

DE LA SALLE COLLEGIATE

STUDENT HANDBOOK



De La Salle Collegiate High School
"Builders of Boys, Makers of Men"
14600 Common Road Warren, Michigan 48088
Phone: 586.778.2207 Fax: 586.778.6016
Website: www.delasallehs.com www.thepilothangar.com

Mission Statement

De La Salle Collegiate High School is dedicated to the Catholic education of its diverse students, including the poor and disadvantaged.

We are a college preparatory school inspired by the spirit and tradition of St. John Baptist de La Salle, where learning takes place in the presence of God.

Each student is encouraged to develop his faith, character, intellect, and morality.

*This mission is embodied in the school's motto:
"Builders of Boys, Makers of Men."*



TABLE OF CONTENTS

INTRODUCTION.....	3	GENERAL INFORMATION.....	13
SCHOOL INFORMATION.....	3	Academic Affairs	
ATTENDANCE AND SCHOOL		Animals on School Property	
PROCEDURE.....	4	Bus Transportation	
General Policy		Calendar	
Parent Responsibilities		Closing of School	
Early Dismissal		Communicable Diseases	
Tardiness to School		Counseling	
Tardiness to Class		Credit Recovery	
Consequences for Excessive Tardies		Diabetes	
Unexcused Absences		Dispensing of Medication	
Consequences for Excessive Absences		Distance/Virtual Learning	
Absences Due to Family Trips		Dual Enrollment	
Homebound Services		Students with Disabilities	
Make-up Work		Emergency Medical Authorization	
Truancy		Equal Opportunity Statement	
DRESS CODE/STUDENT APPEARANCE...7		Food Allergies or Chronic Illness	
LiturgY Dress Code		Forms	
Students IDs		Head Lice	
Grooming		Immunizations	
DRUG AND ALCOHOL TESTING		Mandated Reporters	
PROGRAM.....	10	Parking	
General Information		Peer Mediation	
Self Revelation		Physicals	
Testing		Residency	
Confidentiality		Safety Drills	
Consequences		School Office Hours	
Contesting a Positive Result		School Volunteers	
		Standardized Testing	
		Student Accident Insurance	
		Student Privacy Protections	
		Student Records	
		Teacher Qualifications	
		Video Monitoring Systems	
		Visitors	
		USE OF TECHNOLOGY.....	23
		Student Use of Electronic Devices	
		Social Media Policy	
		Respect for Privacy Rights	
		Unacceptable Uses of Technology	
		Consequences for Policy Violation	
		ATHLETICS & STUDENT ACTIVITIES.....	27
		CAMPUS MINISTRY.....	29
		FISCAL AFFAIRS.....	31
		Breakfast & Lunch Program	
		Collection Policies	
		Conditions of Enrollment	
		Fees	
		Merit Scholarships & Financial Aid	
		Student Cafeteria Accounts	

INTRODUCTION

All students at De La Salle Collegiate are required to comply with all rules and regulations found in this Handbook.

By registering at De La Salle, students have expressed their willingness to abide by the rules and policies of an academic community. Such regulations are meant to insure a quality academic environment and a “human” place for personal interaction. The true success of our school community is founded on the principles of self-control and self-discipline exercised by all its members, students and faculty alike. The regulations in this Handbook have been initiated to help develop self-discipline and to maintain the proper climate for learning.

***“Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God”
(Romans 13: 1).***

SCHOOL INFORMATION

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures.

The administrative staff is as follows:

Mr. John Knight, President
Mr. Stephen Stewart, Principal
Mr. Brad Cusumano, Assistant Principal
Mr. Christopher Dean, Assistant Principal
Mr. Michael Watson, Athletic Director

The counseling staff is as follows:

Anthony Albani, Guidance Counselor (M-S)
Jonathan Hickey, Guidance Counselor (A-E and X-Z)
Dominic Reid, Guidance Counselor (F-L and T-W)

The school is located and may be contacted at:

14600 Common Road
Warren, Michigan 48088
Phone: 586.778.2207
Fax: 1.586.498.1628

For additional DLS personnel, please refer to our list [online](#) under Current Pilots.

ATTENDANCE AND SCHOOL PROCEDURE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 shall ensure that the child attends school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school.

"Start children off on the way they should go, and even when they are old they will not turn from it" (Proverbs 22:6).

General Policy

- The school day begins when a student arrives on campus and ends when a student leaves campus when the academic day is complete.
- Students who arrive early may not leave campus until their last class is completed.
- No student may leave campus during the school day.
 - If a student becomes ill or injured during the school day, he should request his teacher's permission to report to the school office.
 - If the illness requires that the student be sent home, the parent will be notified.
 - No student will be released from school without parental permission.
 - Parents may authorize another adult or relative to transport the student home.
- If a student is absent for a full day of classes he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.
- If a student does not attend at least half of his scheduled classes for that day, he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.
- The Administration will determine if there are extenuating circumstances.

Parent Responsibilities When Their Son is Absent

An **absence** is considered excused only if a parent or guardian calls the student in following the procedure below:

- A parent/guardian must contact the school office at 586-778-2207 by 8 a.m. to explain the reason for the absence. If a call has not been made to the school by 10 a.m. on the day of a student's absence, a school official will call and email the home to inquire why the student is not at school.
- Parents must report the absence EVERY day their son is not in attendance.
- Parents must make sure their contact information, including cell phone and email address, is current. Email changes to studentinfo@delasallehs.com
- The school may require documentation explaining the reason for the student's absence.

Early Dismissal From School

- In the case of a student who must be excused during the day, a telephone call from the parent/guardian must be made to the Main Office to excuse the student from school. Once a call has been received, the student will be provided with a pass excusing him at the start of the next class.
- NOTE: All students are required to check out through the Main Office before they leave campus. Consequences for students who do not check through the Main Office before leaving campus will be decided upon by Administration.

Tardiness to School

- Upon student arrival to school, he **MUST** first report to the Main Office. If the student does not report it will be considered an unexcused absence.
 - NOTE: If a telephone call was not made and/or the student did not check in through the main office, consequences will be decided upon by Administration.
- TARDINESS NOTE: We do live in Michigan and this means that we experience some inclement weather. Please plan accordingly on these days to arrive safely at school on time. Weather or road construction is not an excuse to be late.

Tardiness to Class During School Day

- Students are expected to be in class on time. A violation will result in appropriate disciplinary action. NOTE: A student with more than six (6) tardy incidents during the year will be required to serve a school community service and or in school suspension.

"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it" (Hebrews 12:11).

Possible Consequences for Excessive Tardies

Students who are late more than six (6) cumulative times in a semester must abide by the following:

- 7th tardy - 1 day in-school suspension @ \$100 charge to family OR possibility of serving a community service. A parent meeting may also be convened.
- 8th tardy - 2 day in-school suspension @ \$200 charge to family or a possibility of serving a community service A parent meeting may also be convened.
- 9th tardy - 3 day in-school suspension @ \$300 charge to family OR possibility of serving a community service. A parent meeting may also be convened.

Unexcused Absences Due to a Missed or Skipped Class

A class skip is a very serious infraction. If a student is marked "Unexcused" in a class for any reason during the school day, he must abide by the following procedures:

- 1st offense - Parents and student will receive standardized email.
- 2nd offense - 1 day in-school suspension @ \$100 charge to family/student OR community service
- 3rd offense - 2 day in-school suspension @ \$200 charge to family/student OR Community service. A parent meeting may also be convened.

Possible Consequences for Excessive Absences

- There are two types of absences: excused and unexcused. DLS High School will tolerate no more than seven (7) non-school related absences per semester. If a student reaches the maximum of seven days, parents and student will be required to meet or speak with the Assistant Principal of Student Affairs and be placed on a plan of action provided by the Assistant Principal of Student of Affairs probation for the remainder of the semester or year. Additional absences will require a note from a physician. If the plan probation is violated,

the student may be asked to withdraw.

- Students who are absent (excused or unexcused) from any class in excess of Fourteen (14) days in a year or Seven (7) days for a one semester class, may be denied course credit, may be required to complete online credit recovery, regardless of his grade in class, and/or may be required to make-up the days of absence at the conclusion of the academic semester or academic year. Credit will not be awarded until the online coursework is completed. Students will be expected to pay fees incurred in relation to remediation courses.

Absences Due to Family Vacations/Trips

Vacations scheduled during the school year are strongly discouraged. Parents should plan vacations and/or trips only at school-scheduled vacation times.

When parents feel that their son must miss school in excess of two (2) days, parents must contact the Main Office several days in advance to obtain a Parental Consent Form. It is the student's responsibility, not the teacher's, to see that homework/school work is done completely, in all cases of absence.

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact:
Brandon Cusumano bcusumano@delasallehs.com, (586) 778-2207

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Homework Policy

See Curriculum guide

Truancy

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

DRESS CODE/STUDENT APPEARANCE

The development of good habits of dress and grooming is an integral part of a young man's education at De La Salle. The dress code applies to students when they arrive on campus and continues until they leave.

**"So, whether you eat or drink, or whatever you do, do all to the glory of God"
(1 Corinthians 10:31).**

The following items of clothing, maintained in a neat and clean condition and properly sized, are required for students throughout the school year. Students are required to be in dress code at all times throughout the school day.

- Short or long-sleeved shirts with collars must be worn. Required shirts are the purple, gold, or white DLS short-/and long sleeved polo shirts. These items are available in the Pilot Hangar. Shirts must be tucked in at all times during the school day.
- Students are expected to stay in dress code for the entire school day, regardless if they have classes scheduled or not.
- **No long-sleeve shirts or thermal shirts are to be worn under a short-sleeved shirt.** Long sleeve shirts are expected in these instances.
- De La Salle logo sweaters and athletic pull over, sold in the Pilot Hangar, are the only type of logo permitted. They are Black, Purple, Yellow, or Gray. These logo sweatshirts must be worn with a collared shirt underneath.
- Dress pants of a solid color and a solid color dress belt must be worn. Acceptable pants colors: beige, khaki, tan, black, dark grey, dark blue, brown.
- Pants are to be worn above the hip and are not to sag. Jeans, cargo pants, work or any pants with sewn exterior pockets and/or any style of oversized pants are not acceptable. Pants with holes or frayed cuffs are not permitted.
- Dress shoes and socks are required. The official DLS school shoe purchased at the Pilot hanger OR [Outside the Box Shoes](#) in Fair Haven, MI 586.263.7170. All students must wear the brown Doc Marten shoes. NO other type of dress shoe is acceptable. Dress socks must cover the ankle and should similarly be dark in color.
- Shoes are to be worn as intended. Heels are not to be stepped on and have the shoes worn as sandals.
- No hats are to be worn in the building, except during non-school hours in the weight room, gym, and locker rooms.

Liturgy Dress Code

On the days the De La Salle community celebrates Mass (liturgy) together, all students are required to wear the official DLS logo shirt and tie. This code was designed in an effort to show respect for Liturgy and the coming together as a community. It is expected that all students will be in compliance on Liturgy Schedule Days. Students not in dress code will be expected to report to the Pilot Hangar and purchase an acceptable shirt and tie.

Liturgy Schedule Days are noted on the [Calendar](#).

Student Identification Cards

- Each student is issued an identification card and lanyard that is not transferable and must always be carried at school and school activities.
- The card must be worn around the neck during the school day, and must be visible at all times.
- Students who do not have their ID cards will face disciplinary consequences.

The replacement charge for a lost card or lanyard is \$5 each. Payment can be made at the Business Office or via the student's e-Fund account. Replacements are obtained at the Welcome Desk.

Grooming

Students are responsible for complying with the following grooming requirements.

- **Hair**
 - General. Many hairstyles are acceptable, as long as they are neat and conservative.
 - Extreme, eccentric, or faddish haircuts or hairstyles are not authorized.
 - If a student use dyes, tints, or bleaches, they must choose a natural, non-extreme hair color which covers all the hair.
 - Students who have a texture of hair that does not part naturally may cut a part into the hair or style the hair with one part. The part will be one straight line, not slanted or curved, and will fall in the area where the student would normally part the hair.
 - Students will not shape or cut designs into their hair or scalp.
 - The hair on top of the head must be neatly groomed and may not stand upright. The length and bulk of the hair may not be excessive and must present a neat and conservative appearance of less than 2 inches in length. Braids, or twists that distinctly protrude (up or out) from the head are not authorized.
 - Cornrows are permitted, but they must follow these regulations:
 - Cornrows must be styled above the ears and cut above the collar and be neatly braided close to the scalp in straight rows.
 - Cornrows must be tightly interwoven to present a neat, professional, well-groomed appearance.
 - Foreign material (such as beads or decorative items) will not be braided into the hair.
 - Cornrow ends will not protrude from the head and must be secured
 - Hair gels are not permitted to slick back hair to make it appear in code.
 - The hair must present a tapered appearance. A tapered appearance is one where the outline of the student's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. The hair will not touch the ears or eyebrows, or the collar at any time (combed or natural).
 - Haircuts with a single, untapered patch of hair on the top of the head are considered eccentric and are not authorized. Examples include, but are not limited to, when the head is shaved around a strip of hair down the center of the head (mohawk or tire strip), around a u-shaped hair area (horseshoe), or around a patch of hair on the front top of the head (tear drop). Hair that is completely trimmed closely to the scalp is authorized.

- **Sideburns**
 - Sideburns are hair grown in front of the ear and below the point where the top portion of the ear attaches to the head.
 - Sideburns will not extend below the bottom of the opening of the ear. Sideburns will not be styled to taper, flair, or come to a point.
 - The length of the individual hairs of the sideburn will not exceed 1/8 inch when fully extended.
- **Facial hair**
 - Males will keep their face clean-shaven during school & on school sponsored trips.
 - Mustaches are not permitted.
 - Students who have a dermatological reason not to shave require a doctor's note. The note should be turned over to his counselor. A doctor's note is valid for up to 30 calendar days. Students will keep the growth trimmed to less than ¼ inch and will not shape the hair growth (examples include, but are not limited to goatees, "Fu Manchu," or handlebar mustaches).
- **Jewelry**
 - Earrings or other forms of body piercing are not permitted at school or at any De La Salle activity. Chokers are not permitted. Neck chains will not be visible, except for a Kairos necklace. Bracelets will not be worn, except for a DLS-sponsored awareness bracelet. Fashion bracelets are not allowed.
- **Tattoos**
 - Visible body tattoos are not permitted during the school day or at any DLS-sponsored activity.

DRUG AND ALCOHOL TESTING PROGRAM

“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies” (1 Cor. 6: 19-20)

DLS has a vital interest in maintaining a positive learning environment that is safe and healthy for all of its students. Substance abuse interferes with a child’s physical and emotional development and has the potential to affect those around him. Prevention, not punishment, is the primary focus of drug and alcohol testing. Testing is used to deter initial use and to identify anyone in need of help. This testing program works in concert with all DLS policies in the Student Handbook including policies prohibiting the possession and use of drugs and illegal substances.

General Information

Dear children, do not let anyone lead you the wrong way. Christ is righteous. So to be like Christ a person must do what is right” (1 John 3: 7).

We are concerned for our students:

- who may face challenges that become obstacles in reaching their goals in life.
- who deserve a learning environment where the culture of illegal drugs and alcohol is not present or tolerated.
- who struggle to belong and sometimes choose against the advice of those who love them.

We are concerned for our parents/guardians

- who share the same values, hopes and dreams as DLS does for the young men entrusted to our care.
- who are looking to us for professional support and referral resource information to help with a substance abuse issue.

The consumption, possession, distribution or sale of alcoholic beverages, narcotics, or controlled substances at any time in a student’s tenure at De La Salle (DLS) is a serious matter that may result in disciplinary action. If a student is found consuming, possessing, distributing or being under the influence of alcohol, narcotics, or controlled substances on or about the school premises, or at a school-sponsored event (whether home or away), he will be subject to disciplinary consequences up to and including expulsion. City of Warren ordinances will also be enforced.

The use of tobacco is similarly not allowed. Therefore, smoking and chewing tobacco are not permitted on campus, in the immediate vicinity of the school, or at school functions. Violations of the tobacco policy may result in suspension and/or expulsion. City of Warren ordinances will also be enforced.

The school reserves the right to require a breathalyzer test at school functions. Students who fail or refuse to take a breathalyzer test will face disciplinary consequences up to and including expulsion. Infractions of any city ordinance will be enforced.

Any student who finds himself present where alcohol or narcotics are being illegally consumed is expected to leave the premises as soon as possible. This includes any off-campus function at any

time during a student's enrollment at DLS.

Substance Misuse/Abuse: Self Revelation

A Self Revelation case is one in which a student voluntarily reveals to a counselor, teacher, coach, or administrator that he is using an illegal substance in or out of school. The student may initially wish to talk with a faculty member who will then consult with the counseling department or administration to implement this process.

- The student, parents/guardians, along with the counseling department and/or administration, will implement a process to discreetly aid the student in addressing the problem.
- The process determined will be constructed to aid the student's specific needs and not solely designed as disciplinary consequences; however, the student may lose school privileges.

DLS will test students for illegal substances as described in this policy as part of a proactive approach to ensuring an appropriate and positive learning environment. Students must sign a consent form agreeing to participate in the drug and alcohol testing program. The consent form must also be signed by the student's parent or guardian before the beginning of his tenure. Consent forms are valid for all four years.

If appropriate consent is not given, the student will not be allowed to attend DLS.

Testing

Every student will agree to be tested one time during the course of the school year as a [condition of enrollment](#).

All students are also subject to random testing throughout the school year. Once a student is selected and tested, his name is returned to the collective pool for future selections. A student may also be required to submit to a drug or alcohol test if the school has a reasonable suspicion that the student possesses, is using, or is under the influence of illegal substances.

The primary method of testing will be hair analysis performed by a licensed clinical laboratory. Trained personnel will perform the hair collections. A sample of hair is cut at the scalp from the crown of the person's head. Boys with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the trained personnel and identified by the tested student.

Confidentiality & Dissemination of Results

All information related to drug and alcohol testing will be kept confidential. Only administration and the student's counselor will have access to this information. Parents/guardians will be notified discreetly and in an expeditious manner of positive test results. Parents/guardians will not be notified if a test is negative. DLS will keep drug and alcohol testing records until the student either graduates or leaves DLS. Drug and alcohol testing information will not be included on a student's permanent record.

Consequences of Positive Results

Parents/guardians will have an opportunity to verify use of prescribed medications. A first positive drug test in any school year will result in a confidential conference with the student, parents/guardians, and a member(s) of administration and loss of certain privileges. The student will be subject to weekly drug testing at student/parents/guardians expense for 6 weeks. The student must also satisfactorily complete a drug and alcohol counseling program at an accredited facility approved by DLS, again at student/parents/guardians expense.

If the student who tested positive is involved in an extracurricular activity, he will be suspended immediately from that activity until the conference is held between the student, parents/guardians and administration. The student shall be suspended from participation in any extracurricular activity and/or driving a car onto DLS's campus for 15 school days.

For a second offense, the student will be expelled from DLS, unless the student admits to substance abuse before he is selected for testing.

Should a student refuse to take a drug or alcohol test, it will be treated as a positive test result and shall be subject to the appropriate consequences.

Final decisions in all matters rest with administration.

Contesting a Positive Result

If a parent/guardian or adult student wishes to contest the results of the drug or alcohol test, they may do so in writing to administration within 5 days of the notification. Subsequent drug or alcohol screenings will be at the parent/guardians' expense. The re-test must be done using a method comparable to the original test at an accredited testing lab.

[Drug and Alcohol Testing Consent Form](#)

GENERAL SCHOOL INFORMATION

Academic Affairs

Please refer to the [online Curriculum Guide](#) which addresses all academic affairs.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Bus Transportation

The school provides bus transportation to and from school for students via Servicar. Students must sign up for this service and there is a charge. The cost for this service is \$400 round trip per season or \$225 one-way trip per season. There are three (3) seasons:

- Fall – Aug. 24 – Nov. 30
- Winter – Dec. 1 – Feb. 28
- Spring – Mar. 1 – June 13

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For more information, please see the [Bus page on our website](#).

Calendar

Please refer to the [online school calendar](#).

Closings of School

Please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced normally by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on the school's website, social media pages, communicated via automated phone call, text message, etc.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Each student is assigned a counselor for his tenure at De La Salle Collegiate. Counselors are available for his academic and/or personal counseling. Please refer to the [Counseling website](#)

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

The Counseling Office receives many calls during the school year from employers seeking student workers. The school will recommend for employment only those students whose attendance and achievement records merit a recommendation. Work permits, required for students 17 years of age or under, may be obtained from the Counseling Office.

Credit Recovery/Summer School

Please refer to page 39-40 in the [online Curriculum Guide](#).

Diabetes

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated school representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he can access educational programs and services. For further information, please contact the Main Office at (586) 778-2207.

Dispensing of Medication

All medication (prescription and non-prescription) must be dispensed through the Main Office. A [permission form](#) must be filled out by the parent/guardian. Medication must be brought to the Main Office in the original container.

Distance and/or Virtual Learning

Please refer to page 39-40 in the [online Curriculum Guide](#).

Dual Enrollment

Please refer to page 18 in the [online Curriculum Guide](#).

Education of Students with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

It is the intent of the school to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school psychologist.

Discipline of Students with Disabilities

De La Salle will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and

strengthen desirable behaviors and reduce identified inappropriate behaviors.

Emergency Medical Authorization

The student's parent/guardian should complete the school's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Equal Opportunity/Nondiscrimination Statement

De La Salle does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, disability, age, or religion in its programs and activities. Inquiries regarding the De La Salle's non-discrimination policies should be directed to the principal's office

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573
TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

Food Allergies or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (586) 778-2207.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School's Section 504 Policy is available through the school psychologist.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School also may be able to appropriately meet a student's needs through other means.

Forms

A number of [forms](#) are online for student use, including the physical form, medication forms, field trip forms, and service forms.

Head Lice

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.

A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school with confirmation of treatment. The principal will re-examine the student's hair. The student will be re-admitted to school if no live lice are found. Periodic checks of the student's hair by designated school personnel will be done over the next few weeks to assure successful treatment. Parent/guardian should continue daily lice checks and nit removal for the next two to three weeks.

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Parking

The use of the parking lot is a privilege. All students who drive to school must purchase a De La Salle parking pass for \$50; payments are to be made at the Business Office, and passes can be obtained from Mr. Cusumano's office.

Students who choose to utilize the parking lot without a parking pass and/or students who park in a spot other than that which they are assigned will receive a warning on their first offense. Upon the second offense, the vehicle will be towed at the owner's expense.

Peer Mediation

The Peer Mediation program is student-facilitated program designed to help students understand and cope with any issues that they have with one another in a safe and trusting environment. Contact the Counseling Office for more information.

"We who are strong ought to bear with the failings of the weak and not to please ourselves"
(Romans 15: 1)

Physicals

Every student at DeLaSalle Collegiate is to have a physical before school begins. The physical must be given on or after April 15 of the previous school year, and must be documented on the required [MHSAA Form](#). A completed form is one that is signed in all required fields by the student and parent. There will not be an insurance policy exception list.

Residency

Students must reside with parent(s) or approved guardian(s) while enrolled. The address where the student resides is considered the official address of the student, unless the parent or guardian notifies the school otherwise. The school must be notified of any change of address, phone number, or email address, by emailing any changes to studentinfo@delasallehs.com.

Safety Drills

Periodic fire, tornado, lockdown and evacuation drills are required by law. Students should familiarize themselves with the exit routes and the designated safe areas throughout the building and should move silently to these areas immediately upon hearing the alarm bell. Students exhibiting inappropriate behavior during drills will be subject to disciplinary action.

The signal for a fire or fire drill is a loud horn over the bell system. The signal for a lockdown will be a PA announcement. Since drills are rehearsals for behavior that is to occur in case of emergency, the following procedures are to be observed at every drill:

- For a fire drill, immediate, orderly, and silent evacuation of the building through pre-assigned exits or alternate exits must occur. For a tornado or lockdown drill, immediate, orderly and silent reporting to designated safety areas.
- Doors and windows of each classroom must be closed.
- The teacher of each specific class must accompany and supervise his/her students during the entire time of the drill
- Three of the fire drills must take place by December 1, and two during the remainder of the school year.
- At least one lockdown drill must be held by December 1, and at least one after January 1. There would have to be a reasonable spacing interval between each drill of the same kind.
- Currently, K-12 schools are required to hold at least two tornado safety drills for each school year. Under state law, at least one tornado safety drill must be held in March.

Please visit our website to review [our safety drill reports](#).

School Office Hours

The main office is open from 7:30 a.m. - 3:30 p.m. during the school year. The school office is normally closed on scheduled school holidays, weekends, and vacation periods that occur during the school year.

School Volunteers

The Archdiocese of Detroit/ Office for Safe Environments requires the following of all volunteers:

Criminal History Background Check: Anyone who may have contact with children, the elderly, or a person with disabilities must submit to a background check before starting work or a volunteer assignment. [Online Form](#) Volunteers must bring the completed form with their driver's license to the Main Office. We can no longer accept forms via email or mail.

Protecting God's Children Workshop for Adults: Attendance is mandatory for anyone who may have contact with children. Upon completion, a copy of the workshop certificate must be submitted to the Main Office.

Pastoral and Volunteer Codes of Conduct: Clergy, employees and volunteers are expected to adhere to the practices stated in the Code of Conduct applicable to their position. The full policy can be found at [AOD Online](#) – Safe Environments Policy.

Volunteers are required to check in and out at the welcome desk and receive a visitor badge before going to their destination.

Standardized Testing

Parents are encouraged to cooperate in preparing students for standardized testing. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Student Accident Insurance

As part of tuition, each student is a member of the Student Accident Plan. The purpose of this program is to provide medical benefits to pay claims for students who are injured in an accident to/from/at school, as well as in the practice and play of intramural and interscholastic sports. No benefits will be paid for loss due to sickness or disease.

The Student Accident Plan pays benefits in cooperation with the medical plan of the parent. The medical plan of the parent is primary, and the Student Accident Plan pays what is not covered. If however, the student has no applicable medical plan from his parent, the Student Accident Plan becomes the primary plan.

An accident report **MUST** be filed in the school office by the activity moderator. All injuries must be reported to the moderator or school office as soon as possible so that a report can be filed. Students or parents may request a copy of the report.

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the school's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 2. Mental or psychological problems of the student or the student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom the students have close family relationships;
 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 8. Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) rights with respect to their student records.

Teacher Qualifications

Parents may request information through the school office about the qualifications of their child's teachers.

Video Monitoring Systems

A video monitoring system is used on school busses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Video recordings are for internal use only.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the Welcome Desk. Visitors should identify themselves and inform personnel of their reason for being at school. Students from other schools are not permitted to visit De La Salle at any time during the school day without authorization.

Visitors must check in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the Welcome Desk and check out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

USE OF TECHNOLOGY

Technology has the ability to enhance education through the use of electronics, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians will sign the *Authorization for Electronic Network Access* once while the student is enrolled at the school.

The network is provided for students to conduct research, complete assignments, and communicate with others for educational purposes. This technology is the property of the school and is provided to students as a privilege, not a right. It is the school's expectation that students will use these resources in a responsible and lawful manner. Uses that might be acceptable on a user's private, personal account on another system may not be acceptable on the school's network. If a student is uncertain whether something is inappropriate, he should consult a staff member.

Policies, guidelines, and rules refer to all devices including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones or ECDs (electronic communication devices), digital cameras, etc., as well as technology infrastructure, associated peripheral devices and/or software.

De La Salle filters access to materials that may be inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow.

With this educational opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that parents are legally responsible for their child's actions.

De La Salle Collegiate High School is a Google Apps for Education School for students and faculty. This secure suite of tools is designed to encourage collaboration and communication while developing 21st century skills and facilitating dynamic classroom instruction for learning. Each student will receive access to the following tools:

1. EMail: A secure email address dedicated for school, to which teachers can send announcements and students can collaborate on assignments with one another.
2. Google Calendar: Students can organize their schedules and share events and calendars with others.
3. Google Docs: Share documents, spreadsheets, and presentations. Collaborate in real-time with classmates or with your whole school.
4. Google Video for education: A video hosting and sharing solution that enables schools and other organizations to use video as an effective medium for internal communication and collaboration.

Student Use of Electronic Devices

A student may possess or use a cellular telephone and/or Chromebook on school property (including school buses), at after school activities and/or at school-related functions; however, the use of a cellular telephone is prohibited while in the classroom or engaged in a learning environment, such as a field trip or assembly, unless the use is instructed by instructional staff. Possession of a cellular telephone and/or other electronic communication devices by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

The student who possesses a cellular telephone and/or other electronic communication devices shall assume responsibility for its/their care. At no time shall De La Salle be responsible for preventing theft, loss or damage to cellular telephones and/or other electronic communication devices brought onto its property.

The school reserves the right to inspect any material stored on the school network, and edit or remove any materials that do not comply with this usage policy. Intentional or repeated misuse of school technology will result in consequences that may include suspension of technology privileges, payment of damages, discipline under other appropriate school policies, or possible legal action. Students are responsible for all use of their school issued accounts.

Social Media Policy

Students will be subject to appropriate disciplinary action for off campus and on campus internet use, including, but not limited to cell phones, websites, emails, blogs, Twitter, Snapchat, Facebook, Instagram, and YouTube, where such use causes, or is likely to cause, a negative effect on the general safety and welfare of students and staff, or on the good order and functioning of the school. Posts to social media sites cannot use derogatory language toward De La Salle Collegiate High School, its mission, or anyone directly related to the school.

Students are representatives of De La Salle both in and out of school, in the real world and the virtual world, and thus, students should aspire to represent the mission and values espoused by De La Salle at all times.

Respect for Privacy Rights

Students shall not photograph, audiotape, or videotape other individuals at school or at school-sponsored events without their knowledge or consent, except for activities considered to be in the public arena such as active participants in sporting events or public performances.

Students shall not email, post to the internet, or otherwise electronically transmit images of other individuals taken at school without their expressed written consent.

Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

Students shall not reveal their own personal information or images online such as name, email address, house address and telephone number, without written permission from parent or guardian.

Students shall not reveal personal information or images of any other individual online such as name, email address, house address, or telephone number.

Unacceptable Uses of Technology

Inappropriate technology use includes but is not limited to the following:

- Interfering with the normal functioning of computers, computer systems, or computer networks.
- Damaging or theft of computers, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Violating copyright laws and/or the district policy on plagiarism.
- Using the network/Internet to buy or sell products.
- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other computers or computer systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software. Possession of and/or distribution of any of software tools designed to facilitate any of the above actions will also be considered an offense.
- Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

Consequences for Violation of Technology Policies

Internet misuse:

- Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges.
- Students who use the computer network or the Internet inappropriately may lose their access privileges and may face additional disciplinary or legal action.
- The length of time for loss of privileges will be determined by building administrators and/or other staff members.

Cell Phone misuse:

- Cell Phones are not permitted in class for any reason. If a teacher deems the cell phone to be a distraction to the learning atmosphere of the class and requests the cell phone be submitted, the student will do so. The teacher will secure the phone for the remainder of the day and the phone will be returned to the student at the conclusion of the school day (after final bell at 2:45 PM on the day of the instance).
- If there is a second instance of cell phone misuse in single class, the student will submit the phone to his teacher. The teacher will secure the phone for the remainder of the school day and the phone will be returned to the student’s parent at the conclusion of the school day (after final bell at 2:45 PM on the day of the instance).

- If there is a third instance of cell phone misuse in a single class, the student will submit the phone to his teacher. The teacher will secure the phone and give it to the Assistant Principal, where it will be secured for the remainder of the day. The phone will be returned to the student's parent at the conclusion of the school day (after the final bell at 2:45 PM on the day of the instance). Additional disciplinary consequences may follow.

It is expected that students behave like gentlemen when asked to submit their phone and will do so without incident. Failure to do so may be treated as insubordinate or disrespectful behavior and may accrue additional disciplinary action such as after-hours detention or suspension.

ATHLETICS & STUDENT ACTIVITIES

De La Salle offers a well-rounded program of activities and athletics designed to meet the needs and interests of our students. Participation in De La Salle-sponsored activities is a privilege. A student must be in good academic, disciplinary, and financial standing in order to participate in school activities. While participating in activities, students must follow all rules and policies as found in this handbook.

De La Salle believes participation in athletics, both as a player and a spectator, is an integral part of the student's educational experience. The athletic program teaches such skills and values as the ability to think and function as a member of a team, sportsmanship, competition; and the benefits of a healthy body, self-discipline, emotional maturity, and respect for others.

Participation in Athletics/Activities and Attendance

- If a student is absent for a full day of classes he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.
- If a student does not attend at least half of his scheduled classes for that day, he may not participate in or attend any athletic practice, game, or extracurricular activity on that day.
- The Administration will determine if there are extenuating circumstances.

FALL ATHLETICS

- Cross Country – Varsity and Junior Varsity
- Football – Varsity, Junior Varsity and Freshman
- Soccer – Varsity, Junior Varsity and Freshman
- Tennis – Varsity and Junior Varsity

WINTER ATHLETICS

- Basketball – Varsity, Junior Varsity and Freshman
- Bowling – Varsity, Junior Varsity and Developmental
- Ice Hockey – Varsity and Junior Varsity
- Swimming and Diving – Varsity
- Wrestling – Varsity and Junior Varsity

SPRING ATHLETICS

- Baseball – Varsity, Junior Varsity and Freshman
- Golf – Varsity, Junior Varsity and Developmental
- Lacrosse – Varsity, Junior Varsity and Freshman
- Track – Varsity and Junior Varsity

Academic Eligibility for Athletics/Activities - Please refer to page 42 in the [Curriculum Guide](#)

Athletic Rules, Travel, Participation Requirements, Concussions and Head Injuries, MHSAA & Code of Conduct - Please refer to the [Athletic Handbook](#)

STUDENT ACTIVITIES

Please refer to the [Student Activities & Intramurals](#) page on our website.

School Dances

Attendance at school-sponsored dances is a privilege.

Only DLS students and high school age female students may school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Doors for dances typically close one hour after the communicated starting time and will re-open approximately 30 minutes before the communicated ending time.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.
7. Follow the guidelines established by the school in the event of an early release or a late arrival.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

CAMPUS MINISTRY

“So when he had washed their feet [and] put his garments back on and reclined at table again, he said to them, ‘Do you realize what I have done for you? You call me ‘teacher’ and ‘master,’ and rightly so, for indeed I am. If I, therefore, the master and teacher, have washed your feet, you ought to wash one another’s feet. I have given you a model to follow, so that as I have done for you, you should also do...If you understand this, blessed are you if you do it.’ ” (John 13:12-15; 17)

The mission of Campus Ministry is to facilitate and organize experiences that nourish and nurture the spiritual growth of the De La Salle Collegiate community. We are an educational Catholic ministry rooted in the Gospel of Jesus Christ. De La Salle Collegiate strives for excellence in the spiritual, academic, physical and cultural development of our students.

De La Salle Collegiate invites and challenges every student to make his faith a living reality. At the same time we prepare our students for leadership and service in the Church and the world. As a Catholic educational community, we adhere to the teachings handed down by Jesus Christ to Saint Peter and his Apostles. The power of this Word continues through the Holy Spirit so as “the gates of the netherworld shall not prevail against it.” (Matthew 16:17-19)

We are a community of faith and zeal:

- Guided by the life and Gospel of Jesus Christ.
- Emphasizing the inalienable dignity of each person.
- Fostering a love for wisdom and truth through the tradition and teaching of the Catholic Church.
- Striving to develop authentic personal relationships through trust and mutual respect.

We are a community of prayer and worship:

- Gathering regularly for the celebration of the sacraments of Eucharist and Reconciliation.
- Praying together each day as a school community.

We are a community of service:

- Living our commitment to service and the common good.
- Providing opportunities for students to assume leadership for strengthening and nurturing their faith.
- Exercising a preferential option for the poor.

Called to Protect/Called to Serve Education

Called to Protect is the approved safe environment training program for ninth grade students in Catholic High Schools. This program addresses boundaries—physical, emotional and behavioral—and how to recognize, stop and act if someone attempts to violate personal boundaries.

Who is required to receive Called to Protect training?

- 9th Grade students enrolled in Catholic High Schools

Called to Protect training three part series teaches:

- There are three types of boundaries—physical, emotional, and behavioral.
- How molesters try to violate their boundaries.
- Ways to make molesters stop violating their boundaries.
- Methods child molesters use to keep kids from telling.
- The words to use to inform another trusted adult if there is a situation of abuse.

What is Called to Serve training?

Called to Serve is an interactive safe environment training program for teens in our Catholic High Schools and Parishes. Participants leave empowered to:

- Use talents to effectively and responsibly serve others
- Work with and be role models for children
- Communicate and partner with adult supervisors
- Interact appropriately with peers
- Recognize and respond to inappropriate behavior

Who is required to attend Called to Serve workshops?

- All tenth grade students in Catholic High Schools
- Teens grades 9-12 who are church and/or Catholic School employees
- Teens grades 9-12 who volunteer with children

Christian Service

De La Salle Collegiate believes in the power and strength of community building, and a shared service experience. In line with that purpose, students must participate in **one service project** with their Advisory Group. Students will experience the qualitative aspect of service to what

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms" (1 Peter 4: 10).

The students' Advisory teacher, in tandem with the campus ministry department, will help to create, facilitate, and to carry through all service projects. A self-reflective paper on the service project must be submitted to the Advisory teacher for final verification and completion of the required service project.

For more information, or an idea for a Christian Service Project, please contact: Ms. Joe Marie Ragona Director of Christian Service, at jragona@delasallehs.com or 586.541.6219

FISCAL AFFAIRS

New students: An enrollment deposit of \$500 will be withdrawn from your FACTS by May 15. Freshmen and first time enrollees pay an additional registration fee of \$250.

Returning students: The enrollment deposit of \$500 for returning students will be withdrawn from your FACTS by May 15 for enrollment of current school year. Deposits and all tuition payments are made via your family account with FACTS

Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 8:30 a.m. Lunch is provided every school day from 10:00 a.m. to 2:45pm.

Payments: Students are able to use their student ID cards as a debit card for lunch in the school cafeteria. In order to fund the card, please check the [E-Funds for DLS](#) page.

The Brothers' Table - New applications are reviewed on the 25th of the month. Contact the DLS Business Office for further information.

Collection Policies

A fee of \$35 will be assessed for late tuition payments or returned checks.

All students attending De La Salle must be up to date in their tuition payments. Students may be excluded from school, exams, school activities and graduation if their accounts are not up to date. No student will have his transcript released unless the student's account has been paid in full.

Conditions of Enrollment

Enrollment is for the entire school year. If a family chooses to cancel this agreement, the DLS Admissions Office must receive written notification and the family must complete the electronic DLS Exit Survey to finalize any disenrollment.

One hundred percent of scholarships and tuition assistance awarded to a student is forfeited (no pro-rated amount) if the student leaves De La Salle Collegiate for any reason.

In case of serious student illness, moving from the school service area, dismissal for academic or disciplinary reasons at the request of the administration of De La Salle Collegiate, or leaving for any other reason after the first full day of academic classes, the family will be charged tuition to the end of the current week, based on the following schedule:

- Weeks 1 through 8: Tuition charge is 32% of annual tuition.
- After week 8: Tuition charge is 4% for each week school has been in session for 3 or more days.

De La Salle reserves the right to dismiss a student at the discretion of the Administration when it is determined that continued enrollment is no longer in the best interest of the student or De La Salle Collegiate.

Fees

- All seniors will be charged an additional \$150 fee to cover graduation expenses.
- Advanced Placement exam fees will be billed separately in the second semester.
- International Baccalaureate exam fees will be billed separately, with installments beginning at the end of sophomore year.
- All international students will be charged a \$2,500 fee to cover processing.

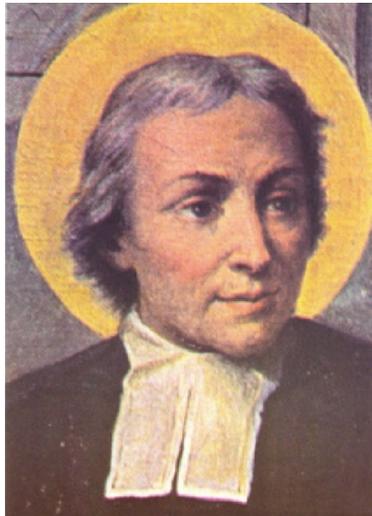
Merit Scholarships and Financial Aid

Students that have been awarded merit scholarships or qualify for financial aid should note that these deductions are applied equally to the ten payments. Any Archdiocese of Detroit tuition assistance grants are applied to tuition when the grant is received by DLS, usually by mid-November. Financial aid and scholarships will not be applied to the registration fee or enrollment deposit.

Student Cafeteria Accounts

Students may check their Cafeteria Account balance at any time. Once a student leaves, any remaining funds in the account will be handled as follows:

- If the student has a brother currently enrolled at DLS, funds will be applied to his account.
- If a student has less than \$5 remaining in the account, the funds will automatically revert to DLS.
- If a student has more than \$5 remaining in the account, the amount will be refunded upon written request to the DLS Business Office. After one year, all amounts will be applied to the De La Salle Collegiate general scholarship fund.
- Students and parents may establish [E-Fund](#) accounts at the Business Office or online.
- More information [is available online](#).



**St. John Baptist de La Salle, pray for us.
Live, Jesus, in our hearts. Forever!**