attends classes every day.
- Parents should monitor attendance regularly
- Parents should inform the school in the event of an absence to school or to work(503-285-9385); frontdesk@dlsnc.org
- Parents should work cooperatively with the school to prevent excessive absences.
- Parents should schedule appointments of any kind for their student, outside of school hours whenever possible. If this is not possible, appointments should be scheduled at different times during the school day as to not create multiple absences in the same class period.

5-2 What is an Absence?
One absence is equal to missing one class period. Students are marked absent if they are not present in

class or check into class 20 minutes or more after the tardy bell.

5-3 Excessive Absences and Academic Credit
The maximum number of absences permitted in any one class, **excused or unexcused**, in any semester is eight (8). Missing eight or more classes is missing more than 10% of a class. As a comparison, De La Salle students' average daily attendance is 97%, every period, every day . . . a key factor in their success. Only under unavoidable circumstances, such as a major illness, might this requirement be waived.

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

- Students must petition the Administration to have the credit reinstated. The final decision will be made by the Administrative appeal Team.

- After 4 absences, an email or letter will inform the student's parent/guardian of the attendance concern.
- After 5 absences the student may be required to attend Saturday School.
- PLEASE NOTE: Not all petitions are granted. As a result of the petition process, students may be asked to complete Summer school, Saturday School, Community service, or service learning projects to make up for missed class hours.

5-4 Excused Absences Procedures
De La Salle North Catholic reserves the right to determine whether an absence is excused or unexcused. See also §5-5: Unexcused Absences for clarification on unexcused absences.

When a student is absent from school or work

To excuse an absence or tardy, the parent or guardian must inform the Front Desk of the reason within 24 hours of the absence or tardy. Failure to do so may result in an automatic unexcused absence.

The parent or guardian is to email the front desk at frontdesk@dlsnc.org or call the Front Desk at 503-285-9385 ext. 100 before 7:30 AM; for a school absence press 5; to report a CWS absence press 6.

- If no communication 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 is to be presented to the Front Desk in consultation with Administration to determine whether the absence is excused or unexcused and will become part of the student's file.
- If medical/Dr. notes are presented for excused absences, the absence will be exempted from the "Loss of Credit Appeal" absence calculation.

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 appointments). Students will not be permitted to leave early from school or work without prior conversation with a parent or guardian who is listed in PowerSchool.

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 the Director of the Corporate Work Study Program. Such absences are still counted

5-5 Unexcused Absences
De La Salle North Catholic reserves 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.

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

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

5-6 What is a Tardy?
Students are considered tardy if they are not in the classroom when the tardy bell rings.

5-7 Tardiness to School
We believe all students benefit from being on time for every class and on time to work.

Students who consistently receive unexcused tardies to class may reach Level 4 or Level 5 Consequence (see §13 Behavior Policy).

➢ *In case of an emergency or unavoidable delay please contact the front desk. The administration will determine, at a later time, 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 appointments) 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. Students 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 face further disciplinary action from Administration, in consultation with teachers/parents.

5-8 CWS Absences and Tardies
See §6-1: Corporate Work Study Program Attendance (p 17).

5-9 Extended Absence Notification Required
An Extended Absence is one that lasts 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 CWS 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.

5-10 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.

5-11 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's 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 CWS 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/work 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 result in the student being temporarily excluded from participation and/or attendance at future events.

VI. Corporate Work Study Program

The Corporate Work Study Program (CWS) 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 maturely 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

Each student reports to CWS promptly by 7:55 a.m. Students assemble in the Commons/Gym for prayer and announcements and then board an assigned van for work. Students are required to be prepared for their work day. Attendance is taken electronically by CWS Staff. Students must report to CWS check in table or they will be marked late.

Daily Work Schedule

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 4:00 p.m. They leave to catch their van and return to school around 4:30 p.m. (weather & traffic permitting). 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. Students are advised to bring a sack lunch, pick up a sack lunch in the cafeteria before checking in to CWS, or bring money to purchase a lunch.

Absences

Each student is expected to attend work every day it 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, and vacations or other extracurricular activities should not be scheduled on a workday.

- All students will be ineligible for any extracurricular activities until their workday ends.

- If a student is ill and will miss work, the parent/guardian is required to:
    - Call the school by 7:30 a.m. to notify the CWS 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 CWS 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, finding their own way to and from work, and completing the electronic make-up day time card. 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 result in student being placed on an attendance contract.

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. 9th, 10th, and 11th grade students must make up their missed days by June 30th. Students' families will be billed $173 for each missed day until it is completed.

Seniors must have their make-up days scheduled before graduation. Seniors must complete all missed days by June 1st to receive their diplomas.

Tardies
CWS morning check-in is at 7:55 am. If a student arrives after 7:56 they will be marked tardy.

The student is expected to notify the school and the CWS Staff as soon as possible if she/he will be late for work. A student will be assumed absent unless proper notification is made.

Snow/ Inclement Weather
Inclement weather may require CWS 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 CWS work day is also canceled.

If De La Salle North Catholic is following the 10:00 AM late opening schedule, the CWS work day will be canceled.

If De La Salle North Catholic closes school early, CWS 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 CWS 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 unless the sponsoring company has notified CWS of a need for their student to be out of school dress code.

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 or Lands End Polo with the DLSNC logo each school or work day.

Tops: DLSNC fleece jackets are always approved. The wearing of outside coats and jackets in the classroom is not within dress code.

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

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

Shoes are to be dress shoes, dress boots, or sneakers. All shoes are expected to be worn in a professional manner. As a rule of thumb, all sneakers should have shoe laces.

6-3 Transportation
The Corporate Work Study Program provides transportation to and from work. Students are responsible for being on time for the morning and afternoon van routes.

- Under NO circumstance are students 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 CWS 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 CWS van, it is MANDATORY that someone communicates this to the CWS office staff the morning of.

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

Illness at Work
If a student becomes ill at work, she/he should contact the CWS staff.

- CWS staff will contact families to arrange for the student's transportation. If a parent is unavailable, CWS 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 leaves work early, the parent or guardian must call or supply the CWS office with some form of communication. Failure to connect with the CWS office regarding a student missing work for any reason will be treated as an unexcused absence, and the student will need to make up the day.

6-4 Behavior Expectations at Work and School
Participation in the CWS is both a job and a part of school. While all school rules and standards of behavior are applicable to the CWS, there may be times when the CWS 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.

6-5 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, restocking 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.

6-7 Communication with Sponsors
The CWS 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 CWS 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 CWS 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 CWS 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 CWS staff about the issue. They will assist in developing a strategy to address the issue.
- Set up a meeting with your supervisor and a CWS staff member to discuss the issue.

If the issue is one of safety, harassment, or another serious matter, contact the CWS office immediately. Issues are taken very seriously and are handles 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 CWS are strictly prohibited. In addition, the CWS 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 CWS may result in a dismissal from De La Salle North Catholic.

Families and students will meet with CWS 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. CWS 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, CWS grading is a letter grade ranging from A-F. 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 - 33% of your grade - 5 points
Students are expected to arrive at DLSNC and check in with CWS Staff before 7:55 am at the CWS check-in table.

- If a student arrives after 7:55 am, they are considered tardy (CT). The student will only receive 3 points.
- If a student goes straight to work they will be marked tary and only receive 3 points.
- If a student is absent (CWS-A) they will receive 0 points for attendance.
    - *How can a student receive their points back?* On the student's next CWS work day, the student will be given a Make-Up Day Request Form to take to their work site. Once the student is at work, the student must coordinate with their supervisor the date of their make-up day. The Make-Up Day Request Form must be filled out and signed by both the student and the supervisor and be turned in to Mr. Rios-Cruz.

If a supervisor excuses a student's missed day, the student will write that information on the Make-Up Day Request Form with the supervisor and the student's signature. Students will be given points back for Attendance and Dress Code.

DLSNC Dress Code - 27% of your grade - 4 points
Dress Pants or DLSNC Skirt - 1 point
DLSNC Polo or DLSNC Dress Shirt - 1 point
DLSNC Fleece with an appropriate shirt under - 1 point
Dress code shoes - 1 point
No hoodies, baggy pants, jeans, or ripped pants
De La Salle's dress code supersedes any of our sponsoring companies' dress code, meaning that students must dress in Corporate Work Study attire even if the sponsor's dress code is more casual.

Time Card Submission - 40% of your grade - 6 points

- Time cards completed within 24 hours from the time their timecard was sent will receive 6 points.
- Time cards submitted after 24 hours from the time their timecard was sent will be considered late and will only receive 4 points.
- Time cards submitted after two weeks of the original missed day will receive 2 points.

If a supervisor excuses a student's missed day, the student will be given a writing assignment that must be completed by the end of the term the missed day falls on. The student will then receive their Timecard points once their writing assignment is completed.

➢ Students who are terminated from their position receive an Incomplete 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 CWS staff. Students and/or families will meet with CWS 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.

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 CWS office staff. Students should never presume availability.

6-14 Internet and Phone Usage at Work

The 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 CWS Technology Agreement. The agreement states the following:

- No internet use for personal reasons
- No Facebook®, Twitter®, Snapchat® instant messaging, and other non-work related websites
- 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 CWS staff is always available for job mentoring and on-site coaching. Students are encouraged to contact a CWS 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 there are strong areas of improvement and allowing them to further improve their performance before their second review. The second performance review is 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 CWS 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.

In the event that a student qualifies for a championship-qualifying or championship event, the CWS staff will work with the sponsor to accommodate participation. The CWS staff will only consider this exception after evaluating the student's CWS performance and attendance record. The CWS 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.

<u>The Corporate Work Study Program is a real-world experience. Often, schools have holidays that businesses</u>

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 every workday of the year unless they are notified otherwise. It is the student's responsibility to verify with the CWS staff if they do not have to work on a particular school holiday.

6-18 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.

6-19 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, supervisor's name, and email address. 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 CWS office directly.

6-20 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. After 24 hours, 2 points will be deducted from their daily grade.

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 timesheet 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 a college counselor and two full-time mental health counselors 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 referrals for families in need (e.g. vision, dental, medical resources, uniform assistance, utilities, and food assistance). Our college counselor meets with second semester juniors and seniors to guide them in the college and scholarship application process.

Students may set up an appointment to meet with their counselors by stopping by the counseling office, sending an email, or scheduling online via calendly.com with their respective counselors. Similarly, teachers, administrators and parents can initiate referrals by contacting the counselor by phone or email.

7-1 Confidentiality Statement and Duty to Warn
The goal of the Counseling Department is 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 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 suspicion 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 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, sophomore and junior 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. A Senior Parent Night is scheduled each year to aid parents and students in the college application process. In addition to one-on-one meetings, seniors are required to take the *College Readiness* course the fall semester of their senior year which is taught by the college counselor.

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. 9th - 11th graders who are interested in summer enrichment programs, pre-college programs or volunteer experiences to build their college resume may make an appointment to meet with their personal counselor.

7-3 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.

7-4 Standardized Testing
Students in all grades participate in standardized testing. The PSAT and SAT will be conducted each October and the SAT in April (Juniors only). Test results will be available to students online and kept in the student's academic file.

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 DLSNC community. The Development staff build relationships with supporters, friends, donors, and alumni to create opportunities to enhance DLSNC.

8-2 Scope of Development Efforts
The role of the Development Department is:
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 student body join alumni and friends in support of one or more of the following major fund raising activities:

<u>Direct Fundraising Activities</u>

Fall Benefit Dinner & Auction
This event is held in October/November each year with a goal of raising more than $600,000 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 $300,000 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 $1,000,000 from private and public Foundations, both locally and nationally.

Annual Appeal & Major Gift Solicitation
The Annual Appeal involves direct mail appeal to supporters and alumni and takes place in the late fall each year with the goal of raising more than $250,000 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 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 future and current 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 Vice President of Advancement 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 whether the conditions have been met by each student.
- At the end of the year, the amount of the generous donation given to the Senior Graduation Party fund will be at the sole discretion of the President.

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 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 School 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 Announcements
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 weekly bulletin.

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. Student guests are required to present their student ID 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. Guests must be a Junior or Senior in high school. Graduates who are guests can be no older than 19 years of age.
- Guests without a guest pass will not be permitted.
- Guest passes turned in after the due date will not be accepted.
- 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.
- DLSNC PROM attendees must be a Junior or a Senior at DLSNC. To attend PROM, students must be in good academic and/or behavioral standing prior to PROM. Students with any 'F' grades may not be permitted to attend PROM.
- Family members who would like to take photos at Homecoming and/or Prom must remain in the lobby.

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 has 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:

All cell phones are to be silenced and put away in the caddy when entering a classroom. Students are expected to follow the School cell phone guidelines. Unapproved use of cell phones and other electronic devices outside of these guidelines will result in phones being confiscated and turned in to the Vice Principal for Student Life, in which case; *The parent/guardian will need to pick up the phone from the school.*

There are NO EXCEPTIONS to the cell phone policy. In case of emergency and with permission, students always have access to calling a parent or guardian from the main office, office of the Principal, the VP, or the office of any other administrator. Parents and guardians who need to contact their child during the school day are to call our main office. The expectation is that these calls are for emergency purposes only.

Earbuds and headphones 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 41-43).

9-8 Use of Office Machines by Students
The school's copy machines are not available for student use. Only Office Aides, under the direct supervision of the Front Desk adult, will be allowed access to the copier or staff mailboxes.

9-9 School Meals, Food, Drink, and Gum
The kitchen staff serves two meals every day. We ask students to clean up after themselves after eating breakfast or lunch.

Food from Family Homes
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.

Ordering & Delivery of food
Students are NOT permitted to order food for delivery to the school nor should family members or friends order food to be delivered to students at school. Any food delivered to school, except that personally delivered by a family member, may be kept at the front desk until the end of the day as students cannot use class time to order or eat food.

Vending machines
Students are permitted to use vending machines before school, during passing periods, lunch, or after school. However, students must be on time to their next class and may not eat in class.

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 (pp 24-25).

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, <u>these are the steps a family is to follow</u>:

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. Family meetings with Administration 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.

3. In the unlikely circumstance the family and Administration 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 items 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. The school requests that accounts be prepaid. If there is an unpaid balance on a student's account, a statement will be sent out monthly and needs to be paid within 30 days.

You can pay at the Front Desk or the Business Office using Cash, Check, or Card during school hours. You can also pay online at http://MyMealTime.com.

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 to be 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 and non-prescription medication brought to school be stored in the original prescription bottle or container.

- A student age 15 or older is allowed to self-administer **non-prescription** medications when they have permission from a school building administrator.
- A student age 15 or older is allowed to self-administer **prescription** medications when they have permission from a school building administrator, and a prescriber.
- A student **under the age of 15** must have written parental permission for non-prescription and prescription medications.
- In accordance with Oregon law, De La Salle North Catholic personnel may not dispense any over-the-counter medications on the campus, at school functions, in the CWS 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.
- 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.**

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. Playing music loudly or driving a loud car that disturbs the neighbors is also prohibited.

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.
- 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, counseling from a counselor at De La Salle North Catholic or a qualified individual in an outside agency, and 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 they can return.

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 program as a penalty for the pregnancy. This applies to all aspects of these programs, such as student government, competing for school honors, and other examples.

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 the maintenance of an 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, laptops, 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 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. In the event that

Senior families fail to organize a party, the school is not obligated to plan/provide this experience.

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.

If the school has a late start, CWS will be canceled for the day.

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

9-25 Student ID Cards
Students are issued a photo ID every year identifying them as current students of De La Salle North Catholic. The school recommends that students keep their photo ID with them at all times.

CWS Check-in may require use of DLSNC photo ID for daily attendance.

9-26 Student Guests & Hosts
Guests are allowed only when they are prospective students seriously considering attending De La Salle North Catholic. Parents and Guardians are not allowed to visit classrooms during the school day.

- 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 CWS 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 selected 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, food, or other deliveries from outside the school will not be delivered. Students should be aware of all deliveries in their name and arrange to pick them up at the front desk during non-instructional time.

9-29 Transportation and Parking
De La Salle North Catholic is a member of the Cully 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 an 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.
- Vehicles that are illegally parked may be towed at the owner's expense.
- Students may not return to their vehicles during the school day without permission of a building administrator.
- Students are expected to display good conduct and respect toward the driver and rider of buses/vans.
    - Students, family, or guests may not park in spaces dedicated for church or day care parking.

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. Volunteers may be asked to fill out a volunteer application, go through a background check, and complete "Creating A Safe Environment" (CASE) 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 during the *Spring term only,* provided they meet the following requirements: Admin, along with the Outdoor School coordinator, reserves the right to make final decisions on student's participation.

- Be a Sophomore, Junior or Senior.
- Currently have a minimum 3.00 GPA.
- Currently have at least a 95% attendance and on-time rate.
- Be in good academic and behavior standing.
- Have parental approval and signature.
- Have obtained approval signatures from Teachers, Counseling, Administration and CWS.
- Have CWS approval, and have notified the CWS Office 30 days in advance and scheduled a make-up day.
- Students register 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 students 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 foster a school environment and community that are focused on all the Lasallian core principles. The Student Council is run through an elective class called Student Council Leadership. The class is offered to all four grade levels. LYM works with students to plan a broad range of activities such as: assemblies, dances, liturgies, retreats, Founder's Day, and other student related events. Students also learn and build on their leadership skills through different lessons.

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.

Students show respect for our Catholic and Christian heritage by their attentiveness at mass and prayer services. When we are in Church, 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 students are expected to attend their class retreat. All freshman, senior and sophomore retreats are held on a school day and are focused on Faith, Service, and Community (freshman and seniors) and service (sophomores). Juniors attend the Akwantu three-day retreat in the spring. This retreat delves more deeply into Faith, Community, and the 5 Lasallian Core Principles.

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 pep rallies, 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 have at least five people;
- Find a faculty or staff 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.

10-6 Service

One of the core mottos of DLSNC is, "Enter to Learn, Leave to Serve." We pride ourselves on cultivating an environment which encourages students to engage with Portland, and the greater metro area community. One of the vital ways we do this is to require students to complete a specific amount of service hours prior to graduation. Students must complete a minimum of 30 hours by the end of their senior year. If by Senior year a student has 50 hours or more they will receive a Service Cord for graduation. For seniors to be considered for the Gerald Bitz Service Award all hours must be submitted to LYM by the end of April their senior year. For Seniors to received their service cord all hours must be submitted by May 15th.

This is LYM's suggested breakdown of hours, so students do not get overwhelmed their senior year:

- Freshmen are encouraged to complete 4 hours
- Sophomore are encouraged to complete 6 hours
- Juniorare encouraged to complete 10 hours
- Seniors are encouraged to complete 10 hour

In order to receive their diploma, students must meet, or exceed, these requirements. Hours will roll over year to year. Focus is on the total number of hours, not the yearly number of hours. The school will provide service opportunities throughout the academic year, however the student is able to complete these hours outside of school sanctioned events. Some examples that are allowed include:

- Helping your parish with a clothing drive
- If the student already volunteers with an organization
- NHS Tutoring
- Service focus field trips
- Outdoor School (Max 30 Hours a year)
- Doing a favor for someone
- Student Government
- Student Ambassadors
- Sports/sports Management
- Retreat Leadership

Some examples that are not allowed include:

- Providing care for their own family
- Mowing their own lawn or other household chores

If a student elects to do service hours outside of the school, they must complete a Service Log. These forms can be found in the LYM office.
Any questions or concerns can be directed to Ms. Alyssa Frangipani at afrangipani@dlsnc.org

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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint 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: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) 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 providing a school environment that promotes and protects children's health, wellness and ability to learn by supporting behaviors that include healthy eating and physical activity.

To see the complete wellness policy go to https://delasallenorth.org/wellness-policy/.

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.

12-1 In Case of School-wide Emergency
In the rare case of a 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 to report or receive information*. 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 should 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.

Families are expected to opt in to receive text messages from the school 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. Visitors must remain in the main office until their host arrives.

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 CWS worksite, and off-campus lunch for Juniors and Seniors.

Students leave campus under the direction of CWS 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.

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. The school day ends for a student when he or she enters their after school destination determined by their guardian. 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 may 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 and Seniors have this privilege every regularly scheduled school day.

During the end of semester final exam week, all students have off-campus lunch privileges.

Students must walk to their lunch destination and be back on time for their next period. 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 sit in, 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 De La Salle North Catholic students. 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 Drop-off/pick-up
Drivers are expected to follow the drop-off/pick-up protocols of the school. During school days, please enter the parking lot from 42nd ave. Exiting should take place on to Killingsworth St.

12-10 Locker Assignments
Lockers are the property of De La Salle North Catholic High School. The school is not responsible for any loss, theft, or damage to books or other personal property left inside the locker. Lockers are located in the P.E. locker rooms. Locker prioritization is to in-season athletes and students currently enrolled in Physical Education classes.

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

12-11 Propping Exterior Doors
All exterior doors are locked throughout the day. Propping an exterior door is prohibited. Students should not open exterior doors/Gates for any reason other than to exit the premises.

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 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, tobacco or vaping products, 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 or theft.

- 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 on 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 the 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

The De La Salle North Catholic Code
I am focused on my future. This is why,

- 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

13-1 Expectations and Responsibilities
De La Salle North Catholic is committed to helping its students achieve their full 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 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 support 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 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 § 13-4 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 may not be permitted into class until the form is signed by the parent/guardian. Students may be subject to further disciplinary action, such as parent conference or tracking sheet, as determined by the teacher, administrator, or CWS staff.

Level 3 – Teacher, Level Team, and Administration Intervention
Students who engage in a major infraction or continuous minor infractions will be subject to a student-led family conference with the 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 the 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.

13-3 Lunch, After School, and Saturday Reflection
Reflection is earned for poor attendance and Minor Infractions (see § 13.4 Minor Infractions). Reflection is a silent time: no phone, no earbuds, 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 can take place every day of the week. Start time depends on the school daily schedule, Reflection ends at the close of lunchtime. Students serving lunch reflection must report to reflection prior to picking up their lunch. Students will pick up their lunch after the lunch line has subsided. 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 typically 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 may be issued as a result of 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 Administration. Students may be given writing assignments or may be required to provide service to the school at the discretion of the Administrator. 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 an alternative to a suspension and missing Saturday Reflection may be grounds for dismissal.

13-4 Minor Infractions
The following represents 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 (1st offense)
- 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

13-5 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 or harassment
- 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
- Involvement in any criminal activity such as theft, drug use or distribution, or any behavior the school determines to be contrary to its mission
- Setting a fire

The following offenses may result in immediate dismissal from De La Salle North Catholic with the possibility of an appeal (This list is not exhaustive)::

- 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 a successful 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 §13-6 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. (This list is not exhaustive):

- 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, CWS 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
- Possession of indecent books, pictures, or objects
- Truancy (skipping school)
- Leaving school premises without permission, including leaving in a vehicle during lunch
- Use or possession of tobacco (smoking or chewing) or cloves on campus or at school functions
- Possession of drug paraphernalia and/or vaping materials
- 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 CWS 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

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.

13-6 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 may then be called if deemed necessary.

13-7 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 their 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 dismissal.

De La Salle North Catholic considers the possession, use, distribution, or sale of alcohol or any other controlled substance on campus, at the CWS 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 parents/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 §6-10: CWS – Drug Testing (p 20).

13-8 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 CWS workplace, or at a time and place directly involved with the school.

If students are found to be leaving campus or the CWS workplace in order to vape, 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 class will result in suspension until the student attends the class.

13-9 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 appropriate Administrator to discuss this matter.

Suspension: A student will be placed on suspension for serious misconduct, whether on or off 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.

13-10 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 CWS 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.

13-11 Anti-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 CWS 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.

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.***

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.

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 directed toward an individual or targeted group

13-12 Sexual Harassment

Sexual Harassment includes unwelcomed 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 student to student sexual harassment, whether in person or transmitted digitally, whether occurring on or off campus, include, but are not limited to:

- Making unsolicited sexual advances and propositions.
- Voicing or writing for public display sexually explicit language (including song lyrics), even if not directed at anyone in particular
- Using unwelcome sexual language or sexually degrading words to describe or comment on an individual or an individual's body.
- Displaying sexually suggestive objects or pictures.
- Telling inappropriate or sexually related jokes in any public setting.
- Ignoring, making light of, or dismissing a rejection of sexual advances.
- Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to sexual advances.

13-13 Anti-Sexual Harassment Expectations

De La Salle North Catholic upholds the Catholic Social Teaching principle of the inherent dignity of every person, as created in the image and likeness of God. We consider all forms of sexual discrimination, harassment, and violence to be a violation of this dignity; moreover, we believe that all discriminatory, harassing, and violent acts harm everyone in the community.

Therefore, as a De La Salle student, I am expected to:

- Create a more equitable society that values and promotes the dignity of girls, LGBTQ+ persons, and all young people.
- Treat everyone at De La Salle North Catholic with dignity and respect.
- Recognize that our society perpetuates violence against women, girls and LGBTQ+ persons, and commit myself to helping change the culture.
- Respect others and honor their right to say "No."
- No longer accept sexual harassment and sexual violence as part of growing up.
- Reflect on my own attitudes, beliefs and behaviors related to gender and sex, and challenge others to do the same.
- Take action to prevent and respond to sexual harassment and violence and support those affected.
- Adopt a high standard of conduct in the performance of my duties as a student at Da La Salle North Catholic. This means treating teachers, staff, and other students fairly, courteously, and respectfully.

13-14 Complaint Filing & Investigation Process

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

- Students who witness or are being harassed are encouraged - but not required - to first tell the offender to stop the behavior and state their behavior is offensive. However, rather than confronting an offender, students may choose to make a confidential report of the harassment directly to a trusted adult such as a parent/guardian, teacher, counselor, coach, or administrator.
- An outline for the school process:
    - A staff member interviews the alleged victim and immediately shares information with administration.
    - Administration conducts an investigation to determine the course of action warranted.
    - In some cases, the allegation/incident may be such that school administration or counseling can resolve the incident/matter internally.
    - Any legal action to be taken is the sole discretion of the alleged victim and their family. Additionally, school administration will decide if a call to Child Protective Services is warranted.
    - The course of action may result in a continuing internal investigation or include a third-party investigator.
- An outline for an outside investigation process:

- An investigation may take several days depending on the availability of the investigator and the interviewees.
- As soon as possible but no later than two school days, the investigator will begin interviewing the parties involved.
- In the course of the investigation, confidentiality will be maintained as much as possible. The investigation will include sharing the nature of the allegation with the alleged offender. The person bringing the allegations will have the chance to choose anonymity or to share their name.
- The alleged offender may be removed from school during the course of the investigation.
- The school will keep all parties, as well as staff, apprised of the status of the investigation on a recurring basis. To the extent possible, all school communications will ensure the confidentiality of all parties.
- At the conclusion of the investigation, the investigator will present findings to school administration. The school will consider the findings relative to the school's Code of Conduct contained in the Family Handbook.
- The school administration will make a decision about discipline, up to and including dismissal.

- In the case of an incident at a CWS workplace, the student may be placed at another site until the investigation is completed and resolved. See §6:13 "Incidents in the Workplace" for additional information.
- If the complaint is against a non-employee or non-student, such as a parent, CWS co-worker, volunteer, or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

13-15 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.

13-16 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 CWS 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 or Land's End Uniform Polo with
the DLSNC logo each school or work day.
Tops: Students must wear a DLSNC logo'd collared shirt everyday. DLSNC fleece jackets are also always approved. The wearing of outside coats and jackets in the classroom is not within dress code.
Pants should be worn in a modest fit and un-tucked at the leg. Colors: khaki, navy, or black. Pants made with belt loops must be worn with a belt. DENNIS or Land's End uniform panti is preferred.
Skirts worn in modest fit and length, Land's End or DENNIS plaid option only**. Skirt must be purchased from Dennis Uniform or Land's End.**
Shoes are to be dress shoes, dress boots, or sneakers. All shoes are expected to be worn in a professional manner. As a rule of thumb, all sneakers should have shoe laces.

- <u>De La Salle sweaters and vests</u> with the DLSNC logo are allowed in navy, black, gray, and white. **Must be purchased from Dennis Uniform or Land's End.** An Oxford-style shirt or polo shall be worn under any De La Salle sweater, vest, or fleece.
- <u>Additional notes on shoes</u>
  - Shoes that expose toes are not allowed.
  - Always <u>*excluded*</u> are slippers, sandals, flip-flops, slides, house shoes, moccasins, or any glitter/sequined styles.
  - UGG boots, Crocs, Yeezys foam runners, or other similar styles of either boot or shoe, are not permitted.
  - Heels must be 2" or lower.
- <u>Jewelry</u>
  - In accordance with the CWS Professional Standards, all jewelry must be worn in a modest and professional style. Nose piercing must be modest. Any style that would draw undue attention to a student is not allowed.
  - <u>Tights/Leggings/Stockings/Nylons</u> must be solid black, brown, white, or navy and appropriate to wear in professional (CWS) and school settings. No patterns, designs, or fishnets. Leggings may only be worn under a skirt or pants.
- No Denim, jeggings, athletic tights, running pants, sweat pants, yoga pants or the like are allowed unless worn 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. Hair styles must meet minimum professional expectations.

14-5 Jackets/Coats
Jackets and/or coats that do not display the DLSNC logo are not to be worn during instructional time.

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

14-7 Spirit Week
At least three times in the school year, there will be special weeks designated as a 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 and, bare midriffs, shorts, pajamas, ripped jeans above the thigh, 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 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 the 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 the 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 §13-2: 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 §13-2: 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 matters.

14-10 CWS 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 CWS Staff who will then communicate the dress code change to the student.

➢ Students must remain in proper attire 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

At De La Salle North Catholic, we see computers and our network as key tools for your learning and personal growth. We expect responsible tech use from all students, whether you're using a school Chromebook, your own phone, or any other device, anywhere on campus.

Technology use should always support your education. Using our network for non-academic activities, like social media, streaming, or other inappropriate apps/websites (as detailed later), is not allowed and could lead to losing your tech privileges. Keep in mind, all school computer and network activity is monitored, logged, and reviewed.

Because your online presence, including social media, can reflect on De La Salle North Catholic, the school reserves the right to act on any concerning information brought to our attention. We also encourage parents to keep an eye on what their students post online.

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

Technology will never be used to:

- Harass or bully anyone.
- Steal or copy other people's work.
- Access or store inappropriate or illegal stuff.
- Send unapproved mass emails or surveys.
- Be disrespectful in class by doing non-school tasks (like social media, gaming, or texting).
- Record anyone (students, staff) without their knowledge and permission.
- Use profanity or vulgar language online, especially on school platforms.
- Try to snoop into others' private information.
- Share personal info about yourself or anyone else online.
- Intentionally threaten anyone's safety, including your own.

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.

15-1 General Use Policy

Responsible Chromebook Use

At De La Salle North Catholic, every student receives a Chromebook for learning. To ensure a positive and effective learning environment for everyone, it's essential to use your Chromebook and our school's digital resources responsibly.

Respecting Digital Workspaces

Your Chromebook is a shared learning tool. Always respect other students' work and files. Do not change file names or locations that don't belong to you. Similarly, leave your Chromebook's settings as you find them, unless instructed otherwise by a teacher.

Caring for Your Chromebook and School Equipment
Your Chromebook is valuable equipment. Please handle it with care. This includes the keyboard, trackpad, and any peripherals you might use. Keep all food, drinks, and gum away from your Chromebook to prevent damage. If you're unsure how to use a feature or connect equipment, always ask a staff member for help.

Ethical Digital Citizenship
Using school equipment comes with ethical responsibilities. Never use your Chromebook to make illegal copies of software, movies, or music. Due to copyright laws, only school-approved Chrome extensions will be available for use on your device. When using information from websites, online encyclopedias, or other digital sources for your assignments, you must cite your references properly. *Plagiarism will not be tolerated.*

Respect posted use policy
- During school hours, Internet use will focus on academic purposes.
- Outside of class times, the Chromebook (cb) Wi-Fi's Internet may be used for recreational purposes such as casual web games, web browsing, and messaging.
- During scheduled available times, printer/copier usage will be available for academic purposes though it is suggested to use Google Docs/Drive to share your files instead of printing.

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. We use web filtering firewall services to our best abilities to block inappropriate, malicious, and illegal content from reaching our networked computers and devices.

15-3 Telecommunications Use: Understanding Your Rights and Responsibilities
When using telecommunications, it's crucial to understand the inherent rights and responsibilities that come with it. This section outlines key principles regarding *privacy, safety, and intellectual freedom*.

Privacy in Electronic Communications
It's vital for users to *recognize the fundamental differences between public and private communications.* Public forums, such as social media, are open for wider viewing, while private channels like email or chat are generally intended for a more restricted audience. You should always shape your content with this distinction in mind.

Safety from Harassment or Unwanted Contact
Your safety is important. If you receive any *unwelcome, unsolicited, or harassing communications*, you should promptly report them to a relevant staff member or parent. Additionally, for your own safety, *never share identifying information* like your full name, home address, school name, or telephone number in public messages or emails. This recommendation aligns with guidelines from organizations like the National Center for Missing and Exploited Children.

Users should also be aware that the internet contains a vast array of content, some of which may be considered offensive. *Individuals are responsible for their own navigation and the content they choose to access.*

Intellectual Freedom
The network is intended to be a *free and open forum for expression*. When you share your thoughts, it's implicitly understood that these statements represent *your individual point of view*, not necessarily that of the network, its administrators, or De La Salle North Catholic.

15-4 Respectful Digital Citizen on Social Media and AI
In alignment with our Lasallian mission to provide a human and Christian education, De La Salle North Catholic HS embraces Artificial Intelligence (AI) as a powerful tool for learning, creativity, and problem-solving. This policy is designed to guide students and staff in the ethical, responsible, and intentional use of AI, ensuring it enhances, rather than replaces, the critical thinking, collaboration, and human connection at the heart of our community.
We recognize that AI is not a substitute for personal effort, intellectual integrity, or the development of a student's unique voice. The use of AI must always be guided by our core values of faith, service, and community.

I. Acceptable Use of AI
Students are permitted and encouraged to use AI tools for the following purposes, provided they follow all guidelines:
- Brainstorming and Idea Generation: Using AI to explore a topic, generate initial concepts, or create an outline for an assignment.
- Drafting Support: Using AI for assistance with grammar, spelling, and sentence structure, similar to using tools like Grammarly or the editing features in Google Docs.
- Research & Summarization: Using AI to summarize complex research documents or

articles, but students are required to verify all facts and sources.
- Learning and Tutoring: Using AI as a personalized tutor to explain difficult concepts or generate practice problems.

II. Academic Integrity and Misuse
Academic integrity is paramount. Any use of AI that constitutes cheating, plagiarism, or any form of dishonesty is a serious violation of our school's code of conduct. Teachers and administration have final say over what constitutes Academic Integrity and Misuse. Students should verify if or which types of AI are allowed in any specific assignment.

Plagiarism: Submitting work (in whole or in part) that was generated by AI without proper citation is considered plagiarism.

Misrepresentation: Presenting AI-generated ideas, text, or code as your own original work is strictly prohibited. Deceptive Use: Using AI to complete an assignment where the express purpose is to assess your individual skills (reading, research, math, writing, analytical, etc.) and knowledge is forbidden.

Unauthorized Use: Unauthorized use of AI is considered academic dishonesty. It is strictly prohibited when a teacher has forbidden its use, or when it is used to complete any part of an assignment without explicit permission.

III. Transparency and Citation
Honesty and transparency are essential. Students must be truthful about their use of AI.

Disclosure: When AI is used in any capacity for a graded assignment, students must disclose its use. This can be done by including a short note at the end of the assignment explaining which AI tool was used and for what purpose (e.g., "I used Google's Gemini to help brainstorm ideas for my essay outline.").

Verification: All information, facts, and sources provided by an AI tool must be verified by the student using credible, traditional sources. Students are responsible for the accuracy of their submitted work.

IV. Privacy and Safety
The use of AI tools must protect the privacy of students and staff.

Personal Information: Never input personally identifiable information (e.g., names, addresses, student IDs) into public-facing AI tools.

Google Workspace for Education Plus: As a school, we utilize Google Workspace for Education Plus. When using Google's built-in AI tools (e.g., Gemini for Workspace), user prompts and data are protected by the same privacy standards as other Google Workspace services and are not used to train global AI models. Security: Please note that other AI tools/platforms such as GoGuardian are also in place for security measures preventing access to maliciously coded websites as well as assisting with managing the Chromebooks. As with any technology tool, it is the user's responsibility to be vigilant and practice good judgment to avoid breaches in security, such as phishing attempts.

V. Teacher and Administrator Discretion
Teachers have the final authority to determine the acceptable use of AI in their specific courses and individual assignments.

Syllabus Policies: Each teacher's syllabus will contain a specific policy on AI use for that class. It may range from "no use of AI permitted" to "AI use is required and a key part of the assignment."

Assignments: Teachers will design assignments that prioritize critical thinking, creativity, and in-person collaboration—skills that AI cannot replace.

VI. Conclusion
We encourage all members of our community to approach AI with curiosity, skepticism, and a commitment to our Lasallian values. By learning to use these tools responsibly, we are preparing our students not just for college, but for a future where technology and human ingenuity must work together to serve the common good.

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

Posting anything online without permission, whether it's pictures or videos of others, or inappropriate comments about fellow students, staff, or even the school itself, is not allowed. This includes creating fake accounts or websites using the school's name or logo. Sending texts, Instagrams, Snapchats, emails, or any other electronic messages that are threatening, harassing, or mean-spirited is also forbidden. Basically, if De La Salle North Catholic considers any digital activity inappropriate, it's off-limits.

15-7 Internet Rules

No Cheating, No Stealing

Don't copy someone else's work or ideas from the internet and try to pass them off as your own (that's plagiarism). Also, respect copyright. That means don't use music, videos, images, or other stuff that belongs to someone else without their permission. Just assume everything online is copyrighted. If you're not sure, ask for permission!

Stick to School-Approved Content

Don't try to access anything inappropriate like porn or sites that promote illegal acts, violence, or hate. If you accidentally land on a bad site, tell your teacher or the tech coordinator right away. That'll protect you. Also, don't download music, videos, or software from the internet onto the school network. And no online shopping or financial stuff on school devices.

No Hacking or Messing Around

Don't try to get into computer systems or files you're not supposed to. Don't try to crash the network or ruin data by spreading viruses or malware.

Use Your Own Account

Always use your real name or student ID online at school. Never use someone else's account or password. You're responsible for what happens with your account, so keep your password safe.

Free Speech (with Limits)

You have the right to free speech, just like in the real world at school. But remember, the internet at school is like a school newspaper – it's a school space. That means the school can limit what you say online if it interferes with learning or school operations. But we won't shut you down just because we don't agree with your opinion.

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 2025-2026 school year is set at $2,995. Payment plans are available and are outlined in the 2025-2026 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 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, materials, 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, a Chromebook and other school-owned equipment, and it is the students' responsibility to return the assigned textbook, Chromebook, and/or equipment at the end 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 ;
- Family fills out FACTS Form online at www.psas.org. If families need help filling out the form, please ask staff in Admissions or the Business Office to assist. They are happy to do so.

Tuition contracts for returning students are mailed in April.