

LA SALLE CATHOLIC COLLEGE PREPARATORY

2026-2027

STUDENT/PARENT HANDBOOK



Enter to Learn. Leave to Serve.

11999 SE Fuller Rd., Milwaukie, OR 97222

503.659.4155/www.lsprep.org



2026-2027

Student/Parent Handbook

11999 SE Fuller Rd., Milwaukie, OR 97222

Phone: 503.659.4155 Fax: 503.659.2535

Website: www.lsprep.org

Facebook and Instagram

Office Hours: 7:30 a.m. - 4:00 p.m.

Faculty Hours: 7:45 a.m. - 3:45 p.m.

Regular School Hours: 8:30 a.m. - 3:05 p.m.

School calendar available at lsprep.org

Accredited by: Cognia

Affiliations:

District of San Francisco New Orleans

National Honor Society

National Catholic Education Association

Oregon School Activities Association

Greater Metro Conference

Revised September 2026

Table of Contents

1. Purpose, Scope, and Handbook Authority	7
1.1. Purpose of the Student/Parent Handbook	7
1.2. Primary Audience: Students and Parents/Guardians	7
1.3. Student and Parent/Guardian Acknowledgment	7
1.4. Relationship Between Enrollment and Handbook Expectations	7
1.5. School Authority and Administrative Discretion	7
1.6. Updates During the School Year	7
1.7. Relationship to Supplemental Handbooks, Team Rules, and Activity Policies	8
1.8. Applicability of School Policies	8
1.9. Definitions Used in This Handbook	8
1.10. Notice of Non-Discrimination	9
1.11. Current Information, Records, Permissions, and School Resources	9
2. Mission, Lasallian Identity, and Core Values	9
2.1. Mission and Purpose	9
2.2. Lasallian Heritage	9
2.3. Catholic Identity	10
2.4. La Salle Prep Philosophy	10
2.5. Core Values	10
2.6. School Leadership and Governance	10
3. Student Life Programming	10
3.1. Student Life Leadership and Program Areas	10
3.2. Faith	11
3.3. Service	11
3.4. Community, Student Leadership, and Activities	11
3.5. Inclusion and Belonging	11
3.6. Participation Expectations and Cross-References	11
4. School-Family Partnership, Communication, and Resolution Process	11
4.1. Partnership Between School, Students, and Parents/Guardians	11
4.2. Student Self-Advocacy	11
4.3. Parent/Guardian Communication Expectations	12
4.4. Confidentiality in Student, Health, and Discipline Matters	12
4.5. Process for Resolving Concerns	12
4.6. Exceptions Requiring Immediate Administrative Involvement	12
4.7. Parent/Guardian Conduct and Continued Enrollment	12
4.8. Official School Communications, Public Communication, and Contact Information	12
5. Enrollment, Admissions, Tuition, and Financial Policies	13
5.1. Admissions Philosophy	13
5.2. Annual Enrollment and Re-Enrollment Status	13

5.3. Tuition and Fees, Account Standing	13
5.4. Tuition Payment Plans	13
5.5. Tuition Refund Policy	13
5.6. Disclosure of Financial Information	13
5.7. Withdrawal or Transfer from La Salle Prep	14
6. Academic Program and Student Learning	14
6.1. Graduation Requirements	14
6.2. Academic Course Information, Student Course Load	15
6.3. Schedule Changes	15
6.4. Grading Standards, Grading Scale	15
6.5. Progress Reports, Semester Grades	16
6.6. Failures, Incompletes, Withdrawals	16
6.7. Credit/No Credit Grading System	16
6.8. Missed Work and Assessments	16
6.9. Honor Roll, Academic Awards, and National Honor Society	17
6.10. Valedictorian and Salutatorian	17
6.11. Courses Taken Outside of La Salle Prep	17
6.12. Transfer Students and Transfer Credits	18
6.13. Transcript Requests	18
6.14. Academic Integrity	18
6.15. Academic Assistance	19
6.16. Loss of Academic Credit for Attendance, Appeal Process	19
6.17. Academic Dismissal and Appeals	20
7. Attendance and School Day Expectations	20
7.1. Purpose of the Attendance Policy	20
7.2. Regular School Hours	20
7.3. Bell Schedule and Calendar	20
7.4. Reporting Absences and Tardies	20
7.5. School-Approved Absences or Tardies	21
7.6. Parent-Approved Absences or Tardies	21
7.7. Unapproved Absences or Tardies	21
7.8. Tardies	21
7.9. Excessive Tardies and Absences	22
7.10. Tiered Response for Attendance, Classroom, and Community Expectations	22
7.11. Appointments, Liturgies, and Early Dismissal	22
7.12. Pre-Arranged and Extended Absences	22
7.13. Illness, Medical, and Hardship Absences; Withdrawal	23
7.14. Religious Observances	23
7.15. University and College Visits	23

7.16. Same-Day Participation in Co-Curricular Activities	23
7.17. Attendance Records and Accuracy	23
8. Student Conduct, Restorative Accountability, and Progressive Intervention	23
8.1. Purpose and Philosophy	23
8.2. General Standards for Student Behavior	24
8.3. Classroom Conduct and the Learning Environment	24
8.4. Principles and Factors Guiding School Responses	24
8.5. Tiered Restorative Accountability Framework	24
8.6. Restorative Conversations, Repair, and Reentry	26
8.7. Range of Responses, Supports, Consequences, and Plans	26
8.8. Restriction or Loss of Co-Curriculars and/or Privileges	26
8.9. Suspension and Reentry	26
8.10. Dismissal	26
8.11. Expulsion	27
8.12. Dismissal or Expulsion Appeal Process	27
8.13. College Notification of Serious Misconduct	27
9. Safe School and Conduct Policies	27
9.1. Commitment to Student Safety, Dignity, and Belonging	27
9.2. Harassment	27
9.3. Sexual Harassment and Sexual Misconduct	27
9.4. Bullying, Cyberbullying, and Online Harassment	28
9.5. Hazing	28
9.6. Retaliation	28
9.7. Threats, Fighting, Weapons, and Physical Harm	28
9.8. Alcohol, Tobacco, Vaping, Drugs, and Controlled Substances	28
9.9. Bathroom and Facility Misuse	29
9.10. Reporting, Review, and Supportive Measures	29
9.11. Privacy, Mandatory Reporting, and Discipline	29
10. Technology, Digital Citizenship, and Responsible Use	29
10.1. Responsible Use of Technology, iPad Requirements	29
10.2. School Accounts, Email, and Digital Platforms	30
10.3. Student Devices, Cell Phones, and Personal Electronics	30
10.4. Photos, Videos, Recordings, Social Media, and Online Conduct	30
10.5. La Salle Prep-Affiliated Accounts, Name, Logos, and Images	30
10.6. Technology Misuse and Consequences	31
11. Health, Wellness, Student Support, and Safety	31
11.1. Counseling, Student Support, and Safety Concerns	31
11.2. Health Information, Medical Needs, and Medication	31
11.3. Illness, Communicable Disease, Injury, and Return to School	32

11.4. Emergency Procedures, Drills, and School Closure	32
12. Daily Campus Life and General Policies	32
12.1. Closed Campus, Student Movement, and Food Deliveries	32
12.2. Dress Code, Personal Appearance, and Liturgy Dress	32
12.3. Student ID, Personal Belongings, Lockers, and Searches	33
12.4. Campus Care, Restricted Areas, and Restricted Items	33
12.5. Library and Academic Spaces	33
12.6. Parking, Parking Pass Policies, and School-Sponsored Transportation	33
12.7. Visitors, Guests, and Urgent Messages for Students	34
12.8. Dances, Prom, and School Events	34
12.9. School-Sponsored Trips and Off-Campus Activities	34
13. Co-Curricular Participation: Athletics, Arts, Clubs, and Activities	35
13.1. Purpose, Scope, and Participation as a Privilege	35
13.2. Academic, Attendance, and Conduct Eligibility	35
13.3. Athletics Participation and Athletic Handbook	35
13.4. Team, Activity, and Program Expectations	35
13.5. Equipment, Transportation, Injuries, and Safety	35
13.6. Sportsmanship, Spectator Expectations, and Event Conduct	36
13.7. Concerns and Communication	36
14. Parent Engagement, Volunteerism, and School Support	36
14.1. Parent/Guardian Engagement and Volunteerism	36
14.2. Volunteer Requirements and Training	36
14.3. Parent-Led Activities and School Events	36
14.4. Fundraising, Donations, and School Support	37

1. Purpose, Scope, and Handbook Authority

1.1. Purpose of the Student/Parent Handbook

This Handbook provides students and parents/guardians with guidance on La Salle Catholic College Preparatory School's (La Salle Prep) academic, behavioral, and community expectations.

Enrollment at La Salle Prep reflects the student's and parent/guardian's agreement to follow all school policies, rules, and procedures, including those outlined in this Handbook. The Handbook is not a contract or a promise of a specific outcome in any situation, and La Salle Prep reserves the right to review and respond to individual circumstances on a case-by-case basis. All students, regardless of age, are expected to follow La Salle Prep's policies while enrolled.

1.2. Primary Audience: Students and Parents/Guardians

This Handbook is written for La Salle Prep students and their parents/guardians. When faculty, staff, coaches, or administrators have a role in enforcing or overseeing student-facing policies, that role is described so students and families understand how policies are administered. Content directed only to employees will be maintained in faculty/staff resources rather than in this document.

If a student is temporarily not residing at home, parents/guardians must notify the school of the name and contact information of the adult responsible for the student. Students must live under the supervision of a parent/guardian or approved adult guardian to remain enrolled at La Salle Prep.

1.3. Student and Parent/Guardian Acknowledgment

By enrolling at La Salle Prep, students and parents/guardians acknowledge that they are responsible for reading, understanding, and following the policies and expectations in this Handbook. Students and families may be asked to complete an additional annual acknowledgement form confirming that they have reviewed the current Handbook and agree to support and abide by its contents.

1.4. Relationship Between Enrollment and Handbook Expectations

Enrollment at La Salle Prep is reviewed annually and depends on the student and family's continued alignment with the school's mission, expectations, and policies, as well as the student's academic, behavioral, and community standing. La Salle Prep reserves the right to dismiss a student between academic years, expel a student during the academic year, or take other action when a student or parent/guardian does not support or abide by school policies, including when conduct affects student welfare, the school community, or La Salle Prep's reputation. Parent/guardian conduct that is uncooperative, disruptive, or inconsistent with school expectations may affect a student's continued enrollment.

1.5. School Authority and Administrative Discretion

La Salle Prep reserves the right to interpret and apply this Handbook in the best interests of the student, the school community, and the school's mission. No handbook can anticipate every circumstance. The school may respond to situations not specifically described in this handbook when student safety, community welfare, academic integrity, or the reputation and mission of La Salle Prep are affected.

1.6. Updates During the School Year

La Salle Prep may revise the handbook during the school year when necessary. The most current version of the Handbook will be made available on La Salle Prep's website. Students and families are expected to follow any updates once they are communicated to the school community.

1.7. Relationship to Supplemental Handbooks, Team Rules, and Activity Policies

Supplemental handbooks, team rules, club expectations, activity agreements, and participation requirements may apply to athletics, theater, robotics, student government, service programs, retreats, trips, clubs, immersions, and other co-curricular activities. These supplemental expectations may add requirements for participation but may not conflict with the Student/Parent Handbook. If a conflict appears to exist, La Salle Prep administration will determine the controlling policy.

1.8. Applicability of School Policies

La Salle Prep policies apply broadly to student conduct and participation in or impacting the school community. The school may respond to conduct that occurs on or off campus, online or through La Salle Prep technology, in connection with school-sponsored or co-curricular activities, or when conduct affects the La Salle Prep community, programs, or reputation.

1.9. Definitions Used in This Handbook

The following terms are used throughout the Handbook to make expectations clear. These definitions are intended to guide interpretation and do not limit the school's ability to respond to circumstances consistent with its mission and responsibilities.

1.9.1. Student

Student means any person enrolled at La Salle Prep, regardless of age or grade level.

1.9.2. Parent/Guardian

Parent/guardian includes a parent, legal guardian, or other adult with legal responsibility for the student. All references are inclusive of both singular and plural potential uses.

1.9.3. School Day

School day means the period from a student's arrival on campus for the instructional day through departure after scheduled classes or required school-day programming. This includes reasonable arrival and dismissal time, passing periods, lunch, assemblies, liturgies, Falcon Home Room, Flex, Window Period, and other required programming during the instructional day.

1.9.4. School-Sponsored Activity

School-sponsored activity means any event, program, practice, contest, rehearsal, performance, trip, retreat, service activity, immersion, meeting, gathering or similar events that are approved, organized, supervised, or represented by La Salle Prep.

1.9.5. Co-Curricular Activity

Co-curricular activity means a school-related or school-sponsored activity outside regular classroom instruction, including athletics, arts, clubs, student leadership, competitions, service programs, honor societies, retreats, immersions, student life programming, dances, and similar programs.

1.9.6. Window Period

Window Period is the 30-minute period that begins 5 minutes after the final academic class of the day. During the Window Period, all faculty are available to meet with students. Students may attend voluntarily or may be required by a faculty member for support, intervention, or follow-up. In the case where a required student has a conflict due to an athletic contest or transportation, it is the student's responsibility to reschedule with the faculty member prior to the assigned Window Period.

1.9.7. School Community

The school community includes La Salle Prep students, parents/guardians, faculty, staff, coaches, volunteers, alumni, visitors, and others participating in or affected by La Salle Prep programs and activities.

1.10. Notice of Non-Discrimination

La Salle Prep does not discriminate on the basis of race, color, disability, gender, sexual orientation, national or ethnic origin, or any other status protected by applicable law, in the administration of its educational, athletic, scholarship assistance, admissions programs or any other school-administered programs.

While La Salle Prep does not discriminate against students with special needs, decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, social, and physical abilities in the context of the resources La Salle Prep can reasonably provide to meet the student's needs.

1.11. Current Information, Records, Permissions, and School Resources

This Handbook provides school-wide policies and expectations. Annual or frequently updated information—such as calendars, contact information, forms, tuition materials, health forms, technology resources, activity handbooks, and other resources—should be accessed through official school channels, including the La Salle Prep website, PowerSchool, Schoology, enrollment materials, and communications from school offices.

Families are responsible for keeping student and parent/guardian contact, emergency, medical, dietary, and permission information current.

By enrolling at La Salle Prep, students and parents/guardians understand and agree that La Salle Prep may photograph, video record, or otherwise capture student images, voices, names, schoolwork, and participation in school programs for school-related purposes, including school publications, the school website, social media, newsletters, yearbooks, admissions materials, advancement materials, and other promotional or informational communications. Families who wish to opt out of promotional use of student photos or videos should contact the Vice Principal for Student Life. This opt-out does not apply to ordinary school records, safety purposes, internal educational use, yearbook or group/event photos where individual identification is either not performed or is incidental, or uses required or permitted by law.

2. Mission, Lasallian Identity, and Core Values

2.1. Mission and Purpose

Inspired by St. John Baptist de La Salle, La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle Prep optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life. The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

La Salle Prep's purpose is to foster faith-filled creative and critical thinking.

2.2. Lasallian Heritage

Saint John Baptist de La Salle founded the Brothers of the Christian Schools in seventeenth-century France to provide a human and Christian education to young people, especially the poor. His schools emphasized faith, practical learning, teacher formation, accessibility, and the dignity of every student.

De La Salle understood schools as communities of educators and students working together in a shared mission. His approach to education helped shape many practices now common in schools, including teaching students in groups, using a shared curriculum, maintaining schedules, and forming teachers for their work.

Since its founding in 1966, La Salle Prep continues this Lasallian mission as part of a worldwide network of approximately 1,600 schools sponsored by the De La Salle Christian Brothers in over 80 countries. Lasallian education remains rooted in faith, service, respect for all persons, concern for the poor and marginalized, and the belief that students are called to use their gifts for the good of others.

For more information about La Salle Prep's Lasallian identity and history, families may visit the school's Mission and Lasallian Education pages.

2.3. Catholic Identity

La Salle Prep is a Catholic school in the Lasallian tradition. The school welcomes students and families into a community shaped by faith, service, scholarship, respect for the dignity of all persons, and concern for those most in need. Students are expected to participate respectfully in the Catholic and Lasallian life of the school, including required community events, monthly liturgies, and formation experiences.

2.4. La Salle Prep Philosophy

La Salle Prep is a Catholic, college preparatory high school where students are loved, known, and educated by teachers inspired by the charism of St. John Baptist de La Salle and the Brothers of the Christian Schools.

La Salle Prep educates students spiritually, academically, and socially through a vital faith life, a commitment to academic excellence, and meaningful participation in school activities. In partnership with students, parents, faculty, and staff, La Salle Prep provides a moral, caring, and joyful community that honors the dignity of every person, challenges students to serve others, especially the poor and marginalized, and prepares them to contribute responsibly to the greater community and future generations.

2.5. Core Values

La Salle Prep's core values guide the life of the school community:

- Faith in the Presence of God
- Value the Individual
- Push Your Limits
- Accept Everyone; Respect All Persons
- Respond to the Poor and Overcome Injustice
- Prepare for Life

These values shape La Salle Prep's academic, spiritual, social, and co-curricular life. Students are expected to live these values through their conduct, relationships, learning, service, and participation in the school community.

2.6. School Leadership and Governance

La Salle Prep is governed in accordance with its Catholic and Lasallian mission. Information about school leadership, the Board of Trustees, the Educational Foundation Board, and the Alumni Association is maintained on the La Salle Prep website.

3. Student Life Programming

3.1. Student Life Leadership and Program Areas

Student Life is organized around four areas: Faith, Service, Community, and Inclusion. These areas provide programs, experiences, and opportunities that support student formation, strengthen the La Salle Prep community, and help students engage fully in the school's Catholic and Lasallian mission.

3.2. Faith

The Office of Lasallian Ministry supports the religious mission of the school through prayer, liturgy, religious observance, retreats, and other formation experiences. Students are expected to participate respectfully in required faith formation experiences and community gatherings. Participation expectations, dates, and eligibility requirements for retreats or related programs will be communicated by the Office of Lasallian Ministry.

3.3. Service

The Director of Service supports the Lasallian mission through organizing opportunities, fundraisers, drives, and immersion experiences. La Salle Prep students must complete at least twenty hours of service each year and log service hours through Mobile Serve. Up to ten hours each year may be completed in service to the La Salle Prep community. Students reflect on service through the Pathway Portfolio presentation completed at the conclusion of their senior year. Participation in immersions or other service experiences may vary by year, may require an application, and may depend on academic, attendance, and behavioral standing.

3.4. Community, Student Leadership, and Activities

La Salle Prep encourages student involvement, leadership, social responsibility, and school spirit. The Director of Community supports students through Student Council, clubs, organizations, dances, community events, orientation programs, and other student activities. Students in leadership roles are expected to model La Salle Prep's core values and expectations, while supporting a welcoming and respectful school community.

3.5. Inclusion and Belonging

The Office for Inclusion provides resources and programming aligned with La Salle Prep's commitment to honoring the dignity of every person. The Director of Inclusion supports students through affinity groups, culture and heritage programming, parent engagement, and opportunities that support belonging and respect for all persons.

3.6. Participation Expectations and Cross-References

Students participating in Student Life programs remain subject to school-wide expectations for attendance, conduct, safety, technology use, transportation, health, co-curricular participation, and respectful behavior. Related expectations are addressed in the relevant sections of this Handbook and should be read together with this section when participation requirements or consequences are involved.

4. School-Family Partnership, Communication, and Resolution Process

4.1. Partnership Between School, Students, and Parents/Guardians

La Salle Prep's partnership with families is essential to student growth. Students, parents/guardians, teachers, counselors, coaches, and administrators share responsibility for supporting student learning,

safety, belonging, and accountability. This partnership requires respectful communication, trust in appropriate school processes, and a shared commitment to the school's mission.

4.2. Student Self-Advocacy

Students are encouraged to advocate for themselves by speaking directly and respectfully with the adult closest to the concern, such as the teacher, coach, counselor, or activity moderator. Parent/guardian support is important, but student voice and ownership are central to adolescent formation and problem-solving.

4.3. Parent/Guardian Communication Expectations

Parents/guardians are expected to communicate with school personnel respectfully, directly, and constructively. Concerns should be raised through the appropriate pathway, and families should allow reasonable time for school personnel to review and respond.

4.4. Confidentiality in Student, Health, and Discipline Matters

Student academic, health, conduct, and discipline matters are private. La Salle Prep will communicate directly with the students and families involved to the extent appropriate. The school generally will not share disciplinary, health, or private information about one student with another student's family, even when an incident affects multiple students.

4.5. Process for Resolving Concerns

Concerns should generally be addressed first with the person closest to the issue, such as the teacher, coach, or activity leader. If the matter is not resolved, the concern may move to the next appropriate school leader which is the Vice Principal for Academics, the Vice Principal for Student Life, or the Director of Athletics. This process supports timely resolution, student self-advocacy, and direct communication while preserving immediate escalation for serious concerns.

4.6. Exceptions Requiring Immediate Administrative Involvement

Some concerns should be reported immediately to a trusted adult, counselor, or administrator rather than handled through the ordinary concern-resolution process. These serious concerns include harassment, discrimination, sexual misconduct, bullying, threats, fighting, weapons concerns, self-harm concerns, substance-related concerns, or any other behavior that may place a person at risk, violate the dignity of a person or group, or cause harm to the La Salle Prep community.

Students are not expected to resolve these concerns directly with the person causing harm before seeking adult assistance. In an emergency, students and families should contact emergency services first. Serious misconduct may bypass ordinary progressive steps and move directly to administrative review.

4.7. Parent/Guardian Conduct and Continued Enrollment

La Salle Prep expects parents/guardians to support school policies, communicate respectfully, preserve confidentiality, and partner constructively with school personnel. When parent/guardian conduct undermines the school's ability to serve the student or community, La Salle Prep may require a meeting, set communication expectations, decline re-enrollment, or take other action consistent with school policy.

4.8. Official School Communications, Public Communication, and Contact Information

Official school information is shared through La Salle Prep's communication channels, including school email, the school website, newsletters, PowerSchool, Schoology, and other official platforms. Families are responsible for keeping contact information current and reviewing school communications in a timely manner.

La Salle Prep determines what is shared through official school publications, Falcon Forums, websites, and social media accounts.

5. Enrollment, Admissions, Tuition, and Financial Policies

5.1. Admissions Philosophy

Admission to La Salle Prep is based on a review of each applicant's readiness for a college preparatory curriculum. La Salle Prep may consider academic transcripts, attendance/behavior records, standardized testing, teacher evaluation forms, and other application materials as part of the admissions process.

La Salle Prep administers the High School Placement Test annually. The placement test helps determine a student's readiness for La Salle Prep's academic program and supports placement in the appropriate academic pathway.

5.2. Annual Enrollment and Re-Enrollment Status

Students are enrolled on an annual basis. Re-enrollment is not automatic and depends on continued alignment with La Salle Prep's academic, behavioral, financial, and community expectations and the continued support of the Lasallian education mission of the school.

5.3. Tuition and Fees, Account Standing

Current tuition and fees information may be found on the La Salle Prep website.

Tuition payments must remain current whether the payments are made annually, by semester, or monthly. La Salle Prep reserves the right to withhold any and all services for nonpayment of account, including, but not limited to:

- The student being denied re-enrollment for the following semester until the account is brought current.
- The student being unable to participate in co-curricular activities including, but not limited to, athletics, dances, clubs, groups, events, and/or student leadership.
- Senior students whose accounts are not current may be denied participation in senior events and graduation activities, and may have official transcripts and/or diplomas withheld.

5.4. Tuition Payment Plans

Families may select from available tuition payment plans through the enrollment and finance process. Current payment options, deadlines, finance charges, and payment procedures are maintained in the school's tuition materials and enrollment agreements.

5.5. Tuition Refund Policy

Students are accepted with the understanding that they will remain enrolled for the entire academic year. Fees are non-refundable. Semester tuition obligations follow the student's tuition contract and school refund schedule; after four weeks of attendance, 50% of semester tuition is due, and after six weeks of attendance, 100% of semester tuition is non-refundable and due in full. Families may submit a written request to the Vice President of Finance for relief when withdrawal is for reasons beyond the control of the student or parents/guardians.

5.6. Disclosure of Financial Information

To protect the privacy and confidentiality of our families, La Salle Prep maintains the following policy regarding the disclosure of financial information: Financial records, including tuition contracts and financial aid awards, are considered confidential and are only disclosed to the parent or guardian who is listed as the responsible party on the tuition agreement.

5.7. Withdrawal or Transfer from La Salle Prep

Families withdrawing or transferring from La Salle Prep should notify the school in writing and complete any required business office, registrar, technology, library, athletics, and student life checkout procedures. Records, transcripts, participation, or graduation-related activities may be affected by unresolved obligations consistent with school policy.

6. Academic Program and Student Learning

6.1. Graduation Requirements

Graduation requirements at La Salle Prep are established by the school's administration and are in accordance with the standards of the Oregon Department of Education and the educational mission of the Institute of the Brothers of the Christian Schools. Students who successfully fulfill these requirements will be awarded a La Salle Catholic College Preparatory diploma.

As a Catholic college-preparatory school, La Salle Prep is committed to providing a rigorous academic program that prepares students for success in college and beyond while fostering growth in faith, service, leadership, and character. Students are expected to engage fully in the academic program and meet the expectations of all required coursework.

Graduation requirements are awarded in credits earned. Each semester course is a 0.5 credit course, and each year long course is a 1.0 credit course. While enrolled at La Salle Prep, students must complete graduation requirements at La Salle Prep except for outside coursework approved under Section 6.11. In addition to academic credits, students must complete 80 service hours, 20 each year, by the time they graduate in order to earn a La Salle Prep diploma.

Graduation Requirements (25.5 credits):

- **Religious Studies:** 4 credits
- **English:** 4 credits
- **Mathematics:** 3 credits (through Algebra 2)
- **Science:** 3 credits (including Physics, Chemistry, and Biology)
- **Social Studies:** 3 credits
- **World Language:** 2 credits (of the same World Language)
- **Health:** 1 credit
- **Physical Education:** 1 credit
- **Fine Arts:** 1 credit
- **Financial Literacy:** 0.5 credit
- **Learning How to Learn / Learning Seminar:** 0.5 credit
- **Electives:** 1.5 credits
- **Pathways Portfolio:** 1 credit (0.25 credit each year)
- **Christian Service:** 80 service hours (20 each year)

6.2. Academic Course Information, Student Course Load

Course descriptions are available in the La Salle Prep Course Catalog, located under the Academics tab on La Salle Prep's website. The catalog is updated annually before forecasting, which is how students select courses for the upcoming school year.

Students are required to enroll in a minimum of six academic courses each semester. They may have no more than one iStudy, Honors Pass, or Teacher Assistant (TA) period per semester.

6.3. Schedule Changes

Students requesting a schedule change must submit a Schedule Change Request Form to the Vice Principal for Academics by the end of the first week of the semester. Forms are available from school counselors, the Registrar, and the Vice Principal for Academics.

Before a request will be considered, students must discuss the proposed change with their parents/guardians, counselor, and the teachers of the affected courses to acquire their respective signatures on the Schedule Change Request Form.

Seniors are responsible for confirming with any colleges to which they have been admitted, or are applying for, if a schedule change would affect their admission status.

Schedule changes are approved only for compelling educational or personal circumstances, such as a documented medical need. Requests based on a change of interest, academic difficulty, a desire for a lighter schedule, teacher or period preference, or to replace a credit-bearing course with a non-credit course will not be approved.

If La Salle Prep has made a scheduling error, such as placing a student in the wrong course or omitting a required graduation course, the error will be corrected. Completion of a Schedule Change Request Form does not guarantee that the requested schedule change will occur, as course availability, enrollment limits, and scheduling conflicts may prevent adjustments.

Students who no longer meet course prerequisites or whose academic performance declines significantly after forecasting may be placed in a more appropriate course based on availability.

6.4. Grading Standards, Grading Scale

Grades communicate a student's level of academic achievement and are based on assessments, assignments, projects, participation, and other course expectations established by the teacher and academic department. Grading policies are developed collaboratively by academic departments and the Vice Principal for Academics. Specific grading practices for each course are outlined in the course syllabus, which is posted in Schoology at the beginning of the semester.

La Salle Prep uses both weighted and unweighted grading scales. Students who earn a C- or higher in Honors or AP courses receive an additional 1.0 GPA point.

Letter Grade	Percent	GPA Points	Honors / AP GPA Points
A	92.5-100.0+	4.00	5.00
A-	89.5-92.4	3.67	4.67
B+	86.5-89.4	3.33	4.33
B	82.5-86.4	3.00	4.00
B-	79.5-82.4	2.67	3.67
C+	76.5-79.4	2.33	3.33
C	72.5-76.4	2.00	3.00
C-	69.5-72.4	1.67	2.67
D+	66.5-69.4	1.33	1.33

D	62.5-66.4	1.00	1.00
D-	59.5-62.4	0.67	0.67
F	0-59.4	0.00	0.00

6.5. Progress Reports, Semester Grades

The academic year is divided into two 18-week semesters, each consisting of three six-week progress reporting periods. Progress Reports are provided around the 6th and the 12th week of the semester to communicate student performance but are not recorded on the transcript.

Semester grades (S1 and S2) are cumulative, appear on the official transcript, and are used to calculate a student's GPA. Teachers update grades regularly in PowerSchool, where students and parents/guardians can monitor academic progress throughout the semester.

All progress reports and semester grades are emailed home through PowerSchool.

6.6. Failures, Incompletes, Withdrawals

Failure (F): A failing grade in a graduation requirement must be recovered through an approved credit recovery program or by repeating the course at La Salle Prep, with approval from the Vice Principal for Academics. La Salle Prep reserves the right to academically dismiss a student who earns two or more failing grades in the same semester.

Incomplete (INC): An Incomplete may be issued when a student is passing the course but is unable to complete required work due to illness or other unavoidable circumstances beyond the student's control. All missing work must be completed within two weeks of the end of the semester unless an extension is approved by the Vice Principal for Academics. At the conclusion of the incomplete period, the student's final grade will be determined by the teacher and the Vice Principal for Academics.

Withdrawal (W): A Withdrawal is recorded when a student leaves a course after the first grading period or is unable to complete the course due to approved health or other extenuating circumstances. A withdrawal earns no credit.

6.7. Credit/No Credit Grading System

With approval from the Vice Principal for Academics, students may be placed on a Credit/No Credit (CR/NC) grading system due to medical, health, or academic circumstances, or for designated service courses.

- **Credit (CR):** Satisfactory mastery of course standards. No GPA points are awarded.
- **No Credit (NC):** Unsatisfactory mastery of course standards. No GPA points are awarded.

Once approved, the CR/NC designation is final for that semester and will appear on progress reports, report cards, and transcripts.

Teacher Assistant (TA) courses are graded Credit/No Credit. iStudy and Honors Pass do not earn credit and do not appear on the transcript.

6.8. Missed Work and Assessments

Students are responsible for communicating with their teachers, learning missed material, and completing all assignments and assessments following an absence.

For school-approved absences, students have the same number of calendar days as their absence period to complete missed work and assessments. For more information on what qualifies as a school-approved absence, see Section 7.5. When appropriate, teachers may consider exempting students from selected formative assignments or assessments in relation to school-approved absences.

Missed summative assessments should be completed within two school days of returning, unless the teacher establishes an alternate timeline. Completing missed assessments takes priority over co-curricular activities.

Students are expected to complete final exams and other culminating assessments as scheduled.

Rescheduling is permitted only for unavoidable, extenuating circumstances with prior approval from both the teacher and the Vice Principal for Academics.

Students with approved academic accommodations will receive testing accommodations, such as extended time or an alternate testing location, as outlined in their accommodation plan.

Planned absences of two or more school days require submission of a Pre-Arranged Absence Form at least two school days before the absence. Students and families are responsible for all missed coursework during planned absences. Teachers are not expected to provide assignments in advance, and some learning experiences—such as classroom instruction, discussions, labs, and other in-class activities—cannot be replicated or made up through alternate assignments.

6.9. Honor Roll, Academic Awards, and National Honor Society

La Salle Prep recognizes students on honor roll at the end of each semester.

- First Honors: Weighted GPA of 3.75 or higher
- Second Honors: Weighted GPA of 3.25–3.74

La Salle Prep recognizes outstanding academic achievement through honors presented at the Academic Showcase, Senior Awards Presentation, and Graduation. Awards include departmental honors, the Award of Excellence for the graduating senior(s) with the highest cumulative academic achievement, and other special recognition for leadership, citizenship, service, and contributions to the La Salle Prep community.

National Honor Society (NHS) invites eligible juniors and seniors with a 3.75 weighted cumulative GPA or higher to apply each fall and spring. Membership also requires 10 additional annual hours of service beyond the La Salle Prep graduation requirement, with no more than five hours earned through school-sponsored trips or events. Transfer students must attend La Salle Prep for one full academic year before becoming eligible for NHS consideration.

6.10. Valedictorian and Salutatorian

The Valedictorian and Salutatorian are selected by the Administrative Team in consultation with the Academic Council. Selection is based primarily on each student's cumulative weighted GPA through the first seven semesters of high school. Additional factors that may be considered include overall course rigor, grades earned, and the student's complete academic record. Valedictorian(s) are typically invited to speak at Commencement, and Salutatorian(s) are typically invited to speak at Baccalaureate.

6.11. Courses Taken Outside of La Salle Prep

All courses required for La Salle Prep graduation must be completed on campus at La Salle Prep, unless an exception is approved by the Vice Principal for Academics.

Students may earn La Salle Prep credit for coursework completed outside of La Salle Prep only with prior approval from the Vice Principal for Academics. Students may receive approval for up to three non-La Salle Prep courses during their enrollment for credit recovery, advancement, or other approved academic reasons.

Before enrolling at the non-La Salle Prep institution, students must submit an Off-Campus Course Permission Request Form to the Vice Principal for Academics. A course must be offered through a regionally accredited institution to be approved. Upon successful completion, an official transcript from the non-La Salle Prep institution must be submitted to the Registrar before credit is awarded for La Salle Prep credit.

Approved courses will be recorded on the La Salle Prep transcript using La Salle Prep's grading and GPA standards. Seniors must complete all approved outside coursework by May 1 of their graduation year.

Courses completed before 9th grade are eligible for La Salle Prep credit only if they were taken for high school credit and appear on an official accredited high school transcript. If a student retakes such a course at La Salle Prep, only the La Salle Prep course will appear on the transcript.

All grades earned at La Salle Prep, including failing grades, remain on the La Salle Prep transcript. Final decisions regarding the acceptance and transcription of outside coursework are made by the Registrar and the Vice Principal for Academics.

6.12. Transfer Students and Transfer Credits

Transfer students must complete all La Salle Prep graduation requirements unless equivalent high school coursework has been accepted through the transfer credit evaluation process. Religious Studies is the exception; transfer students are not required to make up Religion courses missed before enrolling at La Salle Prep.

Transfer credits are evaluated during the admissions process. With approval from the Vice Principal for Academics, accepted transfer and other approved outside coursework will be recorded on the La Salle Prep transcript and converted to La Salle Prep's grading and GPA standards. All grades earned at La Salle Prep, including failing grades, remain on the transcript. Final decisions regarding transfer credit and transcript entries are made by the Registrar and the Vice Principal for Academics.

6.13. Transcript Requests

Official transcripts are used for college admissions, scholarships, high school transfers, employment, and other educational purposes. Transcript requests for college admissions are processed through the College Counselor using SCOIR. All other official transcript requests should be submitted to the Office of the Registrar using the Transcript Request Form, available on the Counseling page of the La Salle Prep website.

6.14. Academic Integrity

Academic integrity is essential to La Salle Prep's academic program and Lasallian values. Students are expected to complete and submit authentic, original work, use sources honestly, follow teacher directions, and demonstrate honesty, fairness, and personal responsibility in all academic work.

Academic integrity violations include, but are not limited to:

- Cheating, including receiving/providing unauthorized assistance
- Plagiarism or presenting another person's ideas or work as one's own
- Unauthorized collaboration
- Theft or misuse of academic materials or assessment information
- Unauthorized use of artificial intelligence (AI) or other digital tools

The use of AI, collaboration, or other outside resources is permitted only with the explicit permission of the teacher. When authorized, students must follow teacher expectations, properly acknowledge assistance when required, and submit work that reflects their own understanding. Students who are unsure whether a resource, collaboration, or technology is permitted are responsible for asking the teacher before submitting the assignment.

Potential violations will be reviewed by the teacher in consultation with the Vice Principal for Academics. If a violation is confirmed, consequences will be determined based on the nature and severity of the offense and may include revision or resubmission, reduced or no credit, a failing grade on the assignment or course, loss of academic honors or leadership positions, ineligibility for National Honor Society, suspension, dismissal, or other responses under Section 8, Student Conduct, Restorative Accountability, and Progressive Intervention.

6.15. Academic Assistance

Students may be placed on Academic Assistance when academic performance indicates that additional support and accountability are needed. While the criteria below serve as general guidelines, the school may

assign Academic Assistance based on GPA, course grades, repeated academic concerns, or administrative judgment.

Level	Criteria	Support and Expectations
Tier 1: Academic Alert	Two or more grades below C- during a grading period.	Students and parents/guardians are notified, and the student develops an academic improvement plan with school support, including Academic Flex Time, teacher office hours, peer tutoring, and other available resources.
Tier 2: Grading Period Academic Assistance Contract	GPA below 2.0 or two or more F grades during a grading period.	Students meet with the Vice Principal for Academics, counselor, and Learning Specialist (as needed) to develop an Academic Assistance Contract. The contract includes required academic support, progress monitoring, and regular teacher meetings. Failure to meet contract expectations may result in temporary restrictions from co-curricular activities.
Tier 3: Semester Academic Assistance Contract	GPA below 2.0 or two or more F grades at the end of a semester.	Students are placed on an Academic Assistance Contract with progress monitoring and required academic support. Co-curricular participation is restricted for the following semester. Students may appeal for eligibility through the Vice Principal for Academics for administrative review.

Students who repeatedly fail to meet Academic Assistance expectations or demonstrate insufficient academic progress may be subject to Section 6.17, Academic Dismissal and Appeals.

6.16. Loss of Academic Credit for Attendance, Appeal Process

Students may accumulate no more than 12 non-school-approved absences in a class per semester. Once a student exceeds 12 non-school-approved absences in a class during a semester, their grade for the semester will be recorded as No Credit, in alignment with Section 6.7, and they are expected to complete the course to the best of their ability from that point. Please see Sections 7.5-7.9 for definitions and context on school-approved, parent-approved, and unapproved absences, tardies, and excessive absences/tardies.

During the week leading up to the final instructional day of the academic term, the student may submit a written appeal to the Vice Principal for Academics asking to have credit for the class reinstated. This written appeal will outline:

- Why the student believes they should still earn credit for the class despite their excessive absences;
- Any relevant context regarding the student's situation that led to excessive absences;
- How the student will improve their alignment with La Salle Prep attendance expectations going forward.

The student's written appeal will be reviewed by the Vice Principals with any relevant teacher feedback, who will then make a determination to approve or reject the student's appeal within one week after the final exam for the class has occurred. For each student, no more than two of these credit-reinstatement appeals can be approved by the Vice Principals in any academic year, and no more than three total can be approved over the student's full enrollment at La Salle Prep.

After the Vice Principals communicate their decision to the student, the student may submit a written appeal to the Principal within 72 hours. The Principal is only capable of reviewing policy applications. As such, the student's written appeal to the Principal must detail how policy contained within this Handbook has been improperly applied to their situation. The Principal will communicate their decision to the student in writing, and the Principal's decision is final.

6.17. Academic Dismissal and Appeals

A student may be academically dismissed, as defined in Section 8.10, if they fail to meet the expectations of a Tier 3 Academic Assistance Contract, are no longer on track to meet graduation requirements, or demonstrate repeated failure to make satisfactory academic progress despite school support.

A student may submit a written appeal to the Principal within 72 hours of receiving the dismissal decision. If the appeal is granted, the student will be placed on a Tier 3 Academic Assistance Contract for the following semester. The Principal's decision on all academic appeals is final.

7. Attendance and School Day Expectations

7.1. Purpose of the Attendance Policy

Regular attendance is essential to student learning, safety, and participation in the La Salle Prep community. Students are expected to attend school daily, arrive on time, and be present for classes, liturgies, assemblies, advisory activities, field trips, co-curricular responsibilities, and other required school events.

Students are responsible for making up missed work and communicating with teachers leading up to and after an absence. When a student misses school, whether tardy or absent, the student and parent/guardian accept responsibility for the potential of an academic or co-curricular impact.

Attendance records are maintained as part of the student's school record. Routine attendance matters are handled by the Office of Attendance; excessive tardiness/absences, repeated attendance concerns, or poor attendance patterns will be referred to the Vice Principal for Student Life.

7.2. Regular School Hours

Regular school hours are established annually and communicated through the school calendar and official school communications. Students are expected to be on campus, in their assigned classroom, and ready to begin school at the published start time for each class.

7.3. Bell Schedule and Calendar

The bell schedule and school calendar are available through La Salle Prep's official communication channels. Families should consult the current calendar for holidays, special schedules, finals, early dismissals, late starts, and other school-year dates.

7.4. Reporting Absences and Tardies

Parents/guardians are expected to notify the Office of Attendance prior to the start of any school day on which a student may be late, miss school, or need to leave early. Parents/guardians are expected to report student absences and tardies by completing the Attendance form found under the Parents link of the website; emails or phone calls reporting attendance will be redirected to this form:

<https://www.lsprep.org/parents/attendance>

Notification of attendance matters prior to the start of the impacted academic day is essential: the Office of Attendance will contact parents/guardians to confirm absences for missing students if the family did not communicate ahead of time, which adds significant logistical challenges in maintaining the safety and security of our La Salle Prep community. Except in a family emergency, last-minute requests to remove a

student from class may not be permitted. La Salle Prep may verify submitted absence requests with parents/guardians.

7.5. School-Approved Absences or Tardies

Absences or tardies in this category will not contribute to Section 6.16. Loss of Academic Credit due to Attendance:

- Medical-related absences with an accompanying note from the provider;
 - For dental and medical appointments that cannot be scheduled outside of the academic day, the note from the provider must be submitted to the Main Office upon the student's return.
- Marriages, funerals, or similar family obligations;
- Religious observances;
- Any school-sponsored activity;
- University or college visits;

While timely parent/guardian communication is required for all absences and tardies, parent/guardian communication does not automatically make an absence school-approved.

7.6. Parent-Approved Absences or Tardies

Absences or tardies in this category, which require parent/guardian notification prior to the start of the impacted academic day(s), will contribute to Section 6.16. Loss of Academic Credit due to Attendance. Some examples include:

- Illness, without an accompanying note from a medical provider.
- Family vacation;
- Athletic travel unrelated to La Salle Prep;
- Late arrival to school;
- Other parent-approved instances where a student misses class time, but absence/tardy does not meet the definition of 7.5. School-Approved Absences or Tardies.

7.7. Unapproved Absences or Tardies

Absences or tardies in this category, which include instances where parent/guardian notification is not provided prior to the start of the impacted academic day(s), will contribute to Section 6.16. Loss of Academic Credit due to Attendance. Some examples include:

- Late arrival to school;
- Missing from a class after being present;
- On La Salle Prep campus, but not in their assigned class when the bell rings;
- Absent from school without parent communication;
- Other instances where a student misses class time and parent/guardian approval was not provided.

7.8. Tardies

Students are expected to be inside their assigned classroom and ready to begin the lesson when the bell rings. Students who arrive late to any class during the school day must check in with the Office of Attendance before going to class.

Tardies that result in missing more than 50% of the class period will be recorded as an absence. Every three non-school-approved tardies accumulated in a single class will count as one absence for that class.

7.9. Excessive Tardies and Absences

Attendance patterns are reviewed on a semester and annual basis within each class and across the student's full academic schedule. A pattern of tardies or absences in the same class triggers the Tier 2 referral process, as described in Section 8.5, with support from the Vice Principal for Student Life. Administration may also review a cumulative pattern across multiple classes when the frequency or impact indicates a broader concern, even if the student has not demonstrated a pattern of tardies or absences in a single class. The response framework listed in Section 7.10 is illustrative, and La Salle Prep administration retains discretion to select a reasonable combination of accountability, support, monitoring, and co-curricular or privilege restrictions based on the student's pattern and circumstances.

7.10. Tiered Response for Attendance, Classroom, and Community Expectations

La Salle Prep responds to attendance concerns and routine classroom or school-day behavior through a teacher-first, progressively supported response. This approach is intended to help students understand the impact of missed class time, disruption, off-task behavior, dress code, or non-compliance; identify barriers; repair missed responsibilities or community harm; and improve alignment with La Salle Prep expectations. Initial or isolated concerns are generally addressed by the teacher or staff member closest to the concern. This may include immediate correction, private redirection, a follow-up conversation, assignment of Window Period, review of missed learning or disrupted class time, and/or the creation or revision of an improvement plan to align with La Salle Prep expectations.

Repeated disruptions, refusal to follow classroom expectations, or unsuccessful teacher-managed interventions may be referred to the Vice Principal for Student Life or designee and be logged in PowerSchool. Administrative responses may include parent/guardian communication, an attendance or behavior plan, progress monitoring, co-curricular or privilege restrictions, parking pass revocation, required check-ins, restorative reflection or repair, and/or other accountability measures.

Serious, unsafe, substantially disruptive, or harmful conduct may bypass teacher-managed steps and move directly to administrative review. This conduct includes harassment, threats, fighting, weapons, substances, drugs, significant defiance, refusal to follow reasonable adult direction, community harm, or any situation requiring immediate administrative involvement.

7.11. Appointments, Liturgies, and Early Dismissal

Appointments should be scheduled outside the school day whenever possible. Liturgies are especially important moments for the La Salle Prep community, and extra care must be taken by families to ensure students are able to attend liturgies.

When an appointment must occur during school hours, the parent/guardian is expected to notify the Office of Attendance in advance. The student must check out through the Main Office before leaving campus and check back in through the Main Office upon return.

7.12. Pre-Arranged and Extended Absences

Planned absences of two or more school days require a completed Pre-Arranged Absence Form. The form must be submitted to the Main Office at least two school days before the absence to allow the student time to make arrangements with each class. Families should consult the published La Salle Prep calendar before scheduling vacations, trips, or appointments.

Some instructional experiences, including class discussions, labs, presentations, performances, and in-class activities, may not be fully replicated or made up. Teachers are not required to provide all future work in advance of a planned absence. See 6.8. for missed work and assessment expectations.

7.13. Illness, Medical, and Hardship Absences; Withdrawal

For medical absences of two or more consecutive school days, written verification from a physician or medical provider upon the student's return to campus is required for the absence to be considered school-approved. La Salle Prep may also request a signed release of information to better understand and support the student's medical needs.

When a student is undergoing a significant hardship, illness, or other documented circumstances, it may be in the best interests for the student and the institution to withdraw from classes rather than attempt to complete the semester. The Vice Principal for Academics, in consultation with the Vice Principal for Student Life, will ultimately determine the student's credit and enrollment status.

7.14. Religious Observances

La Salle Prep respects students' religious observances. Students must complete the Pre-Arranged Absence Form at least two school days before the absence for religious observance. Students are responsible for communicating with teachers and completing missed work according to teacher and school expectations.

7.15. University and College Visits

Campus visits should be scheduled outside the school day whenever possible. Students are responsible for communicating with teachers and completing missed work according to teacher and school expectations.

7.16. Same-Day Participation in Co-Curricular Activities

To participate in practices, games, performances, rehearsals, contests, dances, or other co-curricular events on a given day, students must meet La Salle Prep's attendance expectations for that day. Students are afforded up to 6 non-school-approved tardies prior to same day co-curricular restrictions. The student and parent/guardian would be notified every 3rd tardy. Starting with the 7th tardy, students will be unable to participate in same-day co-curricular activities. Activity-specific rules may provide additional requirements, but those expectations must align with the school-wide attendance policy.

Students who leave school early for a non-school-approved reason may not return later that day to participate in after-school co-curricular activities. Students dismissed early for a pre-arranged medical or dental appointment must provide documentation from the provider's office to the Main Office before attending co-curriculars later that day.

7.17. Attendance Records and Accuracy

Accurate attendance records are maintained for legal, safety, academic, and school accountability purposes. Students who attempt to report their own absence or tardy through official channels are considered to have committed a serious violation.

8. Student Conduct, Restorative Accountability, and Progressive Intervention

8.1. Purpose and Philosophy

La Salle Prep establishes student conduct expectations to protect learning, safety, dignity, belonging, and the school's Catholic and Lasallian mission. Student accountability is intended to be educational and formative. Students are expected to understand the impact of their choices, accept responsibility, repair harm when possible, and develop the skills and habits necessary to meet community expectations.

Restorative accountability does not eliminate consequences or require the school to respond identically to every situation. Appropriate consequences may protect the community, restore lost time or resources, reinforce expectations, and rebuild trust. La Salle Prep partners with students and parents/guardians throughout this process while reserving the authority to respond firmly to repeated, serious, or unsafe conduct.

8.2. General Standards for Student Behavior

Students are expected to act with honesty, respect, responsibility, and care for others. Student conduct that interferes with learning, damages trust, threatens safety, violates the dignity of another person, harms property, or undermines La Salle Prep's mission may result in intervention or disciplinary action.

Serious misconduct includes, but is not limited to, theft, vandalism, dishonesty or falsification; alcohol or drug use, possession, distribution, or sale; vulgar or obscene language, criminal activity, gang-related activity or affiliation, significant disruption, repeated non-compliance, or any conduct that undermines safety, trust, property, learning, or the mission of La Salle Prep. La Salle Prep may respond to serious misconduct through the Tiered Restorative Accountability Framework or move directly to administrative review when the conduct is unsafe, substantially harmful, illegal, or materially disruptive.

8.3. Classroom Conduct and the Learning Environment

Students are expected to arrive prepared, follow reasonable directions, participate appropriately, and avoid conduct that disrupts instruction or inhibits others from learning.

8.4. Principles and Factors Guiding School Responses

When determining an appropriate response, La Salle Prep may consider the severity and impact of the conduct; its frequency and pattern; the student's intent, responsibility, and response to correction; prior interventions; individual, family, medical, disability-related, transportation, or other relevant circumstances; the safety and needs of affected persons; and the student's willingness and ability to repair harm and meet expectations going forward.

8.5. Tiered Restorative Accountability Framework

La Salle Prep uses the following school-wide framework to guide responses to student conduct concerns, including concerns that begin through the teacher-first process described in Section 7.10 and concerns that require administrative review from the outset. This framework guides school responses when a student does not meet the attendance, classroom, conduct, technology, co-curricular, safety, or community expectations described in this Handbook.

The framework clarifies who initially manages a concern, how support and accountability increase when behavior continues, and when administration assumes responsibility for coordinating the response. The framework is progressive, but it is not mechanically sequential. A student may move to a higher or lower tier based on the circumstances. Administrative discretion will be exercised with attention to consistency, proportionality, equity, student needs, and protection of the community.

Tier	When It Is Used	Primary Responsibility	Primary Focus
Tier 1	Initial, low-level, or isolated non-compliance that can ordinarily be corrected by the adult who observes it.	Teacher or staff member	Immediate correction, reflection, problem-solving, reteaching, and an improvement plan.

Tier	When It Is Used	Primary Responsibility	Primary Focus
Tier 2	Repeated Tier 1 concerns, patterns across settings, unsuccessful teacher- or staff-managed interventions, or conduct creating more substantial disruption or harm.	Vice Principal for Student Life or designee, in partnership with the student, family, and support personnel	Parent/guardian communication, coordinated accountability, temporary privilege restrictions including co-curriculars, measurable expectations, defined support, and progress monitoring.
Tier 3	Serious or unsafe conduct, substantial harm, significant community impact, or persistent non-compliance after prior intervention.	School administration and appropriate support or safety personnel	Parent/guardian communication, investigation, formal conditions, intensive support, significant privilege restrictions, suspension, dismissal, expulsion, or other appropriate actions.

8.5.1. Tier 1: Teacher- or Staff-Managed Intervention

Tier 1 applies to irregular, low-level, or isolated concerns such as attendance, dress code, minor classroom disruption, off-task behavior, failure to follow a routine, minor inappropriate language, or inappropriate technology use that can be corrected safely and promptly.

The teacher or staff member identifies the concern in the moment, states the applicable expectation, explains the effect on learning or the community, and provides the student an opportunity to correct the behavior. Correction should be direct, respectful, and private when circumstances permit. The observing staff member may have a private follow-up conversation with the student to identify barriers, assign the student to their Window Period, create a plan, and reiterate support for meeting La Salle Prep expectations.

A concern generally moves from Tier 1 to Tier 2 after teacher- or staff-managed interventions have not produced sustained improvement, or when the conduct creates harm or disruption beyond what can reasonably be managed by the observing adult, including when the harm impacts the greater classroom or school community. The incident will be logged in PowerSchool with the referring adult providing the Vice Principal for Student Life or designee with a summary of the incident and any relevant history, conversations, supports, improvement plans, and outcomes to date.

8.5.2. Tier 2: Administrator-Coordinated Intervention

The Vice Principal for Student Life or designee partners with faculty/staff, reviews the documented history, meets with the student, and communicates with the parent/guardian. The process may include reviewing prior plans, identifying unresolved barriers or choices, clarifying the harm or disruption, assigning reasonable accountability such as temporary restriction of privileges or co-curricular activities, establishing measurable expectations, creating a plan for improvement, identifying support, and setting a review date.

8.5.3. Tier 3: Intensive or Serious Intervention

Tier 3 generally applies when conduct is serious, unsafe, or substantially harmful to an individual or community, or when a student continues to be non-compliant after Tier 2 intervention. Tier 3 may include an immediate administrative investigation, prompt parent/guardian communication, safety planning, temporary removal from class or school, suspension, a formal agreement, outside assessment or support, substantial privilege or co-curricular restrictions, a reentry plan, dismissal, and/or expulsion.

Protection of the community and the needs of persons affected by the conduct take priority.

8.6. Restorative Conversations, Repair, and Reentry

Restorative conversations help students move beyond a simple explanation of what rule was broken. Depending on the circumstances, students may be asked to describe what happened, identify who or what was affected, accept responsibility, determine what must be repaired, and explain what they will do differently. Repair may include an appropriate apology, replacement or restitution, completion of missed obligations, restoration of a shared space, a facilitated conversation, or another action connected to the actual harm.

A student who was harmed will not be required to participate in a restorative conversation with the student responsible for the harm. Any facilitated dialogue must be appropriate, safe, voluntary for the affected person, and supported by school personnel.

8.7. Range of Responses, Supports, Consequences, and Plans

La Salle Prep may use responses individually or in combination. Examples are non-exhaustive and do not create an automatic consequence for every incident. Responses may include redirection, private conversation, reteaching expectations, reflection, restorative conversation, apology when appropriate, restitution, completion of missed responsibilities, structured time requirements related to or within or outside of the academic day, counseling, Student Support Team referral, academic assistance, study hall, Window Period, Flex Time, family collaboration, community restoration, privilege restrictions, co-curricular limitations, behavior agreements, probation, suspension, dismissal, or expulsion.

When appropriate, La Salle Prep may create a plan that identifies the concern and impact, expected behavior, student actions, school supports, family responsibilities, accountability measures, co-curricular restrictions or limitations, monitoring, review dates, and criteria for successful completion.

8.8. Restriction or Loss of Co-Curriculars and/or Privileges

Students may have privileges and co-curriculars temporarily or permanently restricted when conduct, attendance, academic standing, safety, or community expectations are not met. Restrictions may affect dances, parking, off-campus privileges, senior events or privileges, school events, athletics, co-curricular activities, competitions, performances, leadership roles, travel, community events, clubs, or other school opportunities.

Privilege restrictions are determined by administration and should have a reasonable relationship to the concern, a stated duration or review point, and criteria for restoration when appropriate. The school may distinguish between practice and competition, membership and leadership, or ordinary participation and special events in order to preserve student connection while establishing meaningful accountability.

8.9. Suspension and Reentry

A student may be suspended from all activities sponsored by La Salle Prep, including classes, co-curriculars, and any events where La Salle Prep is a participant. Suspensions may be given for misconduct on or off campus that La Salle Prep deems serious or for continued non-compliance after prior intervention.

Suspension may be served in-school or out-of-school at the administration's discretion. Parents/guardians receive notification and must confer with the Vice Principal for Student Life or designee before the student returns to class. Additional serious infractions during the school year may result in further restrictions, dismissal, and/or expulsion. University and/or college notification is governed by Section 8.13.

8.10. Dismissal

Dismissal results in the student being able to complete the current academic year, but the student may not re-enroll for the following year. Dismissal may also include restrictions or limitations on co-curricular programs, student life programming, school or community events, or any other designated limitations. La Salle Prep may decline to renew a student's enrollment when academic, behavioral, attendance, financial, family-partnership, safety, or community concerns indicate that the student and/or parent/guardian are not in alignment with La Salle Prep expectations.

8.11. Expulsion

Expulsion results in the student's immediate removal from the school community and must be authorized by the Principal. Expulsion may result from misconduct of such a serious nature that immediate removal is warranted or from repeated conduct following prior intervention or suspension. Parents/guardians receive notification of the Expulsion.

8.12. Dismissal or Expulsion Appeal Process

If a student is dismissed or expelled from La Salle Prep, the student and parents/guardians may appeal the decision within 72 hours of the notification. Dismissal appeals are directed to the Principal, and Expulsion appeals are directed to the President. The Principal/President is only capable of reviewing policy applications. As such, the student's written appeal must detail how policy contained within this Handbook has been improperly applied to their situation. The Principal/President will communicate their decision to the student in writing. The Principal's decision is final for dismissal appeals, and the President's decision is final for expulsion appeals.

8.13. College Notification of Serious Misconduct

To maintain integrity in the college application process, La Salle Prep may notify an enrolled student's prospective colleges or universities when disclosure is requested; required; the student has engaged in academic or behavioral misconduct resulting in probation, suspension, dismissal, or expulsion; or when the student has been convicted of or has a pending case involving a misdemeanor, felony, or other crime.

9. Safe School and Conduct Policies

9.1. Commitment to Student Safety, Dignity, and Belonging

La Salle Prep is committed to maintaining a school environment where students are safe, respected, and able to learn. Conduct that undermines a student's dignity, belonging, safety, or access to school programs may be addressed under this Handbook. La Salle Prep expects all members of the school community to respect the dignity of every person and support a safe, inclusive, and respectful learning environment.

9.2. Harassment

La Salle Prep prohibits harassment, intimidation, discrimination, bullying, cyberbullying, bias-related conduct, hate speech, and other conduct that interferes with a student's safety, dignity, belonging, or access to school programs.

Harassment includes unwanted verbal, written, graphic, electronic, physical, or relational conduct that targets an individual or group, including conduct based on actual or perceived race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or other protected status. La Salle Prep will respond to harassment that occurs on campus, off campus, online, or during school-sponsored activities when it affects members of the La Salle Prep community.

Examples include slurs, threats, intimidation, exclusion, rumors, mocking, offensive images or symbols, unwanted sexual comments or conduct, cyberbullying, or other conduct that creates a hostile or harmful school environment. Overtly racist, sexist, homophobic, antisemitic, Islamophobic, ableist, or otherwise exclusionary language or conduct is incompatible with La Salle Prep's mission. Racial slurs, including the n-word, and Nazi or swastika imagery are considered serious forms of harassment. Any instance of harassment will result in an appropriate school response under Section 8.5, up to and including suspension, dismissal, or expulsion depending on the nature, severity, pattern, and impact of the conduct.

9.3. Sexual Harassment and Sexual Misconduct

Sexual harassment and sexual misconduct are prohibited. This includes verbal, written, physical, visual, digital, or other conduct of a sexual nature; unwanted touching; sexual comments; coercion; possession or

distribution of intimate images; or invasion of privacy. Students should report concerns immediately to a trusted adult, counselor, or administrator.

9.4. Bullying, Cyberbullying, and Online Harassment

Bullying, cyberbullying, and online harassment are prohibited. This includes physical, verbal, relational, written, digital, or other conduct that harms, intimidates, humiliates, excludes, or interferes with another student's ability to learn or participate in the La Salle Prep community.

Examples include harmful posts, comments, images, videos, group chats, direct messages, fabricated or manipulated media, impersonation, exclusionary content, rumors, threats, or other targeted behavior.

9.5. Hazing

Hazing is prohibited in teams, clubs, grade-level groups, activities, and all school-affiliated, school-sponsored, or co-curricular settings. Hazing includes any act that creates a risk of physical, emotional, social, or psychological harm for initiation, affiliation, status, belonging, or continued participation in a group. Reports of hazing should be made promptly to school administration.

9.6. Retaliation

Retaliation against a person who reports a concern, participates in an investigation, supports another student, or raises a good-faith complaint is prohibited. Retaliation may result in disciplinary action regardless of the outcome of the original concern.

9.7. Threats, Fighting, Weapons, and Physical Harm

Threats, fighting, physical harm, violent conduct, and weapons-related behavior are serious violations of school policy. Conduct that threatens safety, causes or risks physical harm, creates fear of harm, disrupts school operations, damages property, or endangers the La Salle Prep community may result in disciplinary action up to and including expulsion.

Students may not possess, bring, use, display, threaten to use or bring, or attempt to use any weapon, weapon-like object, or object used or intended to cause harm, fear, disruption, or property damage. This includes, but is not limited to, firearms, ammunition, knives, or other unauthorized sharp objects, blunt objects used or carried as weapons, non-lethal or defensive weapons, explosives, fireworks, smoke bombs, pellet guns, BB guns, airsoft guns, imitation firearms, prop weapons, and any other item that could reasonably be viewed as a weapon or mistaken for one.

Ordinary school items, such as desks, books, backpacks, water bottles, tools, or athletic equipment may also violate this policy if used, displayed, or threatened as weapons. La Salle Prep administration will determine whether an object or conduct violates this policy based on the circumstances. La Salle Prep may involve law enforcement when appropriate.

9.8. Alcohol, Tobacco, Vaping, Drugs, and Controlled Substances

La Salle Prep prohibits the possession, use, transfer, or abuse of alcohol, tobacco, nicotine, marijuana, vaping products, illegal drugs, controlled substances, intoxicants, prescription or over-the-counter medication used improperly, and related paraphernalia on campus, at school-sponsored events, or in circumstances connected to La Salle Prep.

Substance-related violations are serious safety concerns and will result in parent/guardian notification, and the student will be subject to review under Section 8.5. Upon a second violation, the student will likely be suspended. Providing, distributing, selling, arranging for, or encouraging the use of prohibited substances will likely result in suspension, including on the first offense, and may result in additional consequences up to and including expulsion. Students who are impaired by substances will be sent home and may be suspended. Additional violations of this policy will result in increasing accountability measures, up to and including expulsion.

La Salle Prep may require a chemical assessment, follow-up treatment, or random testing as a condition of continued enrollment when appropriate.

9.9. Bathroom and Facility Misuse

Students may not gather in bathroom stalls or single-use bathrooms. More than one student in a bathroom stall or single-use bathroom is a student safety concern and may result in administrative review, search of belongings, and disciplinary action.

Vape detectors are installed in student bathrooms to detect vaporized chemicals and send real-time alerts to designated staff. These devices do not record video or audio.

9.10. Reporting, Review, and Supportive Measures

Students who experience or witness harassment, discrimination, bullying, hazing, threats, retaliation, bias-related conduct, or other serious misconduct should report the concern to a trusted adult, counselor, or administrator as soon as possible. Parents/guardians may also report concerns directly to school administration. Immediate safety concerns should be reported right away.

Students are not required to confront the person causing harm before seeking adult assistance. A student will not be disciplined for making a good-faith report solely because the concern is not substantiated. Knowingly false or intentionally malicious reports may result in disciplinary action.

La Salle Prep will review reports in a manner appropriate to the concern. The school may interview students or adults, review relevant information, notify parents/guardians, provide supportive measures, and determine appropriate responses consistent with school policy and community safety.

Supportive measures may include counseling, schedule or supervision adjustments, no-contact expectations, accountability frameworks, privilege or co-curricular restrictions, restorative processes when appropriate, or other steps determined by school administration.

9.11. Privacy, Mandatory Reporting, and Discipline

La Salle Prep will handle reports and investigations with appropriate privacy and will share information only with those who need to know in order to review the concern, support students, maintain safety, respond appropriately, or meet legal obligations.

When required by law or necessary for student safety, La Salle Prep may report concerns to child protective services, law enforcement, health officials, or other appropriate authorities.

Violations of the Safe School and Conduct Policies will be addressed through the student conduct and discipline process. Serious misconduct may result in immediate administrative review and may bypass ordinary progressive discipline when necessary to protect students or the school community.

10. Technology, Digital Citizenship, and Responsible Use

10.1. Responsible Use of Technology, iPad Requirements

Technology is an important part of academic life at La Salle Prep. Students are expected to use school technology, personal devices, headphones, school-issued devices, internet access, email, digital platforms, artificial intelligence tools, and online resources in ways that support learning, respect others, protect privacy, and comply with teacher and school expectations.

Technology used for academic work, including artificial intelligence tools, must comply with La Salle Prep's academic integrity policy and align with expectations within that class and/or assignment. Teachers may define when and how technology is permitted for a particular assignment. Students are responsible for asking for clarification before using tools that may affect authorship, originality, collaboration, or citation.

During instructional or class time, students may use technology only as authorized by the teacher or supervising adult. Unauthorized messaging, gaming, social networking, browsing, recording, artificial intelligence, headphones, or other off-task use may result in loss of device privileges or disciplinary action.

La Salle Prep maintains a 1:1 iPad program. Students are responsible for bringing required devices and materials to school each day, keeping devices charged, maintaining required apps and textbooks, and following school technology expectations. Current device requirements and technology resources are maintained on the La Salle Prep website.

10.2. School Accounts, Email, and Digital Platforms

Students are assigned school accounts for school-related communication, document sharing, productivity, learning platforms, college counseling, and participation in school programs. School accounts may not be used for non-school-related purposes, inappropriate messaging, harassment, spam, academic dishonesty, malicious content, or unauthorized access to another person's account.

Student email and school accounts may be monitored or filtered for safety, security, profanity, harassment, and other inappropriate content. Messages or activity identified as inappropriate may be reviewed by school administration and may result in disciplinary action.

PowerSchool remains La Salle Prep's official gradebook and attendance record. Schoology may be used for assignments, course materials, announcements, and school communication.

10.3. Student Devices, Cell Phones, and Personal Electronics

Students are responsible for using personal and school-issued devices in ways that support learning, respect privacy, and comply with teacher and school expectations. Devices may be restricted, collected, or removed from use when they distract from learning, violate privacy, or are used inappropriately.

Cell phones must be off and out of sight from the time students arrive on campus until the end of the school day. Phones may not be used during class, passing periods, lunch, iStudy, Honors Pass, or in bathrooms or locker rooms unless specifically permitted by school personnel. Headphones are only permitted during a class period with the instructor's permission.

Smartwatches, earbuds, headphones, portable gaming devices, and other personal electronics are subject to the same expectations as cell phones. Violations may result in device collection, loss of device privileges, parent/guardian communication, or other responses under Section 8.5, Tiered Restorative Accountability Framework.

10.4. Photos, Videos, Recordings, Social Media, and Online Conduct

Students may not photograph, video record, audio record, livestream, or digitally capture another person at school or during a school-sponsored activity without permission from the person being recorded and, when applicable, from a supervising adult.

Recording, sharing, editing, or manipulating images, audio, video, or digital content in ways that violate privacy, harass, embarrass, deceive, or harm others may result in disciplinary action.

Students are expected to use social media, online platforms, and electronic communication in a manner consistent with La Salle Prep's mission and core values. Online conduct that involves La Salle Prep students, affects the La Salle Prep community, or appears inconsistent with school expectations may be reviewed and acted upon by school administration.

10.5. La Salle Prep-Affiliated Accounts, Name, Logos, and Images

A La Salle Prep-affiliated account includes any account that uses La Salle Prep, LSPrep, school logos, team or activity names, school images, uniforms, or content that reasonably suggests official affiliation with a La Salle Prep team, club, class, activity, or program. Adding "unofficial" or similar language does not exempt an account from school expectations if the account represents, affects, or references La Salle Prep.

Use of the La Salle Prep name, logo, seal, images, uniforms, team names, or school identity in online spaces, apparel, merchandise, publications, or public communication must follow school approval procedures and may not misrepresent, harm, or conflict with La Salle Prep's mission or policies.

10.6. Technology Misuse and Consequences

Technology misuse includes, but is not limited to, accessing, creating, sending, sharing, or storing inappropriate, offensive, threatening, harassing, discriminatory, sexually explicit, or harmful content; cyberbullying; unauthorized recording; off-task device use; bypassing school filters; using another person's account; sharing passwords or personal information without permission; interfering with school networks, devices, or classroom equipment; plagiarism; unauthorized use of artificial intelligence; hacking; illegal downloads; copyright violations; or using La Salle Prep's name, logo, images, or identity in a harmful or misleading way.

Technology misuse may result in redirection, device collection, parent/guardian communication, loss of device privileges, loss of access to school technology or accounts, restorative response, disciplinary referral, accountability measures, privilege consequences, suspension, dismissal, or other action under Section 8.5, Tiered Restorative Accountability Framework, depending on the severity and pattern of conduct.

11. Health, Wellness, Student Support, and Safety

11.1. Counseling, Student Support, and Safety Concerns

La Salle Prep is committed to supporting the health, wellness, and safety of its students. When physical, emotional, mental health, or safety concerns arise, La Salle Prep may work with the student, parents/guardians, school personnel, and outside licensed professionals to determine appropriate support.

Support may include school counseling, family communication, off-campus referrals, safety planning, provider clearance, academic coordination, or other steps determined by the school. La Salle Prep may require an immediate assessment by a licensed health or mental health professional when a student's physical or emotional condition raises concern about the student's safety or ability to participate at school.

Counseling that La Salle Prep offers on campus is designed to support the student over a limited time period. La Salle Prep will guide students who need frequent, regular, or ongoing support for counseling or therapy by connecting them with appropriate off-campus support services.

Students may be required to follow a safety or support plan as a condition of continued attendance. La Salle Prep may require provider clearance before a student returns to school when necessary for student or community safety. La Salle Prep employees will make required reports when they reasonably suspect abuse, neglect, or other reportable safety concerns involving a student.

11.2. Health Information, Medical Needs, and Medication

Families must submit required health forms, emergency information, medication authorizations, immunization records, and other student medical information by the school's stated deadlines. Families are responsible for keeping student health information current.

Families should notify La Salle Prep of allergies, dietary restrictions, chronic health conditions, emergency medications, or medical needs that may affect a student during the school day, at co-curricular events, or at school-sponsored activities. La Salle Prep may develop a health or safety plan and/or refer the student to external support services when appropriate.

Medication may be administered or stored at school only according to school procedures. Medication must be properly labeled, kept in the Main Office, accompanied by required parent/guardian permission, and, when applicable, medical authorization, including for approved self-carry. Students may not share, borrow, possess, or self-administer prescription or non-prescription medication unless approved through the school's

medication process. La Salle Prep may provide limited medications, such as ibuprofen or common cold medicine, to students only with parent/guardian approval obtained immediately prior to administration.

11.3. Illness, Communicable Disease, Injury, and Return to School

Students who become ill during the school day must report to the Main Office. Students have 15 minutes to return to class after initially feeling physically, mentally, emotionally, socially, or spiritually unwell. After these 15 minutes, parents/guardians will be contacted to pick up the student from La Salle Prep. Parent/guardian approval is required for a student to be able to drive themselves home. Students must follow the proper checkout process with the Main Office when leaving campus.

Students with communicable illnesses or diseases are expected to stay home when the illness presents a health risk to the student or others. La Salle Prep may require medical documentation before a student returns to school and may report communicable diseases to appropriate health authorities when required.

Significant injuries that occur at school, during athletics, or during school-sponsored activities should be reported to the supervising adult and appropriate school office. Students with suspected head injuries or concussions must be removed from athletic or physical activity and evaluated according to school and applicable requirements. Return to learning or participation may require temporary academic adjustments, reduced activity, rest, gradual return, medical clearance, and coordination with appropriate school personnel.

11.4. Emergency Procedures, Drills, and School Closure

Students are expected to follow all directions from school personnel during emergency procedures, drills, evacuations, lockdowns, shelter-in-place situations, or other safety responses.

Hazardous weather, emergency conditions, or other safety concerns may cause La Salle Prep to adjust the school day, including late opening, school closure, early dismissal, or a digital learning day. La Salle Prep will communicate school closures, delays, and emergency updates through official school communication channels.

12. Daily Campus Life and General Policies

12.1. Closed Campus, Student Movement, and Food Deliveries

La Salle Prep is a closed campus. Students may not enter the parking lot, go to any vehicles, or leave school grounds during the school day without permission from the Main Office or school administration. Students may not order or receive food deliveries during the academic school day, including through delivery services such as DoorDash, Uber Eats, or similar services. Deliveries will be confiscated.

12.2. Dress Code, Personal Appearance, and Liturgy Dress

La Salle Prep's dress code supports student safety, personal responsibility, respect for self and others, and the school's academic, Catholic, and Lasallian mission. Students are expected to wear attire appropriate for La Salle Prep as a place of learning, work, and community life and to exercise sound judgment based on the setting and activity. Pajama pants, for example, would not be representative of appropriate attire. Permitted piercings are limited to the ears and a single piercing of the nose.

The central expectation of the dress code is that the body from the shoulders through mid-thigh must be covered, and students must dress appropriately based on the audience and activity. Clothing must provide appropriate coverage while standing, sitting, and moving and must be clean, neat, and in good condition. Clothing, tattoos, jewelry, or similar may not display or promote sex, drugs, alcohol, tobacco, vaping, violence, racism, harassment, discrimination, profanity, or other messages inconsistent with school expectations. This section is not exhaustive, and school administration retains discretion to determine whether attire is appropriate for school or a school-sponsored activity.

- Midriffs must be covered.

- Undergarments must not be visible.
- Shoulders must be covered, and tank tops are not allowed.
- The front or back of low cut shirts, while still covering the shoulders, may not go below the imaginary line between the armpits

On liturgy dress days and other announced formal occasions, students are expected to wear more formal attire in recognition of the purpose of the event. Appropriate formal attire includes dress pants, dress shirts with or without a tie, collared shirts, blouses, dresses, and formal skirts. Denim, jeans, T-shirts, sweatpants, athletic pants, leggings, and shorts are not permitted as formal attire.

Students who are out of dress code may be required to correct the issue before returning to class or participating in a school activity. For a Tier 1 dress code concern, students may borrow dress-code-compliant clothing from the school. Repeated concerns may result in a Tier 2 response, at which point compliant clothing must be brought from home or may be purchased from the Falcon Fan Store.

Dress code concerns will be addressed respectfully and without unnecessary embarrassment. Repeated concerns may also result in parent/guardian communication, a dress code agreement, loss of privileges, additional accountability measures, or other responses under Section 8.5, Tiered Restorative Accountability Framework.

12.3. Student ID, Personal Belongings, Lockers, and Searches

Students are expected to possess their student ID for campus access, library use, events, safety procedures, or other school purposes. Lost IDs should be reported and replaced according to school procedure. La Salle Prep may ask a student to present their student ID at any time.

Students are responsible for their personal belongings and should not bring unnecessary valuables to school. La Salle Prep is not responsible for lost, stolen, or damaged personal property. Students may not share lockers, change lockers, or use unauthorized locks without permission and may be charged for damage or failure to clean out lockers when required.

La Salle Prep may inspect lockers, vehicles, backpacks, bags, electronic devices, and personal belongings when school administration determines there is a reason to do so.

12.4. Campus Care, Restricted Areas, and Restricted Items

Students are expected to help maintain a clean, safe, and respectful campus by disposing of trash, recycling properly, and caring for school spaces.

Students may not enter restricted or unsupervised areas without permission. Items that disrupt learning, create safety concerns, violate law or school policy, or are inappropriate for school may be restricted, collected, or confiscated. Skateboards, scooters, and skates may not be used on campus and must be stored appropriately during the school day.

12.5. Library and Academic Spaces

The library, computer lab, and academic spaces are provided to support learning, research, reading, collaboration, and academic support. Students are expected to use these spaces respectfully and follow posted or communicated expectations.

Students and families are financially responsible for library materials checked out to the student. Materials not returned may result in replacement charges.

12.6. Parking, Parking Pass Policies, and School-Sponsored Transportation

Parking on La Salle Prep campus or at Christ the King is a privilege and may be revoked if a student does not follow school policies. A parking permit is required for students to park on campus or at Christ the King during regular school hours or in other designated school parking areas. Parking eligibility, permit availability, registration requirements, and the application process are communicated annually. All students who drive to

school, regardless of whether they possess a parking pass for La Salle Prep or Christ the King, must register their vehicle with La Salle Prep.

Students who park on or near campus must follow posted traffic and parking rules, drive safely, park only in approved spaces, and leave their vehicles once parked. Students may not return to their vehicles during the academic day without permission from the Main Office. La Salle Prep is not responsible for vandalism, accidents, theft, or damage involving vehicles parked on or near campus, or at Christ the King.

Parking violations may result in fines, required correction of the parking concern, attendance consequences, towing at the owner's expense, loss of parking pass, or other responses under Section 8.5, Tiered Restorative Accountability Framework. Students who demonstrate a pattern of non-school-approved tardies and/or absences during the course of a semester may have their parking pass revoked so La Salle Prep can provide another student with the opportunity to attend school regularly and on time with the benefits of a parking pass. Revoked parking passes are reassigned for the remainder of the academic year. Attendance data will be reviewed when awarding parking passes for the following year.

Students using school-sponsored transportation must follow driver and chaperone directions, remain seated when required, use respectful language and behavior, keep transportation spaces clean, and follow all school rules.

12.7. Visitors, Guests, and Urgent Messages for Students

All visitors must follow school check-in procedures and remain in authorized areas. Students may not invite guests to campus without prior school approval. Prospective student visits must be arranged through the Office of Admissions, and visits from friends, alumni, siblings, or other guests must be requested and approved in advance by the Main Office.

Parents/guardians who need to send urgent messages to students during the school day should contact the Main Office rather than relying on student cell phones during instructional time.

12.8. Dances, Prom, and School Events

Dances and school events are for La Salle Prep students and approved guests. Students and guests are required to present their student ID and/or identification, and guests must be approved through the school's guest process. La Salle Prep will communicate specific dance admission and departure times in advance. Students must arrive by the published admission deadline and, once admitted, may not leave the dance before the published departure time. Re-entry is not permitted for dances.

Students are expected to behave respectfully and appropriately at dances and school events. Inappropriate touching, excessive public displays of affection, sexualized behavior, substance possession, use, or distribution, or unsafe conduct may result in removal from the event, loss of future event privileges, parent/guardian notification, and/or disciplinary action. La Salle Prep students are responsible for ensuring approved guests respect La Salle Prep's expectations and policies.

La Salle Prep may use breathalyzers at school dances or school-sponsored events. Prom eligibility, guest requirements, and event-specific expectations will be communicated before the event.

12.9. School-Sponsored Trips and Off-Campus Activities

Students participating in field trips, Outdoor School, retreats, immersions, athletic travel, activities, competitions, or other school-sponsored trips must follow all school policies and expectations. School rules remain in effect during all school-sponsored travel and events, including trips that occur outside the regular school day or during school breaks. Serious misconduct may result in a student being sent home from the event at the family's expense, loss of future trip privileges, and additional accountability measures and/or disciplinary action. Trips arranged by outside agencies or families are not school-sponsored unless La Salle Prep has formally approved and organized the trip as a school-sponsored activity.

13. Co-Curricular Participation: Athletics, Arts, Clubs, and Activities

13.1. Purpose, Scope, and Participation as a Privilege

Co-curricular participation is an important part of La Salle Prep's educational mission. Athletics, arts, clubs, service, leadership, competitions, retreats, events, and activities help students develop responsibility, teamwork, discipline, leadership, creativity, and commitment to the common good.

Participation in co-curricular activities is a privilege connected to school membership. Students must meet academic, attendance, conduct, eligibility, and activity-specific criteria in addition to demonstrating alignment with La Salle Prep expectations and policies in order to participate. Co-curricular policies apply to activities that represent, are sponsored by, approved by, supervised by, or affiliated with La Salle Prep, including activities on campus, off campus, online, during travel, and in connection with school identity.

Academic attendance is an essential component of co-curricular participation. Students leaving school early for non-school-approved absences may not return later that day to participate in or attend after-school co-curricular activities, including athletic practices or competitions, rehearsals, performances, or other school events.

13.2. Academic, Attendance, and Conduct Eligibility

Participation depends on academic, attendance, conduct, OSAA, and activity-specific eligibility when applicable. Academic eligibility and academic assistance are addressed in Section 6: Academic Program and Student Learning; attendance expectations, including same-day participation, are addressed in Section 7: Attendance and School Day Expectations; and conduct expectations are addressed in Section 8: Student Conduct, Restorative Accountability, and Progressive Intervention. Activity leaders may communicate additional expectations for participation, attendance, rehearsal or practice commitments, travel, and required events in addition to these policies and expectations.

13.3. Athletics Participation and Athletic Handbook

La Salle Prep athletics are part of the school's educational program and are intended to support students in the development of character, discipline, teamwork, sportsmanship, and commitment to the school's Catholic and Lasallian mission.

Families participating in athletics are responsible for reviewing the La Salle Prep Athletic Handbook for additional detailed athletic procedures, including registration, physicals, concussion forms, clearance, team expectations, transportation, equipment, sportsmanship, ejections, athletic trainer procedures, fundraising, and parent/guardian expectations.

13.4. Team, Activity, and Program Expectations

Coaches, directors, advisors, moderators, and activity leaders may establish program-specific expectations in addition to the contents of this Handbook with appropriate school approval. These expectations may include additional attendance, conduct, communication, safety, equipment, travel, performance, rehearsal, competition, and participation requirements.

Tryout, casting, selection, playing time, role assignment, and participation decisions are made by the appropriate coach, director, advisor, moderator, or school personnel according to program needs and school expectations. Students who quit, are removed from, or seek to change activities during a season, production, or activity period may be subject to program-specific expectations or future co-curricular limitations.

13.5. Equipment, Transportation, Injuries, and Safety

Students are responsible for school-issued equipment, uniforms, apparel, instruments, costumes, technology, and other school property. Failure to return items or pay for lost or damaged items may affect

participation, records, senior privileges, co-curricular participation, transcript requests, or other school processes.

Transportation for co-curricular events must follow school-approved procedures. Injuries and return-to-participation decisions must be reported to and coordinated with the appropriate supervising adult, athletic trainer, health personnel, administrator, or activity leader. Students may be restricted from participation when safety, health, or medical clearance requires it.

13.6. Sportsmanship, Spectator Expectations, and Event Conduct

Students, parents/guardians, and spectators are expected to demonstrate respect for participants, opponents, officials, performers, coaches, moderators, directors, event personnel, and audiences. Unsportsmanlike, disruptive, disrespectful, unsafe, or harassing conduct may result in removal from an event, temporary or permanent loss of spectator privileges, temporary or permanent loss of participation privileges for the student, or further school action.

13.7. Concerns and Communication

Athletic and activity concerns should begin with the student and the coach, director, advisor, or moderator when appropriate. If unresolved, the concern may move to the varsity head coach, program leader, Director of Athletics, activity administrator, or school administration according to the nature of the concern. Serious concerns involving safety, harassment, discrimination, misconduct, or law may be reported directly to school administration.

Current athletic schedules, OSAA resources, activity information, participation forms, handbooks, and related resources are maintained through official La Salle Prep communication channels.

14. Parent Engagement, Volunteerism, and School Support

14.1. Parent/Guardian Engagement and Volunteerism

Parent/guardian engagement strengthens the La Salle Prep community and supports student formation. Families are encouraged to participate in school life through volunteer opportunities, school events, parent-led activities, fundraising, and other forms of school support that align with La Salle Prep's mission and policies.

Volunteers serve as important partners and role models in the Lasallian tradition of service. Volunteer opportunities may be available on an occasional, event-based, or ongoing basis and are communicated through official school channels. Current volunteer opportunities and school support information are maintained through official school communications.

14.2. Volunteer Requirements and Training

All volunteers must complete any school requirements prior to serving. Requirements may include a current background check, annual safe-environment training, confidentiality expectations, and any additional training or approval required for the specific volunteer role. Requirements will be outlined by the relevant administrator and may vary based on the activity, level of student contact, and school or Archdiocesan expectations.

14.3. Parent-Led Activities and School Events

Some school events and activities are supported or led by parent volunteers, such as the All Night Grad Party and other community-building activities. Parent-led activities must follow school policies and expectations, safety procedures, communication guidelines, and volunteer requirements.

Families are encouraged to participate in school events and community opportunities while supporting respectful conduct, student safety, and the mission of La Salle Prep.

14.4. Fundraising, Donations, and School Support

The Office of Advancement coordinates fundraising, donations, and school support efforts in alignment with La Salle Prep's Lasallian mission. Each student/parent family is responsible for a minimum \$150 annual fundraising commitment. Fundraising activities, donation requests, sponsorships, merchandise, use of school resources, and solicitation of funds must be approved through the appropriate school process before moving forward.

Student, parent, booster, team, club, or activity fundraising must align with school-wide priorities and communication expectations. Fundraising, merchandise, and public communications must follow school approval procedures, including the school identity expectations in Section 10.5.