

DESALES HIGH SCHOOL STUDENT/PARENT HANDBOOK



2025-2026

Contents

Welcome Letter.....	8
Note of Handbook Updates.....	8
WALLA WALLA CATHOLIC SCHOOLS MISSION STATEMENT	9
STATEMENT OF PHILOSOPHY	9
DESALES HIGH SCHOOL GUIDING PRINCIPLES	10
We the parents, faculty, staff, and students of DeSales High School.....	10
DESALES LEARNING OBJECTIVES AND GRADUATE PROFILE	10
Communication and Technology	10
A DeSales Graduate should be able to:	10
Expanding and Integrating Knowledge	11
A DeSales Graduate should be able to:	11
Thinking and Reasoning Skills	11
A DeSales Graduate should be able to:	11
Christian Faith	11
A DeSales Graduate should be able to:	11
Work Ethic	12
A DeSales Graduate should be able to:	12
Social Awareness and Responsibility	12
A DeSales Graduate should be able to:	12
Interpersonal Skills	12
A DeSales Graduate should be able to:	12
HISTORY	13
CONTACT INFORMATION.....	13
FACULTY AND STAFF.....	13
Administration.....	13
DeSales Faculty.....	13

Calendar of Events.....	13
Communications.....	13
FAITH FORMATION.....	15
Oversight.....	15
Goals for Spiritual Development.....	15
Preparation for Sacraments.....	15
Major Areas of Faith Formation.....	16
ADMISSIONS AND ATTENDANCE.....	18
Admission.....	18
Admission of Students: Non-Discrimination.....	18
New Student Admission.....	18
Attendance.....	18
Absences.....	18
Excessive Absences.....	19
Attendance Responsibilities.....	19
Truancy.....	20
Leaving School.....	20
Tardy policy.....	20
ACADEMICS AND CURRICULUM.....	22
Graduation Requirements.....	23
Additional Graduation Requirements.....	23
Physical Education (2 years).....	23
Occupational Education (1 year).....	24
Fine or Performing Arts (1 year).....	24
Community Service.....	24
Math Sequence.....	24
Electives Available to Students, Grades 9-12.....	24
Adding/Dropping Classes and Withdrawing Later.....	24
Academic Concerns.....	25
Homework Guidelines.....	25
Grading System.....	25
Explanation of Grades.....	26
Academic Records.....	26
Student Records.....	26
Academic Evaluation.....	27
Release of Records.....	27
Academic Assistance.....	27
Home Room.....	27
Study Table.....	27

Study Hall (During the School Day).....	27
Academic Probation.....	27
Academic Eligibility and Student Success.....	28
Intervention Process for Students.....	28
Conferences.....	29
Field Trips.....	29
Guidelines:	29
Academic Partnerships.....	30
Running Start.....	30
Summer School.....	30
College Enrichment.....	30
Aquinas Learning Center (Aquinas or ALC).....	30
Academic Honor Code.....	31
Policy of Academic Honesty.....	31
Definitions regarding Academic Dishonesty and Plagiarism.....	31
DRESSCODE/UNIFORM.....	33
Rationale	33
General Guidelines (All Grades).....	33
DeSales Junior High School Uniform (Grades 7-8).....	34
Gentlemen (Grades 7-8):.....	34
Ladies (Grades 7-8):.....	35
Purchasing Uniforms Through Land's End.....	35
DeSales High School Dress Code (9th through 12th grades).....	35
Light jackets, letterman's jackets, sweatshirts or sweaters (9th - 12th Grades):.....	35
Gentlemen (9th - 12th Grades):.....	36
Ladies (9th - 12th Grades):.....	36
Dress Code Violations.....	36
7th-8th Grades.....	36
9th-12th Grades.....	36
GENDER DYSPHORIA.....	37
Basic Principles:.....	37
Accompaniment.....	37
Affirmation.....	38
Conclusion.....	38
STUDENT SERVICES.....	39
Academic/Career Guidance	39
Transcripts	39
Testing	39
Student Identification Cards	39

College Information Program.....	39
BEHAVIOR.....	40
Lunch.....	40
Area Limits.....	40
Closed Campus.....	40
Care of Property.....	41
Behavior Concerns.....	41
Inappropriate Behavior.....	41
Harassment, Discriminations, Intimidation, and Bullying.....	41
Harassment.....	42
Discrimination	42
Intimidation or Bullying.....	42
Visual Bullying.....	42
Cyber Bullying.....	42
Anti-Bullying Expectations	43
Hostile Environment.....	43
Sexual Harassment.....	43
Malicious Harassment.....	43
Harassment, Discrimination, Intimidation or Bullying MUST be reported.....	44
Sexual Abuse.....	44
Retaliation.....	44
Weapons.....	44
Equal Opportunity	44
DISCIPLINARY INVESTIGATION AND ACTION.....	45
Search and Seizure.....	45
Authority to Conduct a Search.....	45
Determination of Discipline.....	46
Suspension and Home Studies.....	46
Expulsion.....	46
Major options for Disciplinary Action	46
Procedures for Serious Infractions.....	47
Procedures for Routine Infractions.....	47
Detention	47
Saturday School (As Determined by the Administration).....	47
Drug and Alcohol Policies.....	48
Possession/use of Alcohol, Unauthorized Drugs, or Other Substance.....	48
Professional Assessment/Treatment.....	48
Distributing/Selling/Providing.....	49
Alcohol, Tobacco, Drugs, and Inhalants.....	49

Vandalism	50
Non-return/expulsion.....	50
CONCERNS, DISPUTES AND GRIEVANCES (Board Policy 4119.2).....	51
Accountability and Clarification.....	51
Responsible Discussion	51
Contacting Principals, Teachers, and Administrators.....	51
Further Recourse.....	52
Board Of Directors.....	52
INFORMATION TECHNOLOGY.....	53
Computers/Laptops/Chromebooks.....	53
Internet	53
Acceptable Use of Technology.....	53
Social Media Acceptable Use Policy.....	54
STUDENT PHONE POLICY & GUIDELINES.....	55
VIOLATIONS.....	55
Forgotten Pouch.....	56
EXTRA-CURRICULAR ACTIVITIES.....	57
Place of Extra-Curricular Activities.....	57
ACTIVITIES & ORGANIZATIONS.....	57
Participation.....	57
Academic Eligibility.....	57
Student Behavior Standards.....	57
Behavioral Expectations at Extra-Curricular Events	58
Associated Student Body	58
Girls League	58
National Honor Society.....	58
Knowledge Bow.....	59
Drama.....	59
Yearbook.....	59
Students for Life.....	60
Assemblies.....	60
Dances.....	60
ATHLETICS.....	61
Athletic Activities.....	61
Philosophy of DeSales Athletics.....	61
Dress Requirement	61
Athletic Registration Procedure.....	61
Special Athletic Rules and Regulations	62
College Recruitment	62

Locker Rooms and Safes	62
Travel Information	62
Fundraising	63
Broadcasting	63
Student Photographic Images.....	63
PARENT ORGANIZATIONS.....	64
Home and School.....	64
Booster Club.....	64
Family Service Program	64
RECOGNITION AND AWARDS.....	65
Honor Roll and Principal's List.....	65
Student of the Quarter	65
Grade Improvement.....	65
Student of the Year Awards	65
Perfect Attendance	65
John Phillips Sousa Award.....	65
John Destito Memorial Award	65
Saint Genesius Medal	65
President's Award for Academic Excellence & WA State Honor Awards	65
DeSales Scholar Athlete	65
Four-Year Achievement	65
DeSales Citizenship and Service	66
Valedictorian and Salutatorian Awards	66
SCHOLARSHIPS.....	66
Endowed.....	66
Blue Mountain Community Foundation	67
Restricted Funds at WWCS	67
Annual Donation	67
GENERAL INFORMATION.....	69
Schedules.....	69
Closure and Late Start.....	69
Fire and Disaster Drills.....	69
Emergencies Requiring "Lock In" Or Evacuation	69
Parking	69
Loitering.....	69
Telephone	69
Vacation.....	69
Visitors.....	70
Injuries, Illness and Medications	70

Medical Emergencies	70
Skate Boards and Rollerblades	70
School Pictures	70
Locks and Lockers	70
Lost and Found	71
Money and Valuables	71
Lunch Information.....	71
GUIDELINES FOR GRADUATION EXERCISES.....	72
DESALES HIGH SCHOOL	72
A MASTER OF CEREMONIES.....	72
Responsibilities.....	73
Order of Events.....	73

Welcome Letter

Welcome to DeSales,

Thank you for making DeSales Catholic School your school of choice. We understand the importance of your educational decision and are committed to providing a home where students grow to be Disciples of Jesus Christ: strong in virtue, exceptional in learning, and generous in service. Walla Walla Catholic Schools provides this Education for Life in a Pre-School through grade 6 setting at Assumption, while grades 7-12 attend DeSales. The ability to have an educational system that educates from the early formative years through high school provides us tremendous opportunities for personalizing education. Our talented and experienced staff and I are excited to work collaboratively with your family.

At DeSales your children will experience a multitude of opportunities for growth academically, spiritually, physically and emotionally in a Christian, caring environment. Your children will be respected and challenged as they move through their educational journey. We will be with them in their journey providing knowledge, wisdom and moral guidance as they face the challenges of education and life. Working collaboratively with you, our goal is to work for the flourishing of your child as they grow into the young man or woman that God has made them to be. At times we may not always be able to solve their problems or give them all the answers, but the hope is that by providing the knowledge, wisdom, and guidance they may grow to work at solving their own problems and questions in their education and life.

There may be questions or concerns during the year. If there are concerns or questions, please follow proper communicative procedures to solve difficult or uncomfortable situations, only then will we be the best we can be. These channels of communications may be found within this Handbook.

This Handbook reflects our commitment to strive for excellence in education and personal responsibility for self and society in light of the Gospel of Jesus Christ. I ask you to read and become familiar with the information in this Handbook. Although this Handbook cannot cover every situation that may occur, it will serve as a guide and resource material regarding DeSales High School.

I look forward to another new and exciting school year. As we enter the school year the faculty and staff and I will be available throughout the year to assist in any way possible. As DeSales and WWCS continue with school and system improvements there may be additional changes to this handbook throughout the year. If there are any concerns or questions, please feel free to contact the school office at 525-3030.

Blessings,

John Lesko, Principal

Fr. Curtis Seidel, President

Walla Walla Catholic Schools

Updated 9/12/22

Note of Handbook Updates

The principal has the right to make changes to the Handbook at any time. The principal has sole and absolute discretion to interpret and implement the Handbook. Outside of the normal annual revision process, the school will communicate any changes made to the handbook through the "Weekly." The principal reserves the right to take any action deemed necessary in the best interest of the school or students.

WALLA WALLA CATHOLIC SCHOOLS MISSION STATEMENT

With Christ as our foundation, and in partnership with families, Walla Walla Catholic Schools forms the whole student: mind, body, and soul. We are committed to academic excellence and the development of faith and reason. Our students grow to be disciples of Jesus Christ—strong in virtue, exceptional in learning, and generous in service.

STATEMENT OF PHILOSOPHY

At DeSales educating for life takes its fullest meaning in the abundant life found in Jesus Christ. That abundant life, which finds its perfection in heaven, is also experienced in our earthly life. This life which we long for is revealed through the Roman Catholic tradition. The Church has a rich tradition in education which begins with the true understanding of who man is and what he is destined for.

All persons have dignity and must utilize their freedom in order to perfect their God-given talents. DeSales provides a rigorous program that challenges and engages each student. The educational experience is further deepened by the integration of faith into all areas of the school. We create an atmosphere based on charity with truth as its hallmark. The integration of faith and an atmosphere of charity in turn foster a culture of hope, helping students to see the plans God has for them “plans to prosper and not to harm” (Jer. 29:11).

DeSales recognizes that we serve families and feel privileged to collaborate with parents who are the primary educators of their children. The invitation to attend and participate in the DeSales experience is open to all. Recognizing that grace perfects nature, we want the physical, intellectual, and moral growth of students to correspond to a spiritual maturity that will give them a better perspective on how to prioritize their dreams and goals.

The DeSales teachers and administrators recognize their professional and moral obligation to be well prepared in their fields of expertise and to continue their education and growth in faith. They are thus enabled to teach their respective subjects with appropriate methodology, skill and perspective.

DeSales seeks to empower our students to participate in impacting the culture both now and in the future. Thus, our students become constructive participants in building a culture that respects each individual life and strives to form charitable communities.

DESALES HIGH SCHOOL GUIDING PRINCIPLES

We, the parents, faculty, staff, and students of DeSales High School...

- 1) **Believe** the primary goal of DeSales is the transmission of knowledge and culture through the eyes of faith in union with the Roman Catholic tradition.
 - a) The main priority of DeSales is the education and faith formation of students.
- 2) **Believe** that each individual person is created in the image of God, has a wounded nature through sin, and yet through salvation in Jesus Christ has a destiny that lies in eternal life with God.
 - a) Each individual person is to be treated with dignity and respect.
 - b) Our purpose includes moral character development with guidance toward growth in virtue.
- 3) **Recognize** the uniqueness of each individual while promoting each one's full spiritual, moral, intellectual, social, and physical maturation.
 - a) Each individual has unique needs to be met and gifts to be developed and shared.
 - b) We strive to form the "whole" person.
 - c) Students' learning needs is a primary focus of our school.
- 4) **Believe** that parents are the primary educators of their children, while the ministry of DeSales complements, supports, formalizes, and empowers this ministry of the parents.
 - a) The greatest good for our students is a collaborative effort on the part of parents, teachers, staff, and students.
- 5) **Welcome and respect** every family of other faith traditions while firmly maintaining our own strong, undiminished identity as Roman Catholics in our actions and curriculum.
- 6) **Advocate** that every Catholic family who wishes to have their children enrolled at DeSales shall be given every reasonable opportunity.

DESALES LEARNING OBJECTIVES AND GRADUATE PROFILE

Communication and Technology

*Jesus replied, "Scripture has it: 'Not by bread alone is man to live but on every utterance that comes from the mouth of God.'
- Matthew 4:4*

A DeSales Graduate should be able to:

- 1) Communicate with clarity, purpose and understanding.
- 2) Use listening, observation and reading skills to interpret data.
- 3) Communicate their faith horizontally in their words, deeds and actions, and vertically in prayer and seeking grace.
- 4) Recognize the impact their words and actions have on others.
- 5) Morally and ethically use technology in accordance with Catholic principles.

CCC (Catechism of the Catholic Church) 2293: Science and technology are ordered to man, from whom they take their origin and development; hence they find in the person and in his moral values both evidence of their purpose and awareness of their limits.

Expanding and Integrating Knowledge

Anyone who hears my words and puts them into practice is like the wise man who built his house on rock.

- Matthew 7:24

A DeSales Graduate should be able to:

- 1) Demonstrate integration of knowledge and skills in applying multidisciplinary approaches to solving problems.
- 2) Build upon their existing knowledge, develop new skills, and expand understanding in light of the Gospel.
- 3) Connect knowledge and experience from different disciplines.
- 4) Utilize various perspectives when dealing with issues.
- 5) Value learning.

CCC 2500: Truth is beautiful in itself. Truth in words, the rational expression of the knowledge of created and uncreated reality, is necessary to man, who is endowed with intellect.

Thinking and Reasoning Skills

The body is one and has many members, but all the members, many though they are, are one body; and so it is with Christ.

- 1 Cor. 12:12

A DeSales Graduate should be able to:

- 1) Collect, organize, interpret and draw conclusions from data.
- 2) Use a variety of strategies, personal skills and time management to solve problems.
- 3) Examine information objectively and evaluate critically.
- 4) Actively draw from the teachings of the Church in the development of greater thinking and reasoning skills.

CCC 155: Methodical research in all branches of knowledge, provided it is carried out in a truly scientific manner and does not override moral laws, can never conflict with the faith, because the things of the world and the things of faith derive from the same God. The humble and persevering investigator of the secrets of nature is being led, as it were, by the hand of God in spite of himself, for it is God, the conservator of all things, who made them what they are.

Christian Faith

Being Christian is not the result of an ethical choice or a lofty idea, but the encounter with an event, a person, which gives life a new horizon and a decisive direction.

- Deus Caritas Est

A DeSales Graduate should be able to:

- 1) Strive to be Christ-like by embracing His life and His words.
- 2) Actively engage in lifelong faith formation, seeking a greater love for the Church.
- 3) Demonstrate an active prayer life.
- 4) Demonstrate knowledge of the Church, the Sacred Liturgy, and the Sacraments.
- 5) Exercise judgment utilizing a well-formed conscience based on the virtues of the Church.

CCC 155: In faith, the human intellect and will cooperate with divine grace: “Believing is an act of the intellect assenting to the divine truth by command of the will moved by God through grace.

Work Ethic

*Keep the mandate of the Lord, your God, ...that you may succeed in whatever you do wherever you turn.
- 1 Kings 2:3*

A DeSales Graduate should be able to:

- 1) Accept responsibility and ownership of his/her own work.
- 2) Work independently and cooperatively in groups.
- 3) Demonstrate that attendance, promptness, and preparedness are critical for success.
- 4) Obey legitimate authority including following directions, procedures and rules.
- 5) Recognize their duty to continue their education/formation and become a productive member of society.

CCC 2427: Work honors the Creator’s gifts and the talents received from him...By enduring the hardship of work in union with Jesus, the carpenter of Nazareth and the one crucified on Calvary, man collaborates in a certain fashion with the Son of God in his redemptive work.

Social Awareness and Responsibility

*Truly, I say to you, as you did it to one of the least of these my brethren, you did it to me.
Matthew 25:40.*

A DeSales Graduate should be able to:

- 1) Have a true perception of his/her abilities and how best to use them in God’s plan.
- 2) Be charitable toward all, especially the poor.
- 3) Take responsibility for personal actions and act ethically.
- 4) Utilize a well-formed conscience when exercising civic duties.
- 5) Demonstrate respect and justice toward creation, self and others.

CCC 2459: Man is himself the author, center and goal of all economic and social life. The decisive point of the social question is that goods created by God for everyone should in fact reach everyone in accordance with justice and the help of charity.

Interpersonal Skills

*Keep careful watch over your conduct. Do not act like fools, but like thoughtful men. -
- Ephesians 5:15*

A DeSales Graduate should be able to:

- 1) Demonstrate effective interpersonal skills.
- 2) Work independently and cooperatively.
- 3) Treat others with respect, including active listening and caring for others.
- 4) Demonstrate by their actions the theological and cardinal virtues.
- 5) Deal charitably with the conflicts that arise while living in a pluralistic society.

CCC 1833: Virtue is a habitual and firm disposition to do good.

HISTORY

Walla Walla Catholic Schools date back to February 1864, when the Sisters of Providence of Vancouver, Washington, established St. Vincent Academy. A year later St. Patrick's School for Boys, originally St. Joseph's, opened. The boys' school, operated by the Christian Brothers, continued to function as LaSalle Institute for Boys from 1899 - 1920. Separate high schools for young men and women merged in 1930 at St. Vincent's Academy and Grade School. During these years, all athletic teams were called St. Patrick's (St. Pat's). In the late 1950's growing enrollment and a need for modern facilities prompted the construction of DeSales High School. The first classes started in the fall of 1959 and have continued to the present.

CONTACT INFORMATION

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FACULTY AND STAFF

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Nick Hazeltine
Phillip Lynch
Craig Meldahl
Sarah Ortuno
Christy Richard
Eric Rohde
Claire Valente

Calendar of Events

An annual academic calendar will be published on the [family resources](#) page of the school website prior to the end of the previous school year, and will be shared through the "Weekly." Other pertinent events and activities will be published on the [event calendar](#) page as they become available.

Communications

Teachers share communication of pertinent information with students through the Daily Bulletin during the morning assembly. If a message or item is left at the office for a student, every effort is made to get the information to the student but response cannot be guaranteed.

School officials communicate on a regular basis with parents/guardians primarily through the “Parent Square” platform, which notifies parents by email and phone of such messages. The platform is fully searchable and will include regular bulletin schoolwide updates, class and group specific updates, as well as individual messages between parents and faculty/staff members. Parents/guardians are responsible for the information delivered to them, either electronically or otherwise.

The minutes from the meetings of the Walla Walla Catholic Schools Board of Directors are available on the [board of directors](#) page of the school website.

FAITH FORMATION

The Church locates the encounter with Jesus Christ and growth in that relationship within three visible institutions: the family, the parish, and the Catholic school, in that order. As such, the school serves as an extension of work of both the family and the parish, serving to help integrate the faith into both culture and life. Culture includes all areas of academic formation as well as the traditions and patterns of our local community. Life includes the patterns of behavior by which we express our love of God and love man.

The Statement of Expectations signed at registration identifies the practical shape of an active faith life (note- this statement of expectations is currently in the process of undergoing revision and will not be enforced during the 2021-2022 year):

- 1) Registration in a parish or faith community.
- 2) Regular participation at the parish Sunday Mass or (for non-Catholics) their faith community's worship service.
- 3) Regular participation by both parents and students in the activities of the parish or faith community.
- 4) Participation in the sacramental preparation programs of the parish.
- 5) Identifiable financial support of the ministerial needs of the parish or faith community.

DeSales welcomes students who are open to and respectful of the Catholic tradition. The Catholic faith is one that is always proposed but never imposed. As such, students will not be forced to profess faith in what they do not personally believe. However, all students are responsible for the content of Catholic faith presented in the curriculum and for participation in the school's formation programs. Students must attend all faith formation activities. Since DeSales is a place of Catholic formation, students are also expected to manifest openness to maturation in their spiritual life.

Oversight

Working in conjunction with the Principal, President, and Pastor(s), the school's Religion Department is responsible for the development and implementation of an annual faith development program.

Goals for Spiritual Development

- 1) To provide regular opportunities for the exercise of Christian responsibilities and privileges.
- 2) To encourage development and growth in a community of people who are bound together by a shared faith and a common goal.
- 3) To display an attitude of acceptance and respect for each individual person because of his or her dignity as a person and a child of God.
- 4) To foster respect for obedience to authority while developing self-discipline and self-control.
- 5) To help students see and understand their responsibilities to help others through prayer and example.
- 6) To help students realize that faith is involved in every part of living.
- 7) To provide regular instruction based on the teachings of the Roman Catholic Church.
- 8) To make students aware of the principles and values of a moral life.
- 9) To witness commitment to Christian values and principles in day-to-day life.

Preparation for Sacraments

For students attending the Walla Walla Catholic Schools, all sacramental preparation is integrated into the normal theology coursework. Preparation for confession, first communion, and confirmation

normally takes place during second and third grade. Any students older than third grade seeking the sacraments will receive necessary formation on a case-by-case basis. DeSales will coordinate with the local parishes for the reception of the sacraments and any necessary parent formation.

Major Areas of Faith Formation

Theology Classes

All students are required complete a theology course every year. The coursework is built upon curricular framework designed by the United States Conference of Catholic Bishops and the Diocese of Spokane.

Mass and Religious Activities

The regular celebration of the Eucharist (Mass) at DeSales provides the opportunity for communal worship. All students, faculty, and staff are to be present for these celebrations. Their participation is to be appropriately reverential and respectful in accordance with the instruction given by the presiding priest or school officials regarding singing, responses, posture and general participation in the liturgy. Following the instruction of the Church, only Catholics are permitted to receive Holy Communion. All others, however, are encouraged strongly to come forward at Communion time to receive a blessing. Students are provided opportunities to take responsibility for preparation of the liturgies and to lead the student body in prayer through various ministries associated with the Mass.

Special faith formation activities are scheduled throughout the year to enhance the celebration of the major liturgical seasons of the Church and to include Thanksgiving and Catholic Schools Week. When the occasion permits, participation in these activities by ministers from other Christian denominations may be arranged.

The school will not schedule special Masses, faith formation or other activities which conflict with or substitute for the normative weekend Sunday (Saturday evening) Mass. All students are required to attend school Mass on the scheduled days. Appointments should not be scheduled during Mass time.

Private Prayer

Private prayer in accord with our Christian heritage and tradition is encouraged. The school chapel is available as a quiet and convenient place of prayer for individuals or small groups. Additionally all DeSales student 8th grade and older are provided an account with "Hallow," a leading prayer app to assist students in forming a habit of prayer.

Retreats

Retreat experiences are provided in a variety of ways and are an important part of our students' faith formation. The Chaplain of our schools is charged with developing our retreat programs and they are currently under review and development. Detailed information will be forthcoming.

Community Service

An integral part of Catholic school education is the opportunity it provides for students to reach out in service to others in their community. They thereby have opportunity to apply the Christian values of generosity and compassion, which they have learned from their families, faith communities and school environment. Through reflection on their experiences of volunteer community service, students come to recognize the very real connection between their personal decisions and the community in which they live and in which one day will play an important role. Motivated by the example of Jesus Christ, community service is to be approached as a privileged opportunity for growth and personal service.

As part of their religion curriculum and faith formation program, the students shall be given the opportunity to reflect and learn from their experiences.

Each semester (apart from 12th grade) students attending DeSales High School shall complete the following service projects or community service hours in accordance with their skills and levels of maturity. In addition, students are asked to assist with school service at DeSales. Students who must miss required service opportunities at DeSales will provide similar service hours to DeSales at the request of the Principal.

7th and 8th Grade

Service requirements for 7th and 8th grade is undergoing revision for the 2025-2026 school year. Our 7th & 8th grade students are always welcome to join service projects and are encouraged to participate in service projects in their community.

9th-11th Grade

High School - **Student Community Service Hours are not the same as Family Service Hours.** Hours spent supporting school events such as Sausage Fest, HOPE, or Booster Club fundraisers can count towards FAMILY service hours NOT community service hours. Students are expected to complete a "Service Hour Form" that is to be signed by an adult in charge of the event and turn the form into an ASB member for recording. Service hours will be tracked by DeSales faculty.

- Students in grades 9th-11th are required to provide at least 10 hours of individual or team community service outside DeSales per school year.

Examples of community service hours include:

- National Honor Society tutoring
 - Coffee Call at parishes
 - Parish events
 - St. Francis Cabrini Food Distribution
 - Birthright support
 - Catholic Charities support
 - Altar serving, Lectoring, Choir
- In addition to 10 hours of individual service hours, the following class expectations:
- 9th Grade: Clean-up after dances; clean-up on Sunday after Sausage Fest
 - 10th Grade: Clean-up after Graduation Reception in June; Sausage Fest
 - 11th Grade: Set-up and Clean-up HOPE; Organize, set-up/Clean-up HS graduation party; Sausage Fest
 - 12th Grade:

12th Grade

- Students in 12th grade are required to complete at least 45 hours of individual community service through their Senior Service Project over the course of Senior year. This is typically 20 hours in the first semester and 25 hours in the second. This project will be conducted through the Senior Theology Course and must be approved by the Theology teacher.

ADMISSIONS AND ATTENDANCE

Admission

Admission is granted on a yearly basis. Admission is for one year only and registration is required each year for readmission. The principal reserves the right to require students to pursue educational opportunities other than DeSales when, in his best judgment, it is in the best interest of the school, the student or other students. While attending DeSales students must be living with a family unit and not on their own, only the Principal or President of Walla Walla Catholic Schools may make exception to the policy.

Admission of Students: Non-Discrimination

The Walla Walla Catholic Schools do not discriminate in the admission of students on the basis of race, color, gender, nationality or ethnic origin. Before admission, however, parents and students must satisfy the school's admission requirements and complete the appropriate application process.

New Student Admission

Students interested in attending DeSales are asked to submit an Application for Admission, a copy of recent grades and test scores, and schedule an interview with the Principal and Counselor. Parents will also be interviewed. Students are accepted to DeSales upon completion of Registration Materials, Application of Admissions, appointment with the Principal, and counselor. Students may be admitted with conditional restrictions as developed by the principal. These could include, but are not limited to, behavioral and academic plans. The Principal reserves the right to require students to pursue educational opportunities other than DeSales when, it is the in best interest of the school, the student and/or other students.

By the act of registering at DeSales High School, students and parents/guardians agree to:

- 1) Accept and support the school's Mission Statement and Philosophy.
- 2) Integrate the education and formation received at school with Christian life experienced at home and in the parish or faith community.
- 3) Be an active member of the school community which includes fund-raising and volunteer opportunities.
- 4) Relate to students, faculty, administrators and other parents in a respectful manner.
- 5) Abide by the approved policies and regulations of the school.
- 6) Strive for academic excellence in accordance with personal ability.
- 7) Give volunteer service to the school.
- 8) Fulfill financial obligations specified in the Financial Agreement signed at registration.
- 9) Follow proper channels for addressing concerns and issues related to school life.
- 10) For continued attendance at DeSales students must reside with parents or guardians.

Attendance

DeSales High School places great emphasis on academic involvement. Students are expected to attend class every day. Only serious circumstances (i.e. sickness or family emergency) shall be considered reasons for excusable absences. Absences for any other reasons are not acceptable and will result in appropriate consequences.

Absences

Excused Absence - An excused absence is any absence for personal illness, family illness, family emergency or school activity that is verified with the office the day the student returns following the

student's absence. Absences for reasons other than those listed above may be excused by the Principal or his designee, but must be pre-arranged with the Principal minimally two school days prior to the absence. All other absences will be considered unexcused and will result in appropriate consequences. **Pre-arranged and excused absences are included in the total 12 absences allowed per semester.**

Emergency and/or Unique Circumstances - The Principal or his designee will deal with absences of an emergency nature or unique circumstance on an individual basis.

School Activity - A student's absence from classes due to athletics and other extra-curricular activities is considered excused. Students are responsible for all assignments given during their absences. Upon their return to class, they must be prepared to hand in all assigned work, complete any test given, or hand in any project due by arrangement with the teacher.

Excessive Absences

Students who accumulate an excessive number of absences (12 or more, excused or unexcused) from any class during a semester will be reviewed for academic standing to determine whether credit will be received. Absences for school activities are not included in the absence total.

After 7 absences, excused or unexcused, a form letter will be sent home to the parents as a reminder of the policy regarding excessive absences.

After 10 absences, the student will meet with the guidance counselor to review what *would* happen at 12 absences (see below). The student will also be expected to attend the next regular faculty meeting to briefly discuss their situation and strategize the next steps.

If 12 absences are incurred, the student will prepare a formal letter addressed to faculty and administration explaining the circumstances behind the absences. The letter would be composed by the student and signed by the parent and student.

- If the absences were related to the pursuit of educational activities outside of his or her academic classes, an explanation of what was learned or gained through these experiences is required.
- If the absences were primarily health-related or for another reason, please specify in the letter.
- If the absences were due to travel/family preference, please explain that as well and how the time out of school was important and well-spent.

Letters will be reviewed by faculty and administration at a faculty meeting, and the principal and president will deliver the decision of the faculty immediately afterward via letter to both student and parent. If this occurs at semester's end, the report card for the semester would be held in the office pending the decision. Courses of action which could potentially follow:

- credit is granted for the course(s) and grade remains the same
- credit is granted for the course at a lower grade
- the student must withdraw from or forfeit credit from the course(s)
- the course(s) revert from letter-graded to a Pass/Fail for credit
- a failing (F) grade is assigned to course(s)

Attendance Responsibilities

Parents should:

- 1) Help make it possible for students to be in school daily.
- 2) Know when students are not in school and call the school office by 8:30 a.m.
- 3) Be informed of school attendance policies and contact the school office if there are questions.
- 4) Recognize the seriousness of excessive and unexcused absences and take corrective actions.
- 5) Make every effort to schedule appointments outside school hours.
- 6) Avoid voluntary absences such as vacation.

Students will:

- 1) Assure regular and punctual attendance at school as necessary to facilitate the learning process and to develop habits of punctuality, self-discipline, and responsibility.
- 2) Make sure parents contact the school office when absence is necessary.
- 3) Contact teachers regarding make-up responsibilities upon returning from an absence. (work missed must be completed)
- 4) Have pre-arranged absence slip properly filled out, returned to the school office, and have administrative approval two working days prior to being excused from school.

The school will:

- 1) Maintain attendance records and update on a daily basis.
- 2) Develop curriculum, which is enhanced by regular attendance.
- 3) Contact parents and students when deemed necessary regarding attendance.
- 4) Provide homework assignments when requested by parents due to student's illness.

Truancy

State law mandates attendance in school during the regular school day. Any student who is absent from school without the permission of his/her parents or legal guardian is regarded as truant. Truancy is illegal. A truant is defined as a child subject to compulsory school attendance and who is absent without valid excuse from such attendance for a school day or portion thereof. Continued truancy constitutes grounds for suspension and possible expulsion. One-day truancy from school means punishment designated by the administration.

Leaving School

If at any time a student must leave the school other than as part of a teacher supervised group, they must request permission from the office secretary either presenting a note giving parental authorization or wait for contact of a parent or parent designate. They then sign the checkout sheet. When they return, they must sign back in and present a note from someone at their destination indicating where they have been. Students will then receive an admit slip allowing them to return to class. Mass is considered part of our curriculum and attendance is required. Not following these procedures will result in appropriate consequences.

Tardy policy

Students who are tardy Mods 0 and 1 must report to the School Office upon arrival and will be given a tardy slip. The slip allows the student entrance into class. A record of these tardies is kept in skyward. Students will be given *three "free" tardies each quarter* in which there will be no penalty attached. Students will be assigned After School Detention for each subsequent tardy – exceptions given for medical or dental appointments (students must return to school with a note from the appropriate medical or dental personnel or a note approved by the principal, due to unique circumstances.) *There are no longer "parental excused" tardies*. The administration will also reserve the right to excuse tardies in the case of sudden or prolonged, inclement weather. Each quarter starts a new recording period for

tardies. Additionally, teachers will establish class consequences that may be both punitive and work to compensate for the lost instructional time.

Seniors with off campus privileges during lunch are allowed three lunch tardies per semester. After the third tardy they will be notified in writing that their off-campus lunch privilege is suspended for the remainder of the semester.

ACADEMICS AND CURRICULUM

Students are expected to fulfill their God-given talents to work to their capacity and to accept the challenge to use and develop their gifts. DeSales High School expects a high quality of academic performance from every student commensurate with his or her ability.

It is the students' responsibility to work with the school counselor to make sure that they meet the required courses and credits, both for graduation and for admission to the college of their choice. Eighth grade and transfer students and their parents meet with the school counselor to complete a four-year plan. In February of each school year, the counselor completes schedule forecasting in which students are reminded of their plans and requirements and inform the counselor of their requested courses for the following school year. After completion of a master schedule in the spring, students are assigned schedules and may make adjustments as needed. Parents are welcomed to provide input throughout this process.

The teaching of religion is an integral part of the curriculum at DeSales. Under the direction of the principal and canonical administrator, the religion curriculum will reflect the faith tradition of the Roman Catholic Church. Teachers are accountable for faithfulness to that tradition in their teaching and interrelationship with colleagues, students, administration and parents. Teaching and instruction rooted in experiences of private revelation and personal opinion are not part of the school's religious curriculum or faith development program.

Through his assignment by the Bishop, the Canonical Administrator of the Walla Walla Catholic Schools is responsible for offering guidance to the school's Religion Department assuring the formation of teachers and administrators in the Catholic Faith Tradition.

Graduation Requirements

* ITEMS INDICATE COURSES STRONGLY RECOMMENDED FOR COLLEGE BUT NOT REQUIRED FOR GRADUATION

	Grade 9	Grade 10	Grade 11	Grade 12
English	English 9 and/or Writing Essentials (full year courses)	English 10 and/or Writing Essentials (full year courses)	AP English (full year courses)	English 12 or AP English 12 (full year courses)
Math	Algebra or Geometry (full year courses)	Geometry or Algebra II (full year courses)	Algebra II Or Math Analysis (full year courses)	Algebra II or *Math Analysis or *AP Statistics or *AP Calculus
Science	Physical Science (full year course)	Biology (full year course)	*Chemistry (full year courses)	*Anat & Physiology Or *Physics (full year courses)
Social Studies	NW History (1 semester). Contemporary World Problems (1 semester)	U.S. Government (1 semester) Economics (1 semester)	Alternating Years United States History (AP or Regular) European History (AP or Regular)	
Religion	Faith and Revelation (1 semester) Blessed Trinity (1 semester)	Mystery of Redemption (1 semester) The Sacraments (1 semester)	Ecclesiology (1 semester) Morality (1 semester)	The Christian Life and Service Project

Additional Graduation Requirements

Physical Education (2 years)

PE, Conditioning, Lifetime Sports, PE Waiver.

PE Waiver For Seniors

Senior students who have already completed one of the two required years will be given the option to obtain an athletic PE waiver, or a “P” grade in the course titled “Athletic PE Waiver,” if the following criteria apply:

- The student has participated in 2 or more high school sports during one school year at least once, preferably more than once, **and**
- The student is taking a full, rigorous schedule with two or more AP courses, **or**

- The PE course conflicts with an academic or college requirement or advanced arts course, and the first criterion is met.

Occupational Education (1 year)

Computer, Journalism, Independent Living, or 2 years of Band or Choir.

Fine or Performing Arts (1 year)

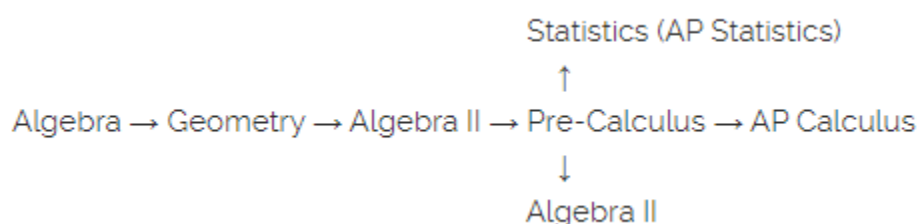
Art, Drama, Band, or Choir. Academic awards after 2 and 4 years in these courses

Community Service

See handbook section on “Faith Formation.”

Math Sequence

Washington State requires three years of Math for high school graduation: Algebra, Geometry, and Algebra II. Normatively, DeSales requires four years of Math. This requirement broadens a student’s college prospects and ensures that they have the greatest freedom in choosing their path after high school. The diagram below shows the DeSales High School math offerings in sequence that can begin as early as 8th grade and allows students several options.



Electives Available to Students Grades 9-12

- | | |
|---|--|
| <ul style="list-style-type: none"> • Physical Education (PE) • Conditioning (weight lifting and cardio training class offered zero mod) • Lifetime Sports (open only to juniors and seniors) • Spanish I, II, III, and IV (upper levels dependent upon enrollment/interest) • Independent Living • Liturgical Choir | <ul style="list-style-type: none"> • Band • Art • Fiber Arts/Textiles • Theater Arts • Computer Courses (varied) • Journalism • Personal Finance • Academic Essentials, a supported study period |
|---|--|

Adding/Dropping Classes and Withdrawing Later

Students dropping a class must obtain parent, teacher, and counselor approval by filling out and submitting the add/drop form available in the office. If done within the first ten days of a semester, the transcript will not show the change. Beyond the ten-day drop/add period, any changes made to student schedules will be reflected on the student’s transcript. Students may withdraw from a course at later times for a variety of reasons, but the transcript will reflect a W for withdraw. In cases of a failing grade at the time of withdrawal, a WF, for “Withdraw/Fail” will be added, and no credit will be granted.

Academic Concerns

It is of great importance that students, teachers, parents and administrators work together to develop excellence in our academic program. The Parental Access Support System (PASS) allows every parent and student to see consistent online progress in every course. Progress reports are also mailed home every three weeks. To facilitate the best communication regarding academic concerns, DeSales High School recommends the following procedures:

- 1) Student discusses situation directly with the teacher.
- 2) Parents discuss situation with teacher.
- 3) Parents/student discuss situation with Counselor.
- 4) Parents/student and Counselor discuss situation with Principal.

Homework Guidelines

These homework guidelines were drafted by the 2022-23 ASB and brought to the DeSales Faculty for approval/revision.

1. Use of Google Classroom/Weekend homework
 - a. Teachers will remind students about any assignment that will be on Google classroom DURING class.
 - b. Google Classroom will not be the main source of communication, it will be used to supplement what is done in the classroom.
 - c. Assignments due the following day must be assigned in class and not after school hours via Google Classroom
2. Teachers will give ample time in class to explain assignments and answer questions.
 - a. Students are responsible for following up with teachers during Irish Time or after school if they still have questions.
3. In an effort to encourage and support family time, teachers will keep the following in mind
 - a. Work over long breaks should be limited - Thanksgiving, Christmas and Spring Break, Easter
 - b. Large assignments over the weekend should be limited in an effort to encourage a day of rest on Sundays
4. Notes about after hours
 - a. Teachers will not assign new work after school hours.
 - b. Faculty will not be expected to respond to emails after hours.
 - c. Teachers are available after school hours, and there is "Study Table" available after school every day
5. Notes about tests/exams
 - a. Teachers will give at least two days' notice before major tests.
 - b. If the content is not assigned or covered, teachers will be flexible and remove it from the test when possible
6. AP/Honors
 - a. AP/Honors students know that there is a higher level of expectation for these classes.
7. Students are expected to advocate for themselves if they are feeling overwhelmed with the work being assigned. This should be done during Irish Time or after school and in a respectful manner.

Grading System

Progress reports are issued every three weeks. Report cards are issued after each quarter and semester. Only semester grades become part of a student's official transcript.

Each classroom teacher sets the standards for grading in their individual classroom. Teachers will explain their grading criteria to students at the beginning of the year. Teachers will also provide their students with the class syllabus. This is also explained to parents at the annual Open House held in the fall.

Explanation of Grades

Percentile Letter Grade/Grade Points **Weighted Letter Grade/Ap Grade Points

Percentage/ Letter Grade	Grade Point	Weighted Grade point
93-100 A	4.0	4.80
90-92 A-	3.7	4.44
87-89 B+	3.3	3.96
83-86 B	3.0	3.60
77-79 C+	2.3	2.76
73-76 C	2.0	2.40
70-72 C-	1.7	2.04
67-69 D+	1.3	1.56
63-66 D	1.0	1.20
60-62 D-	1.0	1.0
0-59 F	0	0

*I= Incomplete P = 0.0

*Incomplete: "I" grades are issued when a student, because of excused absences, is allowed extra time to make up the work before a final grade is assigned. Normally, a student is given no more than two weeks to complete the required work. If work is not made up within the allotted time, the grade issued will reflect only coursework submitted.

**The Weighted Letter Grade/Advance Placement Grade Points are awarded for those students taking AP Classes only on those classes.

Academic Records

Student Records

DeSales maintains student records which contain: student/family information, residential information, attendance, academic information - including courses taken, grades and credits earned, standardized test scores, health records, disciplinary, and student assessment records. Data in all student and student

assessment records is periodically reviewed for accuracy and relevance. Information no longer pertinent or required by law is destroyed.

Academic Evaluation

Progress Reports are mailed twice each quarter. They are designed to give parents a status report of the student's academic progress. Detailed grade report will be provided by teachers to students throughout each grading period or upon request.

Release of Records

The Family Educational Rights and Privacy Act of 1974 guarantees eligible students certain rights regarding the release of student records. Students and parents/guardians should discuss the application of this Act to their particular situation with the Principal.

Parents of students and eligible students (students 18 years or older) may review the student education records upon request by submitting to the school building Principal a written request which identifies as precisely as possible the record or records he or she wishes to review.

The Principal or other school authority shall make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be reviewed. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school related information.

The Family Educational Rights and Privacy Act (FERPA).

1. Protects the confidentiality of student records.
2. Guarantees parents or guardians the right to review their student's records.
3. Provides procedures through which parents can challenge questionable recorded information.

Academic Assistance

Home Room

During a typical day, students will have time between 5th and 6th period for home room. Generally, homeroom is dedicated to academic growth, with a specific emphasis on differentiated coursework (e.g. AP and honors classes). Additionally, home room activities focus on the non-academic formation aspects of the school including virtue development, service, and community. This time is also referred to as "Irish Time."

Study Table

Study Table is a program to assist students to reach their full academic potential. The Study Table will be a supervised study session either before or after school (depending on scheduling). Students placed on academic probation will be required to attend daily. The Study Table is open to all students wishing a quiet place to study.

Study Hall (During the School Day)

A supervised study hall in an assigned classroom is available to those students who have need of one (such as seniors taking multiple AP courses). Study halls are treated as regular classes except for grading.

Academic Probation

Students are expected to make satisfactory progress towards graduation. Any student who fails a subject required for graduation will be placed on Academic Probation and a Plan of Action will communicate the

details of the probation. Every effort will be made by administrators and teachers to assist students to make satisfactory progress. Consequences of the Plan of Action may include expulsion should the student not show satisfactory improvement. (See Policy #5123.1)

Academic Eligibility and Student Success

Definition of Terms Used

- **Official Grades:** Grades posted 3-5 days after end of grading periods
- **Semester Grades:** *Twice a year* each being approximately 90 days (S1, S2)
- **Quarter Grades;** *Four times a year* each being approximately 45 school days (Q1, Q2, Q3, Q4)
- **Progress Report (PR):** *Twice a quarter* (45 days), at the approximate 15 and 30 day mark (Q1PR1, Q1PR2, etc.)
- **Activities:** All extra-curricular activities (sports, plays, Knowledge Bowl, etc.)

Intervention Process for Students

Receiving Failing Grades

The counselor is always involved when a student is in academic difficulty. Study Table occurs Monday through Thursday, 3:00 – 3:45. All students are welcome to attend—however, Study Table is mandatory if a student receives a failing mark on a progress report.

<u>Student Passes all Classes at Quarter, Then Fails at a Progress Report</u>		
Qtrtr. PR(Progress Reports, Every 3 Weeks)		
<i>Pass</i>	<i>Pass</i>	<i>None – Students welcome to utilize Study Table</i>
<i>Pass</i>	<i>Fails</i>	<i>Mandatory Study table - can practice & play</i>

<u>Student Fails One or More Classes at Quarter</u>		
Qtrtr. PR(Progress Reports, Every 3 Weeks)		
<i>Fail</i>		<i>Mandatory Study Table, practice but no play until next PR</i>
<i>Fail</i>	<i>Pass</i>	<i>Free to play</i>
<i>Fail</i>	<i>Fail PR</i>	<i>Mandatory Study Table, No Participation until end of quarter Parent-Teacher Conference</i>

	<i>any PR</i>	
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<u>Student Fails One or More Classes at Semester</u>		
Semester		
<i>Fail</i>		<i>Mandatory Study Table, no participation until next PR period Parent-Teacher Conference</i>
<i>Fail</i>	<i>Pass</i>	<i>Free to play until next Progress Report</i>
<i>Fail</i>	<i>Fail any PR</i>	<i>Mandatory Study Table, no participation until end of quarter Parent-Teacher Conference</i>

Conferences

Parents requesting a conference with teachers should call the office (525-3030) and schedule an appointment. Teachers are not to be called at their home unless the teacher makes such an invitation.

All School Conferences are held in the Fall and early Spring. Information about the exact date and time will be communicated to each family, usually with the monthly calendar. Students are encouraged to attend the conferences.

If at any time a student experiences difficulty in a certain area, the teacher should be consulted for further explanation or help. The primary responsibility for learning and for desired scholastic success rests on the initiative and cooperative efforts of students and teachers.

Field Trips

Field trips are an important part of a school program. They are selected and planned to supplement classroom-learning experiences. Field trips are considered a privilege and students are reminded that as they participate they are representatives of DeSales.

Guidelines:

1. Only students whose parents have signed permission slips provided by the office will be permitted to go on the trip.
2. Any student whose daily behavior indicates the likelihood of disturbance on an excursion will have the privilege withdrawn.
3. Permission slips must be submitted to the teacher at least the day before the event.
4. The office staff will make random verification of parents' signatures.
5. Student behavior that is deemed inappropriate during any portion of the field trip will result in appropriate disciplinary action.

Academic Partnerships

Running Start

Walla Walla Community College classes are available for seniors through the "Running Start" program. For more information, the Running Start Handbook is available in the Guidance Office.

Running Start Guidelines:

1. Running Start at Walla Walla Community College will be available to seniors only.
2. Running Start will be limited to students whose cumulative grade point average is 3.5 or above.
3. A maximum of 2 college classes per quarter will be allowed.
4. Juniors interested in enrolling in Running Start for their senior year must complete the ASSET placement test at WWCC before the end of their junior year to determine their eligibility to enroll in college level classes.
5. Students enrolled in Running Start are required to submit a copy of their college schedule to the DeSales office before the first day of classes each quarter. Failure to do so will result in unexcused absences from school during that time.
6. Students enrolled in Running Start are required to submit a copy of their college grades to the DeSales office at the end of each quarter.
7. When a special schedule occurs at DeSales, students are required to attend any school sponsored events (assemblies, Masses, Prayer Services, etc.) which occur during time not specifically allocated for college classes. Students are required to make up any assignments or tests missed in classes at DeSales due to a schedule change at DeSales.
8. If a senior has met the grade point average and ASSET qualifications to enroll in Running Start and wishes to do so, a conference will be held at DeSales the first week of school during the senior year with the student, parents, counselor and a representative from Walla Walla Community College to determine an appropriate schedule, and to review the responsibilities of a Running Start student.
9. Classes offered at DeSales may not be taken elsewhere during the school day.

Summer School

It is possible for high school students to acquire credit in a few selected classes at Walla Walla Community College during the summer. There is a tuition fee for all college classes. The Guidance Office has information on summer school classes.

College Enrichment

Walla Walla University and Whitman College will allow at least 2 seniors and juniors, and often more, to enroll each quarter or semester with tuition waived. Students must apply in the spring through the Guidance Office. Applicants for this program should have a minimum 3.5 grade point average. Enrollment in this program is dependent upon DeSales class scheduling.

Aquinas Learning Center (Aquinas or ALC)

The ALC is a "privileged place," a place conducive to study. Therefore, quiet is to be maintained at all times. An exception is the use of the ALC for instruction by a teacher. In order to service all efficiently, rules for the use of library books and materials must be observed. Students will replace or be charged for lost materials.

Academic Honor Code

As a member of the DeSales community, I acknowledge that it is my responsibility to learn and abide by principles of intellectual honesty and academic integrity, and therefore I will not participate in or tolerate academic dishonesty.¹

Policy of Academic Honesty²

As a community of Disciples of Jesus Christ - strong in virtue, exceptional in learning, and generous in service, DeSales Catholic School expects its students to develop and display the virtue of academic integrity. As in any community, this school must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted, and cherished by each and every individual member of the community. Therefore, all students and faculty members are expected to be familiar with and to base their actions upon the following statements regarding academic honesty.

Definitions regarding Academic Dishonesty and Plagiarism

Academic Dishonesty is the deliberate and conscious misrepresentation of one's academic work. A student is dishonest when two circumstances occur: (1) The student could reasonably be expected to know that his/her teacher would disapprove of some aspect or circumstance of the student's academic work; and (2) the student submits work to the teacher for evaluation while hiding that particular aspect or circumstance from the teacher. To do so is clearly dishonest because the teacher will evaluate the work as what he/she understands it to be. The student has deceived the instructor by misrepresenting the work, and the evaluation has not been rightly earned.

From another perspective, academic dishonesty may be viewed as the use of unauthorized assistance in any work that is to be evaluated –“unauthorized” meaning that the instructor would not approve of the form of assistance received and is unaware of its use. The student is being dishonest if he/she deliberately hides this assistance from the teacher while knowing the instructor would not approve of this assistance. If the teacher is unaware of the assistance that has been received, he/she will evaluate the work as being entirely the student's own. Thus, the evaluation has not been fairly earned by the student. Furthermore, any student who knowingly gives unauthorized assistance is also guilty of academic dishonesty.

On tests and examinations academic dishonesty occurs when a student receives any assistance that the teacher has not expressly permitted. It may take the form of looking at another student's test paper or bringing into the test site any information or materials not expressly permitted by the teacher. Both of the above definitions of academic dishonesty apply: the student has misrepresented the test as being entirely his/her own work. Furthermore, the student has received unauthorized assistance.

On research papers, reports, and other assignments, a form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly “documenting” or identifying that source. Whenever someone else's exact words are used those words must be properly punctuated as a quotation and the source fully identified. Also, any information or ideas, beyond those in general

¹ Adapted from University of Notre Dame Honor Code <https://honorcode.nd.edu/>

² Policy adopted with adaptation from Pinnacle Classical Academy's Academic Honor Code: <https://www.pinnacleclassicalacademy.com/academics/honor-code>

knowledge, that have been taken from a source other than the student's own personal knowledge "book, article, interview, etc.," must be properly documented, even though the student may be rephrasing the information in his/her own words. A student should not hesitate to consult the teacher about any question or uncertainty regarding proper documentation or research information.

A teacher may often allow and even encourage students to work together on assignments or receive assistance from other students, other faculty members, other staff members, friends, family or others. However, if the teacher has not expressly allowed such assistance and expects the assignment to be done entirely by the student, to do otherwise would be dishonest. The student should consult the teacher if there is any doubt about outside assistance being permitted.

Ultimately, academic dishonesty amounts to deliberately hiding something from the teacher. So the best advice is this: whenever in any doubt, consult the teacher.

Student Responsibilities

1. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
2. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
3. Students are ultimately responsible for understanding a teacher's instructions for any assignment. If instructions are not clear, students must seek clarification from the teacher.
4. Students must understand the definitions of plagiarism and academic dishonesty.
5. Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing someone else's work off as their own.
6. Students are expected to report incidents of academic dishonesty to their teacher(s).
7. Any student who threatens or coerces another student for reporting an Honor Code violation will face severe disciplinary action.

Teacher Responsibilities

1. Teachers must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Teachers should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a teacher did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. Faculty must be willing to investigate and, if circumstances warrant, pursue disciplinary action with regard to students suspected of academic dishonesty.
4. Teachers must inform the administration any time that a student is charged with an infraction.
5. Teachers must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be convicted on suspicion alone.

DRESSCODE/UNIFORM

Rationale

1. To encourage students to respect each other for who they are, not for the content of their closets.
2. To discourage fashion competition among students.
3. To encourage students to be in learning mode for the day.
4. To identify WWCS students on campus during the school day.
5. To allow more consistent application of the rules by staff and administration.
6. To provide a healthy Christian environment.

In situations where there is a question about the propriety of appearance, the Principal, or his or her designee, will interpret the application of the dress code. The Principal, or his or her designee, will have sole and absolute discretion in interpreting and enforcing the dress code. This responsibility is exercised whether a student is present on school property or at any time on or off campus when his or her presence represents WWCS.

General Guidelines (All Grades)

Students shall be fully clothed between shoulders and knees in neat, clean, and modest attire. Clothing must be free of tears, holes, strings, ties, and frayed edges. All articles of clothing must be true to size; no oversized or tight-fitting garments allowed. All shirts must be long enough to remain tucked while raising a hand. No midriffs or undergarments are ever to be visible. Clothing must not mock the dress code. At school or school-related events, logos, messages or graphics containing anti-religious messages, sexual innuendos, profanity, drug/alcohol references, or violent images should never be worn.

Grooming (All Grades)

Hair: Hair must be clean and neatly groomed. Extreme grooming or coloring is not acceptable. Emblems, logos, or symbols shaved into the hair are not allowed. Coloring must be in the range of natural hair colors.

Tattoos: Tattoos, temporary or permanent, should not be noticeably visible. The Walla Walla Catholic Schools strongly discourage parents from allowing students to get a tattoo.

Make Up: Facial make-up is not encouraged, but if worn, it must be lightly and tastefully applied (for girls grade 7+). Body, face, or hair glitter is not to be worn.

Jewelry: Jewelry should be worn in good taste and should not be distracting, excessive, inconsistent with our Christian values, or inappropriate for school. Post earrings and small earrings are acceptable for girls and are to be worn in the lobes of the ears only. A small nose stud is acceptable (for girls grade 9+). The use of excessive jewelry, large chain link jewelry, spikes, or metal necklaces or bracelets, including chains to hold wallets, are not appropriate for school.

Jewelry must be removed during Physical Education class. The School Administration reserves the right to determine when such piercings or other jewelry are excessive or distracting. Students will be asked to remove such jewelry and not to wear it again.

General Clothes Requirements (All Grades)

Hats: No hats or hoods up in the school building. Headwear must reflect the spirit of the dress code.

Tops: Shirts are not to show any midriff skin when arms are raised to shoulder height. Blouses with cutouts on the shoulders or back are not allowed. Shirts layered beneath sweaters, sweatshirts, or dresses may be non-collared, but they must otherwise comply with the dress code. Necklines should be

no lower than the width of a standard credit card (2.25 inches) below the collarbone at the base of the neck.

Bottoms: Pants, capris, shorts, skirts, skorts, jumpers, dresses, and tunics must be hemmed and worn near the waistline, with no undergarments showing. All shorts, skirts, skorts, jumpers, dresses, and tunics must be as long as the student's fingertips when standing, and no longer than brushing the top of the foot.

Leggings: Leggings may be worn under a skirt, skort, jumper, dress or tunic but not alone as pants.

Belts: Belts must be solid leather or cloth webbing (for Assumption, color must coordinate with uniform), or same fabric as pants. No belts with glitter or rhinestones, silk ties or chains allowed.

Shoes: Shoes must be neat, clean, and in good condition, no rips or tears. Shoes requiring laces must be laced. Dress sandals are acceptable. No athletic sandals, Crocs, flip flops, shoes that separate the toes, or shoes with wheels are allowed at any grade. No cleats may be worn in the building. Heels must be under 3 inches. Shoes must be worn at all times.

Coats and Jackets: Trench coats may not be worn on campus. Outdoor jackets and heavy coats may not be worn in the building during the school day. Please send students in proper attire for the weather to include coats, hats, mittens and boots when necessary. Please label items that could easily be misplaced or mixed up.

Formal Dress/All-School Mass Days (All Grades):

There will be days during the school year when students and faculty are required to "dress-up." The minimum requirement is khaki pants and polo shirts. Belts are required with polos tucked in. Cargo, denim pants, jeans, or shorts should not be worn.

Appropriate socks and shoes are also required. Skirts or dresses that are knee-length or longer when standing can be worn with appropriate tops. Dress slacks or corduroys may also be worn with appropriate tops, such as collared dress shirts, properly buttoned. Shirts must remain tucked in.

Physical Education Dress (All Grades):

Modest Athletic Shorts – No Spandex. T-shirts that cover shoulders and are non-transparent and of appropriate length. Physical Education teachers may have some additional requirements.

Free Dress Days (All Grades)

It is our intent that appropriate school attire be worn on free dress days. Please follow high school dress code rules as regards modesty for all ages, as appropriate.

Dress Code Exceptions (All Grades)

Exceptions to the dress code may be determined by the Principal in order to adapt to special events or in the event of heating or ventilation emergencies.

DeSales Junior High School Uniform (Grades 7-8)

Gentlemen (Grades 7-8):

- Long pants or walking shorts in Navy Blue or Khaki
- Long or short-sleeved oxford shirts in White

- Long or short-sleeved polo shirt, mock turtleneck, or turtleneck tops in White, Red (discontinued 2025-2026 school year), Navy Blue, or Evergreen
- Button front V-neck or zip-front cardigan sweaters in Navy Blue or Evergreen
- Official School Quarter Zip (will be gifted at beginning of the year for new students)
- DeSales sweatshirt
- Socks must be solid uniform color or black

Shorts:

- Shorts must be at least fingertip length.

Ladies (Grades 7-8):

- Long pants, capri pants, walking shorts, skirts, or skorts must be in Navy Blue or Khaki
- Skirts and skorts may also be in Hunter/Classic Navy Plaid pattern from Land's End
- Long or short-sleeved Oxford shirts in White
- Long or short-sleeved Peter Pan collar blouses in White with no trim
- Long or short-sleeved Polo shirt, mock turtleneck, or turtleneck tops in White, Red, Navy Blue, or Evergreen
- Tights and leggings should be solid in colors: Navy Blue, Evergreen, Red, White, or Black
- Official School Quarter Zip (will be gifted at the beginning of the year for new students)
- DeSales sweatshirt
- Socks must be solid uniform color or black

Skirts, Dresses, Shorts, Leggings:

- Skirts, dresses, and shorts must be at least fingertip length.
- Leggings must be covered by a skirt or dress of fingertip length.

See the Visual Uniform Guide on the Walla Walla Catholic Schools Website

Purchasing Uniforms Through Land's End

1. Go to www.landsend.com/co/account/school-uniforms?launchSearch=true
2. On top menu, go to School->Find Your School Click on Find Your School button
3. Click on Enter School Number
4. Type in school number "900113861" and click on Find School Enter information under Who Are You Shopping For
5. Click on Shop Now as a Guest OR Sign in to Save Dress Code

DeSales High School Dress Code (9th through 12th grades)

Minor embellishments on clothes, such as ties and scarves allowed, provided they do not pose a safety hazard in science class.

Light jackets, letterman's jackets, sweatshirts or sweaters (9th - 12th Grades):

May be worn inside during the cooler seasons. To promote the clarity of our school's purpose, any images or language may only be those of Assumption, DeSales, or Collegiate. Exceptions include small manufacturers' logos, WaHi (or other high school) logos related to sports and activities in which the

individual student participates, or logos associated with the religious mission of Walla Walla Catholic Schools.

Gentlemen (9th - 12th Grades):

Dress shirts, polos with collars, or turtlenecks are required. Dri-Fit long-sleeve shirts are considered T-shirts and are not allowed. Shirts must be free of large logos or messages.

Regular pants or dress slacks, and loose-fitting walking shorts (not athletic shorts), free of large logos or messages, and made of the following material: poly/cotton blend, cotton, wool, denim or rayon.

Ladies (9th - 12th Grades):

Tops with or without collars with sleeves, no plain or athletic T-shirts. Mock and true turtlenecks with sleeves. Necklines should be no lower than the width of a standard credit card (2.25 inches) below the collarbone at the base of the neck.

Regular pants or dress slacks, denim, dresses with sleeves, walking shorts, skirts, or skorts are allowed. All must be at least fingertip length. No leggings or athletic pants (including during dress-up events).

See the Visual Uniform Guide on the Walla Walla Catholic Schools Website.

Dress Code Violations

7th-8th Grades

There will be one warning given for uniform violations. Students violating the dress code will be asked to adhere to the dress code, which may include a call to parents for a change of clothes.

9th-12th Grades

First dress code infraction: Student will be placed in after-school detention. If clothing is inappropriate, the student will be asked to change or phone home for proper clothing. Second dress code infraction and beyond: Any and/or all of the following: after-school detention, Saturday school, conference with parents, and students withheld from activities. Persistent Dress-Code violations can result in a 1-day, 3-day, 5-day, or 10-day suspension, followed by expulsion.

GENDER DYSPHORIA³

Basic Principles:

In accordance with the mission of the Catholic Church and as a ministry of the parishes of Walla Walla, the Walla Walla Catholic Schools' seek to provide an integral education of "mind, body, and spirit" with the intent that "students become disciples of Jesus Christ: strong in virtue, exceptional in learning, and generous in service." We believe that God calls all people to be fully united to Himself through the person of Jesus Christ and in communion with his Body, the Church. Further, we believe that just as Christ accompanied people through the diverse and challenging circumstances of his time, the Walla Walla Catholic Schools are called to accompany their students and families through the diverse and challenging circumstances of our own time.

One such circumstance is the experience of gender dysphoria or transgenderism that is promoted as a positive good under contemporary 'gender theory.' As the Congregation for Catholic Education notes gender theory, "denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences, thereby eliminating the anthropological basis of the family." Such theories, "promote a personal identity and emotional intimacy radically separated from the biological difference between male and female. Consequently, human identity becomes the choice of the individual."⁴ Given the cultural influence of these theories, it is not surprising that an increasing number of children are coming to question their own gender identity, and, at times, to assert a belief that their gender is not correspondent to their biological sex. Such a belief runs contrary to the beliefs of the Catholic Church which holds, "the *centrality of the body* as an integrating element of personal identity and family relationship."⁵ As such, as a school we believe that to affirm a person's belief in a gender identity contrary to their biological sex is harmful to the individual, the community, and would further a belief system that runs contrary to a Catholic worldview.

Recognizing both the gospel imperatives of love and communion, along with the inseparable necessity to proclaim the truth, the Walla Walla Catholic Schools will do everything in its power to accompany students experiencing gender dysphoria along with their families. Additionally, the Walla Walla Catholic Schools is compelled by the same imperatives to avoid any pretense of affirming an individual in their gender dysphoria. As such, the school strives to accompany but never affirm students in such a position.

Accompaniment

Ways in which the Walla Walla School may accompany students with gender dysphoria include, but are not limited to:

- Allowing students to use private, gender neutral, bathrooms
- Support parents and children in having access to counseling that is congruent with Church teaching.
- Students are addressed at all times by their legal name. Addressing a student by a nickname is permissible as long as the intent is neither to affirm nor to indicate gender transition. This is a matter of prudential judgment.

³ Gender dysphoria is a distinct reality from the physiological reality of "intersex". As such, this policy does not apply to an individual with an intersex condition. Responding to the needs of intersex students will be addressed on a case-by-case basis.

⁴ *Male and Female He Created them*. Paragraph 1.

http://www.educatio.va/content/dam/cec/Documenti/19_0997_INGLESE.pdf

⁵ Ibid. 24. Emphasis original.

- School records are historical documents. If a graduate of the school legally changes his or her name for the express purpose of gender transition and seeks to have records changed, the records are released in the following format: "*Original Name, aka New Legal Name.*"

Affirmation

Ways in which the school is *unable* to affirm a student in the choices of gender expression include, but are not limited to:

- Allowing students to dress in accord with dress-code policies contrary to their biological sex. For example, all students may choose to wear pants, but only biologically female students may wear a dress or skirt.
- Using pronouns that are contrary to a student's biological sex
- Allowing students to use restroom or locker facilities that are contrary to the student's biological sex
- Allowing students to participate in sports that are contrary to the student's biological sex
- Allowing a student's expression of gender/gender identity, or sexuality to cause confusion, disruption at the school or mislead others.

Conclusion

The school will seek to accompany every student and family who is desiring a human formation congruent with the principles articulated above. However, the school does believe it beneficial for individual families who desire a human formation contrary to these principles. We believe that Catholic education intended to be a partnership between parents and schools for the formation of children. If such agreement cannot be reached and the student is asked to leave. Students and families will have the option to appeal this decision in accordance with our expulsion policies.

STUDENT SERVICES

Academic/Career Guidance

The purpose of the DeSales Guidance Program is to assist students through individual or group counseling in the following areas:

1. Selection of high school courses to fulfill graduation requirements.
2. Assistance with career exploration and postgraduate educational plans, including applications for scholarship or other financial aid.
3. Administration of achievement, aptitude, and interest tests, followed by interpretation of test results.
4. Personal growth and health concerns.

In addition to services offered through the formal counseling and guidance program, all faculty members are available on an informal basis to help students with individual problems, questions, and concerns. As required by law teachers must disclose information regarding student health and safety issues.

Transcripts

One copy of a student's high school record is sent free of charge after graduation to a college or university of the student's choice. For each additional transcript, a fee of \$2.00 is charged. A transcript release form must be on file in the office before a transcript is released.

Testing

Standardized achievement tests are administered and encouraged for DeSales students throughout their four years. The testing for each year can be found on the [School Counseling page](#) of the website under the tab "testing"

Student Identification Cards

ID cards are presented to every student. This card will ensure student prices at regular school activities at home and out-of-town. ID cards are not transferable from one person to another. Lost or stolen ID cards must be reported to the school office. If an ID card has been misplaced it must be reported to the main office within a week.

College Information Program

College information sessions are scheduled throughout the year through the counseling office. Please contact the counseling office for guidance when considering your options for colleges and careers after DeSales.

BEHAVIOR

The following behavioral regulations and procedures are presented as guidance rather than as a restraint. They are intended to raise individual awareness of mutual responsibility and courteous concern, which is expected of each person who is part of a Christ-centered school wide community.

Christian behavior is characteristic of all who have come together to accomplish the important task of mutual learning as taught in the Gospel. Registration and acceptance into the DeSales Student Body presumes a willingness to abide by these policies and procedures because they aim to respect individual differences and promote harmonious interaction.

Regardless of the cause of any pupil difficulty no teacher in the Walla Walla Catholic Schools is to tolerate any disrespectful act of gross misconduct, including flagrant discourtesy, abusive and vile language, acts of violence and deliberate insubordination. The teacher has the right to remove from the situation any pupil whose behavior disrupts the learning atmosphere of the class.

The student shall not be readmitted to class until the teacher has conferred with the Principal or his designee. The student shall not be returned to the same class until the teacher and administrator have discussed the basis on which improvement can be expected. The Principal or his designee may call for additional conferencing, which may include parents to determine further action.

In the event that the presence of any student(s) becomes unduly disruptive or threatens the welfare of students, the teacher will remove the student until such time as the objectionable behavior has been eliminated in a manner which, in the judgment of the Principal or his designee involved, best serves the interest of the school and the student. The school reserves the right to send disruptive students home or to another classroom with notification of the parents.

Lunch

All food and drink will be consumed in the cafeteria or designated areas. Good manners in eating, talking, and in cleaning up after oneself are required. The gym is open for organized activities during inclement weather. No one is allowed in the gym without adult supervision. (No eating, no everyday shoes, no pop, no climbing on the bleachers in the gym.) Students are to remain in the cafeteria or designated areas until the first bell rings.

Area Limits

1. Any area not supervised by an adult is off limits.
2. The parking lot is off limits except before and after school.
3. Students are not to be on campus prior to 7:30 a.m. with the exception of students attending a 0 Mod or pre-arranged tutorials and are required to be off campus by 3:30 p.m. unless in a supervised activity.

Closed Campus

For DeSales students, grades 9 through 11, the campus is closed. Students are to remain on campus from their arrival in the morning until dismissal. Seniors may, with parental permission, leave campus during full lunch break. To exercise this privilege, seniors must submit a signed permission form to the office. The administration reserves the right to withdraw off campus privileges from a student who consistently violates the regulations in this handbook or whose grades show they do not merit off campus privileges. Approved classroom curriculum may dictate underclassmen to be off-campus.

Care of Property

DeSales School buildings and campus is designed to be attractive as well as serviceable. Students should be proud of its appearance and take all possible means to maintain it. In a spirit of cooperation and school pride, classrooms, corridors, the gym, and outside campus should be kept clean and orderly.

Behavior Concerns

It is of great importance that students, teachers, parents and administrators work together to develop appropriate behavior. Realizing that there will be situations that arise, the following steps should be taken:

1. Student **discusses** situation with the teacher.
2. Parents/student **discusses** situation with teachers
3. Parents/student **discusses** situation with Principal or his designee.

Inappropriate Behavior

Students shall refrain from the following conduct while present at DeSales, during or immediately before or after school hours, to and from school, at any time the school or school grounds are being used for a school activity, or while attending a school sponsored activity off the school grounds. Students need to be aware that their behavior at other times also reflects their character and speaks well or ill of the school they attend. Disciplinary action will be administered for inappropriate behavior. This list is not exclusive of other unacceptable forms of behavior.

- All criminal activity according to local, state, and federal laws
- Gang activities
- Possession of any weapon without authorization
- Harassment of any kind
- Retaliation
- Disorderly or disruptive conduct
- Intimidation/Threats
- Incurable or uncooperative attitude
- Classroom distraction
- Disruption of classroom or extra-curricular activity
- Driving or parking in an unauthorized area
- Leaving campus without permission
- Fighting
- Forging school documents, notes
- Displays of affection
- Refusal to comply with school regulations
- Disrespectful comments and actions
- Vulgar or obscene gestures, pictures, signs, writing or language
- Inappropriate communication
- Tardiness
- Unauthorized "initiation proceedings" of students
- Truancy
- Possession of cell phones/electronic devices outside of a Yonder pouch during school hours.
- Breaking Dress Code
- Cheating, i.e. reports, tests, homework

Harassment, Discriminations, Intimidation, and Bullying

DeSales is firmly committed to having a positive educational and work environment that encourages respect, dignity, and equality for students, parents/guardians, applicants, volunteers, contractors and employees.

DeSales will not tolerate harassment, discrimination, intimidation or bullying in the school's education or working environment, regardless of whether the harassment, discrimination, intimidation or bullying

is based on conduct that is adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male or female to female.

Harassment

Harassment may include: hostile work or educational environment, sexual harassment or malicious treatment.

Discrimination

Discrimination may involve showing favor or disfavor on the basis of: race, color, religion, ancestry, national origin, gender/sex, age, sexual orientation or disability.

Intimidation or Bullying

Intimidation or bullying means: any intentional written, verbal, hazing or physical act, including but not limited to one shown to be motivated by a characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Visual Bullying

Visual Bullying/harassment: includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

Cyber Bullying

Cyber bullying/harassment: includes, but is not limited to, offending, harassing or threatening others through technological means, including e-mail, instant messages, web pages, blogs, social networks, video and digital photo images, and/or text messages; it is considered inappropriate speech when it involves

- obscene, profane lewd, vulgar, rude, inflammatory, threatening, or disrespectful messages;
- posting information that could cause damage, danger, or disruption of the education process;
- making a personal attack, including prejudicial or discriminatory attacks;
- knowingly or recklessly posting false or defamatory information about a person;
- using technology communication to intimidate, bully, harass, or embarrass others in any area included in this policy.

Please note: Students' home and personal use of technology can have an impact on the school and on other students. If a student's personal expression involving technology—such as a threatening message to another student or a violent web site—creates a likelihood of disruption of the educational process, the student may face school discipline and possibly criminal penalties. The school has an to act in these situations, if and when the school becomes aware of them. The Walla Walla Catholic Schools neither attempts to nor is capable of directly monitoring the social media activity its students and can only respond when such activity is brought to the attention of school authorities.

Anti-Bullying Expectations

At Walla Walla Catholic Schools, we are committed to building a faith community rooted in Gospel values to teach our children to live as Jesus did. We are committed to making our school a safe and caring environment for all students, being respectful of each other and being accountable for our actions. With that in mind, we will work to prevent any bullying at school.

Bullying behavior includes, but is not limited to, the following:

- Hurting someone physically.
- Taking or damaging another person's things.
- Teasing, putting another person down, insulting
- Spreading rumors, gossip or lies about others.
- Excluding others from play, areas or conversations.
- Hazing
- Retaliation for individuals who report or stop bullying behavior.

Bullying can cause stress and pain to others and is never justified or excusable as "kids being kids", or "just joking or teasing" or any other rationalization.

Hostile Environment

Hostile environment is defined as conduct that has the purpose or effect of substantially interfering with an individual's educational or work performance or by creating an intimidating, hostile, or offensive environment. It may include, but is not limited to:

- Unwelcome or uninvited sexual advances
- Requests for sexual favors
- Unwanted derogatory comments, slurs, jokes, cartoons, pictures, gestures, innuendos, and other unwelcome or uninvited verbal or physical conduct of a sexual nature or based on race, color, religion, ancestry, national origin, gender, age, sexual orientation, or disability

Sexual Harassment

All individuals are worthy of honor and respect. When any person is subjected to unwelcome behavior or a comment that is sexual in nature, it is considered "sexual harassment" and is inappropriate, harmful and illegal. Unwelcome sexual advances, requests for sexual favors, unnecessary physical contact, or explicit comments and name-calling constitute sexual harassment. Offensive statements concerning a student's appearance or behavior which are based on a student's sex or any unwelcome physical contact, repeated use of obscenity, or the display of offensive objects or pictures is not tolerated. All such behavior is prohibited and subject to disciplinary action.

Malicious Harassment

Malicious harassment includes malicious and intentional conduct based on a person's perception of another's race, color, religion, ancestry, national origin, gender, sexual orientation, or disability that:

- Causes physical injury; or
- Causes physical damage to or destruction of property; or
- Threatens a person or group of persons and places the person(s) in reasonable fear of harm. Words alone do not constitute malicious harassment unless the context surrounding the words indicate that the words are a **threat**.

HATE CRIMES ARE A SPECIFIC TYPE OF MALICIOUS HARASSMENT AND ARE UNACCEPTABLE WITHIN ANY WWCS SCHOOL OR ACTIVITY. ANY STUDENT INVOLVED WITHIN THIS, OR ANY TYPE OF MALICIOUS HARASSMENT, INCLUDING SIMPLY PLANNING OR “JOKING AROUND” WILL FACE DISCIPLINARY ACTION, WHICH MAY INCLUDE REPORTING TO PROPER AUTHORITIES. HATE CRIMES MAY RISE TO THE LEVEL OF A FEDERAL OFFENSE.

Harassment, Discrimination, Intimidation or Bullying MUST be reported

Reporting of any type of harassment, discrimination, intimidation or bullying can be made to an administrator, teacher, parent, Pastor, or Secretary of Schools of the Diocese of Spokane.

Sexual Abuse

Abuse policy and reporting maybe found at the following on [Office of Victims Assistance Page](#) at [dioceseofspokane.org](#)

For a hard copy of the information please call the DeSales school office.

Retaliation

Retaliation includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation. Retaliation against any person who initiates a complaint or is a witness in a harassment, discrimination, intimidation, or bullying complaint is prohibited and will result in appropriate discipline. Appropriate action to protect parties from retaliation will be taken. Please note that it is a violation of this policy to knowingly report false allegations of harassment/discrimination. Individuals found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Weapons

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon (guns, knives, etc.) on the school grounds at any time whatsoever, or off the school grounds at any school activity, function, or event, or while en-route between home and school. Violation of this regulation may result in immediate suspension, expulsion, and/or criminal prosecution.

Equal Opportunity

No student shall be deprived of the right to an equal education opportunity in whole or in part by a school (district) without due process of law as guaranteed in Chapter 180-40 WAC.

DISCIPLINARY INVESTIGATION AND ACTION

Students failing to manifest a willingness to abide by the DeSales standards of respect, honesty, courtesy, and consideration for others will be subject to deprivation of privileges and disciplinary action. The teacher on the scene will handle routine disciplinary problems. Serious or continued disciplinary problems are referred to the Principal.

Search and Seizure

School authorities for search and seizure shall be the Principal or Principal's designee. School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object, which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items onto school property or to any school-related function. Random K-9 walkthrough on school grounds may be conducted to assist with school safety.

Authority to Conduct a Search

The law allows school authorities to search student lockers at any time without prior notice and without a reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rule (RCW 28A.600.240)

General Inspection

School authorities will make general inspections of lockers or desks for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses, unless reasonable particular suspicion exists.

Locker/Desk/Storage Area Inspections

All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

Motor Vehicle Searches

Motor vehicles that are driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion. In the event school officials discover any illegal substances and or firearms, law enforcement will be notified to conduct a search.

Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parents/guardian(s) and/or law officials as appropriate.

Determination of Discipline

The Principal or his designee is responsible for determining school disciplinary action and establishing corrective behavior expectations according to school regulations. The Principal has sole and absolute discretion to determine any disciplinary action necessary when it is in the best interest of the school, student or other students, this may include expulsion. The purpose of disciplinary action is accountability for behavior and insight into unacceptable behavior and not solely punishment.

The violation of school regulations or rules will result in disciplinary action determined by the Principal or his designee. Activity moderators and coaches may recommend types of disciplinary action and/or corrective behavior.

Disciplinary action may carry from one school year to the next.

Students who are suspended for violation of rules or regulations may be ineligible for any awards for that activity or sports season. They are automatically placed on probation for twelve months. Additional or repeated violations during probation will result minimally in the doubling of penalties or further disciplinary action.

If a student is dismissed from a class for behavioral reasons, that student shall not participate in any extra-curricular activities until that student has been properly reinstated in the class from which dismissed. The student is not to be present on the school grounds after school is dismissed.

Suspension and Home Studies

Repeated violations or exceptionally serious and/or flagrant violations of school disciplinary code or activity rules may result in more serious disciplinary action, including suspension or even expulsion from DeSales. If a student has been accused of a serious violation they may be assigned to a home study by extension work until an investigation is conducted and disciplinary action is decided. The Principal has sole and absolute discretion to determine the length and breadth of the investigation and disciplinary action.

At the Principal's and DeSales Counselor's discretion, counseling and/or counseling evaluations may be required during the suspension or for continued attendance at DeSales.

Expulsion

At times extreme, concerned and/or habitual student behavior and/or actions may warrant student expulsion. The decision of student expulsion rests with the Principal. Due process for student expulsion can be found under Review Process on Page 29.

Major options for Disciplinary Action.

- Detention
- Assigned school service hours
- In-house school suspension
- Suspension from school
- Saturday School
- Mandatory counseling

Procedures for Serious Infractions

- Confiscation
- Restitution
- Restriction from access
- Probation
- Referral to law enforcement
- Expulsion

A student involved in a serious infraction of the school rules shall incur the following action:

1. Notification of the student's parents in a timely manner.
2. The student, in the presence of parent(s) and/or guardian may be asked to appear before the principal or his designee. If deemed necessary, the principal or his designee may request members of the Administrative Team to be present at the conference.

Procedures for Routine Infractions

At teacher's discretion, discipline matters will be explained to Dean of Students and reviewed when necessary with Administration. Notification of disciplinary matters will be provided to parent or guardian when necessary. Action could include:

1. Loss of privileges
2. Detention after school
3. Placed on probation
4. Saturday School
5. Possible Parent Conference

Detention

Detention has been established to provide immediate consequences to students who fail to meet expectations in the Student Handbook. In order to reinforce behavior, every attempt will be made to serve detention the same day as the infraction. Parents will be notified when deemed necessary.

1. Detention will be held daily as needed from 3:00 p.m. to 4:00 p.m. or as determined by the Dean of Students or Principal.
2. Detention will be supervised by faculty and staff
3. Absolute silence and no homework will be allowed during the detention time.
4. No other activity will take precedence when a student is placed in detention (i.e. activities, practice, games, etc.)
5. Students may be requested to work on facilities or grounds cleanup in lieu of detention as determined by the principal or his designee
6. Missing an assigned detention will result in doubling detention time (2 days for the first infraction) and a Saturday School.
7. Habitually missing assigned detention days could result in suspension and/or expulsion.
8. Only family emergencies as determined by the principal will be allowed to supersede detention assignments. Athletic events do not constitute an emergency.

Saturday School (As Determined by the Administration)

Saturday School has been established for those students violating rules in the Student Handbook.

1. The school will operate, if determined appropriate, from 8:00 AM to 12:00 noon.
2. A certified educator selected by the Principal will supervise the school.
3. Each student placed in the school will pay a fine of \$50.00 used to defray expenses. (If coins are used for payment they must be rolled)
4. Absolute silence will be required during the entire Saturday School session, unless work is assigned.
5. There will be a fifteen-minute break for restroom needs, drinks of water, etc.
6. Students will be expected to bring with them schoolwork or a novel to read.

7. No other activity may take precedence when a student is notified of their placement in Saturday School. Only family emergencies as determined by the Principal will be allowed to supersede Saturday School.

The principal or a qualified designee will monitor the above school. FAILURE TO ATTEND SATURDAY SCHOOL SESSION WILL RESULT IN A SUSPENSION FROM SCHOOL AND PLACEMENT IN THE FOLLOWING SATURDAY SCHOOL.

Drug and Alcohol Policies

Possession/use of authorized medication:

When a student is taking prescribed medication for more than two weeks, parents are to notify the school office in writing. In a case where a student is found taking permitted medication without written notification from the parents, the parents will be contacted. Written notification from parents is required so that the school can respond appropriately in the event of an emergency. Prescribed medication is to be kept in the original container.

Possession/use of Alcohol, Unauthorized Drugs, or Other Substance

- Due to the possible severe consequences with drug and alcohol use on individuals or others within the school the principal retains sole and absolute discretion to take any action deemed necessary when in his best judgment to ensure a safe school environment.
- When a student is found, for the first time, in possession of, under the influence of and/or using alcohol and/or other unauthorized chemicals, look-alike, or paraphernalia on the way to or from school, at school, or before, during, or after a school-sponsored event, the unauthorized substance or paraphernalia will be taken away from the student. The parents will be called to remove the student from school/the event, and the family will be responsible for the cost of emergency help if necessary.
- If the student is not asked to withdraw, a conference with the student, parents, and the principal or his designee will follow such an incident. As a condition of readmission, the student may be required to undergo a complete professional assessment for substance use/abuse and follow through on any recommended treatment; the school accepts no financial responsibility for any costs incurred for the assessment or follow-up treatment. The student will make up any missed work outside of school time.
- Following such an incident, the Principal and Counselor may develop, depending on the incident or subsequent incidents, criteria for continued enrollment at DeSales. The student's privilege to remain enrolled at DeSales will be jeopardized.

Professional Assessment/Treatment

- When a professional assessment is required the DeSales Counselor will provide the family with a list of approved adolescent chemical dependency counselors/agencies who can be chosen for assessment. The school is not responsible for any costs incurred for the assessment or the treatment.
- Should a family refuse the professional assessment or the recommended treatment, which might include regular outpatient or inpatient care, the school may ask the student to withdraw. The school reserves the right to be kept informed by the treatment professional of the student's progress.
- Suspected possession/use: When administrators become aware that a student may be using, distributing, in possession of, or selling chemicals, administrators will meet with the student, discuss the situation, and contact the parents. If at the Principal's best judgment suspicion is confirmed, treatment and disciplinary action may be taken. If no evidence is found to support the expressed

concerns, the matter will be dropped. Suspected use is not an accusation of use and is not a disciplinary matter as such.

Distributing/Selling/Providing

If a student is found providing, distributing or selling alcohol and/or other unauthorized chemicals, including prescription medication, an administrator will take away the unauthorized substances or paraphernalia, and parents will be called. The student will be expelled from DeSales. Information about the incident will be provided to the police. Trafficking does not necessarily involve an exchange of money. Simply sharing alcohol or other drugs is considered trafficking.

Alcohol, Tobacco, Drugs, and Inhalants

The following acts by a student on or off school premises or while participating in any activity associated with the school are subject to special disciplinary action and probation when they are admitted by the student, reasonably verified by an adult, verified through a school investigation, cited by legal authority or investigation:

- The illegal use or possession of alcoholic beverages
- The illegal use or possession of tobacco products (including chewing tobacco and snuff)
- The illegal use or possession of drugs, drug paraphernalia, steroids and/or inhalants
- Attending a function where alcohol beverages or drugs are being illegally used

Presence

Students present at a gathering at which alcohol and/or drugs are present or used are expected to:

1. not participate in their use,
2. leave immediately,
3. notify parents/guardians,
4. advise the principal the next school day of their actions.

Failure to leave and advise the appropriate authority will result in suspension from all extra-curricular activities and all sports activities (practice and play) for a period extending at least ten school days. Student will be placed on probationary watch. Each additional offense will result in a minimum of an additional fifteen school days of suspension and the completion of ten hours of community service.

Tobacco: Although the Principal will determine the ultimate consequence for infractions students, who illegally use or possess tobacco products, at the minimum will

- on first offense, receive a warning with parents/guardians notification and be placed on probationary watch
- on second offense, be suspended from all activities (practices and play) for a period of 15 school days and be required to attend an approved substance abuse course.

Drugs and Alcohol: Students who illegally use or possess alcohol and/or drugs will (at the minimum):

- be suspended from school. The Principal will determine the length of the suspension.
- be suspended from all school activities (practice and play) for a period extending 20 school days – followed by 10 schools days of practice, but no competitive (game) play. These days will carry over from one sports season to the next sports season that the athlete competes in until they are fulfilled.
- be required to attend an approved substance abuse course – prior to returning back to any play.
- complete 20 hours of school approved community/school service – prior to returning back to any play.

- be ineligible for any school awards for that activity or athletic season

A Probationary Plan will be written explaining current and future consequences which can include expulsion. A meeting with the Principal, the student and parents/guardian will be scheduled at which time the expectations will be explained.

Drugs include but are not limited to illegal drugs, prescription drugs, inhalants, over the counter drugs used incorrectly and drug paraphernalia.

Athletes must adhere to WIAA regulation (Regulation 18.26.0).

Vandalism

Common sense and consideration is the best guide in determining whether to bring personal possessions to school. The school is not responsible for valuables that students bring to school. If special circumstances make it necessary for a student to bring substantial cash or other possessions to school these items can be safeguarded by registering them and leaving them at the main office. There is a safe in the PE locker rooms, but students must inform the teacher or coach that they would like their wallet or personal items safeguarded in this manner.

A student who is guilty of theft whereby he or she exerts unauthorized control over the property of another be it cash or stolen merchandise, and thereby deprives that person of such property will be disciplined by the Principal and that punishment, if warranted in his fact finding, may result in expulsion.

Every student who shall willfully damage or deface school property shall be subject to punishment, suspension, or expulsion. The administration will make every reasonable effort to recover damages caused by the willful damaging or defacing of school property from the responsible person, or where applicable, his/her parents or guardians. School personnel will assist and cooperate with law enforcement authorities in the investigation of vandalism to school property.

Non-return/expulsion

Students may be asked to leave the school if it is determined that their behavior runs contrary to that which the school is able to accompany. Both students and families will be given a written explanation articulating specific behavior that the school cannot accompany. They will receive an opportunity to discuss such behavior with the principle with the possibility of arranging a mutually agreed upon action plan intended to support the student and family through a viable method of accompaniment. If such agreement cannot be reached and the student is asked to leave, students and families will have the option to appeal this decision in accordance with our expulsion policies.

CONCERNS, DISPUTES AND GRIEVANCES (Board Policy 4119.2)

Overseen by the Pastors appointed by the Catholic Bishop of Spokane, the administration of the Walla Walla Catholic Schools is entrusted to the Principals, Business Office and their faculty or staff. Working together for the common good, the entire school community is challenged to collaborate with them to create an atmosphere of mutual respect and support, which is guided by the light of the Gospel.

Catholic school ministry engages Principals, teachers, administrators and parents in relationships of accountability, which are governed by contracts or by other less formal arrangements. Circumstances can arise in which formally or informally agreed upon expectations are not satisfied, likewise, decisions by those in position of authority may give rise at times to concern or conscientious objection. Given ordinary human weakness experienced in relationships between persons and within institutions, the Gospel calls the People of God to ways of exploring issues and resolving conflicts which promote the common good, are based on fact, and above all, protect the dignity of persons.

Accountability and Clarification

All members of the school community are accountable for following the process for management of concerns, disputes and grievances provided in this Handbook. The WWCS President or school Principal may be consulted if there is question about the proper channel or manner for addressing issues, expressing concerns or seeking resolution of an injustice.

Responsible Discussion

Members of the school community are encouraged to engage in responsible and respectful dialogue about school issues and concerns. For the resolution of issues, or objections to decisions, which directly involve their child(ren), parents/guardians must follow authorized channels in the pursuit of fact and understanding. Productive communication regarding school matters is achieved when individuals respectfully address themselves to the individual or group most directly responsible for the issue at hand. Further recourse is pursued appropriately at the next level of authority. Student issues, for example, should be addressed first with the student's teacher, and then, if necessary, with the Principal, and only then with the president if conflict resolution is necessary. Likewise, financial issues should be addressed first with the Business Manager and then, if conflict resolution is necessary, with the president.

Families, students and school administrators have a right to personal integrity and a good name. Personal matters and school personnel issues are to be managed with appropriate mutual respect and confidentiality. Matters related to persons and school personnel are not to be the subject of conversation on the part of faculty, administrators, students or parents/guardians outside the appropriate forum for discussing them.

Lobbying efforts by phone, unauthorized circulation of letters and petitions, etc. are unacceptable. Likewise, parents/guardians who harass students, other parents/guardians, teachers, coaches, Principals or any other school staff member may be asked to withdraw their child(ren) from the school.

Contacting Principals, Teachers, and Administrators

The school's Principal, teachers or school administrators are to be contacted at their place of employment through the appropriate school office. Unsolicited visits or phone calls to the home of these persons to handle school matters are inappropriate and unacceptable. Since exploration of issues or resolution of concerns benefit from an environment conducive to open and responsible discussion, in most instances an appointment should be made and adequate time given for explanation and discussion of issues. Unannounced intrusion or visits are counter

productive and inappropriate. If deemed beneficial, the Principal, faculty member or administrator will follow up a discussion with a letter, thereby providing a written record.

Further Recourse

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally situations occur that will require an objective review by a third party in order to assure positive relationships in the school community. To facilitate reconciliation, communication and the strengthening of the community, general guidelines are established and must be followed:

1. In any conflict, an effort shall first be made to resolve the question or issue in a spirit of justice following ordinary and regular communication channels between the people involved.
2. If the question or conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the next higher level of accountability, as listed below, via a written appeal process. For conflicts with teachers specific provisions are contained within school handbooks.
 - a. Teacher
 - b. Principal
 - c. President
 - d. Board of Directors
 - e. Canonical Administrator
3. Rationale for appealing issues to the next level of accountability include the following:
 - a. Violation or potential violation of established diocesan or WWCS policy.
 - b. Denial of individual rights.
 - c. The issue at hand concerns the accountable person at that level.
4. The written appeal must provide the following information.
 - a. Subject of the appeal.
 - b. What rights, policies, and/or regulations have been violated.
 - c. Any factual data, other than hearsay, the person considers appropriate.
 - d. The efforts that have been made to resolve the issue.
5. Concerns being appealed to the Board should be directed to the chairperson or the Executive Committee of the Board of Directors via the Board Chair.

The Spokane Diocese provides for further recourse of grievances. Information on this procedure may be found in "Due Process and Policy Procedure for the Diocese of Spokane" on the Spokane Diocese website at www.dioceseofspokane.org.

Board Of Directors

The Board of Directors serves the Walla Walla Catholic Schools. Primarily addressing matters related to school policy and planning, they meet on a regular basis. The Board of Directors does not deal with personnel matters nor do they involve themselves with the day-to-day decisions of school administrators. The minutes of the meetings of this board are available at either school office. Their regular meetings are open to the public for whom appropriate designated seating will be provided. Participation in the meeting, however, is not permitted unless prior arrangement has been made with the executive committee (chairperson and Canonical Administrator/Pastor).

Individuals are welcome to express concerns to the board or to seek action on issues, which lie within the scope of the chartered responsibility. In order to be considered for inclusion on the working agenda, these concerns must be communicated as clearly and as factually as possible to the chairperson and the Canonical Administrator/Pastor in a signed, written letter mailed to the DeSales school address. The executive committee will determine the manner in which an issue or concern will be addressed.

INFORMATION TECHNOLOGY

Computers/Laptops/Chromebooks

Computers are available at various locations for student academic use. During class hours they are to be used only with the permission and under the supervision of a teacher.

Internet

Teachers and administrators will regulate Internet Access. These are for academic use only. All students must have a signed Acceptable Use of Technology Form on file. The Internet is a powerful tool; however, its use will be restricted if inappropriate use is suspected.

Computers, Internet and other electronic technology found at DeSales are property of Walla Walla Catholic Schools. The Administration reserves the right to access review and monitor e-mail, all electronic messages and records as deemed necessary.

Improper use of computers, Internet and electronic devices will result in disciplinary action.

Acceptable Use of Technology

This body of regulations/agreement governs use of technology equipment owned or operated by the Walla Walla Catholic Schools (WWCS).

Each technology user is a member of a community. The intent of this agreement is to maximize the value of our technology resources and to permit freedom of use consistent with Federal and State law, Walla Walla Catholic School policies and a productive working environment. This agreement applies to all resource users—staff, student and parents.

In keeping with the spirit of honesty, integrity and the true sense of Christian morality that are hallmarks of Catholic education, it is expected that abuse of this resource will not occur. Those who use WWCS equipment must understand that violation of the policy will result in penalties ranging from a written reprimand, loss of account, referral to Walla Walla Catholic School authorities for disciplinary action, and/or possible criminal prosecution as dictated by the nature of the offense.

This agreement authorizes school computer systems' staff to examine the user's files, if required, as part of their official duties.

WWCS technology, hardware or software, may not be used for commercial or profit-making purposes, for political purposes, or for personal benefit where such use incurs a cost to the school and is not academically related. Sharing of a computer account with other persons is prohibited: each user must have an individual account. Passwords must be protected.

Users must not leave a machine logged on when the user is not present unless the machine is in a secure area such as a private office. State law prohibits unauthorized access to computer systems. In addition, the following are also prohibited.

- Access of or attempts to access another person's directory, files, or mail, whether protected or not, without permission of the owner,
- Attempts to access unauthorized machines via the computer network,
- Attempts to decrypt encrypted materials,
- Attempts to obtain privileges to which the user is not entitled,
- Attempts to remove or transfer software from WWCS computer or computer networks without authorization.

In keeping with the spirit of shared resources, users should conduct themselves in a manner that promotes a cooperative, productive working environment. Certain conduct disrupts such an environment; therefore, the following are prohibited:

- Viewing, Printing, displaying or sending materials that are unsuitable, distasteful or pornographic.
- Conduct that intentionally or negligently interferes with the proper operation of the system or its use by others.

In addition, users of email and social media should not send messages that are:

- Libelous
- Patently offensive
- Intimidate, threaten, demean, bully, or harass individuals or groups
- Would otherwise bring discredit to the school

Limited Resources: Users of WWCS technology shall not consume unreasonable amounts of our limited resources. Resources in limited supply include laser printing, hard disk space and machine access. Picture files or other large files should not be stored on the system hard disk unless academically relevant. WWCS may impose restrictions or limits on use of any resource.

Social Media Acceptable Use Policy

Social media posts for school related accounts⁶ must not:

- Contain any material which is defamatory of any person.
- Contain any material which is offensive, obscene, hateful or inflammatory.
- Promote sexually explicit material.
- Promote violence.
- Promote discrimination based on race, sex, religion, nationality, disability, sexual orientation or age. - Infringe on any copyright, database right or trademark of any other person or organization. - Be likely to deceive any person.
- Be made in breach of any legal duty owed to a third party, such as a contractual duty or a duty of confidence.
- Promote any illegal activity.
- Publicize your, or anyone else's personal information, such as contact details.
- Advertise products or services, other than those related to the Walla Walla Catholic Schools and affiliated organizations.
- Advocate, promote or assist in any unlawful act such as (by way of example only) copyright infringement or computer misuse.

In addition, the following is to be strictly adhered to:

- There is to be no identification of students using first name and last name. The first name may be used.
- All posted data must conform to copyright law; images, videos and other resources that are not originated by the school are not allowed unless the owner's permission has been granted or there is a license with allows for such use (i.e. creative commons).

⁶ School related accounts include any accounts formally or informally associated with or concerned with DeSales. The administration reserves the right to know the identity of the person(s) operating any anonymous school related accounts.

Any person not following our acceptable use policy will be blocked from using the school's Social Media accounts and could be reported to outside agencies.

Notice and take down policy: Should it come to the attention of page administrators that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed.

In addition, any posts that parents, students or staff may take offense to may be removed. Anything in violation of our aforementioned policies may also be removed in real time.

STUDENT PHONE POLICY & GUIDELINES

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

1. Turn their phone off.
2. Place their phone inside their Pouch and secure it in front of school staff.
3. Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Pouch or is caught on their phone, the Administration will collect the phone/Pouch and call home for the parents to pick up the phone.
- Students will serve a detention on the first and second offenses.
- On the third offense, students will be required to turn in their phones to the office daily in addition to detention.
- On the fourth offense, students will serve an out-of-school day of suspension, with a parent meeting required before returning to school.
- Further offenses may result in expulsion from DeSales as the student and family are clearly demonstrating a lack of commitment to our school's culture.

Regarding Damage or Loss:

Replacement fees will be added to tuition payments for any damage or loss of case. *Students who voluntarily report damaged case will not face any punitive consequences.*

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the Pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and Admin will call home to remind the Parent of the policy.** The phone will be returned to the student at dismissal.

If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**

**** Note – smart watches, or watches that connect to the internet, fall under the same policy as cell phones mentioned above**

EXTRA-CURRICULAR ACTIVITIES

Place of Extra-Curricular Activities

Extra-curricular activities are an important part of the total educational experience in the high school. These activities which are sponsored by the various organizations within the school enrich the culture of the school and enhance the academic curriculum. Participation in activities is a high indicator of future success.

Participation in extra-curricular activities is a privilege that all students benefit from. Participation is voluntary, however those that choose to participate are asked to make a serious commitment to the activity. As participants, they not only represent themselves, but they represent their fellow students, family, school, community, and Church. They must assume certain ethical and moral obligations and standards of citizenship and conduct. They must be willing to set goals of excellence and invest the energy and time necessary to attain those goals. Because extra-curricular activities are a privilege, DeSales reserves the right to deny or dismiss students from activities.

ACTIVITIES & ORGANIZATIONS

DeSales provides many activities such as athletics (covered below in separate section) theatrical plays, band/choir concerts, dances, thematic weeks (such as homecoming and Catholic schools week) academic team competitions and various clubs.

Participation

Criteria for participation and a statement of expectations shall be provided for each student activity. In order to participate in daily extra-curricular activities, students must be enrolled and in regular attendance at DeSales. **They must be in attendance the last 4 mods of the day of the activity unless excused by the Principal.** The student must be in good standing with the school and the particular area of participation. They cannot be suspended from school or be subject to any other form of disciplinary action, which would prevent participation.

Academic Eligibility

Although athletics and extra-curricular activities are an integral part of the total learning experience at DeSales a student's academic and faith formation are of primary importance. Teachers will be available to assist students in their efforts toward both these goals. Students must be in attendance and passing 5 classes in a 7 period day to be eligible to participate (WIAA Regulation 18.60).

Student Behavior Standards

Poor classroom behavior will influence eligibility for participation in extra-curricular activities.

Conscientiousness and hard work are important.

Sportsmanship is a quality of conduct that demonstrates courtesy, fairness, and respect for others. Students representing teams of DeSales are expected to exemplify the highest standards of good sportsmanship.

The use of profane or obscene language or acts of vulgarity is not considered socially acceptable modes of behavior and will not be tolerated.

All participants in extra-curricular activities (athletic and non-athletic) are subject to disciplinary action taken for the abuse of illegally controlled substances. Illegal use of steroids shall result in immediate suspension from all extra-curricular activities for the remainder of the year and possible expulsion from the school.

Anyone stealing or purposely destroying school property, or the property of another person will be dropped from the activity and will be subject to disciplinary action. Adequate facilities will be provided by the coach or activity moderator for the protection of personal property during the event or activity.

Behavioral Expectations at Extra-Curricular Events

- 1) Students are expected to demonstrate exemplary conduct on and off campus and adhere to standards of good citizenship. The student must also be aware of actions and realize they represent the student body, the community, the church, and the school. The student is expected to always behave in a Christian manner.
- 2) Adults observing DeSales High School events are expected to adhere in setting a Christian example and good sportsmanship. DeSales reserves the right to remove individuals who fail to act in a manner representative of the mission of Walla Walla Catholic Schools.
- 3) DeSales encourages family participation at all school activities. Children and students are not allowed to loiter unattended.

Associated Student Body

Every student at DeSales is a member of the Associated Student Body, known simply as ASB. The entire student body elects ASB cabinet officers—President, Vice President, Secretary, Treasurer, Sargent at Arms in the spring for the following school year. With Principal approval, the ASB Advisor will develop election protocol.

The Student Council, an executive-legislative body of the ASB, is composed of the ASB cabinet officers, two elected representatives from each class, and one member from each club approved by the Council. The Council aims to develop maximum participation in school activities, encourage school spirit, and work toward full cooperation with faculty and administration. For the general welfare of the school, the Council acts as the sounding board for student opinion and the coordinating body for school-wide activities. Many of the spiritual, academic or social activities sponsored by DeSales are the result of student initiative and planning.

Any DeSales student, although they do not have a vote, may attend council meetings and voice an opinion or make a proposal to the Student Council.

ASB officers are expected to uphold and maintain the highest standards of DeSales, to include leadership and citizenship of the school mission statement. Officers failing to meet these expectations may be removed from office by the Principal.

Girls League

All girls are members of the Girls League. Its primary purpose is to provide service to the school and the community. The League also sponsors several social activities for its members and the student body.

National Honor Society

DeSales High School supports an active chapter of this nationally recognized merit-based service club. Students with at least a 3.3 cumulative GPA are invited to join NHS after semester one of their sophomore year if they attended DeSales as freshmen. Students transferring to DeSales later in high school will be invited to apply after one year of enrollment and the 3.3 or higher GPA. The application requires demonstration of scholarship, character, leadership, and service and is reviewed by a faculty committee. Students accepted are required to attend an induction ceremony. **Certain disciplinary infractions can impact membership in NHS both before application and after induction.**

Students may apply for membership into the NHS.

Criteria

- NHS is open to Sophomores, Juniors and Seniors.
- GPA of 3.3, positive qualities and experiences in leadership, character, and service.
- Students must have been in attendance at DeSales for at least one year prior to application to be eligible or have transferred in from another Honor Society Chapter.
- Members are expected to maintain the standards of the Honor Society by which they are selected, or they become subject to dismissal. Certain disciplinary infractions can impact membership in NHS both before application and after induction.

Procedures

- 1) Eligible students will be notified of their eligibility to apply after second semester grades have been posted (early February).
- 2) Students will be given instructions regarding completing the application, including deadline for materials to be completed.
- 3) Faculty Council will meet to review and evaluate applications and select membership into NHS.
- 4) Students will be notified individually of their acceptance to the society or instructed in areas of needed improvement for future selection.

Dismissal from NHS

- 1) Members who fall below the standards which were the basis for their selection shall promptly be warned in writing by the counselor. The member shall be given a sufficient amount of time to correct the deficiency, except in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.
- 2) The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings.
- 3) In all cases of impending dismissal, a member shall have a right to a hearing before the Academic Council.
- 4) For purposes of dismissal, a majority vote of the Faculty Council is required.
- 5) A member who has been dismissed may appeal the decision to the Principal.

Knowledge Bow

This activity consists of teams, which compete, with teams from other high schools in Southeastern Washington. The competition involves speed at answering short-answer questions about all phases of the school curriculum. Participants are students interested in competition, knowledge in many areas, and a willingness to spend extra time developing a large knowledge background.

Drama

DeSales presents a high school drama presentation each year as part of the extra-curricular program. All students are encouraged to audition for roles in these productions.

Yearbook

DeSales High School publishes an annual yearbook titled THE DESALIAN as part of the Journalism program. Students are encouraged to take part in its publication as a reflection of student life and activities.

Students for Life

Students belonging to this organization work to promote the sanctity and dignity of human life particularly the most vulnerable in society, namely the unborn. They do so through prayer, advocacy, and works of charity.

Assemblies

All students are expected to attend student assemblies and to manifest courtesy to speakers and performers at all times.

Dances

Dances held on school property and off campus must follow school guidelines and be properly chaperoned by at least two teachers and two sets of parents. Forms to be used for permission to sponsor dances may be obtained from the main office and must be submitted to the office two weeks prior to the event. Unless permission is received to hold an "open" dance, all dances are "closed," thus requiring written approval from the administration to bring a friend from another high school who is not a DeSales student. This form, available in the office, must be completed one week prior to the event and includes an administrators signature of approval from the school where the guest is currently enrolled . Students not attending high school are generally not approved to attend DeSales High School dances.

ATHLETICS

Athletic Activities

As an extra-curricular activity, athletics are a privilege and as such DeSales reserves the right to set guidelines and rules for participation.

For boys the school offers opportunities for participation in football, basketball, baseball, golf, and track. For the girls, DeSales offers volleyball, basketball, softball, golf and track.

All contestants in interscholastic contests must be eligible under the rules of the Washington Interscholastic Activities Association. They also are subject to the rules legitimately established by this Association. Coaches are responsible for explaining these rules in detail to athletes.

It is of great importance that student athletes, coaches, parents, and administrators work together to develop excellence in our athletic program. Realizing at times there will be situations that arise, the following are procedures to be used to resolve conflicts:

- Athlete discusses situation with coach.
- Parents/athlete discusses situation with coach.
- Parents/athlete discusses situation with Principal or his designee.

Philosophy of DeSales Athletics

DeSales High School provides an interscholastic program which is true to the school's Mission and Philosophy for Catholic education.

The athletic program shall have four primary goals: to develop fundamental skills for both individuals and teams, to learn to cooperate as a team to achieve common goals, to provide student/athletes a unique opportunity to grow in virtue, to learn the importance of fair play and the appropriate treatment of others.

Athletic programs will be matched to the needs and abilities of students and contribute to their Christian formation and development. Students are encouraged to participate in activities at DeSales High School since activities are an integral part of our educational system. Participation is always voluntary – student should never feel obligated to participate.

DeSales High School coaches, faculty, and staff are in a unique position to assist in the process of developing each player/student in a complete and authentic way. Our student-athletes are formed through a balance of faith formation, academics and extracurricular activities. Coaches, faculty and staff can assist in this formation by living their own faith on a daily basis.

Dress Requirement

- Game day dress should reflect modest Christian attire so as to properly represent the mission of the school.
- Individual team dress requirements will be determined by the Athletic Department with the approval of the Principal.

Athletic Registration Procedure

Before an athlete may turn out for a sport or be issued equipment for that sport, athletic clearance must be obtained from the office. The office will issue this clearance upon receiving the following items from the athlete:

- 1) An Athletic Policy Agreement signed by the athlete and parent or guardian.

- 2) Proof of a physical examination by a medical doctor. Physicals are good for two years. These physical examinations must certify that the athlete's physical condition is adequate to participate in interscholastic athletics.
- 3) Signed form by parent and player about awareness of concussion and other potential risks.
- 4) An Insurance Waiver form showing proof of health insurance or required fee for school insurance.
- 5) A DeSales High School Student Emergency Information Form properly completed.
- 6) All athletes will be required to pay a non-refundable participation fee for each sport.

Special Athletic Rules and Regulations

Regular attendance at practice and promptness is imperative if the student is to succeed as an athlete or performer. If it is necessary to be absent from, or late for practice, common courtesy dictates that the coach or moderator be notified in advance.

If an illness or injury requires a doctor's care, permission must be obtained from a doctor prior to returning to a specific sport. Administration (record keeping etc.) of all injuries will be the responsibility of the Irish Certified Athletic Trainer who will work in cohort with medical professionals, the coaching staff and the family.

Students who participate in the athletic program at DeSales must comply with the rules and regulations governing the sports in which they participate. These include the rules and regulations of each individual coaching staff, DeSales Athletics, District #9 Activities Association, and the Washington Interscholastic Activities Association.

College Recruitment

In the event that a college or athletic recruiter should contact students personally, students are expected to establish a dialogue process with the assistance of the Athletic Director and when appropriate, the Principal. All contacts with recruiters during the school day must be cleared through the Principal's office.

Locker Rooms and Safes

Lockers will be provided for student athletes. Combination locks can be checked out through the office. Athletes bringing valuables must secure these items in either the available lockers or request the coach to place the items in the locker room safe. Insurance will not rebate loss of cash.

Travel Information

The parents of DeSales athletes are responsible for providing transportation to the out-of-town games. Parents must assure that their son or daughter has money for meals or a sack lunch.

All drivers must have completed the Diocesan safe environment training and be cleared to chaperone students. Drivers should refer to the [Diocesan Code of Conduct](#) and the policy on ["youth trips involving overnight stay"](#) on the Dioceseofspokane.org website for guidelines relating to the transportation of student/athletes.

A Drivers Insurance Confirmation Form must be completed and on file in the office prior to transporting athletes/students. Completion of this form requires a copy of insurance verification and driver's license. A minimum of \$300,000 coverage is strongly recommended.

No athlete or participant will be allowed to drive a motor vehicle to or from a school event, except when given permission for local venues.

To receive the reimbursement, the driver is responsible for filling out a DeSales Travel Sheet form for each trip. Please circle the sport on the form, list the driver's name, destination, and names of players transported to the game. The reimbursement forms may be obtained in the Principals office and must be turned in before the end of each sport's season.

Fundraising

The raising of funds for student activities must be approved with school administrators and is subject to school fundraising policies and procedure (See [Board Policy 5145](#))

Broadcasting

Radio or television broadcasts of school athletic events will be arranged by the Walla Walla Catholic Schools President or his designee. Sponsorship or advertisement identified with these broadcasts must be consistent with the faith and moral tradition of the Catholic Church.

Student Photographic Images

It is the parents' responsibility to notify the school office if they do not want photographic images of their student used in official WWCS business including: marketing publications and internet web site promotions.

PARENT ORGANIZATIONS

All parents are encouraged to participate in Home and School, Boosters and the Family Service Program.

Home and School

All parents are encouraged to participate in the DeSales Home and School activities. The organization hosts the Back-to-School Picnic, sponsors two teacher appreciation events, the Mother/Son Mass and Breakfast, and the graduation reception among other events. In collaboration with the Religion Department outside speakers and retreat workers often are placed on the meeting agendas. The Home and School also provides two scholarships to students at the end of the eighth grade.

Booster Club

The WWCS Booster Club supplies a majority of the financial support for our athletic program. The Booster club meets regularly (2nd Wednesday of the month). It is expected that all parents of our student-athletes give it their support. Season passes for regular home games are available.

- All season sport pass – Family is \$125.00. Includes Booster Club membership.
- All season sport pass – Individual is \$75.00. Includes Booster Club membership.
- Booster Membership Only – \$50.00

WWCS Booster Club meetings are usually the 2nd Wednesday of the month, or will be announced in an email. All parents are encouraged to attend.

Family Service Program

The Walla Walla Catholic Schools requires each family to complete 25 hours of service to the school. This program works to integrate the whole family into the life of service and discipleship. Further, the program is intended to help avoid the belief that Catholic education is a mere product being purchased and rather is a whole community working toward a common goal. Details about the service program can be found on [the school's website](#).

RECOGNITION AND AWARDS

Honor Roll and Principal's List

DeSales maintains an honor roll each quarter and certificates are awarded. To qualify a student must earn a minimum GPA of 3.0. The Principal's List recognizes students who receive a GPA of 3.6 and above and students earning all A grades are also recognized at quarterly and end-of-year ceremonies.

Student of the Quarter

Each quarter students are nominated by their teachers and recognized for outstanding work.

Grade Improvement

Special recognition is given to those students who raise their grade in an academic subject one full grade from first quarter to second quarter.

Student of the Year Awards

Certificates of Excellence are presented to students who have done an outstanding job in a particular class. Selections for these awards are determined by the faculty and presented at the spring Academic Awards Assembly.

Perfect Attendance

Students with perfect attendance for the year are given special certificates for this accomplishment.

John Phillips Sousa Award

The John Phillips Sousa Award is presented to a senior who has been active in the band program for 4 years and has demonstrated outstanding commitment, leadership, and musicianship

John Destito Memorial Award

The John Destito Memorial Award is presented to the member of the band who has shown the most improvement throughout the academic year. The Destito family established this award in honor of John Destito.

Saint Genesius Medal

Each year the drama department awards this medal to seniors who have contributed time and hard work to drama for at least two years. Saint Genesius is the patron saint of Drama.

President's Award for Academic Excellence & WA State Honor Awards

These awards are presented to students who have achieved well on national academic tests as well as maintained a high GPA.

DeSales Scholar Athlete

The Principal, with the assistance of the DeSales faculty and coaches, selects a qualified senior girl and boy to be honored at graduation. Minimum qualifications include membership in National Honor Society and participation in at least 2 varsity sports.

Four-Year Achievement

Four-Year Achievement awards are presented by the various departments to deserving seniors. The faculty selects recipients to receive these awards at graduation.

DeSales Citizenship and Service

On the basis of exemplary contributions to the DeSales community during the four high school years, the faculty selects a senior girl and boy.

Valedictorian and Salutatorian Awards

The valedictorians and salutatorians of each graduating class are selected by administration based on cumulative grade point average and merit after quarter three of the senior year. Additional factors the administration includes in consideration is a general minimum of having attended DeSales High School three of their four years and being enrolled in a minimum of five DeSales High School courses during each year of attendance.

SCHOLARSHIPS

The following are awarded at the End-of Year Awards Ceremony. Unless otherwise indicated, the scholarships are granted by faculty/administrative decision.

Endowed

James C. and Elizabeth F. Lyons Memorial Scholarship: This award is typically granted to deserving students of minority status.

MARILYN & FRANK GAFFREY SCHOLARSHIP Student has a financial need. Student should go above & beyond what is expected. Should give more of self to help others and be selfless.

WILLIAM & MARILYN LYONS SCHOLARSHIP- Some financial need although this would not be the only consideration. 2.0 GPA with potential for academic growth. Must demonstrate good citizenship. Displays personal generosity to help others. Nominations for this scholarship are made by teachers and staff.

BILL ROACH SCHOLARSHIP — Preference to an incoming 9th grader. Minimum of 2.0 GPA. Teacher recommendation. Potential for academic growth. Upstanding character. Financial need, although this would not be a primary consideration. If there are sufficient funds there will be a second scholarship for a 9th grader going to 10th grade.

Ken Wicher Memorial: This scholarship was created to honor the memory of Kenneth Edward Wicher. He was a scholar and athlete displaying characteristics of confidence, loyalty, honor, fearlessness, kindness, and a zest for life.

Anhorn Family Scholarship: Available to one DeSales and one Assumption student with a grade point average of 2.0 or higher, involvement in extracurricular activities, and financial need.

Virgil and Dorothy Criscola: For sophomores entering junior year and demonstrating citizenship, high moral standard, active faith, and consistent effort toward academic success. Candidates must have attended DeSales in their freshman year. Teachers and administration provide nominations to the family each spring for approval/selection.

Jerald and Margaret Kelley Endowment Scholarship: This scholarship was first awarded in the spring of 1997 and is to be given yearly to a minority student.

Robert and Alice Lux Memorial Scholarship: All DeSales students may apply for this scholarship. Essays are required and due each spring prior to selection and evaluated by a descendant of the Lux family.

Stephen Mayberry: Available to any deserving student attending DeSales and participating in extracurricular activities while planning to attend college in the future.

Tony and Jeanne Moromarco: Given to hardworking students exhibiting strong work ethic, need and admirable character.

St. Vincent de Paul: Given to a student demonstrating need along with merit and character in the spirit of Saint Vincent de Paul.

Frank Magnaghi Memorial Scholarship: is offered to an 8th grade student at Assumption Grade School who is registered to attend high school at DeSales and has 2 or more family members attending the Walla Walla Catholic Schools

Gerry Lyons Lemon Drop: One scholarship is awarded to a student annually.

Blue Mountain Community Foundation

Peter Venneri Youth Scholarship: Awarded annually to a deserving student/parishioner of St. Francis. **Williams Family Scholarship—** Fund will be awarded to a student, at either Assumption or DeSales, of a single mother. The student should be in good standing with the school and parish. Scholarship awards may support the same student in successive years through high school.

Wolf Healy Scholarship: Fund will be awarded to a student, at either Assumption or DeSales. The student should be in good standing with the school. Scholarship awards may support the same student in successive years through high school.

Restricted Funds at WWCS

Duane Tompkins & Roger McDowell Memorial: Current juniors may enter this essay competition each spring in memory of Duane Tompkins, Senior. The essays, on the topic of giving back to DeSales after graduation, are evaluated by faculty and administration.

Mark Daltoso Memorial Scholarship: This scholarship is available for juniors going into their senior year. Applicants must exhibit high moral standards and values, have an interest in math, and demonstrate active participation in their own faith formation. Faculty nominations are reviewed by the family each spring.

Don and Jan Angotti Memorial: This scholarship is awarded annually to a student from a Catholic family with demonstrated financial need in memory of longtime Catholic school supporters Jan and Don Angotti.

Becky Fazzari Nestby Scholaship – not award yet.

Annual Donation

Stubblefield/Leahy: This is awarded to a student with interest in and success attained in science and mathematics and who plans to attend college.

DeSales Home and School Scholarship: Available to a deserving student attending DeSales and to a deserving eighth grader who will be attending DeSales as a ninth grader.

Tyler Baffney Memorial: In memory of Tyler Baffney, Class of 1999. Nominee selected by committee comprised of faculty who knew Tyler well and approved by Dan and Val Baffney each spring.

DeSales Girls' League: Awarded to a graduating senior girl who has exhibited her faith and was an example of leadership for her fellow students. This scholarship goes toward college tuition.

Mathew Fazzari Memorial Scholarship: This scholarship is to be given to one Assumption family and one DeSales family throughout the time that Mathew's children attend the Walla Walla Catholic Schools. The criteria for the scholarships are primarily need, with an emphasis on families with multiple children.

WWCS Alumni: Two scholarships are granted annually. One, for a current DeSales sophomore or junior, requires membership in NHS. The other is for a deserving eighth grader at Assumption school planning to attend DeSales High School. Nominees by faculty/administration are approved by the WWCS Alumni two weeks prior to the spring awards assembly

Home And Schools Scholarship: Two scholarships are available through the Assumption Home and School to existing eighth students enrolling at DeSales. One is merit based.

Margaret Graves Scholarship: The child will be a "Reading Resource" student. In the opinion of the Reading Resource teacher, this child will be motivated to improve his/her reading and will show this by putting forth great effort. This is not intended to be a "in Need" scholarship, however it may just turn out to be the hardest worker is also the one in most need.

Jim O'Rourke Scholarship Awarded to a student at DeSales in good standing. Active in multiply co/extracurricular activities.

GENERAL INFORMATION

Schedules

DeSales works on a Mod period program. Mods are identified from Mod 0 to Mod 7 daily that start at 7:00 a.m. and end at 3:00 p.m. Wednesday Early Release hours are from 7:00-2:00. Schedules can be found on the school's website.

Closure and Late Start

If it is necessary to close the school or to have an early dismissal because of emergency weather conditions or other unusual circumstances, parents will be notified through the **Parent Square** system (an e-mail and phone texting system). Information will also be posted at the Walla Walla Catholic Schools website. Local radio stations may broadcast the information.

Fire and Disaster Drills

Evacuation drills will be conducted each year. Each classroom has a chart posted indicating the exit route for a disaster drill.

Emergencies Requiring "Lock In" Or Evacuation

Information regarding emergency procedures, including evacuation information, will be discussed with students throughout the school year.

Parking

Parking for students is by application only. Applications are available in the school office. All students must show proof of license and insurance before being issued a parking spot. Parking privileges can be revoked at any time.

Loitering

There is to be no loitering on school grounds at any time. All students must leave campus by 4 p.m. if not supervised.

Telephone

Students cannot be disturbed during school hours for telephone messages unless it is a case of extreme emergency such as illness, death in the family, etc. Reminders of appointments, change in transportation home, etc., will be posted on the student's locker. Parents, employers, and other persons are asked to cooperate in this regard.

This regulation also applies to student use of school phones. Students may use the phone before school, during the lunch hour, and after school unless permission is granted.

Vacation

A number of vacation days are scheduled into the school calendar for all students. Parents are requested to avoid scheduling family vacations which conflict with the school calendar. Although students can make up assignments missed, they can never make up the class work completely; hence grades may be noticeably affected by prolonged absence for any reason. ([See Excessive Absences](#))

Visitors

All visitors must check into the front office upon arrival. Visitors will sign in and a pass will be assigned. Visitors are requested to have it visible at all times. Visitor passes must be returned to the office prior to leaving the building. Any one not employed in the building must wear a visitor's pass at all times.

Visitors who may be prospective students are welcomed at DeSales. Students bringing visitors to attend a class must obtain permission from the Principal or Counselor **before** the day of the visit. Visitors should be introduced to each teacher at the beginning of class and to the Principal and/or Counselor at some time during the day. Visitors should wear appropriate clothing and conduct themselves within the guidelines of this Student Handbook.

Students should be conscious of treating all visitors courteously, in particular guest speakers or volunteers who may be serving in DeSales school activities.

Injuries, Illness and Medications

Should a student become ill or injured while in class or engaged in an activity during school time, he or she should notify the teacher, coach or moderator. The school provides no on-site nurse. The School Office will make every effort to contact parents/guardians for medical attention. Students must check in with the office prior to leaving campus.

By law, school officials are not allowed to dispense any medication (including aspirin) without paperwork from a doctor.

The Medication Policy and procedures maybe found at the following Web Site:

https://dioceseofspokane.org/documents/2015/6/medication_forms.pdf

Medical Emergencies

In case of a medical emergency the student will be transported by ambulance to the nearest hospital. Parents will be notified as soon as possible. If the parents cannot be reached by phone, it is understood the doctor may make emergency decisions. Medical release forms will be carried to and from all school sponsored events.

Skate Boards and Rollerblades

Skateboards and roller blades may not be ridden on school grounds.

School Pictures

Opportunity is given each year for school pictures. The purchase of these photos is not mandatory, but all students will have pictures taken. If students do not have school pictures taken, they will not have a school picture in the yearbook.

Locks and Lockers

Each student is assigned a locker in which to keep personal belongings. Locks for lockers are available upon request; students are not permitted to use personal locks. Students are responsible for the lock and for all items in their locker. The school is not responsible for missing items. Our insurance carrier will not cover loss of stolen cash and requires that the office be notified within 24 hours of any missing or stolen items.

A \$10.00 charge will be assessed for missing locks. To maintain good order, only necessary books and supplies should be kept there. At the close of the school year, lockers should be cleaned out and nothing

left in them. Administration reserves the right to open and check any locker for cause. Locker interior decorations are subject to administrative inspection. Students will be asked to remove inappropriate decorations or risk loss of locker privileges.

Lockers are available in the locker rooms. Students are responsible to contact the main office to check out a lock for use in the locker rooms. Only official school locks will be allowed on lockers. (See pg. 22 search & seizure for information)

Lost and Found

Books, clothing, or other items that are left at school will be kept in the main office for a period of ten days. Then they will be given to charity. Items that are marked with a student's name will be returned to the student.

Money and Valuables

Money and other valuables should never be left in lockers or locker rooms. Students are not to bring more than \$5.00 to \$10.00 to school. If anything valuable must be brought to school, students should deposit the items or cash in the office. These items will be placed in the school safe. Although DeSales tries to promote ideals of honesty and respect for all property, the school is not responsible for articles left in lockers, athletic locker rooms, vehicles, or anywhere else in the building.

Lunch Information

Pizza and additional fast food items may be available during certain days of the week. Water, snack, juice and pop machines are available in the cafeteria.

GUIDELINES FOR GRADUATION EXERCISES

DESALES HIGH SCHOOL

- Graduation exercises are a school function, which falls under the supervision of the Principal of DeSales High School.
- Participation in graduation exercise is optional for seniors. For those participating; the dress code shall be formal style: boys shall wear shirt and tie, full length slacks, dress shoes and socks; girls shall wear a blouse, dress or skirt/slacks, and dress shoes.
- The Principal may delegate responsibility for the supervision of graduation exercises. This person shall be responsible for coordinating preparations for graduation exercises, consulting with seniors at appropriate times as well as collaborating with the senior class advisor, parents and school administrators. The delegate has decision-making authority within the scope of the task description.
- Graduation and Baccalaureate Mass practice will be held prior to their respective events. Students are required to attend practice sessions in order to participate in the respective events. In cases of emergency, the Principal may excuse a future graduate from these practice sessions.
- The Valedictorian and Salutatorian need to have their addresses presented to the Principal at least one week prior to Graduation. Failure to do so may result losing their Valedictorian or Salutatorian Award.
- A Graduation Committee will be formed to help with the planning and arrangements for graduation including the parents/senior dinner, senior sneak, class picture, graduation set-up, post graduation party activities, (chaperones, prizes, thank-you's).
- The date for the Baccalaureate Mass and graduation exercises is in accordance with the date set in the school's annual calendar.
- Graduation exercises will take place in the gymnasium at DeSales High School.
- The Baccalaureate Mass will be celebrated with the graduates and their families on the Saturday morning of the day of graduation on alternating years at Assumption and Saint Patrick churches. The celebration will follow the liturgical norms of the Catholic Church.
- Graduates are encouraged to participate in baccalaureate celebrations sponsored by their respective parish communities or congregations.
- Graduation exercises will be celebrated in a context of Catholic faith and Christian prayer. Remarks, presentations, and commentary should reflect this unique character of DeSales.
- Graduation exercises shall be sensitive to the presence of members of other Christian denominations. They may include participation by a minister from another Christian denomination who is approved by the Pastors.
- The Home and School Association is responsible for collaborating with the parents of juniors and seniors and the Principal's delegate for making arrangements for the post graduation reception.
- Senior class parents are responsible for collaborating with the Principal's delegate, the senior class and school administration in making arrangements for the post-graduation party.
- School administration and volunteers are responsible for setting up facilities for the graduation exercises. 16. The Principal's delegate will oversee school expenses for graduation exercises, following a budgeted amount determined by the Principal in consultation with the Board of Directors.

A MASTER OF CEREMONIES

The Master of Ceremonies approved by the principal from among the school faculty will facilitate the graduation exercises.

Responsibilities

- Oversee in general, the preparations and arrangements for graduation exercises, following the calendar of events/activities, which he/she provides early in the year.
- Consult with senior class, the Graduation Committee, and junior/senior class parents regarding ideas, recommendations and concerns.
- Assure the scheduling of activities.
- Assure that appropriate contacts/invitations have been made regarding participants.
- Arrange for the set-up of facilities for the graduation exercises and reception.
- Coordinate student contributions to graduation exercises with the Principal.
- Coordinate with school administrators the development and printing of a program for graduation exercises.

Order of Events

1. Procession of graduates in cap & gown
2. Welcome
3. Opening prayer or invocation [Priest or Minister]
4. Bishop/Pastors remarks [Or President]
5. Special speaker [approved by the principal]
6. Valedictorian and/or Salutatorian addresses
7. Optional events live choral or musical presentations; slide show RESPONSIBILITIES: PRINCIPAL'S DELEGATE
8. Special presentations
9. Presentation of academic awards
10. Presentation of diplomas [Bishop, Principal & Pastors]
11. Principal's remarks
12. Formal Presentation of the graduates Blessing prayer for graduates & families [Priest or Minister]