STUDENT HANDBOOK
2026 - 2027

3434 S. Michigan
Chicago, IL 60616
312-842-7355
Fax: 312-842-5640
Website: www.dls.org

This handbook belongs to:

Name:_____

Student ID Number:_____ **Meteor Grow Teacher:** _____

Parents and students must electronically sign the acknowledgment page located on Mydls.com.

DE LA SALLE
INSTITUTE

August 2026

Message from the School Administration:

Welcome to the 2026– 2027 school year at De La Salle Institute. Students, we are honored and excited to work with you and to witness your continued academic, spiritual, physical, and emotional growth. Parents, we are eager to strengthen the partnerships we formed when you first enrolled your child at De La Salle.

De La Salle sets high expectations for its students. Academics, attendance, communication, cooperation, and respect are the foundation of a successful student.

We encourage our student body to thank their parents and/or guardians for providing them with guidance and financial support to participate at De La Salle.

We want to personally thank the parents, guardians, and sponsors for prioritizing education in your household.

Sincerely,

Michael Zunica
President

Thomas Schergen ‘97
Principal

INSTITUTE CAMPUS
3434 SOUTH MICHIGAN AVE
CHICAGO, IL 60616
P 312.842.7355 F 312.842.5640

PLEASE NOTE :
If circumstances dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *Blackbaud* and *School Messenger*.

DISCLAIMERS

De La Salle Institute reserves the right to use, copyright, and/or publish in any medium, student names, photographs, and other school-related information for advertising and/or promotion of De La Salle Institute and its partners. Students and parents/guardians have no right to inspect or approve the advertising. All photographs and advertising are the sole property of De La Salle Institute.

WAIVER OF LIABILITY

To the fullest extent permitted by law, I further agree on behalf of myself and my child(ren) and my heirs, executors, agents, successors and assigns, hereby agree to waive, relinquish, release, defend, indemnify, hold harmless and covenant not to sue **De La Salle Institute,** and the Catholic Bishop of Chicago, an Illinois corporation sole, and their employees, volunteers, agents, representatives, insurers, attorneys, successors and assigns ("Indemnitees") from and against any and all claims, charges, demands, suits, and causes of action, whether known or unknown, past, present or future, including, but not limited to, any and all costs, expenses, and attorneys' fees, by reason of any injury, illness or death, and damage or loss to person or property, or any other harm to myself or to any person or property, whether caused by negligence or for any other reason arising out of, in connection with, or in any manner related to attendance at school or participation in school activities, including but not limited to any claims of negligent exposure.

AN INTRODUCTION TO DE LA SALLE

MISSION STATEMENT

De La Salle Institute is an independent Catholic secondary school rooted in the tradition of Christian education begun by St. John Baptist de La Salle. Founded in 1889, its mission has been, and is, to foster a desire for excellence in education. Young people from various ethnic and economic backgrounds can fully develop their abilities to be active, contributing members of our complex, changing society.

HISTORY

St. John Baptist de La Salle founded the Christian Brothers in France to provide a Christian education for youth. As a young priest in Rheims, he responded to God's call to educate the poor and socially marginalized. In April 1679, at great personal sacrifice and with the aid of only two teachers, he opened a free school for boys, and his influence spread from there. Many of the educational practices we take for granted today originated with St. La Salle. He was among the earliest educators to teach the poor, conceive that a teacher could instruct several students simultaneously, and create a program to train teachers. John Baptist de la Salle died in 1719 and was canonized as a saint by Pope Leo XIII in May 1900. Today, the Christian Brothers are one of the largest societies in the Catholic Church and serve more than one million students each day in elementary, secondary, and university institutions of learning in approximately 80 countries worldwide.

De La Salle Institute began its service to the City of Chicago in 1889 at 35th and Wabash under the vision and direction of Brother Adjutor of Mary, a member of the Christian Brothers and founder of the Institute. Brother Adjutor named his school after his inspiration, St. John Baptist de La Salle, and the cornerstone for De La Salle Institute was laid in 1889. Since its beginning, De La Salle has grown in response to a changing, increasingly complex world and has been committed to educating a diverse and integrated student population that reflects the composition of the Chicago community. The first graduating class was religiously diverse, and in 1947, De La Salle Institute became the first Catholic high school in Chicago to welcome African American students. In 2002, De La Salle became co-institutional with the addition of the Lourdes Hall Campus, and in 2017, it became co-educational.

Although the role of De La Salle Institute in the lives of thousands of its graduates can never be fully measured, some of the most successful leaders in business, the professions, government, and the Church who have gone on to great futures have acknowledged that a significant part of their training came from it. At the same time, they were students of the Christian Brothers and the dedicated lay faculty who partnered with them and shared the vision of St. La Salle.

PHILOSOPHY

The Board of Directors is responsible for the administration of the faculty and staff of De La Salle Institute. It ensures that students develop the same academic and professional skills and attitudes initially fostered by St. La Salle. The faculty believes the value and dignity of each student requires that we provide opportunities for all students to develop spiritually, intellectually, and socially to the best of their abilities. Through the curriculum and extracurricular activities, and in cooperation with the students and their families, the faculty creates an atmosphere for students dedicated to the Lasallian values and provides the necessary guidance and discipline to accomplish the following goals:

1. To become people of faith
2. To become advocates for service and social justice
3. To become builders of the community
4. To become achievers of academic excellence
5. To become leaders with integrity

LASALLIAN INCLUSIVITY STATEMENT

It is our Lasallian belief that every student, regardless of race, gender, or sexual orientation, is a person full of value, potential, and worth. Our Lasallian community values all its students and their families as members of a greater extended spiritual family. In truth, each student is viewed as a gift entrusted to our communal care to cherish, value, and educate. Thank you for entrusting your young person to our Lasallian mission of education and promoting equity, dignity, and inclusion.

St. John Baptist de La Salle,
Pray for us!
Our Lady of Lourdes,
Pray for us!
Live Jesus in our hearts.
Forever!

GENERAL INFORMATION

THE SCHOOL OFFICE

The school office is open from ***7:30 a.m. to 3:30 p.m., Monday through Friday***. It is closed on school holidays. Except for reporting absences, routine calls should be made after 9:00 a.m. An appointment is required to meet with administrators and school personnel.

SCHOOL DAY

Students are expected to be in their classes and ready to start their school day **by 8:00 am.** Students arriving after this time will be considered tardy. Each school day begins with an all-school prayer and the Pledge of Allegiance. All students must stand during this time as a sign of respect for the school community.

CONTACTING TEACHERS

Teachers are in classes during the school day and cannot answer telephone calls. However, each teacher has voicemail and email accounts and will respond to messages within 24 hours during regular school hours. Teacher email addresses can be found on the De La Salle website, or you can send a message directly through Blackbaud. Teachers will respond to all communications within 24 hours.

CHANGE OF ADDRESS/PHONE NUMBER

If you are moving or changing your phone number, please report any such changes to the Registrar in the Administration Office as soon as possible.

COMMUNITY COOPERATION

Parents and students agree to uphold all school policies and procedures upon the student's acceptance at De La Salle Institute. DLS Families are urged to review the handbook (located on MyDLS) in its entirety, as it provides an orientation to the school's expectations. Students' cooperation with these policies will ensure a safe learning environment. ***Both students and parents/guardians must complete the Handbook Acknowledgment form located on MyDLS (Blackbaud)***.

PARENT/SCHOOL RELATIONSHIP

The well-rounded education of any student is dependent upon a strong partnership between parents/guardians and the school. Just as the parents/guardians have the right to withdraw a student from the school, the school reserves the right to require the withdrawal of any student whose parents/guardians are uncooperative with school policies and procedures. ***We strive to have positive and collaborative partnerships with parents and students and will not tolerate verbal/physical abuse of faculty and staff. Any parent or student who is consistently hostile or verbally abusive with school faculty and staff may be asked to withdraw.***

EMERGENCY CLOSING OF SCHOOL

If the school must close, updated information will be posted on our school website (dls.org), and MyDLS (Blackbaud), and School Messenger Alerts will be sent out.

SCHOOL MESSENGER

Parents will receive phone calls, emails, and text messages through School Messenger for important updates to the school schedule.

E-DAY

De La Salle High School will implement an E-Day if the school is closed due to weather or unforeseen circumstances. An E-Learning Day will allow our students to continue learning outside the classroom when school is closed.

Student Instruction for E-Day

- Students are responsible for checking their MyDLS class pages by 9:00 am.
- All students should follow the instructions for completing assignments for the E-Day.
- If needed, students can email their teachers for any questions/clarification.
- Students are responsible for completing their homework and are expected to be prepared for the next school day. Missing or incomplete homework assignments will be graded and handled at the instructor's discretion.

METEOR SHOP

Uniforms and supplies are to be purchased on designated days at the beginning of the school year. During the year, the Meteor Shop will be open before school and during lunch to purchase supplies.

CONRAD N. HILTON STUDENT COMMONS

Hot breakfast is available for purchase every morning before school. During the school day, students are required to report to the Commons for their assigned lunch periods. They may either purchase lunches using their Mealtime account or bring their own. ***Food deliveries from outside establishments are prohibited and will be turned away at the door.***

Students must remain in the Commons during lunch until a faculty member dismisses them. Students are not permitted to take food or beverages outside of the Commons. **Failure to adhere to this policy will result in detention.** Students must clean up after themselves once they finish eating. Student parties/celebrations are prohibited in the Commons during breakfast, lunch, or before and after school.

AFTER – SCHOOL SUPERVISION POLICY

Bansley Hall provides a safe, supervised environment for De La Salle students from 3:00 pm to 6:00 pm.

- **Transportation Details:** Students waiting for a ride home must report directly to Bansley Hall immediately after school.
- **Activities:** Students in extracurriculars must report straight to their assigned areas.
- **Prohibited Behavior:** Loitering or congregating outside the school building is strictly prohibited.
- **Commercial Establishments (restaurants, convenience stores, etc.):** Students are not allowed to bring food from outside establishments into the building during this timeframe.
- **Enforcement:** Students found outside designated areas or violating school rules will face social probation and further disciplinary action.

PERSONAL BELONGINGS

The school assumes no responsibility for personal belongings such as books, clothing, electronic devices, headphones, earbuds, etc. Students should ensure that proper identification is placed on all personal belongings and that they are kept safely in lockers provided for student use. ***Students are NOT to leave personal belongings in teachers' classrooms or offices.***

STUDENT LOCKERS

Every student is assigned a locker for their personal belongings. **S**tudents are strongly encouraged not to store other students' items in their lockers**.** ***The school assumes no responsibility for the safeguarding of articles left in lockers.***

- Each student must purchase a De La Salle-issued lock and a key for their assigned locker from the bookstore. Any locks not purchased from De La Salle will be removed by the Dean.
- The Dean's Office does not keep duplicate copies of locker keys. If students lose their key, they must buy a new lock and key set.
- If students forget or have lost their locker key, they must report to the Dean's Office before 8:00 a.m. If a student loses their locker key during the day, they should report that to the Dean's Office immediately.
- A key left at home for a second time will be considered lost, and a new purchase is required. All

students taking Physical Education or using the athletic facilities must purchase a De La Salle combination lock in the Locker Room.

The lockers are the property of the school. The Principal or their designated agent may inspect the locker at any time.

LEGAL SEARCH

De La Salle Institute is private property; therefore, the administration reserves the right to search students, their lockers, and property, including any vehicle parked on De La Salle school grounds or in school lots. The search will be completed by the Dean, Assistant Dean, or security staff in circumstances where the school has a reasonable belief that a crime has been or is in the process of being committed or that the school has reasonable cause to believe that the search is necessary to maintain school discipline or to enforce school policies. The student must comply, or the school will require that they withdraw from school.

STUDENT ACCIDENT INSURANCE

The parent first applies to their insurance plan to pay medical costs. The parent must then pick up the insurance form from the Business Office. The parent is responsible for completing and mailing the form to the insurance company and following the instructions for reimbursement. The coverage provided in this program pays insured expenses due to an accident that other valid and collectible insurance plans do not pay. Benefits are the usual and customary charges for costs incurred within 52 weeks of the covered injury.

Coverage includes these times: during school hours when school is in session; traveling directly to and from a student's residence (with a time limit of one hour); when participating in or attending (including travel to and from) any school-sponsored activity, including athletic programs. To secure these benefits under this program, submit the claim first to the parent or guardian's insurance company. Those without insurance or who have collected from the insurance company should submit a claim to the Business Office as soon as possible. Treatment must commence within 60 days of the injury and be submitted within 90 days of treatment. The secondary coverage insurance includes all students at De La Salle and is included in the tuition. Full program details are on file in the Business Office.

PREGNANCY POLICY

The Administration and Student Services personnel of De La Salle Institute will make every effort to assist and support the pregnant student in her educational development and her personal and social adjustment. Each case will be evaluated on an individual basis to determine a suitable course of action that satisfies the best interests of the school as well as the needs of the individual. If it is deemed necessary that the student not be in attendance at the school, she will be provided the opportunity to complete coursework through an online program as identified by the school.

WORK PERMITS

Students wishing to obtain a Work Permit should apply through the Registrar in the Principal's Office. The application requires a letter of employment to be submitted at the time of the request.

MISSING CHILDREN REGISTRATION LAW (325 ILCS 55/)

1. Upon notification by the Illinois Department of State Police of a child's disappearance, as the school in which the child is currently or was previously enrolled, De La Salle Institute shall flag the birth certificate record of that child in such a manner that whenever a copy of, or information regarding the record is requested, the principal /school secretary/local registrar must immediately report the request, information regarding the birth certificate, or knowledge as to the whereabouts of any missing child to local law enforcement.

2. Written documentation of the report to local law enforcement should be maintained in the missing child's record.
3. Upon notification from the Illinois Department of State Police that the missing child has been recovered, the school shall remove the flag from the student's record.
4. De La Salle Institute will notify in writing the parent/guardian enrolling a child for the first time in De La Salle Institute that, within thirty (30) calendar days, they must provide a government-issued copy of the child's birth certificate.
5. If the person enrolling the child is unable to provide a certified birth certificate, other proof, as determined by the Illinois Department of State Police, of the child's identity and age, along with an affidavit explaining the inability to produce a copy of the birth certificate, may be submitted.
6. Should the person enrolling the child in De La Salle Institute fail to comply with the above procedures, De La Salle Institute will immediately notify the local law enforcement agency and the person enrolling the child in writing that, unless they comply within ten (10) calendar days, the case shall be referred to the local law enforcement authority for investigation.
7. If compliance is not obtained within ten (10) calendar days, De La Salle Institute will refer the matter to the local law enforcement agency.
8. De La Salle will immediately report to the local law enforcement authority any affidavit received regarding the registration of the child that appears inaccurate or suspicious in form or content.
9. Within fourteen (14) days, De La Salle Institute will request a certified copy of the school records of a transfer student from the student's previous school.
10. De La Salle Institute will forward a copy of a transferring student's record to the new school within ten (10) days of the school's request unless the student's record has been flagged. In such circumstances, the record requested may not be sent. The requested school shall notify the local law enforcement agency of the request.

ADMISSIONS/TRANSCRIPTS/RECORDS

De La Salle Institute admits qualified students regardless of race, color, religion, nationality, or ethnic origin. The Principal admits students after a committee reviews information. Inquiries concerning admission should be directed to the Vice President of Enrollment, Assistant Director of Admissions, Dean of Enrollment, or the Registrar.

TRANSFER FROM DE LA SALLE

Parents wishing to transfer their student from De La Salle to another school must make an appointment with the Registrar in the Principal's Office to begin the withdrawal process. Generally, students who transfer from De La Salle are not readmitted unless there are exceptional circumstances. Unless paid in full, laptops must be returned to DLS, in addition to Student ID's, athletic gear, and all other property belonging to DLS.

De La Salle's policy does not allow individual administration, faculty, or coaches to write letters of recommendation supporting a current student's application to another high school. However, a letter of good standing can be requested from the Director of Student Services.

REQUESTS TO TRANSFER TO DE LA SALLE

Students and families wishing to become a part of the De La Salle Community must submit copies of transcripts, attendance and discipline reports, and, if applicable, a copy of the student's IEP/504 to the Registrar for evaluation. After a thorough review of submitted documents, students and parents will be scheduled for an interview.

The following policies regarding credits will be used when evaluating the status of transfer students.

1. If a student transfers from a public school, the requirement for religion is waived for the time they attended the public school.
2. If the student transfers from a Catholic high school that offers only one-half credit of religion per year, the one full credit requirement is waived for the time they attended the other Catholic school.
3. A student must have passed physical education classes at the previous school each year. If a school does not require P.E. in a given year, De La Salle waives the requirement for that year.
4. Electives not offered at De La Salle are counted as electives toward graduation if the student's previous school counted them.
5. All other requirements for graduation from De La Salle must be taken and passed.
6. All transfer students who have fulfilled all academic requirements for admittance to De La Salle will be admitted on Transfer Student Probation.
7. All transfer students and their parents are required to read and familiarize themselves with the Student Handbook on Conduct and Discipline.

TRANSCRIPTS

A transcript is the official record of a student's grades, standardized test scores, and grade point average. This official record is kept sixty (60) years after the student graduates, transfers, or permanently withdraws from school. These records are destroyed after sixty years.

The student or parent/guardian (if the student has yet to reach legal age) may request copies of the student's permanent record at any time before the destruction of their record. These requests must be submitted through Parchment or made in writing to the school registrar and be accompanied by the transcript fee of $5.00 per copy (no charge for a current student). No transcripts will be sent unless all financial obligations to the school have been met.

Students applying to college, scholarship programs, or requiring transcripts for other purposes must submit an official transcript request authorizing the release of records by a parent or guardian, or the student (if over 18 years of age). ***Transcript requests are processed on Tuesdays and Thursdays***. ***Last-minute requests will not be accommodated; please provide adequate time for processing.***

STUDENT RECORDS

All student records are the property of De La Salle Institute, which respects the Family Educational Rights and Privacy Act (FERPA) regarding their confidentiality.

MEDICAL RECORDS

State law requires that every incoming first-year student or new transfer student have a completed medical record on file in the school's office before the student can attend classes. The medical record/file must include a recent physical examination by a qualified physician and the dates the student received the required immunizations. Finally, the physician must indicate whether the student can participate in the school's physical education program and its extra-curricular sports program.

The medical record/form is kept in the student's file until graduation. It is kept on file for seven years in fulfillment of the law and will be destroyed after that. A copy of the medical record is given to a student who transfers from De La Salle to another school when they receive a transfer.

MEDICAL GUIDELINES FOR STUDENTS

- As the Illinois School Code requires, all incoming freshmen must have a current physical exam and immunization record on file before the first day of school.
- Required dental exams are to be submitted by March 1st of their freshman year.
- State law requires all rising seniors to have a meningitis vaccine booster before the first day of school.

- Students with diabetes who require assistance with condition management while at school must have a diabetes care plan on file with the school nurse.
- If a student has asthma and requires an inhaler while in school, an asthma action plan must be on file with the school nurse.
- Students who drive to school may not leave or drive home if sick. A parent or guardian must pick them up from school.
- The Nurse will only dispense medication to students with written permission. For medication to be dispensed during school hours, the parent must complete the permission form available in the Nurse's office.
- Students should not call their parents to be released from school. If a student is ill, the student should obtain a pass to go to the Nurse's office. The School Nurse will notify a parent/guardian if the student needs to be released from school due to illness.

Communicable Diseases

If a student is suspected of having a communicable disease, the student will be sent home and must have a doctor's note indicating that the student can return to school. The note must be presented to the School Nurse before the first class of the day that they return to school.

- Procedures for Communicable diseases:
  - **Pink eye:** Exclude from school until 24 hours after starting medication.
  - **Strep:** Exclude from school until 24 hours after the start of antibiotics, with a doctor's note to return.
  - **Influenza:** Exclude from school and doctor's note to return.
  - **Meningitis:** Exclude from school until physician's permission to return is received (must be from physician's office with stamp).
- **Fever:** No child with a temperature of 100 degrees or higher should be sent to school. The student should be fever-free for 24 hours without using fever-reducing medicine before returning to school.
- **Sore throat:** If your child complains of a sore throat and has no other symptoms, they may attend school. If white spots can be seen in the back of the throat, or if a fever is present, keep them at home and contact your doctor.
- **Severe cough/cold symptoms**: Severe cough may be symptomatic of bronchitis or flu. Hence, children with a severe cough should not attend school. However, once the cough improves and the child feels better, they should return to school.
- **Stomachache, vomiting, diarrhea**: Consult your doctor if your child has a persistent stomachache limiting their activity. If vomiting occurs, keep your child home. If your child vomits at school, they will be sent home.

If a child sustains a concussion outside of De La Salle athletics, please inform the School Nurse and the student's counselor.

*****Exclude means that school will not permit attendance*****

ATTENDANCE/ABSENCES/TRUANCY

Consistent and punctual attendance is essential to each student's academic success. Per the Illinois School Code, regular attendance is mandatory, and the school must keep accurate attendance records.

The daily attendance procedures outlined below will be strictly followed. Each family is expected to adhere to these procedures. Not following these procedures subjects the student to receiving detention, being marked truant, or being placed on an attendance contract.

REPORTING ABSENCES

- **Parents or guardians must report student absence by calling the Dean's Office (312-842-7355) or emailing (attendance@dls.org) before 9:00 a.m**.
- The note should state the reason for the absence and include the student's name and I.D. number.
- Failure to submit a note/email or a phone call will result in the student being considered truant.
- **After 10 absences,** the parent/guardian must provide a doctor's note for each absence thereafter. Students will not be allowed to make up work for the day without this documentation.

ABSENTEE NOTES

- Upon return to school, students must submit a note signed by the parent or guardian. **Notes must contain the student's full name, ID Number, Date(s) of absence, a specific and fully stated reason for the absence, parent/guardian signature, and daytime phone number where the parent/guardian can be reached.**
- Notification of advance absences must be submitted to the Dean's Office by either a note or email **(attendance@dls.org)** one day before the absence.
- **Please note**: following a student's extended illness (more than two days), doctor's notes and other documentation must be submitted to the Dean of Students upon the student's return for the absence to be considered excluded from the 10 absences total.

Students are permitted **10 absences** per school year, with parent authorization. If a student accumulates more than 10 absences, the following circumstances will be taken into consideration:

- Physician-documented illness/hospitalization on the agency's official letterhead, including the mental or behavioral health of the student. Dates of necessary absences must be listed. Letters must be submitted within **48 hours** of student return;
- Attendance at funeral services for death in the immediate family or family emergency;
- Observance of a religious holiday;
- Court appearance, documented by a court summons;
- Other situations beyond the control of the student and determined by the Dean of Discipline, Director of Student Services, and Assistant Principal;
- Such other circumstances that cause reasonable concerns for the mental, emotional, or physical health and safety of the student after a parent and student discussion with the school counselor and Director of Student Services;
- Students absent from class for participation in De La Salle-sponsored retreats, field trips, and athletic competitions will be recorded as "field trip or school business" on MyDLS.

UNEXCUSED ABSENCES

The following absences will be considered unexcused:

- Absences without proper documentation or following protocol as outlined above will be considered unexcused.
- Vacations outside of regularly scheduled school holidays
- Truancy, participating in "cut days", unauthorized absence from class
- Students are expected to attend all school gatherings, such as Masses, prayer services, retreats, assemblies, and other school functions occurring during the school day. Non-emergent absences occurring during these events will be considered unexcused.
- ***NOTE: Students who arrive after 10 am or leave before 1 pm may not attend practice, club activities, or school functions in the afternoon or evening on the day of absence. Students violating this policy will receive a detention for each period missed.***

EXCESSIVE ABSENCE

De La Salle reserves the right to classify excused absences as excessive when not accompanied by a doctor's note. Excessive absences shall not exceed 10 days in an academic year. Unexcused absences, including exclusion for delinquent tuition balances and external suspensions, are counted towards the absence limit. Excessive absences result in academic failure. Please use the table below as a guide.

Number of Absences	Excused Absences	Medically Excused Absences (Note required within 48 hours)	Unexcused Absences
1 – 5	- Absence is recorded	- Absence is recorded	- Absence is recorded - Parent contact
10	- Absence is recorded - Meeting with Parents/Guardians, student, Dean and Director of Student Services -Student may be placed on an attendance contract - Student unable to make up academic work without medical documentation	- Absence is recorded - Meeting with Parents/Guardians, student and counselor	Absence is recorded - Meeting with Parents/Guardians, student, Dean and Director of Student Services -Student may be placed on an attendance contract - Student unable to make up academic work
15	- Absences are recorded - Meeting with Parents/Guardians, Student, Dean, Director of Student Services and Administrator - Student placed on an Attendance Contract -Student unable to make up work without medical documentation - Administrative review	- Absence is recorded - Meeting with Parents/Guardians, student, counselor and Administrator	Absences are recorded - Meeting with Parents/Guardians, Student, Dean, Director of Student Services and Administrator - Student placed on an Attendance Contract - Student may be asked to withdraw from De La Salle -Student unable to make up work

**** Absences are recorded on school documents such as grade reports. Poor attendance may negatively impact a student's grades, participation in school activities, and applications for college, scholarships, and employment. Students with excessive absences (more than 10) will go through an administrative review process to determine their standing at DLS.***

TARDINESS (SCHOOL LATES AND CLASS TARDIES)

- Students are expected to be in their classrooms by 8:00 a.m. and ready to begin their day. Students arriving after 8:00 a.m. **must visit the Dean's Office for a late slip**. Failure to do so will result in **one (1)** detention and **one (**1) discipline point.
- A phone call, note, or email from a parent/guardian does not excuse a tardy. A school tardy may only be excused if students provide a doctor's note on official letterhead, an appointment card, or a bill from a mechanic.
- Students will receive a warning after incurring **five (5)** school lates and/or class tardies.
- After a student reaches **10** school lates and/or class tardies, a detention will be issued for each infraction. **Unexcused tardies exceeding 10 per semester will automatically result in detention. If a student misses the majority of their first period, they will receive two (2) one–hour detentions and 2 discipline points.**
- Students who accumulate **more than 15 tardies in the first period** will receive a Saturday Detention.
- Students who accumulate more than **20 tardies** will be placed on an attendance contract and undergo an administrative review. **Students may have their grade in the course lowered one letter grade.**

- ***Excessive tardiness beyond these thresholds may result in a student being dropped from the course, losing academic credit.***
- **Class tardies** are issued when a student arrives late to any class period after the first period of the day. This tardiness will result in a detention. **Any student who is more than 15 minutes late to a class after the first period will receive two (2) detentions and 2 detention points.**

EXCESSIVE TARDINESS

- Parents will be notified via email upon their student's **10th** unexcused tardy, and a detention and one discipline point will be issued.
- If a student receives **15 infractions** for a School late or Class Tardy, they will receive a Saturday School detention and 2 discipline points.
- A meeting with the Dean, Student, and Parent will take place after a student has accumulated **20 tardies. Students will also be placed on a contract and will undergo administrative review of grades.**
- Students with **20** or more tardies may be dropped from their first period class.

METEOR GROW

Students are expected to remain in their GROW periods, unless they have a valid pass to an academic office or teacher's classroom.

APPOINTMENTS

Students who are absent, tardy, or have an early dismissal due to an outside appointment during the school day must present official verification of the appointment upon their return, such as official physician's or dentist's notes or appointment notification. All documents must have the date and time of the appointment and the student's name. Failure to submit appropriate documentation on the day a student returns will result in the student receiving one detention for each class missed.

COLLEGE VISITS

Each senior is allowed **two days** during the school year to visit colleges and/or attend college fairs. College visits will not be counted as absences on the student's attendance record if they are within the 2 days. When planning a college visit, the following procedures must be followed.

- Students must obtain and complete a College Visit Form from Student Services three days before their college visit.
- A phone call or email from a parent/guardian must be submitted to the Dean's office on the day of the visit, notifying that office of the student's absence.

VACATIONS - HOLIDAY PERIODS

Scheduling family trips, vacations, or reasons other than those listed above is strongly discouraged. Parents must notify the Dean of Students and the Assistant Principal of Academics in writing **10 day**s before the absence for approval. ***Teachers, counselors, or other staff members cannot approve such absences.*** Assignment due dates will not be extended, and assignments must be submitted per teachers' instructions by the original due date. The school faculty assumes no responsibility for work or information missed due to absences for vacations or trips. S***tudents are not permitted to take final exams early.***

EARLY DISMISSAL

Students who become ill during school must report to the Dean's Office to see the School Nurse. If necessary, the Nurse will call the parents to arrange for someone to pick up the student. **Students who are ill or injured will not be allowed to leave school on their own under any circumstances.**

If an early dismissal is necessary, the parent must complete the form located on MyDLS and email it to **attendance@dls.org**, or have the student submit it to the Dean's office, no later than **the morning of the early dismissal**. Communication must include a phone number where a parent can be reached during the day to verify the early dismissal. **To ensure that students can leave promptly, all requests for early dismissal must be verifiable.** Phone calls requesting early dismissals will only be accepted for emergencies, and the parent must come into the Dean's Office to pick up the student and sign them out.

Grow Days: students will not be excused for early dismissals unless it is a documented emergency and the parent/guardian has contacted the Dean's Office.

SCHOOL EXCLUSION

Students who have not met health examination and immunization requirements by October 15th will be excluded from school. These will be counted as 10 days of absence. To return to school, the appropriate documentation must be submitted to the nurse in the Dean's Office.

TRUANCY

Truancy is defined as being absent from school at any time without the permission of school authorities. Truant students will receive **eight (8) detentions for each infraction** and a detention for each class missed. Additionally, no academic credit or opportunity to make up work will be given to students for truancies. Anytime a student is absent, they will be considered truant unless the student and parents verify their whereabouts through the proper school absence procedures. ***Upon the second truancy, the student will go before the Discipline Board.***

DRESS CODE - REGULAR SCHOOL DAYS AND SPECIAL EVENTS

DRESS CODE

As representatives of De La Salle, students must adhere to the dress code. Any Dress Code violation will result in detention and parental notification. If a student is sent home because of a dress code violation, they will receive a detention for each class missed. **The Dean of Students and the school administration reserve the right to determine the appropriateness of dress and to interpret or amend the dress code as necessary.**

Students should arrive and leave school in dress code attire. They must wear uniform pants or skirts properly, around the waist and not down the hips. **Students will not be allowed to wear two pairs of slacks simultaneously.**

All DLS brand polos, sweaters, or pullovers are available from the DLS Bookstore.

MASKS: Masks may only be worn with official Medical Documentation. Letters must be on official letterhead and include the physician's signature and contact information.

STUDENT IDs:

- Students must wear their current school-issued photo ID around the neck on a school-issued lanyard. IDs must always be visible. Failure to present a current ID upon request will merit one detention.
- Students will receive **one ID and two (2) replacement ID** cards each year. ID cards left at home, lost, misplaced, or damaged must be replaced immediately. **After the 3rd replacement, students will be required to purchase a new ID card for $5.00.**

CLOTHING/SHOES

Students must adhere to the appropriate dress code and comply with staff and faculty members when directed to correct dress code infractions.

SHIRTS/POLOS

- Students are required to wear the official DLS Polo. Students can still wear the Oxford Shirt if they choose; however, it must be worn with the official DLS tie, which can be purchased in the Meteor Bookstore.

- Shirts and uniform polos must be neat, clean, and tucked into pants. Ripped, frayed, permanently stained, or torn shirts are not allowed.
- Shirts are not to expose the midriff or back, and students are NOT allowed to roll or tie shirts in the back or the front.
- Short-sleeved shirts worn under a uniform shirt or polo must be the same color as the outer shirt or white.
- Long-sleeved shirts are not to be worn under short-sleeved uniform shirts.

OUTERWEAR

- Only designated De La Salle sweaters, hoodies, pullovers, mock zips, full-zip athletic jackets, and vests are allowed.
- Polo collar or shirt collar and tie must always be visible.
- Students cannot wear long or short-sleeved T-shirts over uniform Oxford shirts.

PANTS/BELTS

- Uniform pants must be beige, black, or navy and worn at the waist with a belt.
- Belts must be solid black or brown leather with a standard buckle.
- Students are not allowed to wear skinny pants or pants that resemble jeans (no outer pockets, no grommets).
- Students cannot wear yoga pants, leggings, jeggings, skinny jeans, or pants resembling jeans.
- Pants may not be torn or frayed, have elastic at the bottom, have external grommets, or have pockets at or below the thigh.

SKIRTS

- The only skirts allowed to be worn are those purchased in the Meteor Shop.
- All skirts must fit, completely zip, and be worn properly, not rolled up at the waist.
- Skirts that are damaged, made of spandex, or denim are not allowed.

**** Please note: Students cannot wear skirts shorter than 2 inches above the knee and can NOT roll them to shorter lengths. Students who violate this policy will receive a warning; after the second warning, students will receive a detention. Students who receive three infractions will be required to be accompanied by their parents to a meeting with the Dean of Students. This may result in the student being required to wear pants for the remainder of the school year.**

SHOES

- All students must wear black or brown leather Sperry Top-Sider Boat shoes or black or brown leather dress shoes.
- Students must wear shoes correctly. They are not allowed to fold/walk on the backs of shoes.
- Canvas boat shoes, gym shoes, or shoes resembling gym shoes will not be allowed.
- In the case of ankle, toe, or foot injury, where a student cannot wear regular shoes, a doctor's note will be required before a student is permitted to wear alternate footwear.

SOCKS

- Plain white, navy, gray, or black socks must be visible and worn at all times.
- Students may wear knee socks that do not pass the knee, solid tights with no patterns, or standard stockings of the same colors instead of socks.
- Socks with images or designs may be worn only if they are De La Salle Meteor socks.

COATS/JACKETS/HATS

- Coats and jackets, DLS or otherwise, are not to be brought into the classroom or worn during the school day.
- Hats are never to be worn in the school building or at any inside-school function. Hats will be confiscated if worn in the building.

HAIR

Hair must be appropriate for school or a professional environment and not distract the academic community. It must also be worn so that the student's eyes and face are not covered.

- Primary hair color must be a naturally occurring hair color. Colors such as pink, green, and purple are prohibited.
- Two-toned hairstyles in which half the head is one color and the other half is another (e.g., half blonde and half black) are also not allowed.
- Students who come to school with inappropriate hairstyles (such as letters, symbols, or designs dyed, colored, or shaved into hair) and/or coloring will be immediately suspended until the problem is corrected.
- Students are prohibited from shaving lines into their eyebrows, and sideburns shouldn't extend past the earlobes.
- Facial hair is NOT allowed under any circumstances. Students wearing masks must be clean-shaven.
- The Dean may ask students to get a haircut if their hair is too long, unkempt, or does not coincide with the De La Salle handbook. Students who refuse to comply will be sent home until they abide by the De La Salle dress code. The Administration reserves the right to determine whether a hairstyle is acceptable.
- Headbands may be worn but must be official DLS or in school colors.
- Scarves, bandannas, bonnets, durags, hats, or hoods are prohibited.
- Hairbrushes are to be used inside the restroom only.

JEWELRY

- Chains, medals, and medallions are only allowed if worn under the uniform shirt/polo.
- Students may wear rings, school-issued and/or school-appropriate bracelets, and necklaces.
- Gauges, nose rings, tongue piercings, or body piercings are NOT permitted.

EARRINGS

- Young men are not permitted to wear earrings, nose rings, or any other body piercings, including straw, thread, post, and tongue piercings, in the school building, on the grounds, or at school functions in or outside the school building. Bandages are not to be worn to cover up piercings.
- Young ladies can only wear a maximum of two earrings (studs or small hoops no larger than ½" in diameter) in each ear. Gauges are not allowed. Straw, thread, posts, or band-aids are not to be worn in place of facial piercing jewelry. No other visible body piercings, including tongue and nose piercings, are allowed. The use of band-aids or bandages to cover piercings is not acceptable. Inappropriate symbols or designations are not allowed.

MAKEUP/FINGERNAILS

- Students are permitted to wear facial makeup and nail polish in moderation. Inappropriate symbols or designations are not allowed.
- Students are not allowed to wear "acne" or other stickers on their faces during the school day.

TATTOOS/HENNA

- Visible tattoos are not permitted. This includes both temporary and Henna tattoos.

BOOKBAGS

- Students can only carry the required bag for their tablet PC during the school day.
- Bookbags, purses large enough to carry books, portfolios, or carrying cases of any kind, are not to be brought into the class.
- Purses shall be small in size.

DRESS-DOWN POLICY

All dress-down days must have the Dean of Students' and/or the Principal's approval. On announced "Dress-Down Days," students must adhere to the following dress code standards:

- Students can wear jeans or sweatpants; however, sweatpants must be DLS-issued. DLS pajama pants are also appropriate.
- Ripped, baggy, or jeggings/skinny jeans, yoga pants, leggings/tights, sandals, flip-flops, or boots are prohibited.
- Tank tops are not allowed as a primary shirt or with an unbuttoned shirt covering it.
- Students cannot wear 'Crocs'", Uggs, or house shoes during dress-down days. Gym Shoes or dress shoes are appropriate.
- All shirts must have sleeves.
- Shorts are not allowed.
- T-shirts or sweatshirts must be official DLS wear and cannot be covered by non-DLS outerwear.
- ALL other dress code rules are in effect (no hats, no facial hair, etc.)
- Those not participating in "Dress Down Days" must follow the regular dress code.

FRIDAY SPIRIT DAYS

Students can wear a De La Salle t-shirt, hoodie/sweatshirt, or game-day hoodies on Fridays during the school year instead of the regular uniform top. Game-day jerseys are to be worn on game days only. All other regular dress code rules apply.

Students paying $1.00 on Friday can participate in a DLS dress-down day.

Students dressed inappropriately for Dress Down or Spirit Days will receive a detention and the potential loss of ALL remaining Dress Down Days/Spirit Days for that individual student. Repeated violators may be suspended.

MISCELLANEOUS ITEMS

- Students cannot bring personal sports equipment (i.e., basketballs, rollerblades, skates, skateboards, soccer balls, etc.) to school at any time.
- Chains attached to keys and wallets will not be permitted. Chains will be confiscated.
- Laser pointers are not permitted in school or at school functions. Laser pointers will be confiscated.
- ***Students may carry a DLS-issued water bottle or other sealed water bottles in classes. Bottle-fill stations are in Harrison Hall, Parmer Activity Center, and outside the Hilton Commons.***
- **Containers such as Starbucks cups, Dunkin Donuts cups, or other fast-food containers are not allowed.**

STUDENT CONDUCT

De La Salle students must be courteous and respectful to faculty, staff, other students, and De La Salle community members. Students reflect the De La Salle community and should exhibit behavior aligned with the school's mission and vision. As such, students are expected to exhibit appropriate behavior on social media, in public, at school dances, athletic events, or on public transportation. Severe breaches of this policy will result in disciplinary consequences, which may include dismissal. De La Salle does not condone any student involved in hazing, initiation rites, or harassment. Immediate disciplinary action may be taken following a thorough investigation.

De La Salle students must observe the following rules of conduct:

BEHAVIOR

- Courtesy to all faculty, staff, and visitors is always expected. When addressing faculty and staff members or other adults in the building, students are to use "Brother," "Father," "Sister," "Dr.", "Mr.," "Mrs.," "Miss," or "Ms.", etc.
- Pushing, shoving, running, bullying, unbecoming language, shouting, and throwing objects in or around the school or on buses will not be tolerated.
- Student approval at assemblies should never be shown by whistling or shouting. Booing at assemblies or athletic events is prohibited since it shows bad taste and negatively affects the student body.
- The Assistant Principal must approve posting signs or distributing pamphlets or flyers on the premises.
- Appropriate behavior is expected at all school dances. Dancing and/or behaviors that imitate sexual behavior are inappropriate and prohibited at any De La Salle function. Students who engage in inappropriate dancing and/or behavior will be removed from the dance and/or function and sent home. In addition, students may also be subject to additional disciplinary action. De La Salle and moderators of school functions reserve the right to define inappropriate dancing and/or behavior.

DISCIPLINARY VIOLATIONS

Beginning with the 2026 – 2027 school year, DLS will evaluate students' behavior using a system of points. The Dean's Office gives discipline points as a record of behavior that violates school policies.

- Students who receive **10 disciplinary points** will be issued a warning, and communication will be sent home.
- Students who receive **15 disciplinary points** will meet with their parent/guardian and the Dean and Director of Student Services.
- Students who receive **20 disciplinary points** will meet with their parent/guardian, the Assistant Principal, Dean, and Director of Student Services. Students will be placed on a contract at this time.
- Students who receive **25 or more disciplinary** points will go before a Discipline Board and may be asked to withdraw from DLS pending administrative review.

CORRECTIVE RESPONSES

The following is a list of corrective responses that may be applied if a student chooses to violate school policy:

CLASSROOM DETENTION

A teacher may require a student to report to their classroom as a correction of misconduct. A student must be given one day's notice if the classroom detention is to be held after school. Failure to comply will result in a referral to the Dean's Office.

ONE HOUR DETENTION

- Students will receive ***one disciplinary point for each detention***.
- Detentions will be held for one hour on **Mondays, Tuesdays, and Thursdays from 3:00 – 4 p.m**. and **Wednesday mornings from 7 – 8 a.m.**
- Parents/Guardians and students will be notified via MyDLS when they have a detention to be served.
- It is the student's responsibility to know when they must serve detention. Students can check their MyDLS account or lists for their ID number that will be posted in the lunchroom and outside the Dean's office.
- Assigned detentions must be completed by the end of the week in which it was assigned. Failure to do so will result in a Saturday Detention.
- Students who cut detention will receive an additional detention per violation.
- Students will only be excused from detention with the advance, expressed permission of the Dean of Students. The only valid excuse for assigned detention is a doctor's appointment verified by an official doctor's note.

TIER 1 INFRACTIONS – Classroom teachers commonly handle these infractions. A student will be assigned **one detention and will receive one disciplinary point for every minor infraction.**

Tier 1 infractions may include but are not limited to -

- Dress Code Violations
- Tardiness - class and school
- Minor Classroom/hallway misconduct
- Inappropriate language, gestures, and actions
- Unauthorized use of electronic devices
- Cheating or plagiarism (first infraction; multiple infractions may result in referral to the Discipline Board)
- Food and drink outside of the lunchroom
- Other infractions, as determined by the Dean of Students

TIER 2 INFRACTIONS: These major infractions require the intervention of a school administrator**.** A student may be assigned a Saturday Detention or two or more detentions for any major infraction. A student will receive **two disciplinary points** for every major infraction.

Tier 2 infractions may include but are not limited to -

- Cutting Class/Truancy/Extreme Tardiness
- Dismissal from class by a teacher
- Demonstrating poor/irresponsible digital citizenship
- Damaging the reputation of the school
- Insubordination
- Vandalism of school property or property of a fellow student.
- Cheating/Plagiarism - multiple instances
- Forgery
- Leaving school grounds without permission
- Other infractions, as determined by the Dean of Students

TIER 3 INFRACTIONS: Major infractions resulting in school suspensions, social probation, or suspension from extracurricular activities and athletic programs. Students will receive **three** disciplinary points for each infraction. ***Tier 3 infractions could result in a discipline review board or expulsion from DLS.***

Tier 3 infractions may include but are not limited to –

- Gross insubordination or disruptive behavior
- Vaping
- Theft/ Possession of another student's or school property
- Fighting
- Other infractions, as determined by the Dean of Students

Parents and students consent to adhere to all school policies and corrective responses by the student's enrollment at De La Salle.

POSITIVE BEHAVIORAL REFERRALS

Teachers and other staff have the opportunity to recognize a student who exhibits positive behavior. These notes will be shared with the Dean's office, and students may earn a reward as determined by the Dean. Students are not allowed to solicit teachers for positive referrals.

PROBATION

A student may be placed on probation by the Dean of Students for accumulated major and minor infractions of school rules and regulations. Any student who accumulates **15 or more disciplinary points** may be placed on Dean's Probation. If an appreciable improvement in behavior does not occur, additional disciplinary measures will be taken which may include a Discipline Board hearing.

SOCIAL PROBATION

If students and their families consistently violate the student code of conduct, a social probation contract will be enforced. Students will lose the privilege to participate in any school-sponsored activities or events, including athletic practices, clubs, sporting events, and dances. If a student is on social probation, they will be required to leave school grounds immediately after the school day.

SUSPENSION

If a student's misconduct is considered serious enough, the Dean of Students will suspend them from school until their parents come to school for a conference with the Dean or with the Discipline Board. During the suspension, the student may not attend class, receive academic credit for missed work, make up tests or quizzes, or participate in extracurricular activities. In addition, each day of suspension represents a day of unexcused absence.

Suspension or in-school suspension may be imposed on a student for various reasons, but all of them deal with a severe breach of school regulations. While the examples given here are not an all-inclusive list, they are reasons for suspending a student. A student may be suspended immediately for cutting detention, for being involved in a fight, or for being involved in the use of alcohol or drugs. A student may be suspended for any Tier 3 offense, such as gross insubordination, theft, possession of another student's or school property, violation of dress code, vandalism or forgery, and violation of the electronic devices policy on school grounds.

Suspension or in-school suspension may be imposed on a student for varying lengths of time, depending upon the offenses involved. There is no set standard of days; each offense is dealt with as a separate incident.

An example of a cause for suspension is a fight between two students. The students are usually sent home to prevent further confrontations. Another example is a student suspended after appearing before the

Board of Discipline. This allows the Principal time to review the Board's recommendation and make their final decision. In very serious cases, a student may also be suspended before their conference before the Board of Discipline.

Students who are suspended are not permitted to participate in any school activities whatsoever. They may not practice for or participate in athletic contests. They may not attend school functions like club meetings, dances, or athletic competitions.

The Dean of Students will notify students and parents of all terms regarding the nature of the suspension.

DISCIPLINE BOARD

If a student is continually uncooperative or commits an offense liable to expulsion, he/she will be brought to the Discipline Board for a conference. After the hearing, the Board will recommend to the Principal either strict probation or immediate expulsion. The Board will consist of three (3) faculty members, appointed by the Principal, who will review the case and make recommendations to the Principal.

The Board will hear the student's side of the issue and anything their parents wish to say. The Board will recommend expulsion, reinstatement, or strict probation. Strict
probation is the most serious sanction of the school before expulsion. The Principal establishes the specific terms. If a student violates the terms of their strict probation, it could result in immediate expulsion. Failure of a student and one of their parents to appear for a scheduled Discipline Board conference could result in the automatic dismissal of the student. The Principal makes the final decision in these cases.

EXPULSION

Expulsion is the last resort against a serious offense. Offenses warranting expulsion include theft; possession of another student's or school property; possession, sale, or use of drugs or alcohol; any instrument that may be considered to be a weapon; tampering with protective fire equipment; continual discipline problems; and severe breaches of conduct which reflect unfavorably on De La Salle or threaten the good order and well-being of the school community. The above-mentioned behaviors are not all-inclusive; they are simply examples of actions that may warrant expulsion.

The Principal reserves the right to expel a student immediately and without a Discipline Board hearing when warranted by the seriousness of the offense. Students who have been expelled are not allowed to attend any school-sponsored events, activities, or ceremonies and are not allowed to be present on school grounds. De La Salle has no obligation to render any regular school services to a student who has been expelled.

ANTI-BULLYING POLICY

De La Salle Institute has adopted the following policy as a private Catholic high school operating in the Archdiocese of Chicago.

Bullying is:

- any intentional, repeated, hurtful act or conduct (physical, verbal, emotional, or sexual), including communications made in writing or electronically.
- occurring on campus or off campus during non-school time,
- directed toward another student or students that has or can be reasonably predicted to:
    - place the student or students in an unreasonable fear of harm to the student or students' person or property
    - cause a substantially detrimental effect on the student or student's physical or mental health;
    - interfere significantly with the student or student's academic performance;
    - Interfere substantially with the student's ability to participate in or benefit from the

school's services, activities, or privileges.

Bullying can take many forms, including violence, harassment, threats, intimidation, stalking, cyberstalking, theft, public humiliation, and retaliation for asserting or alleging an act of bullying.

Cyberbullying can include all the above, as well as the use of electronic tools, devices, social media sites, blogs, and websites to harm a student or students with electronic text, photos, or videos.

Bullying acts or conduct described above can include the following:

- **Physical,** which includes, but is not limited to, punching, poking, stalking, destruction of property, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and excessive tickling;
- **Verbal,** which includes, but is not limited to, name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication and the Internet;
- **Emotional,** which includes, but is not limited to, intimidation, rejection, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, isolating, ostracizing, and peer pressure;
- **Sexual,** which includes, but is not limited to, many of the emotional acts or conduct described above, as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact or sexual assault.

No student shall be subjected to bullying:

- during any school-sponsored education program or activity, while in school, on school property, on school buses or school vehicles, at school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
- transmitting information from a school, home computer network, or similar electronic school or home equipment.

Bullying by a student or students may result in suspension and/or expulsion.

GANGS

De La Salle's stance relative to gang activity and involvement is in full cooperation with city and community anti-gang programs. Visible symbols of gang affiliation or representation are strictly forbidden. Gang graffiti or symbols in textbooks, electronic devices, notebooks, lockers, or clothing will result in severe and immediate disciplinary action.

SUBSTANCE POSSESSION AND USE

The primary function and foremost responsibility of the school is the education and welfare of the student body. Therefore, in the best interest of the students and school environment, the school, acting in loco parentis, must act responsibly in responding to any questionable behavior related to the possession of alcohol, narcotics, drug paraphernalia or controlled steroids, narcotics, chemicals, or other non-prescribed drugs or drug-related paraphernalia at De La Salle Institute or any school activity and which will be subject to discipline and possible expulsion from school.

Students under the influence of drugs or alcohol at a school function will be detained until their parents come to school. **When a student is not expelled, an alcohol/drug treatment program or counseling and alcohol/drug testing will be required.**

SUPPLY OF UNDESIGNATED OPIOID ANTAGONISTS' POLICY

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in De La Salle Institute and provide or administer them as necessary according to State law.

To the extent the School can maintain a supply of undesignated opioid antagonists, they will generally be available during school hours (7:30 am - 3:30 pm). They will be kept in the designated secure area in the

nurses' offices.
However, no one should rely on the school for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after regular school activities. The school shall maintain a list of trained personnel. Before the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.
Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents or guardian or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the form titled Undesignated Opioid Antagonist Reporting Form.

The Catholic Bishop of Chicago, an Illinois corporation sole, De La Salle Institute, their employees, and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents or guardians or by the students' physician, physician assistant, or advanced practice registered nurse. A student's parent(s) or guardian(s) must indemnify and hold harmless the Catholic Bishop of Chicago, an Illinois corporation Sole, De La Salle Institute, and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

The parent or guardians of the student must sign a statement acknowledging that De La Salle Institute and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents or guardians or by the student's physician, physician assistant or advanced practice registered nurse, and that the parents or guardians must indemnify and hold harmless De La Salle and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

VAPING
A student found using or possessing any vaping device (Tobacco or Marijuana/THC). At the same time, on or off campus at a school-sponsored function, the student will have their device confiscated and immediately suspended from school, pending further disciplinary action. Additionally, students may be placed on Social Probation.

WEAPONS
Students are not to possess or handle weapons. A "weapon" is any object designed to cause bodily harm. Examples of prohibited weapons include, but are not limited to, Gel guns, Nerf guns, Water guns, knives, tools that can cause physical harm, etc. Storing a weapon in a student's locker is considered possession of a weapon and will result in immediate suspension and further disciplinary actions.

GAMBLING
Card playing, rolling dice, participation in athletic contest pools, and gambling are prohibited in the school or on school grounds.

VANDALISM
Any student involved in defacing or damaging school property will be expected to make restitution and is subject to suspension and expulsion.

SMOKING
Smoking inside the school building or outside the campus is considered a serious offense and will result in detention. Possession of cigarettes in one's hand, even though not lit, is considered an intent to smoke and thus a violation of school regulations and will result in detention. Matches, lighters, and cigarettes are not allowed to be on one's person or locker at any time during the school day. This rule also applies to the possession and/or use of chewing tobacco and Zyn, etc.

TRANSPORTATION
Students who ride the school bus are expected to behave appropriately. The bus driver reserves the right to return the bus to school if students are out of order. Should this happen, parents will be called to come to school and pick up the students responsible. The Dean of Students may cancel the school bus for reasons of misconduct or may exclude students from the bus program. Students who misbehave on the bus are subject to suspension and expulsion. Students reported by the CTA, RTA, or METRA as misbehaving on public transportation are subject to detention, suspension, or expulsion.

STUDENT PARKING
Students are not allowed to park in either De La Salle Staff Lot or IIT Lot during the school day unless they have a valid parking permit. Student parking permits for the East Parking Lot are issued through the Facilities and Operations office. Street parking is limited. Students who drive to school should arrive early enough to find parking and be in school on time. Violators will be issued detentions and may have their vehicles towed. The school assumes no responsibility for parked vehicles or personal property left in vehicles during the school day.

FIRE DRILLS
During a fire drill, the following rules are to be observed:

a) Students should follow the teacher, move quickly, and never run;
b) Keep one hand on the railing when descending stairways;
c) Remain silent to hear necessary announcements;
d) Return to classes in silence and in good order.

PHONE CALLS/DELIVERIES
In the Dean's Office, telephones are available for student usage before, after, and during lunch. Students' phones should be turned off and in their lockers during class time. As such, students are not allowed to receive phone calls, messages, or deliveries during the school day. Parents should refrain from calling or texting their students during academic hours. If it is an emergency, parents should contact the Dean's office, and the message will be delivered to the student.

STUDY HALLS
Study halls are to be treated like any other academic period. Students may use the hall only for quiet study, completing homework assignments, and working on classwork or other material related to classwork. Students are to arrive on time for study hall every day. They may not leave the room without the teacher's permission and are not allowed to roam the halls during study periods. Daily attendance at study hall is mandatory, even if it is the student's last period of the day. The dress code and all other school rules apply to the study hall.

STUDENTS VISITING OTHER SCHOOLS

De La Salle students are encouraged to attend regularly scheduled activities at other schools, such as athletic contests, math tournaments, band concerts, etc. Students may visit other schools if they are in the company of their parents or legal guardian or an official representative of that school, such as a teacher or a coach. If De La Salle receives a complaint from an individual, school, or another establishment, the student(s) is subject to disciplinary action such as detention, suspension, or expulsion. **Absences will not be excused for students who shadow at another high school.**

RESTRICTED AREAS /OUT OF BOUNDS

De La Salle is a closed campus. Once students are on school grounds, they are not permitted to leave until dismissal at the end of the school day. Students are prohibited from trespassing on personal property neighboring the campus. Failure to comply is a major disciplinary offense.

During class time, students who are found in any school area without an official Hall Pass from staff will be considered "out of bounds" and subject to disciplinary action. After classes, students who congregate in any area of the school without supervision will also be considered "out of bounds."

UNACCEPTABLE USE OF ELECTRONIC DEVICES AND SOCIAL MEDIA

Recording videos, taking pictures, or posting on social network sites on school grounds before, after, and during the school day is prohibited. Harassment and hazing via social network sites, which is not limited to but includes sexting, inappropriate photographs, and inappropriate texts, will also result in immediate disciplinary action. This includes sending or publicizing sexually explicit photographs or messages via cell phone or social network.

ELECTRONIC DEVICES

- Electronic devices, such as cellular phones, headphones, earbuds, digital cameras, and smartwatches, are not to be used or carried **ANYTIME** during the school day.
- All devices must be turned off and hidden from view before entering the school building. They must also be secured in the student's locker. **The school does not assume responsibility for any electronic device lost during the school day.**

HEADPHONES

Headphones and AirPods/ earbuds are prohibited during the school day and should not be visible in the hallway or classroom. They must remain in your locker at all times. Headphones/AirPods are only allowed in the classroom **IF** the teacher notifies the students that they are allowed to use headphones for academic instruction or other academic reasons.

SMART WATCH/SMART GLASSES

Smart glasses that allow the use of video and/or audio recording are prohibited during the school day. Smart watches that allow students to connect to the internet or cell phones are prohibited during the school day.

CONSEQUENCES

An infraction will be written separately for each of the following: Cell Phones, Headphones/AirPods, and other devices. The electronic devices will be confiscated and will not be returned until a fine is paid according to the following schedule:

- ***1st Offense*** **-parent/guardian email notification** will be sent home, and the student will receive a **one-hour detention** for the first offense**.**
- ***2nd Offense***: **A $20 fine and parent/guardian email notification** will be sent home. Students will receive **TWO** one-hour detentions for the second offense.

- ***3rd Offense:*** A **$40 fine, parent/guardian** email notification, and parent/guardian must retrieve the electronic device. Students will receive **one week** of detentions.
- **After the 3rd offense: $60 fine + parent/guardian** email notification; parent/guardian must retrieve the electronic device, and students will be required to hand their electronic device into the Dean's Office before the 1st period of the day. Students will receive **one Saturday School** detention for each offense after the third offense.

TABLET PC PROGRAM ACCEPTABLE USE POLICY

De La Salle Institute recognizes that computers are used to support learning and enhance instruction. It is a general policy that all computers are to be used responsibly, efficiently, ethically, and legally. Also, the tablet PC and the Internet are to be used exclusively for academic and learning purposes at school and at home. When using the Network, the Tablet PC, or any computing device, the Tablet PC Program Acceptable Use Policy and the De La Salle Handbook rules apply.

TABLET PC PROGRAM AND STUDENT SCHOOL PROCEDURES

1. The Tablet PC is to be kept in the approved carrying case at all times.
2. Students are expected to use the Tablet PC for academic purposes at school and at home. The Tablet PC is not a gaming, entertainment, or MP3 playing device.
3. Students are expected to produce their academic work using the Tablet PC at school and at home.
4. Each morning before leaving home, make sure the Tablet PC is charged and you have the Stylus, the AC Adapter, the carrying case, books, a notebook, and your book bag.
5. Before school: turn on the Tablet, collect print jobs from the Media Center, and visit the Technology Resource Center if needed.
6. Playing games, Instant Messaging, personal spaces on the Internet, e-mail, and other general distractions are blocked with our school's firewall and thus prohibited.
7. Attempting to bypass the firewall to access blocked websites is prohibited.
8. Breakfast at the Commons: Use your Tablet PC in the designated section only; do not eat or drink in the designated section.
9. Using a Tablet PC in washrooms is not permitted.
10. P.E. classes: Lock tablet PC in hallway locker; never in the athletic lockers.
11. Athletics, Boys & Girls: Lock tablet PC in hallway locker.
12. Clubs: Do not leave your Tablet PC unattended; lock it in the hallway locker if not in use.
13. Develop a battery recharging routine. Use the AC Adapter to recharge the battery for one or two periods to last you the day. Lock the AC Adapter in the hallway locker when not in use.

UNACCEPTABLE USES

De La Salle Institute declares unacceptable and unethical behavior as just cause for taking disciplinary action, revoking privileges to access the network, and/or initiating action for any of the following activities:

1. Lending their Tablet PC or equipment to another student;
2. Leaving the Tablet PC unattended;
3. Altering security settings to gain unauthorized access;
4. Damaging or disrupting the performance of another student's Tablet PC;
5. Unauthorized Internet surfing or using proxy sites or other devices to bypass the school's firewall to access blocked websites;
6. Playing games with a Tablet PC at school or at home;
7. Theft of data, equipment, or intellectual property;
8. Uploading, creating, or disseminating computer viruses or malicious software;
9. Using the Network or Tablet PC for illegal, inappropriate, or obscene purposes or in support of such activities;

10. Using De La Salle Institute computer resources for commercial, financial gain, or fraud;
11. Possessing any data that might be considered a violation of these policies on paper, on a flash drive, or any other form;
12. Accessing or attempting to access any network device or software other than those provided for student use;
13. Using a computer other than the one issued by De La Salle;
14. Sharing their password with anyone. If a password has been compromised or lost, immediately notify the Network Administrator, teacher, or school administrator;
15. Should a student come across an unsecured wireless Internet signal at school or home, under no circumstances should there be unauthorized use of that wireless Internet connection;
16. Providing knowledge, support, or assistance to users regarding activities that violate the Acceptable Use Policy.

The Tablet PC, Network, and other computing equipment used in the classroom are for academic purposes as directed by teachers; any activities beyond this scope are prohibited.

CONSEQUENCES OF TABLET PC VIOLATIONS

Consequences of violations may not occur in the listed order and are not limited to:

1. Detention;
2. Suspend or revoke Network access;
3. Suspension of computer access;
4. Revoke computer access;
5. School suspension: in-school or out-of-school;
6. Referral to the Discipline Board and/or legal action and prosecution by local, state, or federal authorities.

De La Salle has the right to restrict or terminate network access at any time for any reason. De La Salle further has the right to monitor computers and Network activity in any form it sees fit to maintain the integrity of the Network and the Tablet PC Program. De La Salle may modify this policy at any time.

CURRICULUM AND ACADEMIC POLICY

The curriculum of De La Salle Institute is designed to provide the student with a comprehensive education rooted firmly in the traditions of the Catholic faith. The sequence of courses is designed to develop the student spiritually, academically, artistically, and physically.

Since De La Salle is a comprehensive high school, the curriculum is structured to provide a thorough education while meeting the individual needs of the student. To provide such an education, De La Salle offers a wide range of programs leading to the diploma. The De La Salle curriculum includes an Honors Program, a College Preparatory Program, and a LaSalle College Prep Program. A complete curriculum description may be found in the Curriculum Guide, which is published annually and can be located on MyDLS and the school's website.

HONORS PROGRAM

Honors Program students must take seven (7) classes each year and a minimum of five Honors Classes as specified in the Curriculum Guide. Beginning with the class of 2028, students will take 7 classes each year, with a minimum of four honors classes in their freshman and sophomore years, and 5 honors classes as a junior and senior. To graduate with an Honors diploma, the student must also maintain a cumulative GPA of 3.50 or above and complete the Honors Capstone Project.

COLLEGE PREPARATORY PROGRAM

De La Salle offers a program to prepare students for college work. The courses and sequences listed in

the Curriculum Guide are designed to provide the student with sufficient background for a college education.

LASALLE COLLEGE PREP PROGRAM

The Lasalle College Prep Program is designed to allow students to study college preparatory courses at a less rigorous pace. It prepares students for entrance into college, junior college, professional school, and/or the workplace.

REQUIREMENTS FOR GRADUATION

Currently, the following 25.5 (27 for students in the honors program) credits are required to graduate from De La Salle:

7.5 credits Division of Social Sciences (Division Chair of Social Studies: Mr. Anthony Slawson)
- -to be distributed in the following way:
  - 3.5 credits in Theology (4 years of Theology)
  - 3.5 credits in Social Studies (Includes World & US History I and II, Civics Education, IL & US Constitution Exam and American Government)
  - 0.5 credit in Consumer Education

6.5 credits Division of Language Arts (Dean: Ms. Carrie Contreras)
- -to be distributed in the following way:
  - 4.0 credits in English
  - 2.0 credits in World Language
  - 0.5 credit in Fine Arts

7.5 credits Division of Applied Sciences (Dean: Mr. Dale Burke)
- -to be distributed in the following way:
  - 3.0 credits in Mathematics
  - 3.0 credits in Science
  - 1.5 credits in Physical Education

4.0 credits Elective Courses
- See the curriculum guide for a complete list of electives

Transfer students to De La Salle are subject to the requirements remaining after an audit of accepted transfer credits by the Assistant Principal. If a student transfers from a public school to De La Salle, the religion requirement is waived for the time spent in public school.

PARTICIPATION IN GRADUATION

To participate in the graduation exercises, a student must have met all the requirements listed above and be current in tuition and fees. Students deficient in any credits, failing any senior courses, whether required or elective, or having outstanding financial obligations to the school will not be allowed to participate.

PROMOTION

A student's promotion from year to year is based on the satisfactory completion of all courses enrolled in that academic year.

	College Prep / LCP	Honors
First Year	6.5 Credits	7.0 Credits
Sophomore Year	6.5 credits	7.0 credits
Junior Year	6.5 credits	7.0 credits
Senior Year	6.0 credits	7.0 credits

GRADUATION

To graduate, a student should have a minimum of 25.5 credits (Honors: 27), including all required subjects and passing grades in all senior classes. A student deficient in credits and/or failing any courses for the semester must make up those classes in De La Salle's Summer School. The student must attend summer school the year they fail to return to De La Salle the following year. Students must make up the deficient credit during the school year if an elective cannot be made up during the summer. A student deficient in credit may not return or be admitted to De La Salle.

A senior who is deficient in credits will be required to make up those credits using an online program. By May 1st, a student must have all requirements completed and with passing grades to be considered for participation in the graduation ceremonies.

GRADES

The grades issued on the report card have the following meanings:

A —(90 - 100%) This is the highest achievement in the rated subject.

B —(80 - 89%) This grade indicates the performance of above-average quality.

C —(70 - 79%) This grade indicates accomplishment with an average grasp of the subject.

D —(60 - 69%) This grade indicates a deficiency in the mastery of knowledge and skills of the course.

F —(below 59%) This grade indicates that the student has not fulfilled the minimum requirements of the course. A student with a grade of "F" receives no credit for the course.

I —Incomplete is not a grade. It is used only in the case of a student who has not met the minimum requirements of the course due to circumstances beyond their control. An incomplete automatically becomes a failure unless the work is completed during the following two (2) weeks of school or unless the Assistant Principal extends the time.

WP or WF — (Withdrew Passing or Withdrew Failing) This grade is issued to a student who has dropped a class and has maintained a passing average (WP) or a failing average (WF). Neither grade generates credit, and such a grade cannot count in Grade Point Average (GPA) or toward graduation. Application for a WP or WF grade must be made before the end of the seventh week of the semester. The schedule change fee applies in this case. Required subjects and required electives that are dropped must be made up in summer school. Withdrawal dates are listed on the calendar.

The school is on a quarterly grade report system. Therefore, the final grade is a weighted average of the first and second-quarter grades and each semester's semester exam. The two-quarter grades are worth 80% of the grade, and the semester exams are worth 20%.

PROGRESS REPORTS WITH MyDLS & MID-QUARTER REPORTS

Parents and students will be given login information to view student progress for each class through MyDLS (dls.myschoolapp.com). Parents and students will be able to check their grades daily.

At approximately the midpoint in the grading period, students will receive progress reports, which will be available on MyDLS for parents to review. Parents should make every effort to contact the teacher and follow their suggestions for the student's improvement. The dates of these notices are also on the calendar.

GRADE POINT AVERAGE

The grade point average (GPA) on the report card is the student's average grade for the entire time they have been in high school, based on cumulative semester average grades.

MINIMUM G.P.A. REQUIREMENT

Beginning with the **Class of 2022 and every incoming first-year class thereafter**, all students must earn a minimum 2.0 Grade Point Average during any school year to maintain their enrollment status at De La Salle Institute. Students who do not meet this requirement at the beginning of the school year will be placed on academic probation. Additionally, throughout the school year, the MTSS Team will notify students and parents at the end of the quarter when their students' academic performance is below average. At that time, each student and a parent/guardian may be required to attend a hearing with members of the MTSS Team, which will include the student's counselor.

The student's progress will be monitored for the remainder of the school year. Additional meetings with the student and parent/guardian may be held as necessary. If the student's academic performance improves satisfactorily, the Academic Probation will be removed. However, if the student's academic performance has not improved to a minimum of a 2.0 G.P.A. during a specified period, the student may not be allowed to return to De La Salle.

Academic Probation is an internal school procedure, and, as such, it does not become part of a student's permanent record. Instead, it is designed as another means to promote academic success for all De La Salle students.

CLASS RANK

Class rank indicates how a student has done in comparison with all the other students in that grade. Students are ranked based on their semester grades. **Beginning with the class of 2027, class rank will no longer be included on students' report cards.**

HONOR ROLL

Honor Roll is based on letter grades, not grade point average. "A" Honor Roll - Four "A's" and the remainder of grades "B." "B" Honor Roll- "B" average and no grade lower than "C."

FAILURES

A student who receives an "F" grade for the semester must make up that semester's work in De La Salle's Summer School during the following summer.

In some courses, second-semester work is so closely dependent upon the material mastered during the first semester that success in the second semester indicates a mastery of the material from the first semester. Hence, a student who attains at least a "C" in the second semester in a foreign language, science, accounting, mathematics, engineering, or computer science, after having failed the course for the first semester, can have the failure removed and a "D" given for each semester.

SCHEDULE CHANGES

Students will receive their schedules in mid-July. Any requests for schedule changes must be made by **3:00 pm, August 21, 2026.** Course drops must be made by **3:00 pm, September 05, 2025**. There is a $50.00 processing charge for course drops and schedule changes. Level changes must occur by **3:00 pm, September 4, 2026**. There is no charge associated with a level change. No changes will be made after these dates. ***Please note that requested schedule changes may not be honored. If your course cannot be changed, your fee will be refunded.***

ACADEMIC INTEGRITY

Academic Honesty

De La Salle Institute is committed to providing an atmosphere that fosters a desire for excellence in education. With these core ideas in mind, the De La Salle Honor Code was created to build a strong character rooted in honest and authentic academic work. The success of this commitment is a binding effort among our staff and students that will be hindered by academic dishonesty.

Honor Code

De La Salle Institute is a Catholic secondary school rooted in the tradition of Christian Education, which St. John Baptist de La Salle began. Founded in 1889, its mission has been and will always be to foster a desire for excellence in education while maintaining the ideals of faith, community, and service. In order to uphold these Lasallian standards, all De La Salle community members are expected to exemplify the De La Salle Honor Code.

Commitment to the De La Salle Community and Myself

I PROMISE TO:

•Honor the living presence of God in our community and world;
•Treat my school, my teachers, my fellow students, and myself with respect;
•Engage in quality education together as students, staff, and faculty;
•Uphold the highest principles of honesty and integrity in my academic work by never lying, cheating, or stealing.

Violations

Academic dishonesty occurs when students obtain or help others obtain and receive credit for work that is not their own. Students are required to conduct themselves according to the positive character, ethics, and moral standards listed above in the Honor Code. Plagiarism occurs when students copy information from another source without proper documentation.

Procedure

Early in the semester, teachers define authentic work and their expectations of academic honesty to the class. In addition, teachers discuss different strategies for avoiding plagiarism and continue to reinforce these strategies throughout the school year.

Consequences

- **First offense:** The student receives a zero on the assignment and will be issued a detention. The student's counselor receives a referral, the parents are notified of the incident, and a detention will be issued.
- **Second offense:** The student receives a zero on the assignment and will be issued a detention. A referral is sent to the student's counselor, and the parents are notified of the incident. Students will meet with their counselor to discuss strategies for avoiding plagiarism.
- **Third offense:** The student will receive a zero on the assignment. The student's counselor will document the third offense and refer the student to the Academic Honesty Board. The Board will review each case individually and make appropriate recommendations.

*** Any students committing academic dishonesty can be withheld from leadership positions within the school. Furthermore, students holding leadership positions within the school can be removed, suspended, or put on probation.***

AI Academic Integrity & Integration

Teachers will identify the level of AI allowed for each assignment.›

Students cannot use AI (Follow Level 0) unless instructed/allowed by the teacher for any assignment.

Level 0- No AI Allowed

No AI Tools can be used.

-Students should always follow level 0 unless instructed by the teacher. If not instructed by the teacher students must follow level 0.

Level 1- AI For Understanding

Level 1-Must be approved by the teacher in advance.

AI used for understanding **NOT CREATION**

Allowed	Not Allowed
-Define terms	-Generate a thesis statement
-Clarify Readings	- Write an essay/paper
-Generate sample test questions	-Solve math problems
-Check Citation	- Rewrite a sentence/paper
-Review Material for an Exam	-Create an outline

Level 2- AI For Collaboration

AI used for **COLLABORATION**

Allowed
-Generate ideas
-Draft content
-Structure/Outline assignments
-Create content

Level 2-Must be approved by the teacher in advance.

-Students using AI in Level 1 and Level 2 must have teacher approval prior to the assignment

-Students using AI beyond the approved level may result in academic dishonesty.

-Students using AI for understanding and collaboration **MUST** cite the AI usage according to the class and syllabi.

STUDENT ACTIVITIES

Student activities are divided into co-curricular and extracurricular. These are further developed into religious, cultural, athletic, and non-athletic activities. Students are encouraged to participate in extracurricular activities, not only because such participation will develop intellectual, athletic, and artistic talents but also because the effort to excel and compete as an individual or as a member of a team builds personal pride and allows the student to test their abilities and talents in genuinely challenging situations. Students involved in activities generally take a more positive and serious attitude toward school.

CO-CURRICULAR

Co-curricular activities are engaged during the school day. Some of them occasionally overflow during after-school hours. The following are co-curricular activities:

Occasional Masses and Retreats	Peer Mediators	Library Service Club
Eucharistic & Peer Ministers	De La Salle Band	Drama/Thespian Troupe
Ambassadors Club & Office Aides	City of De La Salle	Yearbook/Newspaper

EXTRA-CURRICULAR

Extra-curricular activities are engaged outside of school hours. Several hundred students remain after school to participate in one or more of the following activities:

INTERSCHOLASTIC ATHLETICS

Baseball, basketball, bowling, cheerleading, competitive dance, cross country, football, golf, ice hockey, indoor track, lacrosse, outdoor track, soccer, softball, swimming, tennis, volleyball, water polo, and wrestling.

All athletic events and teams are subject to the rules and regulations of the Illinois High School Association (IHSA).

NON-ATHLETIC

3D printing, ambassadors club, art club, book club, boxing club, chemistry club, chess team, chorus, creative writing club, culinary arts club, drama, drone club, environmental club, fashion club, fitness/meditation club, French Club, French National Honor Society, gaming and gadgets club, Girls Who Code, investment club, Lasallian Youth, Mandarin club, math club, Mock Trial, Model United Nations, National Honor Society, peer ministry, R.E.A.C.H. club, robotics, Spanish club, Spanish National Honor Society.

CITY OF DE LA SALLE

- ***Mr. Sean Miller, Co-Moderator***
- ***Mrs. Georgie Strelzcyk, Co-Moderator***

The City of De La Salle is the primary means of voicing student opinion. It also sponsors all major social student activities.

The main objectives of the City of De La Salle are:

1. To promote channels for student participation in the decision-making process.
2. To coordinate student activities.
3. To promote and develop school spirit, high morale, and pride in the school among the students.
4. To promote openness in student-faculty-administration relationships.
5. To develop student leadership.
6. To encourage the participation of all students in some student activity, either through active participation or as a spectator.
7. To help the students attain their maximum educational growth.
8. To promote the general welfare of the school and to contribute to its effectiveness by using the means available to them.

9. To assist in perpetuating the customs and traditions of De La Salle Institute.
10. All students and faculty members are encouraged to attend the City Council meetings; students may participate in discussions and serve on City committees. Faculty members may be asked to be advisors to committees.

All De La Salle students are citizens of the City of De La Salle. Aldermen and Commissioners represent each class division, and the entire student body is also represented by an executive board that includes two co-mayors and four executive officers.

2026-2027 Mayors: Gavin Wu and Kamryn Innis

NATIONAL HONOR SOCIETY

According to a long-established tradition, the highest honor De La Salle can bestow on any student is membership in the Br. J. Richard Rush Chapter of the National Honor Society. By selectively awarding its students membership in this nationally acclaimed organization, De La Salle publicly recognizes outstanding scholarship, leadership, character, and exceptional service to the school.

FRENCH HONOR SOCIETY

La Société Honoraire de Français (French Honor Society) is an organization that promotes scholarship and the study of the French language and culture. Juniors and Seniors who study French may apply for membership. Members are selected based on scholarship, school involvement, and community service.

SPANISH HONOR SOCIETY

Sociedad Honoraria Hispanic (Spanish Honor Society) is an organization that promotes scholarship and the study of the Spanish language and culture. Juniors and Seniors who study Spanish may apply for membership. Members are selected based on scholarship, school involvement, and community service.

SCHOLASTIC INELIGIBILITY

Students with two or more failures when grades are posted at the end of the first and/or third quarter are ineligible to participate in **extracurricular activities or sports.** Ineligibility includes practices, games, club meetings, and other activities. Students may apply to the Assistant Principal for reinstatement ten school days after grades are posted.

Students who have two or more failures when grades are posted at the end of the f**irst and/or second semesters are ineligible to participate in any extracurricular activities or sports. Ineligibility includes practices, games, club meetings, and other activities** and continues until grades are made up in De La Salle Summer School.

SPECIAL SERVICES

STUDENT SERVICES DEPARTMENT

The Guidance Department offers various services to assist students in their educational planning. Classroom presentations provide the information the students need to work with their counselor individually. Students are assigned to the same counselor for four years. Students and parents are encouraged to make appointments with their counselor to discuss any concerns, whether personal, vocational, or academic.

Learning Services, part of student services, will assist students with IEPs and 504 plans. The Director of Learning Services will meet frequently with students, monitor grades, and assist in obtaining a new plan or revising existing learning plans. The director works closely with counselors to meet students' needs.

Mr. Dan VanDyke– Director of Student Services

***Guidance Counselors* –** Ms. Nicole Accomando Ms. Jaliyah Brown
Mr. Sean Miller Mr. Carlos Nunez

Director of Learning Services - Ms. Nicole Merz

TESTING PROGRAMS

Each year, students at De La Salle are given a series of standardized tests during their four years. The tests administered each year are as follows:

- **Freshman Year:** Explore / PLAN
- **Sophomore Year:** ACT & PSAT Prep
- **Junior Year:** (PSAT) Preliminary Scholastic Aptitude Test
  (ACT) American College Testing Program
- **Senior Year:** (SAT) Scholastic Aptitude Test

TRANSPORTATION PROGRAM

De La Salle offers three (3) bus routes. School bus routes are designed and arranged with safety, logistics, efficiency, and the convenience of most riders for the new school year. If requests for bus service to an area are low, bus service will not be assigned to that area.

At the end of the school year, students or parents are responsible for completing a Bus Sign-up form on the DLS website, which notifies the Transportation Department who is intending to use the bus for the upcoming school year and aids us in the overall arrangement of school bus routes. Each year, a Bus Sign-up form must be completed if one wishes to be included on the morning or afternoon school bus route. Bus Sign-up forms are not required to use the evening Special Activity Bus Routes.

School bus rides are paid for by either a bus ticket or cash ($5.00), which are handed to the bus driver for each ride. Bus tickets ($100.00 for a booklet of 20) are purchased at the Meteor Shop. The Meteor Shop is open every day before the start of classes and during all lunch periods.

A Special Activity Bus is available for students participating in school-sponsored extracurricular activities. The cost of the bus ride is the same as the morning and afternoon bus rides - $5.00 cash or a bus ticket. The bus boards at 35th Street outside the Activity Center after 5:45 p.m. and leaves promptly at 6:00 p.m., except in special circumstances when the departure time may change, which the school will announce to students via club moderators, coaches, or the public announcement system. The Special Activity Bus follows two bus routes (Gold & Blue).

De La Salle reserves the right to modify stops, pick-up times, and policies throughout the school year if needed to improve service. The Transportation program is extended as a courtesy to students and parents. It is not an obligation of the school. For more information regarding routes, policies, etc., of the School Bus program, please visit the Transportation page, located on the school's website and found under the Student Life tab.

DE LA SALLE PARENT ASSOCIATION

The Parent Association of De La Salle advances and supports the mission, goals, and objectives of the Institute. The organization stimulates interest among parents concerning student life and development, acts as an advisory body to the school's administration, and provides service to the school through participation in and presence at major school activities and events.

PARENT ASSURANCE PROGRAM

The **mandatory** $60 fee ($80 for families with two or more students) to the Parents Association enables that family to participate in the Parent Assurance Program. Each family will designate on the enrollment contract the name of the father, mother, or legal guardian covered by this program and their relationship to the student. The student is subsequently covered if the designated person dies and the family has

completed and returned to De La Salle the following items: signed enrollment contract, tuition deposit, and the first monthly or semi-annual payment. The designated person will not be considered part of the Parent Assurance program until such obligations are met. Upon the death of the designee, the student's tuition for the remaining years at De La Salle will be paid by the Parents Club. When the death of the designee occurs during a current school year, the credit will be prorated every quarter.
Note: The Parent Assurance Program does not pay for class fees, extra classes, yearbooks, books, or the tuition deposit and registration fee.

DE LA SALLE INSTITUTE ALUMNI ASSOCIATION

The De La Salle Institute Alumni Association was incorporated in 1895 and has remained an essential presence throughout De La Salle's history. From attending annual events such as the Reunion Banquet, "D-Final," and Endowment Golf Classic to supporting the school through time, treasure, and talent, DLS Alumni have created and maintained the Association's history. We are proud and excited to continue such a strong tradition.

Today, the Alumni Association boasts over 15,000 members, many of whom still live in the Chicago area. This association's mission is to provide service to members and De La Salle Institute through the development, initiation, sponsorship, and support of activities, programs, and services.

CAMPUS MINISTRY

The Office of Campus Ministry was established to affect the students' spiritual, liturgical, social, and communal growth. The role of the Campus Ministry Office is primarily a pastoral one, designed to assist the students in this growth process by offering the following:

1. facilitates the prayer life of the school
2. provides opportunities for the celebration of the Sacraments (Penance, Eucharist, Anointing of the Sick);
3. a link between the school, the local parish, and the Archdiocese;
4. visitation to hospitalized and infirm students;
5. spiritual direction when it is needed;
6. assistance to students in dealing with adolescent difficulties and pressures;
7. assistance in the continuing development of the school's social conscientiousness by sensitizing parents, faculty, and students to the relevant issues of our time;
8. assistance in the celebration of special school events such as the junior ring ceremony, memorial services, induction of school leaders, and other team/organization activities;
9. days of spiritual reflection for each class geared toward their self-understanding;
10. a support system for parents and families of students.

RETREAT PROGRAM

Freshmen and Sophomores make a one-day retreat. Juniors are required to make a two-day closed retreat at La Salle Manor in Plano, Illinois. Seniors are also required to attend a retreat at Plano with their classmates. De La Salle believes these retreats are essential to the religious education of our students and therefore requires them as part of our academic program—a**ttendance and participation in all retreats are a graduation requirement.**

BOARD OF DIRECTORS

Board Chair	Board Vice Chair	Ex Officio
Mr. Steven W. Burrows '91	Mr. Jeffery J. Bryk '89	Mr. Michael J. Zunica

Board Members

Ms. Laura I. Carillo	Mr. Adam B. Chavarria '92	Mrs. Virginia D. Foster
Dr. Laura L. Franklin	Mr. Timothy M. Kelleher '04	Mr. Joseph F. Khazen '89
Mr. Timothy Ligue '97	Mr. Steven M. Munoz '03	Mr. Joseph D. Parente '84.
Mr. Michael J. Passarelli '90	Mr. Kenton D. Terrell	Mr. Jerry F. Tokars '80
Mr. Mark A. Tomassini '88	Mr. Alan V. Weyland	

President's Office

President…….	Mr. Michael Zunica
Executive Assistant to the President……..……	Mrs. Barbara Herring
Receptionist…….	Mrs. Jessica Yersich

Vice President of Academics and Athletics Office

Vice President of Academics and Athletics……	Mr. Thomas Schergen
Assistant Principal for Curriculum and Academics……	Dr. Krishna Millsapp
Assistant Principal for Learning Technologies and Instruction...	Mr. Paul Dirschl
Director of Computer Services……	Mr. Brian Bachleda
Registrar/Assistant to the Principal……... …….	Mrs. Kaitlin Barnotes

Admissions and Enrollment Office

Vice President of Admissions…….……	Mr. John Brogan
Assistant Director of Admissions	Mr. Bob Garrett
Dean of Enrollment and Student Life…….	Mrs. Mary Hyland

Athletic Office

Athletic Director ……	Mr. Tom White
Assistant Athletic Director…….	Ms. Francesca Castagna
Athletic Trainer	Mr. Mike Galvan

Buildings and Grounds

Vice President of Buildings and Grounds……	Mr. Gary DeCesare
Director of Facilities……...	Mr. Gino Bruno
Transportation Manager…….…….	Mrs. Erica Plebanski

Business Office

Vice President of Finance…….....	Mr. John Robinson
Director of Financial Aid and Scholarships……	Mrs. Chlyla Wilson – Lewis
Business Office Manager Accounts Payable.....	Mrs. Jen Hayes
Business Office Associate Accounts Receivable…….	Mr. Michael Walsh

Campus Ministry

Vice President of Mission & Ministry …….	Mr. Miguel Patino
Chaplain ……	Fr. Carl Gales, SVD
Assistant Campus Minister ……...	Mr. Chris Wood
Assistant Campus Minister ……	Mr. Luke Dudenhofer

Development Office

Vice President of Institutional Advancement	Mrs. Anna Fratto
Director of Special Events & Alumni Engagement ……	Mrs. Paula Oskroba
Strategic Advancement and Marketing Officer …….	Mr. Richard Barnotes

Division Deans

Dean of Applied Sciences ……..……	Mr. Dale Burke
Dean of Language Arts …….……	Mrs. Carrie Contreras
Dean of Social Sciences ……	Mr. Anthony Slawson

Student Services

Director of Student Services…….…….…….....	Mr. Dan VanDyke
Director of Learning Services…….…….…….....	Ms. Nicole Merz
Dean of Students…….…….....……..	Mr. John Callinan
Assistant Dean of Students ……	Mr. James Torres
School Nurse..……..	Mrs. Tracy Boehm, RN
Dean's Office Admin Assistant.…..…….…..…….……	Ms. Michelle Goga

Administrative Offices

High School Office ……..…. 312-842-7355
Fax: 312-842-5640 (Administration) Fax: 312-842-4142 (Advancement)

Website..... www.dls.org
Facebook.....www.facebook.com/delasalleinstitute
Twitter.....www.twitter.com/dlsmeteors

ACCREDITATION

Cognia (formerly AdvancED)
Recognized By the United States
Department of Education as an
Exemplary Private School

AFFILIATIONS

National Catholic Education Association
Lasallian Schools of the Midwest
Illinois High School Association
Chicago Catholic League
Girls Catholic Athletic Association

DE LA SALLE INSTITUTE
Class & Bell Schedule
2026-2027 School Year

Schedule	Regular	Gold Schedule Dismissal 12:40 pm	Blue Schedule Dismissal 2:00 pm	Late Start	Blue AM Schedule
Warning Bell	7:55 am	7:55 am	7:55 am	8:55 am	7:55 AM
Period 1	8:00 – 8:45	8:00 – 8:35	8:00 – 8:35	9:00- 9:35	8:00 – 8:30
Period 2	8:50 – 9:35	8:40 – 9:10	8:40 – 9:10	9:40-10:20	8:35 – 9:05
Meteor Grow Check-In	9:40 – 9:50	N/A	N/A	N/A	9:10 - 10:30
Period 3	9:55–10:40	9:15–9:45	9:15–9:45	10:25-11:05	10:35–11:05
Period 4	10:45-11:30	**7th Period** 9:50 – 10:20	**7th Period** 9:50 – 10:20	11:10-11:50	11:10-11:40
Period 5	11:35-12:20	**8th Period** 10:25-10:55	**8th Period** 10:25-10:55	11:55-12:35	11:45-12:15
Period 6	12:25-1:10	**4th Period** 11:00 – 11:30	**4th Period** 11:00 – 11:30	12:40-1:20	12:20-12:50
Period 7	1:15-2:00	**5th Period** 11:35-12:05	**5th Period** 11:35-12:05	1:25-2:05	12:55-1:25
Period 8	2:05-2:50	**6th Period** 12:10-12:40	**6th Period** 12:10-12:40	2:10-2:50	1:30-2:00
Meteor Grow		Dismissal	12:45-2:00		

Note: On Wednesdays, to accommodate lunch, students will follow this Schedule: Periods 1, 2, 3, 7, 8, 4, 5, 6

PLEASE NOTE :
If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *Schoology* and *School Messenger*.

PLEASE NOTE:

- If circumstances in the city and/or state dictate changes to the daily schedule or school calendar, revisions will be communicated to students and parents as quickly as possible through *MyDLS* and *School Messenger*.

- Calendar updates
school website. O

Messenger.

www.dls.org

(Revised August 2024)

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